



NOTICE OF REGULAR MEETING AGENDA
LANCASTER HOUSING AGENCY
BOARD OF COMMISSIONERS
MUNICIPAL CENTER CITY COUNCIL CHAMBERS



211 N. HENRY STREET, LANCASTER, TEXAS
Monday, June 25, 2012 – 6:45 P.M.

6:45 P.M.

AGENDA

CALL TO ORDER

CONSENT AGENDA: (Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Commissioner may request one or more items to be removed from the consent agenda for separate discussion and action.)

- 1C. Consider approval of minutes from the Lancaster Housing Agency Board of Commissioners Meeting held June 11, 2012.
- 2C. Consider Resolution 2012-0603 approving the Annual Plan for fiscal year budget 2012.

ADJOURN

EXECUTIVE SESSION: The Lancaster Housing Agency Board of Commissioners reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the TEXAS GOVERNMENT CODE to seek legal advice concerning such subject.

ACCESSIBILITY STATEMENT: The Municipal Center is wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on June 21, 2012 @ 5:00 pm and copies thereof were hand delivered to the Board of Commissioners for the Lancaster Housing Agency.

Dolle K. Downe, TRMC
Board Secretary

LANCASTER HOUSING AGENCY
Agenda Communication for
June 25, 2012

1

AG12-001

**Consider approval of minutes from the Lancaster Housing Agency
Board of Commissioners Meeting held June 11, 2012.**

Background

Attached for review and consideration are minutes from the:

- Lancaster Housing Agency Board of Commissioners Meeting held June 11, 2012.

Prepared and submitted by:

Dolle K. Downe, City Secretary

MINUTES

LANCASTER HOUSING AGENCY BOARD OF COMMISSIONERS MEETING OF JUNE 11, 2012

The Board of Commissioners of the Lancaster Housing Agency met in a regular meeting in the Lancaster Council Chambers at City Hall, 211 N. Henry Street, Lancaster, Texas, on June 11, 2012 at 6:45 p.m. with a quorum present, to-wit:

Commissioners Present:

Marcus E. Knight, Chair
Walter Weaver
Stanley Jaglowski
Marco Mejia
James Daniels
LaShonjia Harris

Commissioners Absent:

Nina Morris

City Staff Present:

Opal Mauldin Robertson, City Manager
Rona Stringfellow Govan, Housing Executive Director
Kim Pekofske, Housing Manager
Robert E. Hager, Attorney
Dolle Downe, Secretary

Call to Order:

Chairman Knight called the meeting to order at 6:45 p.m. on June 11, 2012.

Consent Agenda:

Secretary Downe read the consent agenda.

- 1C. Consider approval of minutes from the Lancaster Housing Agency Board of Commissioners Meeting held November 14, 2011.
- 2C. Consider Resolution 2012-0601 accepting the Financial Activity Reports from the Lancaster Housing Agency for the Housing Choice Voucher Program from October 2011 through April 2012.
- 3C. Consider Resolution 2012-0602 approving the terms and conditions of a General Depository Agreement by and between the Lancaster Housing Agency and J.P. Morgan Chase; and authorizing the Board Chairman (Mayor) to execute said agreement.

MOTION: Commissioner Daniels made a motion, seconded by Commissioner Mejia, to approve consent items 1C – 3C as presented. The vote was cast 6 for, 0 against [Morris absent].

4. Conduct a public hearing to receive comments regarding the Lancaster Housing Agency's Annual Plan for fiscal year 2012.

Housing Manager Pekofske stated that the public hearing date for the Housing Annual Plan was published as required and the Annual Plan has been made available for a 45-day public review period at the Lancaster Housing Agency, the Lancaster Veterans Memorial Library, and on the City's website prior to the public hearing.

Commissioner Daniels asked about changes in staffing levels. Housing Manager Pekofske stated that the plan had been updated to reflect current staffing at the agency which includes the reduction of two full time positions due to attrition.

Commissioner Knight opened the public hearing.

There were no requests to speak regarding the proposed Annual Plan.

MOTION: Commissioner Weaver made a motion, seconded by Commissioner Mejia, to close the public hearing. The vote was cast 6 for, 0 against [Morris absent].

Commissioner Knight announced that consideration of the proposed Annual Plan would be at the Housing Agency's meeting to be held June 25, 2012.

MOTION: Commissioner Daniels made a motion, seconded by Commissioner Jaglowski, to adjourn. The vote was cast 6 for, 0 against [Morris absent].

The meeting was adjourned at 6:50 p.m.

ATTEST:

APPROVED:

Dolle K. Downe, Secretary

Marcus E. Knight, Chairman

LANCASTER HOUSING AGENCY
Agenda Communication for
June 25, 2012

2

AG12-002

Consider a resolution of the Lancaster Housing Agency Board of Commissioners, approving the Annual Plan for Fiscal Year Budget 2012.

Background

The Lancaster Housing Agency operates the Section 8 Housing Choice Voucher Program under policies, rules and regulations promulgated by the U.S. Department of Housing and Urban Development (HUD).

Considerations

- **Operational** - The Annual Plan must be reviewed, updated, and adopted by resolution by the Lancaster Housing Agency's Board of Commissioners as a condition of continued assistance.
- **Financial** - There are no financial obligations associated with the adoption of the Annual Plan.
- **Legal** - The City Attorney has reviewed the resolution.
- **Public Information** - The required Public Hearing was held on June 11, 2012. No public comments were received.

Options/Alternatives

1. City Council may approve the resolution adopting the Lancaster Housing Agency Annual Plan.
2. City Council may ask staff to address possible changes prior to adoption of the Annual Plan.

Recommendation

Staff recommends approval of the resolution adopting the Annual Plan as presented.

Attachments

- Resolution
- Annual Plan – Final Draft

Prepared and submitted by:
Kim Pekofske, Housing Manager

Date: June 12, 2012

RESOLUTION NO. 2012-0603

A RESOLUTION OF THE LANCASTER HOUSING AGENCY BOARD OF COMMISSIONERS, APPROVING THE ANNUAL PLAN FOR FISCAL YEAR BUDGET 2012; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is the desire of the Lancaster Housing Agency to provide decent, safe and sanitary housing for low income families at affordable rent levels; and

WHEREAS, the Lancaster City Council established the Lancaster Housing Agency in 1974 to administer the Section 8 program, now referred to as the Housing Choice Voucher Program; and

WHEREAS, the purpose of the Annual Plan is to identify the Lancaster Housing Agency's activities under the Housing Choice Voucher Program in a manner that is consistent with requirements of the United States Department of Housing and Urban Development and the objectives of the Lancaster Housing Program; and

WHEREAS, the Annual Plan was made available for public review and comment during a mandatory 45 day review period from April 27 through June 11, 2012; and

WHEREAS, a Public Hearing on the Annual Plan for Fiscal Year Budget 2012 was held on June 11, 2012.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LANCASTER HOUSING AGENCY THAT:

SECTION 1. The Board of Commissioners hereby approve the Annual Plan for Fiscal Year 2012 for the Housing Choice Voucher Program as administered by the Lancaster Housing Agency, a copy of which is attached as Exhibit "A", available in the City Secretary's office and the offices of the Lancaster Housing Agency, in accordance with the requirements of the U.S. Department of Housing and Urban Development.

SECTION 2. Any prior resolutions of the Board of Commissioners in conflict with the provisions contained in this resolution are hereby repealed and revoked.

SECTION 3. Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 4. This Resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY PASSED AND APPROVED by the Board of Commissioners of the Lancaster Housing Agency on this the 25th day of June, 2012.

APPROVED:

Marcus E. Knight, Chairman

ATTEST:

Dolle K. Downe, Secretary

APPROVED AS TO FORM:

Robert E. Hager, Attorney for the Board

Annual PHA Plan for the Lancaster Housing Agency

Rona Stringfellow-Gowan, Executive Director
FYB October 1, 2012

FINAL DRAFT



Presented by:

The **Nelrod** Company

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1.0 PHA Information
 PHA Name: Lancaster Housing Agency PHA Code: TX437
 PHA Type: Small High Performing Standard HCV (Section 8)
 PHA Fiscal Year Beginning: (MM/YYYY): 10/2012

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)
 Number of PH units: 0 Number of HCV units: 1110

3.0 Submission Type
 5-Year and Annual Plan Annual Plan Only 5-Year Plan Only

4.0 PHA Consortia N/A
 PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. ***NO REVISION***

5.1 Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: ***NO REVISION***

5.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ***NO REVISION***

6.0 PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

The following PHA Plan elements marked 'R' have been revised since the last Annual Plan submission by the Lancaster Housing Agency.
N/R denotes NO REVISION and N/A denotes NOT APPLICABLE

- N/R 903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures
- R 903.7(2) Financial Resources
- R 903.7(3) Rent Determination
- R 903.7(4) Operation and Management
- N/R 903.7(5) Grievance Procedures
- N/A 903.7(6) Designated Housing for Elderly and Disabled Families
- N/R 903.7(7) Community Service and Self-Sufficiency
- N/A 903.7(8) Safety and Crime Prevention
- N/A 903.7(9) Pets
- N/R 903.7(10) Civil Rights Certification
- R 903.7(11) Fiscal Year Audit
- N/A 903.7(12) Asset Management
- N/R 903.7(13) Violence Against Women Act (VAWA)

6.0 (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The following are the specific locations where the public may obtain copies of the 2012 Annual Plan:

- Administrative Office
1425 N. Dallas Ave., Ste. 101, Lancaster, TX 75134
- City of Lancaster Veteran's Memorial Library
1600 Veteran's Memorial Drive
Lancaster, TX 75146
- City of Lancaster website: www.lancaster-tx.com

6.0 PHA Plan Elements

903.7(1) Eligibility, Selection and Admissions Policies, including
Deconcentration and Wait List Procedures *NO REVISION*

A. Public Housing NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING

B. Section 8

Section 8 HCV policies that govern participant eligibility and selection for assistance (including preferences), and procedure for maintaining waiting list.

(1) Eligibility

The PHA conducts screening to the extent of:

- Criminal or Drug-related activity only to the extent required by law or regulation

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- State law enforcement agencies

The PHA shares the following information with prospective landlords:

- Previous landlord address and phone number, if requested

(2) Waiting List Organization

The Lancaster Housing Agency's waiting list for the section 8 tenant-based assistance is not merged with any other program waiting list.

Interested persons may apply for admission to section 8 tenant-based assistance at:

- PHA main administrative office

(3) Search Time

The PHA does give extensions on standard 60-day period to search for a unit as follows:

- A family may request an extension of the voucher time period
- Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period
- The LHA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the LHA, throughout the initial sixty-day period. A completed search record is required.
- The family was prevented from finding a unit due to disability accessibility requirements of large size (5 bedrooms) unit requirement

The search record is part of the required verification.

(4) Preferences

The PHA does not plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the Section 8 Program to families at or below 30% of the median area income.

The PHA plans to employ the following admission preferences for admission to section 8 tenant-based assistance:

<u>Priority</u>	<u>Preference</u>
<u>2</u>	- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
<u>2</u>	- Victims of domestic violence
<u>2</u>	- Substandard housing
<u>2</u>	- Extremely low-income

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements.

6.0

(5) Special Purpose Section 8 Assistance Programs

The policies governing eligibility, selection and admissions to any special-purpose section 8 program administered by the PHA are contained in the following documents or other reference materials:

- The Section 8 Administrative Plan
- Briefing sessions and written materials

The PHA announces the availability of any special-purpose section 8 program to the public through:

- Published notices

903.7(2) Financial Resources *REVISION*

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2012 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,281,919.00	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Section 8 Reserves	1,292,858.00	
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Portability Admin. Fees	10,000.00	
Interest Income	1,500.00	
5. Non-federal sources (list below)		
Fraud Recovery	60,000.00	
Total resources	\$8,646,277.00	

903.7 (3) Rent Determination Policies *REVISION*

A. Public Housing NOT APPLICABLE - PHA DOES NOT ADMINISTER PUBLIC HOUSING

B. Section 8 Tenant-based Assistance**(1) Payment Standards REVISION**

The PHA's payment standard is:

- At or above 90% but below 110% of FMR

PHA has selected this standard because:

- FMRs are adequate to ensure success among assisted families in the Agency's segment of the FMR area
- Reflects market or submarket

The PHA reevaluates the payment standards for adequacy annually and considers the following factors in its assessment of the adequacy:

- Success rates of assisted families
- Rent burdens of assisted families

(2) Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted discretionary minimum rent hardship exemption policies as follows:

- The PHA recognizes that in some circumstances even the minimum rent may create a financial hardship for families. The PHA will review all relevant circumstances brought to the PHA's attention regarding financial hardship as it applies to the minimum rent.

903.7(4) Operation and Management REVISION**(1) PHA Management Structure REVISION**

- a. A brief description of the management structure and organization of the PHA

The Executive Director directs the day-to day management and operation of the Housing Authority with the assistance of the following lead staff and their line staff.

Housing Manager – oversees the day-to-day operations of the Section 8 Programs and directly supervises the following staff:

- Compliance Supervisor
 - Administrative Secretary (1)
 - Housing Inspector (2)
 - Housing Counselor (3)

6.0

b. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	N/A
Section 8 Vouchers	1110	95
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

c. Management and Maintenance Policies

The PHA has adopted the following policies that contain the Agency's rules, standards, and policies that govern management, operation, and maintenance of the Public Housing and Section 8 assistance programs.

Public Housing Management: *NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING*

Section 8 Management:

- Section 8 Administrative Plan

903.7(5) Grievance Procedures ***NO REVISION***

A. Public Housing *NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING*

B. Section 8 Tenant-Based Assistance

The PHA has not established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982.

Section 8 applicants or assisted families who desire to initiate the informal review and informal hearing process should contact the following:

- PHA main administrative office

6.0 903.7(6) Designated Housing for Elderly and Disabled Families **NOT APPLICABLE - PHA DOES NOT ADMINISTER PUBLIC HOUSING**

903.7(7) Community Service and Self-Sufficiency **NO REVISION**

A. PHA Coordination with the Welfare (TANF) Agency.

1. The PHA has not entered into a cooperative agreement with the TANF Agency, to share information and /or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937.)

2. Other coordination efforts between the PHA and TANF agency include:
N/A

B. Services and programs offered to residents and participants by the Lancaster Housing Agency are as follows:

(1) General

a. Self-Sufficiency Policies

The PHA will not employ discretionary policies to enhance the economic and social self-sufficiency of assisted families.

b. Economic and Social self-sufficiency programs

The PHA does not coordinate, promote or provide any policies or programs of the enhancement of the economic and social self-sufficiency of assisted families.

(2) Family Self Sufficiency programs *N/A*

C. Welfare Benefit Reductions *N/A*

D. Community Service Requirement **NOT APPLICABLE - PHA DOES NOT ADMINISTER PUBLIC HOUSING**

903.7(8) Safety and Crime Prevention **NOT APPLICABLE - PHA DOES NOT ADMINISTER PUBLIC HOUSING**

903.7(9) Pets **NOT APPLICABLE - PHA DOES NOT ADMINISTER PUBLIC HOUSING**

6.0 903.7(10) Civil Rights Certification *NO REVISION*

The PHA has examined its programs and proposed programs to identify any impediments to fair housing choices, has addressed those impediments in a reasonable fashion, and is working with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing. The PHA assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The PHA has taken the following specific actions to Affirmative Further Fair Housing in its Section 8 assistance program.

The PHA will not, on the grounds of race, color, creed, sex religion, age, disability, national origin or familial status:

- Deny a person or family admission to housing or assistance;
- Provide housing which is different than that provided others, except for elderly and/or disabled where accessibility features may be required;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with housing programs;
- Treat a person differently in determining eligibility or other requirements for admission or assistance;
- Deny any person access to the same level of services provided to others;
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

The PHA will not intimidate, threaten or take any retaliatory action against any applicant, or participant because of a person's participation in civil rights activities or assertions of civil rights.

HUD Fair Housing Posters are posted at the PHA main administrative office.

The PHA will ensure accessibility to offices to afford persons with disabilities the opportunity to apply for assistance to the Section 8 program.

The PHA will make sure that all employees of the PHA are familiar with non-discrimination requirements, especially those employees who are involved in the admissions process.

The PHA's policies and practices are designed to provide assurance that all persons with disabilities will be provided reasonable accommodations so that they can fully access and utilize the housing programs and related services.

The PHA will identify and eliminate situations and /or practices that create barriers to equal housing opportunity for all.

6.0

The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.

903.7(11) Fiscal Year Audit *REVISION*

The PHA is required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)).

The most recent fiscal audit has not been submitted to HUD.

903.7(12) Asset Management *NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING*

903.7(13) Violence Against Women Act (VAWA) *NO REVISION*

The Lancaster Housing Agency updated its website in early 2008 to provide information regarding the Violence Against Women Act (see below).

On January 5, 2006, President Bush signed into law the Violence Against Women and Department of Justice Reauthorization Act of 2005. The primary objectives of VAWA are to reduce violence against women and to protect, or increase the protection of, the safety and confidentiality of women who are victims of abuse, and to prevent homelessness of the victims of such acts; to protect victims who reside in Public Housing and Housing Choice Voucher Programs; and to ensure victims have access to criminal justice systems without jeopardizing their housing.

VAWA, despite its title, is a gender-neutral law. Women, men, people who identify as transgender, and children can claim victim status.

VAWA prohibits PHA's from denying admission to otherwise qualified applicants simply because they are or have been, victims of domestic violence, dating violence or stalking.

Criminal activity directly relating to Domestic Violence is not a basis for denial of admission or termination of tenancy.

VAWA states that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking:

- * Will not be construed as a serious or repeated violation of the lease by the victim or threatened victim
- * Will not be good cause for terminating the tenancy or occupancy rights of the victim

6.0

Any information provided to LHA is retained in confidence, will not be entered into a shared database and will not be released to any related entity unless the individual consents or requests, or unless otherwise required by law

The notice is available to landlords and tenants and includes additional facts regarding domestic violence, sexual assault and Teen dating violence in Texas. To assist persons experiencing these problems, several resources are listed, including websites and telephone numbers.

Over the past year, The Lancaster Housing Agency has assisted three families involved in domestic violence situations. Families were allowed to break leases and relocate to safer environment. In one case in particular, the family voucher was awarded to the appointed guardian of several children that had to be removed from the assisted household.

The Agency's Administrative Plan was updated in June 2008 to include policies and procedures on dealing with issues of domestic violence.

7.0

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.
Include statements related to these programs as applicable.

- a. **HOPE VI or Mixed Finance Modernization or Development NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**
- b. **Demolition and/or Disposition NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**
- c. **Conversion of Public Housing NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**
- d. **Homeownership**
 - 1. **Public Housing NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**
 - 2. **Section 8 Tenant Based Assistance**

The PHA does plan to administer a homeownership program for Section 8.

Program Description:

The PHA will not limit the number of families participating in the Section 8 Homeownership Option. The PHA has not established eligibility criteria for participation in its Section 8 Homeownership Option Program in addition to HUD criteria.

7.0	<p>e. Project-based Vouchers</p> <p>Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</p>
8.3	<p>Capital Fund Financing Program (CFFP). <i>N/A</i></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact”. NOT APPLICABLE – PHA IS HIGH PERFORMER/SECTION 8 ONLY</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. NOT APPLICABLE – PHA IS HIGH PERFORMER/SECTION 8 ONLY</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested. NOT APPLICABLE – PHA IS HIGH PERFORMER/SECTION 8 ONLY</p> <p>(a) Progress in Meeting Mission and Goals. PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: <u>Standard and Troubled PHAs complete annually</u> Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).</p>

10.0 (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: **Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.**)

(c) PHA's must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. *N/A*

11.0 **Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)

(b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) *N/A*

(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) *N/A*

(d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) *N/A*

(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) *N/A*

(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.

Provided as attachment tx437a01

(g) Challenged Elements – NO CHALLENGED ELEMENTS

(h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) *N/A*

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) *N/A*

Attachment: tx437a01
Lancaster Housing Agency
Resident Advisory Board Consultation Process and Comments – FYB 2012

1. Resident notification of appointment to the Advisory Board

At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board
PHA used the same selection as last year
2. Resident Advisory Board Selection

Selection made from resident/participant response **PHA used the same selection as last year**
3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan
April 2, 2012

Notify Resident Advisory Board of scheduled meeting **April 2, 2012**

Hold Resident Advisory Board meeting **April 24, 2012**
4. Notification of Public Hearing

Schedule date for Public Hearing and place ad **April 24, 2012**

Notify Resident Advisory Board **April 24, 2012**

Hold Public Hearing meeting **June 11, 2012**
5. Documentation of resident recommendations and PHA's response to recommendations

**Resident Advisory Board Meeting
April 24, 2012**

Comment #1: Are clients required to pay rent on a unit before it passes inspection?

PHA Response: Clients are advised not to enter into any rental agreement with a prospective landlord until the unit has passed inspection and a HAP contract has been executed.

Comment #2: How can one determine if a house is in foreclosure before leasing the unit?

PHA Response: Clients are encouraged to seek foreclosure information through the Tax Office at their County Courthouse.

Comment #3: Are clients required to stay in their unit and fulfill the lease if the home has been broken into?

PHA Response: Clients are encouraged to communicate with their caseworkers and landlords if their home has been burglarized, however they are advised that they will have to remain in their unit and fulfill the terms of their lease.

Comment #4: Various homeownership questions on qualifying factors.

PHA Response: Homeownership was explained including qualifying criteria. If the client is interested they have been advised to speak with their caseworker for more information.

Comment #5: Is HUD kicking people off the program that are not elderly or disabled?

PHA Response: HUD is not removing families from the program, regardless of age or familial status.

Comment #6: Questions regarding funding and available vouchers?

PHA Response: Funding was discussed and explained. HUD is not providing any additional funding. The Agency only has monies for the vouchers that are issued. Administrative fees have been reduced.

Comment #7: How many months of deposit are required to be paid in advance to lease a home?

PHA Response: There are no restrictions on the amount of deposit, however clients were cautioned that one month's rent was reasonable.