



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



**211 N. HENRY STREET, LANCASTER, TEXAS**  
**Monday, August 13, 2012 – 6:45 P.M.**

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**6:45 P.M.**

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**AGENDA**

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**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 25, 2012.

**ACTION:**

2. Consider Resolution 2012-0804 discontinuing and withdrawal from the management of the Housing Choice Voucher Program (Section 8) and providing for authorization of the Director to take necessary administrative action; and consider authorizing a letter of support for transfer of the divested vouchers.

**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 August 9, 2012 @ 5:00 p.m. and copies thereof were hand delivered to the Board of Commissioners for the Lancaster Housing Agency.

Dolle K. Downe  
Dolle K. Downe, TRMC  
Board Secretary

**LANCASTER HOUSING AGENCY**  
Agenda Communication for  
August 13, 2012

**1**

AG12-001

**Consider approval of minutes from the Lancaster Housing Agency  
Board of Commissioners Meeting held June 25, 2012.**

**Background**

Attached for review and consideration are minutes from the:

- Lancaster Housing Agency Board of Commissioners Meeting held June 25, 2012.

**Prepared and submitted by:**

**Dolle K. Downe, City Secretary**

## MINUTES

### LANCASTER HOUSING AGENCY BOARD OF COMMISSIONERS MEETING OF JUNE 25, 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 25, 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  
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 25, 2012.

**Consent Agenda:**

Secretary Downe read the consent agenda.

- 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.

**MOTION:** Commissioner Mejia made a motion, seconded by Commissioner Daniels, to approve consent items 1C and 2C as presented. The vote was cast 7 for, 0 against.

**MOTION:** Commissioner Daniels made a motion, seconded by Commissioner Mejia, to adjourn. The vote was cast 7 for, 0 against.

The meeting was adjourned at 6:47 p.m.

**ATTEST:**

**APPROVED:**

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Dolle K. Downe, Secretary

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Marcus E. Knight, Chairman

**LANCASTER HOUSING AGENCY**  
Agenda Communication for  
August 13, 2012

**2**

AG12-002

**Consider a resolution of the Lancaster Housing Agency Board of Commissioners discontinuing and withdrawal from the management of the Housing Choice Voucher Program (Section 8); providing for authorization of the Director to take necessary administrative action; and consider authorizing a letter of support for transfer of the divested vouchers.**

**Background**

The Lancaster Housing Agency (LHA) has operated the Section 8 Housing Choice Voucher Program (HCVP) which is funded by the U. S. Department of Housing and Urban Development (HUD) since 1989. The program assists low-income families by providing affordable housing.

LHA has continued to receive reductions in the amount of Administrative Fees over the past three years. This is based on the amount of funding provided by Congress. Congress continues to reduce the appropriations to HUD, thereby reducing the amounts distributed by HUD. If the Administrative Fees are reduced further than 80% of eligibility, this will cause a hardship on the agency to continue to serve the number of families on the program. HUD is not providing any form of concession on the regulations or levels of service to help the agencies in reducing costs. HUD is still expecting the same levels of performance with limited staff and funds for operating. This trend is not sustainable without assistance from the General Fund.

HUD has also implemented an off-set of the Housing Assistance Payments (HAP) for 2012. Effective for January through September 2012, HUD is underfunding each Housing Agency based on the amount of HAP reserves that are available to that agency. HUD will have the recapture of the reserves completed by September 2012. This is not in line with the City's financial policies of a minimum of 10% with a goal of 15%, which is currently under the amendment process to change to a minimum of 12% in reserves.

To comply with requirements set out in HUD's letter of July 20, 2012, it is necessary for the Commissioners to adopt a board resolution and submit a letter of support for the agency receiving the divested vouchers. The agency receiving the divested vouchers must also provide a letter of support and board resolution. The Plano Housing Authority has provided a letter and board resolution which are attached.

### **Considerations**

- **Operational** – HUD will transfer the vouchers that are allocated under LHA Annual Contributions Contract (ACC) to designated agency. Participants will continue to receive assistance in their current units. The receiving PHA will be required to cover the same areas of responsibility as covered by LHA. Current and future applicants will continue to have the opportunity to lease in the Lancaster area.

LHA must be prepared to continue with all program activities through at least December 31, 2012, per the letter from the HUD Ft. Worth Regional Office, Region IV dated July 20, 2012.

- **Legal** - The City Attorney has reviewed and approved as to form the resolution.
- **Financial** - All funds associated with the Housing Choice Voucher program including cash and investments will be transferred to the receiving PHA under direction of the Financial Management Division of HUD. The City will retain minimum HUD staffing through the end of September 20, 2013 to complete the close out of the agency.
- **Public Information** - There are no public information requirements.

### **Options/Alternatives**

1. The Commissioners may approve the resolution and authorize a letter of support recommending the Plano Housing Authority to assume the management of the divested vouchers.
2. The Commissioners may deny the resolution and direct staff.

### **Recommendation**

Staff recommends option 1, approving the resolution as presented and authorizing a letter of support. *[For option 1, the motion may be made to approve the resolution as presented and authorize a letter of support recommending the Plano Housing Authority assume the management of the divested vouchers.]*

### **Attachments**

- Resolution
- Support letter and Board Resolution from Plano Housing Authority
- Draft letter to HUD recommending the Plano Housing Authority assume management of the divested vouchers
- Support letters from Tarrant County Housing and Ferris Housing Authority
- HUD letter dated July 20, 2012
- Consolidated Annual Contribution Contract Part 1 for Housing Voucher Program

Agenda Communication  
August 13, 2012  
Page 3

**Prepared and submitted by:**  
Kim Pekofske, Housing Manager

**Date:** August 1, 2012

**RESOLUTION NO. 2012-0804**

**A RESOLUTION OF THE LANCASTER HOUSING AGENCY BOARD OF COMMISSIONERS, DISCONTINUING AND WITHDRAWAL FROM THE MANAGEMENT OF THE HOUSING CHOICE VOUCHER PROGRAM; PROVIDING FOR AUTHORIZATION OF THE DIRECTOR TO TAKE NECESSARY ADMINISTRATIVE ACTION; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Lancaster City Council established the Lancaster Housing Agency in 1989 to administer the Section 8 program, now referred to as the Housing Choice Voucher Program; and

**WHEREAS**, it is the desire of the Board of Commissioners to discontinue the management of the Housing Choice Voucher Program (Section 8);

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

**Section 1.** The Board of Commissioners hereby approves the discontinuance of the management of the Housing Choice Voucher Program and withdrawal from the program administered by the Lancaster Housing Agency. The Lancaster Housing Agency, in accordance with the requirements of the U.S. Department of Housing and Urban Development, will transfer the vouchers to a receiving qualified Agency; and, the Director of the agency is authorized to take the necessary administrative action in accordance with applicable law and this resolution.

**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 13<sup>th</sup> day of August 2012.

**APPROVED:**

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Marcus E. Knight, Chairman

**ATTEST:**

\_\_\_\_\_  
Dolle K. Downe, Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, Attorney for the Board



Mission Statement  
To provide quality affordable housing to low income families while offering opportunities  
that enable families to achieve self sufficiency.

## Plano Housing Authority

HELEN MACEY Executive Director

### Board of COMMISSIONERS

EARNEST BURKE  
Chairperson

WANDA RUSSELL  
Vice-Chairperson

PAUL GEPHART  
Commissioner

JEANINE BOEHL  
Commissioner

LINDA PRINDIVILLE  
Commissioner

August 9, 2012

Opal Mauldin Robertson  
City Manager  
City of Lancaster  
211 North Henry Street  
Lancaster, TX 75146

Subject: Interest in Receiving Lancaster Housing Assistance Program Vouchers

Dear Ms. Mauldin Robertson:

We have been made aware that the City of Lancaster has made the decision to discontinue managing and operating their Section 8 Housing Choice Voucher Program.

We wish to convey our interest in assuming the management of the divested vouchers. Our interest is to assume management for the entire program and subsequent transfer of the ACC Agreement.

After careful consideration of the logistics surrounding the transfer, our desire would be to retain the existing employees. We feel this action would provide a smoother transition for the participants you are now serving. Additionally, we are in a position to provide home visits to the elderly and physically impaired.

Pursuant to Notice PIH 2012-11, attached you will find Resolution No. 08-213-12, passed by our Board of Commissioners fully supporting this transaction.

We appreciate this opportunity to be considered in the transfer of the Lancaster program vouchers. We look forward to continuing discussions to accomplish this transition. My contact information is 972-423-4928, Ext. 130 and email is [hmacey@planoaha.org](mailto:hmacey@planoaha.org).

Sincerely,

PLANO HOUSING AUTHORITY

Helen Macey, PHM  
Executive Director

Cc: Regina Hawkins, Director – Office of Public Housing  
Rona Stringfellow-Govan  
Earnest Burke, Chair



# Plano Housing Authority

Mission Statement  
To provide quality affordable housing to low income families while offering opportunities that enable families to achieve self sufficiency.

HELEN MACEY Executive Director

## Board of COMMISSIONERS

EARNEST BURKE  
Chairperson

WANDA RUSSELL  
Vice-Chairperson

PAUL GEPHART  
Commissioner

JEANINE BOEHL  
Commissioner

LINDA PRINDIVILLE  
Commissioner

RESOLUTION NUMBER 08-213-12

DATE OF RESOLUTION 08-09-12

### RESOLUTION SUPPORTING THE TRANSFER OF LANCASTER HOUSING ASSISTANCE PROGRAM SECTION 8 VOUCHER PROGRAM INTO THE PLANO HOUSING AUTHORITY SECTION 8 VOUCHER PROGRAM

WHEREAS, PHA staff has informed the Board of Commissioners that Lancaster Housing Assistance Program desires to discontinue all operations associated with the management of the Lancaster Housing Assistance Program;

WHEREAS, PHA staff has conveyed to the Board of Commissioners their desire to submit a letter of consideration to assume the management of the Lancaster Housing Assistance Program;

WHEREAS, The Board of Commissioners finds that this action will support the PHA's mission to provide safe, decent and sanitary housing for low and lower income families;

WHEREAS, the Board of Commissioners have discussed and reviewed the proposed action and believes that it conforms to all requirements;

THEREFORE, PURSUANT TO NOTICE PIH 2012-11, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PLANO, TEXAS AS FOLLOWS:

1. The Board of Commissioners fully supports the Plano Housing Authority's request to receive all vouchers currently administered by the Lancaster Housing Assistance Program;
2. The Board of Commissioners offers our full cooperation to the City of Lancaster to ensure a seamless transition.

After further discussion, it was moved by Commissioner RUSSELL, that the Resolution be accepted and approved as introduced and read.

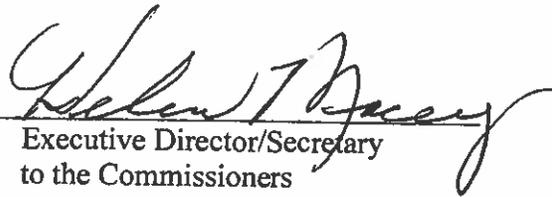
It is seconded by Commissioner PRINDIVILLE, and upon roll call the following votes were recorded:

AYES: BURKE, RUSSELL, PRINDIVILLE

NAYS: NONE

ABSENT: GEPHART, BOEHL

Chairperson Burke declared the motion carried and Resolution No.08-213-12 approved and adopted.

  
Executive Director/Secretary  
to the Commissioners

AUGUST 9, 2012

Date

  
Chairperson

AUGUST 9, 2012

Date



City of Lancaster  
OFFICE OF THE CITY MANAGER

211 N. Henry St. \* Lancaster, TX 75146 \* 972.218.1302 \* 972.275.0917 FAX  
www.lancaster-tx.com



August 14, 2012

Regenia Hawkins, Regional Director  
U. S. Department of Housing and Urban Development  
Ft. Worth Regional Office Region VI  
801 Cherry Street  
Unit #45, Suite 2500  
Fort Worth, Texas 76102

Dear Mrs. Hawkins:

We acknowledge receipt of your letter dated July 20, 2012. Pursuant to the instructions outlined in your letter under the Annual Contributions Contract and PIH Notice 2012-11, we scheduled a meeting with the Lancaster Board of Commissioners to provide a resolution and authorize a letter of support from the Lancaster Housing Agency. We have also identified a receiving PHA to accept the divested vouchers. It is the Lancaster Board of Commissioners and staff's recommendation that the Plano Housing Authority receive the current vouchers under contract as they have provided the obligatory resolution and plan from their Board of Commissioners enacted on August 9, 2012. Additionally, they have agreed to retain current staff and open a satellite office in the City of Lancaster. This helps ensure a seamless transition for the clients to the new agency.

In addition to the above recommendation, we are asking that the Tarrant County Housing Assistance Office receive the unused vouchers as requested in their letter dated July 27, 2012, from Director Wayne Pollard.

Please be assured that the Lancaster Housing Agency will remain in operation in accordance with the Annual Contributions Contract until the entire program has been closed out from the Lancaster Housing Agency and transitioned appropriately. Additionally, the City of Lancaster has resolved the online submission of the financial audit for 2009, 2010, and 2011.

Attached you will find a detailed explanation of the resolution of the audit findings, copies of bank statements as of June 30, 2012, and justification of the difference in the NRA balance of \$841,875 as reported in VMS for December 2011 and the HUD reconciled NRA balance of \$810,731. There are no inter-program balances as HUD's bank accounts and financial information is maintained separately. Additionally, there are monthly transfer and reconciliations for each account.

The city is scheduled to have a cost allocation study completed this year. The LHA shares a significant amount of services with the City whereby the cost has remained relatively the same in spite of the agency's needs continuing to grow. LHA has paid roughly \$62,000 a year, paying \$5,166 a month.

The City of Lancaster has prepared notification letters (currently in a draft format) alerting landlords and tenants about the transition. We have staff that is committed to staying on, as long as funding is available to serve residents through this transition.

Thank you once again for your assistance in this process. We look forward to working with you and your staff to provide a smooth transition to housing clients and landlords.

Sincerely,

Opal Mauldin Robertson  
City Manager

cc: The Honorable Marcus E. Knight, Mayor (Board Chair)  
Board of Commissioners  
Dolle Downe, City Secretary (Board Secretary)  
Rona Stringfellow-Govan, Executive Director  
Kim Pekofske, Housing Manager



## **TARRANT COUNTY**

**Housing Assistance Office**  
2100 Circle Drive - Suite 200  
Fort Worth, Texas 76119

**Telephone: (817) 531-7640**  
**Fax: (817) 531-7657**  
**TDD/TTY: (817) 531-7686**  
[tarrantcounty.com/housing](http://tarrantcounty.com/housing)

**Wayne Pollard**  
*Director*

July 27, 2012

Rona Stringfellow-Govan, ED  
Lancaster Housing Authority  
1425 North Dallas Suite 101  
Lancaster, TX 75134

Dear Mrs. Stringfellow-Govan:

I am writing this letter to request that you favorably consider Tarrant County Housing Assistance Office (TCHAO) as a recipient of any unused Housing Choice Vouchers/ACC and Port-Out ACC from Lancaster Housing Authority. The only reason we are limiting our request to these vouchers is because of the restrictions placed upon us in not crossing county lines.

As you know, TCHAO has received a High Performance rating for the last four (4) consecutive years. Additionally, we successfully manage and administer 2,506 Housing Choice Vouchers, 100 FUP vouchers; 100 Mainstream vouchers, administer over 180 port-ins and currently we are working with eight (8) Shelter Plus Care families. We have a broad outreach and work diligently with property owners, entrepreneurs and community groups to foster the kind of partnerships that are beneficial to our voucher holders. We are also honored to note that we conduct a large Family Self-Sufficiency program and have implemented many innovative activities within that program that have catapulted countless families to economic independence, e.g., first time homeownership; employment search and training through classes on resume' writing, computer searches, mock interviews, dress for success, image building, etc. We also conduct similar classes for all unemployed and zero-income participants. These are just a few examples of our involvement and commitment to the programs we oversee.

In addition, TCHAO has over 10,000 families on our HCV Wait List. The requested unused vouchers would provide a safe, decent and sanitary home for the families on our wait list.

Thank you for any positive action that you can take on our behalf that will enable TCHAO to receive these additional vouchers, and for the support and consideration you and your staff always provide to us.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne E. Pollard, Jr.", written in a cursive style.

Wayne E. Pollard, Jr.

Director

cc: Justin R. Ormsby  
Regenia Y. Hawkins

**Pekofske, Kim**

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**From:** Roma Lewis [rdlsparky@sbcglobal.net]  
**Sent:** Thursday, July 26, 2012 10:32 AM  
**To:** Pekofske, Kim  
**Cc:** Stringfellow, Rona  
**Subject:** Re: Lancaster Vouchers

Good morning Kim, thanks so much for the follow up. Ferris is very interested in accepting the Voucher holders in Ellis County. We were not aware that you had voucher holders in that county. Please note that we are also interested in accepting the 177 vouchers that are currently residing in the City of Lancaster.

On yesterday, the Ferris Housing sent a letter to Ms. Regina Hawkins, Director and Mr. Mark Barzina, Acting Regional Administrator of HUD Fort Worth, expressing our interest in the 177 voucher holders.

Please note this our formal notice to the City of Lancaster that the Ferris Housing Authority is intersted in obtaining all of the Voucher holders in Ellis County and the 177 families that currently reside in the City of Lancaster jurisdiction.

Also note that Ferris HA and Lancaster HA are both using Ten Mast software that would assist in the transfer of the voucher holders!

I look forward to working with your agency on this transition.

Roma Lewis  
Executive Director  
Ferris Housing Authority

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**From:** Pekofske, Kim <KPekofske@lancaster-tx.com>;  
**To:** <rdlsparky@sbcglobal.net>;  
**Cc:** Stringfellow, Rona <rgovan@lancaster-tx.com>;  
**Subject:** Lancaster Vouchers  
**Sent:** Thu, Jul 26, 2012 2:55:33 PM

Roma,

I got a message from Donna Curley that you were interested in some of our vouchers. As you know we cover a portion of Ellis County . We currently have 41 vouchers in Waxahachie and 15 in Ennis. Our administrative fee rate is \$74.69 for the first 600 and then 69.72 for all over 600. If you are interested in accepting the vouchers in Ellis County , please send a letter of intent to Rona Stringfellow-Govan, Executive Director at the address listed below.

I have another agency that has already expressed their interest in the Dallas County vouchers.

Let me know if you have any questions or need further information.

I hope to speak with you soon.



JUL 20 2012

**U.S. Department of Housing and Urban Development**  
Fort Worth Regional Office, Region VI  
Office of Public Housing  
801 Cherry Street  
Unit #45, Suite 2500  
Fort Worth, TX 76102

Opal Mauldin Robertson  
City Manager  
City of Lancaster  
211 North Henry Street  
Lancaster, TX 75146

Dear Ms. Mauldin Robertson:

We are writing to inform you that we have received your letter, dated June 25, 2012, in which you indicate that the City of Lancaster intends to discontinue managing the Section 8 Housing Choice Voucher Program effective October 1, 2012. We respect the City's decision to withdraw from the program and would like to take this opportunity to acknowledge our longstanding partnership to provide safe, decent and affordable housing to individuals and families of Lancaster. There is a process by which HUD can transfer all of the vouchers held by the City of Lancaster to another agency. We have provided a description of the process below, and we will work closely with you and your staff to satisfy all of the necessary requirements.

In order for a Public Housing Agency (PHA) to transfer vouchers under the ACC agreement, it must comply with the requirements of PIH Notice 2012-11 (Attachment #1). These requirements include a board resolution and letter of support from the divesting PHA, and corresponding board resolution and letter of support from the receiving PHA to accept the divested vouchers. Once we receive the resolutions and letters of support from both the divesting PHA and the receiving PHA, as well as other supporting documentation (see below), we will forward the request to HUD's Financial Management Division (FMD) for consideration. Currently, the FMD is only approving voucher transfers with effective dates of January 1<sup>st</sup> and July 1<sup>st</sup>. While we may be able to negotiate an earlier effective date, the City of Lancaster must be prepared to continue all program activities through at least December 31, 2012. Please note that an approved transfer of vouchers as provided by PIH Notice 2012-11 will not dissolve the ACC agreement. Though unfunded, the City of Lancaster will continue to have an ongoing ACC agreement with HUD. For your review, we have enclosed a copy of the original executed ACC agreement (See Attachment #2).

In addition to the above, there are some programmatic concerns that we must resolve in order to proceed with a voucher transfer request. One of these involves the financial audit submissions for 2009, 2010, and 2011. While we have received hardcopies of the audits, they have not yet been submitted through HUD's online FASS system. It is imperative that City of Lancaster submit these audits through the FASS system as they will have a bearing on the transfer process.

Furthermore, please provide a detailed explanation of the resolution of any audit findings. In addition to the audits, we will need a detailed explanation of all inter-program balances (if any), bank statements as of June 30, 2012 for all HCV accounts (needed to verify cash/investments as reported in VMS), and an explanation of the difference in the NRA balance of \$841,875 as reported in VMS for December 2011 and the HUD reconciled NRA balance of \$810,731. All of these pieces of information are necessary to accurately determine the status of all financial resources associated with the City of Lancaster's Housing Choice Voucher Program.

Finally, residents and applicants will undoubtedly have questions and concerns during the transfer process. If and when the FMD approves a transfer of vouchers to a divesting PHA, the City of Lancaster will need to inform residents and applicants of the change in administration and assist them with any issues that may arise during the transfer process. Residents should be informed that they will continue to receive assistance in their current units. The FMD will require the receiving PHA to take responsibility for the areas previously covered by the City of Lancaster. Current and future applicants will continue to have the opportunity to lease-up in the Lancaster area.

We wish to convey our appreciation to the City of Lancaster for its participation in the Housing Choice Voucher Program since 1989. The City's partnership in helping low-income families secure safe, sanitary, and affordable housing for more than 20 years has had a huge impact on the lives of those assisted and will be felt long after the vouchers have transferred to another agency. If you have any questions regarding this matter, please contact Garrett Sauvé at (817) 978-5592.

Sincerely,



Regenia Y. Hawkins  
Director  
Office of Public Housing

Enclosures:  
PIH Notice 2012-11 (HA)  
ACC Agreement

CC:  
Marcus E. Knight, Mayor  
Marco Mejia, Mayor Pro Tem  
James Daniels, Deputy Mayor Pro Tem  
Walter Weaver, Councilmember  
Stanley Jaglowski, Councilmember  
LaShonjia Harris, Councilmember  
Nina Morris, Councilmember  
✓ Rona Stringfellow-Govan, Director, Lancaster Housing Agency

RECEIVED JUL 25 2012

CITY OF LANCASTER, TEXAS

ACC Part I Number: FW-5857 v

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
SECTION 8 EXISTING HOUSING

CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT  
PART I

for

HOUSING VOUCHER PROGRAM

**1.1 DEFINITIONS.**

**A. ACC.**

As used in Part I of this CACC, "ACC" means the Annual Contributions Contract for each project.

As used in Part II of this CACC, "ACC" means the CACC.

**B. CACC. Consolidated Annual Contributions Contract.**

**C. Contract Authority. The amount of contract authority for each project is listed in Exhibit I or Exhibit II of this CACC Part I (subject to reduction in accordance with section 1.4.D and section 2.3 of this CACC).**

**D. Fiscal Year. The PHA Fiscal Year.**

**E. HUD. U.S. Department of Housing and Urban Development.**

**F. PHA. Public Housing Agency.**

**G. Program. The PHA's Housing Voucher Program under the CACC.**

**H. Program Expenditures. Amounts which may be charged against Program Receipts in accordance with the CACC and HUD requirements.**

**I. Program Receipts. Amounts paid by HUD to the PHA for the Housing Voucher Program, and any other amounts received by the PHA in connection with the Program.**

**J. Project. A funding increment for the Program.**

**1.2. HOUSING VOUCHER PROGRAM.**

- A. **Projects in Program.** The projects in the Program are listed in Exhibit I and Exhibit II of this CACC Part I. (List all new projects in CACC Exhibit II.)
- B. **PHA Fiscal Year.** The Fiscal Year for the Program shall be the 12-month period ending September 30 of each calendar year. (Insert the day and month used as the Fiscal Year ending date for other section 8 assistance administered by the PHA under an ACC with HUD.)

**1.3. TERM.**

- A. The initial term of the ACC for each project shall be a term of five years beginning on the effective date of the ACC for the project.
- B. The first date and last date of the ACC term for each project is stated in Exhibit I or Exhibit II.
- C. The first date of the ACC term for the project shall be a date as determined by HUD.
- D. If the first or last date of the ACC term for the project is not entered before the CACC is signed by the PHA, the date may be entered subsequently by HUD, upon written notice by HUD to the PHA.
- E. HUD may revise Exhibit I or Exhibit II at any time, upon written notice by HUD to the PHA, to remove a project for which the ACC term has expired.
- F. The initial ACC term for any project may be extended by written agreement of the PHA and HUD.

**1.4 ANNUAL CONTRIBUTION.**

- A. **Payment.** HUD shall pay the PHA annual contributions for the Program in accordance with HUD regulations and requirements.
- B. **Amount and Purpose of HUD Payments.**
  - L. The annual contribution for the Program during a Fiscal Year shall be the sum of the amounts paid for each of the projects in the Program. The HUD annual contribution for the Program shall be the amount approved by HUD for each Fiscal Year to cover:
    - a. The amount of housing assistance payments by the PHA.

- b. The amount of PHA fees for Program administration.
2. The amount of the HUD annual contribution may be reduced, as determined by HUD, by the amount of Program Receipts (such as interest income) other than the HUD annual contribution.
- C. Maximum Payments for Program.
1. Annual Limit on Payments for Program. Except for payments from the CACC reserve account as provided in section 1.4.E of this CACC, the HUD annual contribution for a project under section 1.4.B during the Fiscal Year shall not be more than the contract authority for the project. The amount of contract authority reserved for each project in the Program is stated in Exhibit I and II of this CACC Part I (subject to reduction in accordance with section 1.4.D and section 2.3 of this CACC).
2. Limit on Total Payments for Project During CACC Term. The total of HUD payments under section 1.4.B for a project over the term of the CACC for the project (including any payments from the CACC reserve account as provided in section 1.4.E, but not including any payments under section 1.4.F) shall not be more than five times the contract authority for the project.
- D. Reduction of Amount Payable. HUD may reduce the amount payable by HUD for any project or for the Program, and may reduce the amount of the contract authority for any project, by giving the PHA written notice of reduction in accordance with section 2.3 of this CACC. The notice by HUD may include a revision of Exhibit I or II to state the reduction in the amount of contract authority for a project.
- E. CACC Reserve Account. A CACC reserve account shall be established and maintained by HUD, in an amount as determined by HUD. The CACC reserve account may be used by HUD for payment of any portion of the payment approved by HUD under section 1.4.B for the Fiscal Year.
- F. Portability Procedures Fees of Receiving PHA. In addition to the maximum payments under section 1.4.C, including payments from the CACC reserve account under section 1.4.E, HUD may approve additional payments to the PHA for the purpose of paying fees to another PHA acting as Receiving PHA in accordance with HUD portability procedures.
- G. Separate ACC. HUD's commitment to make payments for each project listed in Exhibit II shall constitute a separate ACC.

1.5 CACC.

- A. The CACC consists of this CACC Part I (including Exhibits I and II) and the form ACC Part II prescribed by HUD for the Housing Certificate Program and Housing Voucher Program, designated as form HUD 52520 B, and dated June 1985. These documents constitute the whole CACC for the Program.
- B. This CACC supersedes any previous Annual Contributions Contract for the projects or Program. Matters relating to operation of the projects or Program under a previous Annual Contributions Contract shall be governed by this CACC.

Signatures

PUBLIC HOUSING AGENCY

CITY OF LANCASTER, TEXAS

\_\_\_\_\_  
Name of PHA

By

Walter D. Arnold III  
Signature

MAY 8, 1989  
Date signed

WALTER D. ARNOLD III

MAYOR

\_\_\_\_\_  
Print or type name and official title of signatory

UNITED STATES OF AMERICA  
SECRETARY OF HOUSING AND URBAN DEVELOPMENT

By

Eric C. ...  
Signature

JUN 2 1989  
Date signed

DIRECTOR, OFFICE OF PUBLIC HOUSING, REGION VI

\_\_\_\_\_  
Print or type name and official title of signatory

EXHIBIT I

<b>PROJECT NUMBER</b>	<b>CONTRACT AUTHORITY (\$)</b>	<b>FIRST DATE OF TERM</b>	<b>LAST DATE OF TERM</b>
TX16-V437-001 FW-88-219 dated 5/20/88 24 vouchers	\$110,355	6/8/88	6/7/93

**UNITED STATES OF AMERICA**  
**SECRETARY OF HOUSING AND URBAN DEVELOPMENT**

Date signed \_\_\_\_\_

