# PHA Plans Streamlined Annual Version

#### **U.S. Department of Housing and Urban Development** Office of Public and Indian Housing

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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# Streamlined Annual PHA Plan for Fiscal Year: 2004 PHA Name: LANCASTER HOUSING AUTHORITY

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

# Streamlined Annual PHA Plan Agency Identification

# **PHA Name:** LANCASTER HOUSING AUTHORITY **Number:** NH015

PHA

# PHA Fiscal Year Beginning: 01/01/04

# **PHA Programs Administered**:

**Public Housing and Section 8** Number of public housing units: Number of S8 units: Section 8 Only Number of S8 units: 73 **Public Housing Only** 

Number of public housing units:

## **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

# **PHA Plan Contact Information:**

Name: Donald L. Crane TDD:

Phone: 603 788-4636 Email dcrane@dineen-crane.com

# **Public Access to Information**

# Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

PHA's main administrative office

PHA's development management offices

# **Display Locations For PHA Plans and Supporting Documents**

The PHA Plan revised policies or program changes (including attachments) are available for  $\boxtimes$  Yes  $\square$  No. public review and inspection. If yes, select all that apply: Х Main administrative office of the PHA PHA development management offices Main administrative office of the local, county or State government Public library PHA website Other (list below) PHA Plan Supporting Documents are available for inspection at: (select all that apply)  $\boxtimes$ Main business office of the PHA PHA development management offices

Other (list below)

# **Streamlined Annual PHA Plan**

#### Fiscal Year 20

[24 CFR Part 903.12(c)]

# **Table of Contents**

[24 CFR 903.7(r)]

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#### A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
- 903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- 2. Capital Improvement Needs
- 903.7(g) Statement of Capital Improvements Needed
- 3. Section 8(y) Homeownership
- 903.7(k)(1)(i) Statement of Homeownership Programs
- 4. Project-Based Voucher Programs
  - 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
  - 6. Supporting Documents Available for Review
- $\square$ 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

#### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants: Form HUD-50070, Certification for a Drug-Free Workplace; Form HUD-50071, Certification of Payments to Influence Federal Transactions; and

### Form SF-LLL &SF-LLLa, *Disclosure of Lobbying Activities*.

# 1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)] Exemptions: Section 8 only PHAs are not required to complete this component.

#### A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

	Site-Based Waiting Lists							
<b>Development</b> <b>Information</b> : (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics				

- 2. What is the number of site based waiting list developments to which families may apply at one time?
- 3. How many unit offers may an applicant turn down before being removed from the sitebased waiting list?
- 4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

### **B.** Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

- 1. How many site-based waiting lists will the PHA operate in the coming year?
- 2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
   If yes, how many lists?
- 3. Yes No: May families be on more than one list simultaneously If yes, how many lists?
- 4. Where can interested persons obtain more information about and sign up to be on the sitebased waiting lists (select all that apply)?



- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
  - Other (list below)

# 2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)] Exemptions: Section 8 only PHAs are not required to complete this component.

### A. Capital Fund Program

- 1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
- 2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

# **B.** HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- 1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
  - 2. Status of HOPE VI revitalization grant(s):

	HOPE VI Revitalization Grant Status						
a. Development Nam	a. Development Name:						
b. Development Nun	b. Development Number:						
c. Status of Grant:							
	ion Plan under development						
	tion Plan submitted, pending approval						
	tion Plan approved						
	pursuant to an approved Revitalization Plan underway						
3. 🗌 Yes 🗌 No:	Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name(s) below:						
4. 🗌 Yes 🗌 No:	Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:						
5. 🗌 Yes 🗌 No:	Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:						

# 3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

- 1. ☐ Yes ⊠ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)
- 2. Program Description:

### a. Size of Program

 $\Box$  Yes  $\Box$  No:

Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

Yes □ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria:

- c. What actions will the PHA undertake to implement the program this year (list)?
- 3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

# 4. Use of the Project-Based Voucher Program

# **Intent to Use Project-Based Assistance**

 $\Box$  Yes  $\boxtimes$  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

- 1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
  - low utilization rate for vouchers due to lack of suitable rental units
  - access to neighborhoods outside of high poverty areas
  - other (describe below:)
- 2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

# 5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

- 1. Consolidated Plan jurisdiction: (provide name here)
- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

# 6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

	List of Supporting Documents Available for Review							
Applicable & On Display	Supporting Document	Related Plan Component						
	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;	5 Year and Annual Plans						
Х	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan	Streamlined Annual Plans						
	Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.	5 Year and standard Annual Plans						
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans						
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs						
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources						
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site- Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies						
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies						
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing.  Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies						
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies						
	<ul> <li>Public housing rent determination policies, including the method for setting public housing flat rents.</li> <li>☐ Check here if included in the public housing A &amp; O Policy.</li> </ul>	Annual Plan: Rent Determination						
	Schedule of flat rents offered at each public housing development. Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination						
Х	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination						

	List of Supporting Documents Available for Review							
Applicable & On Display	Supporting Document	Related Plan Component						
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance						
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations						
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self- Sufficiency						
Х	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations						
	Any policies governing any Section 8 special housing types Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance						
	Public housing grievance procedures  Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures						
Х	Section 8 informal review and hearing procedures.	Annual Plan: Grievance						
	Check here if included in Section 8 Administrative Plan. The Capital Fund/Comprehensive Grant Program Annual Statement	Procedures Annual Plan: Capital Needs						
	/Performance and Evaluation Report for any active grant year.	-						
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs						
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs						
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs						
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition						
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing						
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing						
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing						
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership						
	Policies governing any Section 8 Homeownership program (Sectionof the Section 8 Administrative Plan)	Annual Plan: Homeownership						
	Public Housing Community Service Policy/Programs Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency						
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency						
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency						
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency						
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency						
	<ul> <li>Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G).</li> <li>Check here if included in the public housing A &amp; O Policy.</li> </ul>	Annual Plan: Pet Policy						
Х	The results of the most recent fiscal year audit of the PHA conducted under the	Annual Plan: Annual Audit						

	List of Supporting Documents Available for Review						
Applicable & On Display	Supporting Document	Related Plan Component					
	Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.						
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)					
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations					

# 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

PHA Name:	0	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				
	al Statement 🗌 Reserve for Disasters/ Emergencies 🗌 Revis					
		formance and Evalua				
Line No.	Summary by Development Account		mated Cost	Total Ac		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collaterization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)					
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security – Soft Costs					
25	Amount of Line 21 Related to Security – Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

# 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

# Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages

PHA Name:		Grant Type an	d Number			Federal FY of Grant:		
		Replacement H	rogram Grant No: ousing Factor Gra	ant No.				
Development	General Description of	Dev. Acct	Acct Quantity Total Estimated Cost		mated Cost	Total Actual Cost		Status of Work
Number	Major Work Categories	No.						
Name/HA-								
Wide								
Activities								
				Original	Revised	Funds	Funds	
						Obligated	Expended	
								<u> </u>
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# 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

# Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule

rait III. Implem	chiation S								
PHA Name:	Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:						Capital Fund Program No: Replacement Housing Factor		Federal FY of Grant:
Development	All	Fund Obliga	ited	All	Funds Expend	ed	Reasons for Revised Target Dates		
Number	(Quarter Ending Date)			(Qua	arter Ending Da	ate)			
Name/HA-Wide									
Activities									
	Original	Revised	Actual	Original	Revised	Actual			

Capital Fund P Part I: Summar		ve-Year Action Plan			
PHA Name	- <b>J</b>			Original 5-Year Pla	n
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

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Capital Fund Program Five-Year Action Plan							
Part II: Su	pporting Pages—V	Vork Activities					
Activities	Act	tivities for Year :		Acti	vities for Year:		
for	FFY Grant:				FFY Grant:		
Year 1		PHA FY:			PHA FY:		
	Development	Major Work	<b>Estimated Cost</b>	Development	Major Work	Estimated	
	Name/Number	Categories		Name/Number	Categories	Cost	
See							
Annual							
Statement							
	Total CFP Estimated	Cost	\$			\$	

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year :			Activities for Year:		
FFY Grant:			FFY Grant:		
PHA FY:			PHA FY:		
Development	Major Work	<b>Estimated Cost</b>	Development	Major Work	<b>Estimated Cost</b>
Name/Number	Categories		Name/Number	Categories	
Total CFP Estimated Cost		\$			\$

#### ATTACHMENT B RESIDENT MEMBER ON THE PHA GOVERNING BOARD

Lancaster Housing Authority does not have a resident member on the PHA governing board. The PHA has less than 300 units and is exempt from this requirement.

### ATTACHMENT C MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

Marguerite Brainard

#### ATTACHEMENT D VOLUNTARY CONVERSION REQUIRED INITIAL ASSESSMENTS

Lancaster Housing Authority is Section 8 only; therefore, the PHA does not need to conduct an initial assessment, as we do not have Public Housing developments.

### ATTACHMENT E PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

#### Expand the supply of assisted housing

Lancaster Housing Authority is currently working with the Lancaster Homeless Shelter, the local Headstart and fuel assistance programs, landlords, as well as town officials to educate them on the benefits and availability of Housing Choice Vouchers. We have new landlords in the area that are impressed with the availability of the assistance to their tenants. With the favorable relationship with these landlords, we anticipate additional units to be available.

#### Improve the quality of assisted housing

Lancaster Housing Authority continues to strive for excellence. We have a staff that is welltrained and up-to-date with HUD regulations. Supervisory checks in all areas of the Voucher program are performed as required by HUD. The experience held by our staff carries over to the relationship with our participants. They feel confident that they are receiving the subsidy that they are entitled to receive.

#### Increase assisted housing choices

Each participant is counseled on all aspects of the Section 8 Housing Choice program, as well as to the mobility process. Landlords are also informed as to the regulations of the voucher program. One-on-one contact with prospective landlords has built a strong working relationship with our agency.

#### Promote self-sufficiency and asset development of families and individuals

During the year 2003, we have seen a change in the number of working recipients. There has been more work layoffs in the surrounding areas, which has forced many employees to take service-oriented jobs which consequently lead to lesser wages. It is unfortunate that many of our "natives" are forced to leave the area to seek better-paying jobs.

#### Ensure Equal Opportunity in Housing for all Americans

During the year 2003, constant awareness by the staff was taken to ensure that equal opportunities for assisted housing were given to all Lancaster Housing applicants and participants.

#### ATTACHMENT F

## LANCASTER HOUSING AUTHORITY ANNUAL PLAN FOR FISCAL YEAR 2004

# CERTIFICATION THAT POLICIES AND PROGRAMS HAVE NOT BEEN REVISED IN 2004.

This is to certify that Lancaster Housing Authority has not revised any of its policies or programs since its last Annual Plan submission.