

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011																										
1.0	PHA Information PHA Name: <u>Lancaster Housing Agency</u> PHA Code: <u>TX437</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2011</u>																											
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>1110</u>																											
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																											
4.0	PHA Consortia <i>N/A</i> <input type="checkbox"/> 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. <i>NOT APPLICABLE</i>																											
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: <i>NOT APPLICABLE</i>																											
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. <i>NOT APPLICABLE</i>																											
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 ' <u>X</u> ' have been revised since the last Annual Plan submission by the Lancaster Housing Agency. <u>N/C</u> denotes NO CHANGE and <u>N/A</u> denotes NOT APPLICABLE <table style="margin-left: 40px;"> <tr><td><u> N/C</u></td><td>903.7(1)Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures</td></tr> <tr><td><u> X</u></td><td>903.7(2) Financial Resources</td></tr> <tr><td><u> X</u></td><td>903.7(3) Rent Determination</td></tr> <tr><td><u> X</u></td><td>903.7(4) Operation and Management</td></tr> <tr><td><u> N/C</u></td><td>903.7(5) Grievance Procedures</td></tr> <tr><td><u> N/A</u></td><td>903.7(6) Designated Housing for Elderly and Disabled Families</td></tr> <tr><td><u> N/C</u></td><td>903.7(7) Community Service and Self-Sufficiency</td></tr> <tr><td><u> N/A</u></td><td>903.7(8) Safety and Crime Prevention</td></tr> <tr><td><u> N/A</u></td><td>903.7(9) Pets</td></tr> <tr><td><u> N/C</u></td><td>903.7(10) Civil Rights Certification</td></tr> <tr><td><u> X</u></td><td>903.7(11) Fiscal Year Audit</td></tr> <tr><td><u> N/A</u></td><td>903.7(12) Asset Management</td></tr> <tr><td><u> N/C</u></td><td>903.7(13) Violence Against Women Act (VAWA)</td></tr> </table>		<u> N/C</u>	903.7(1)Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures	<u> X</u>	903.7(2) Financial Resources	<u> X</u>	903.7(3) Rent Determination	<u> X</u>	903.7(4) Operation and Management	<u> N/C</u>	903.7(5) Grievance Procedures	<u> N/A</u>	903.7(6) Designated Housing for Elderly and Disabled Families	<u> N/C</u>	903.7(7) Community Service and Self-Sufficiency	<u> N/A</u>	903.7(8) Safety and Crime Prevention	<u> N/A</u>	903.7(9) Pets	<u> N/C</u>	903.7(10) Civil Rights Certification	<u> X</u>	903.7(11) Fiscal Year Audit	<u> N/A</u>	903.7(12) Asset Management	<u> N/C</u>	903.7(13) Violence Against Women Act (VAWA)
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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 2011 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 CHANGE***

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.

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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.

(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

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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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2011 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	8,100,031.00	
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	1,313,854.00	
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Portability Admin. Fees	19,200.00	
Interest Income	1,558.00	
5. Non-federal sources (list below)		
Fraud Recovery	50,774.00	
Total resources	\$9,485,417.00	

6.0 903.7 (3) Rent Determination Policies *CHANGE*

A. Public Housing

NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING

B. Section 8 Tenant-based Assistance

(1) Payment Standards *CHANGE*

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 *CHANGE*

(1) PHA Management Structure

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

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 operation of the Section 8 Programs and directly supervises the following staff:

- Compliance Supervisor
 - Administrative Secretary (2)

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- Housing Inspector (2)
- Housing Counselor (4)

b. HUD Programs Under PHA Management **CHANGE**

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 CHANGE**

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 CHANGE*

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 for 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

903.7(10) Civil Rights Certification *NO CHANGE*

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

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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.

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

6.0 903.7(11) Fiscal Year Audit *CHANGE*

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 was submitted to HUD.

There were findings as the result of that audit and one (1) finding remains unsolved.

The response to the unresolved finding is due at HUD on April 15, 2011.

903.7(12) Asset Management

NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING

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

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

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.

e. Project-based Vouchers

Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.

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). <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. NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</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> <p>(b) Significant Amendment and Substantial Deviation/Modification. PHA must provide the definition of “significant amendment” and “substantial deviation/modification”. (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> <p>(c) PHA’s must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance.</p>

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 2011

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
April 13, 2011

2. Resident Advisory Board Selection

Selection made from resident/participant response – **April 13, 2011**

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan
May 4, 2011

Notify Resident Advisory Board of scheduled meeting – **April 13, 2011**

Hold Resident Advisory Board meeting – **May 4, 2011**

4. Notification of Public Hearing

Schedule date for Public Hearing and place ad – **April 25, 2011**

Notify Resident Advisory Board – **May 4, 2011**

Hold Public Hearing meeting – **June 13, 2011**

5. Documentation of resident recommendations and PHA's response to recommendations

Comment #1: Security Deposit: regulations of deposit for low income housing clients.

LHA Response: In response to the regulation of security deposits, staff explained HUD regulations and provided state law on the regulation of security deposits.

Comment #2: Payment Standards: Residents asked for a cost of living increase due to the economy and to help assist with vouchers due to changes based on zip codes.

LHA Response: In response to the request for increased payment standards, staff discussed the adopted FMRs and the new small area FMRs that were adopted by LHA on December 1, 2010.