

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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**1.0 PHA Information**  
 PHA Name: Housing Authority of the City of York (aka York Housing Authority YHA) PHA Code: PA 022  
 PHA Type:  Small  High Performing  **Standard**  HCV (Section 8)  
 PHA Fiscal Year Beginning: (MM/YYYY): 10/1/2017

**2.0 Inventory** (based on ACC units at time of FY beginning in 1.0 above)  
 Number of PH units: 1041 (including non-dwelling units)  
 Number of Housing Choice Vouchers: 1530 (including 50 units project based to the Dutch Kitchen, 14 enhanced vouchers, and 1466 HCV)  
 Number of Mod. Rehab. Vouchers: 89 (including 45 SROs at YMCA beyond initial commitment to program)  
 Shelter Plus Care Program I 22 subsidies  
 Turnkey III Homeownership Program: 23 units not yet sold. **Total = 2705**

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

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

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

**5.0 5-Year Plan.** Complete items 5.1 and 5.2 only at 5-Year Plan update.

**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:  
 The Housing Authority of the City of York a.k.a. York Housing Authority (YHA) provides decent, safe and affordable homes to individuals and families with limited incomes, while constantly working to ensure ongoing meaningful collaborations with community partners; striving for sustainable residences for the future health and well being of York County.

**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 (See Attachment J).

1. Increase the availability of decent, safe, and affordable housing:

- A. Apply for additional rental assistance vouchers, subject to their availability and it being economically feasible: 200, primarily for special needs populations such as but not limited to individuals or families eligible under the Family Unification Program, the disabled, and displaced.
- B. Retain the level of vouchers currently administered by the YHA, as long as they are funded by HUD.
- C. Retain public housing occupancy at a level of 98% or better.
- D. Collaborate with developers of affordable housing where the housing developed will assist applicants on the YHA Public Housing and/or Housing Choice Voucher Wait Lists.
- E. Assist Creating Opportunities in Neighborhood Environments, Inc. (CONE) in the development of affordable housing by continuing to purchase market rate rental units and to apply for mixed income tax credit applications as opportunities arise.
- F. Research all aspects of converting public housing units to vouchers under Rental Assistance Demonstration (RAD).
- G. Continue to pursue opportunities to expand YHA housing programs to provide transitional housing, housing for the disabled, and affordable assisted living.
- H. Develop a preference in PH for veterans who have been honorably discharged, capped at 10% (15/year).
- I. Apply for housing development and subsidy opportunities for veterans.

5.2  
cont.

**Goals and Objectives (cont.).**

2. Improve the Quality of Assisted Housing:

- A. Improve Public Housing Assessment System (PHAS) score to 90% or better.
- B. Improve Section 8 Management Assessment Program to a score of 85% or better.
- C. Improve Customer Satisfaction and Communication.
- D. Concentrate efforts to improve specific management functions.
  - 1. Improve efficiencies and maintain/improve administrative technical support by upgrading hardware and software as needed.
  - 2. Continue staff training on applicable regulations, management skills, technical skills, maintenance, capital needs as they become available and as needed.
  - 3. Improve average turnaround time to 20 days for Asset Management Projects (AMPs) with a site-based wait list and to 25 days for AMPs that do not have a site-based wait list.
  - 4. Reduce Tenant Accounts Receivable, which includes amount owed after move-out, to a quarterly average of 5% at each AMP.
  - 5. Maintain AMP occupancy at 98% or better.
  - 6. As required under all programs the Authority administers, update policies and procedures to comply with regulations and laws in a timely and effective manner.
- E. Renovate and/or modernize public housing units in accordance with capital needs, subject to availability of funds and in compliance with safety requirements.
- F. Adopt policy and procedures that improve the overall efficiency of the programs while being mindful of the reduction in funding and increased expenses yet still striving to meet the needs of the clients we serve.
- G. In management agent capacity, work with owners to improve the quality and energy efficiency of units the Authority manages.
- H. Continue to pursue Green Initiatives such as battery and water recycling, utilizing energy efficient light bulbs, supporting resident gardens, and the urban farming initiative by Fresh Foods Farms of York.
- I. Review and update appeal and hearing officer procedures. Provide training for staff.

3. Increase Assisted Housing Choices:

- A. Provide Voucher mobility counseling: Pre-counsel all voucher holders. Provide additional counseling for those expressing a need. Work with service providers to assist clients.
- B. Conduct outreach efforts to potential voucher landlords: Maintain or increase existing level of landlord participation. Outreach will be targeted to areas of the County where participation is limited.
- C. Increase voucher payment standards, as needed, in accordance with regulations. Monitor annually, at minimum.
- D. Seek out funding to create an enhanced housing training and counseling program for prospective renters and buyers; including financial literacy within the curriculum.
- E. Implement public housing and other homeownership programs. At minimum, twice during the 5 year period, assess the feasibility of converting public housing to homeownership.
- F. Convert public housing to vouchers, if determined appropriate. At this time, 5/01/2017, the average cost to administer a voucher is lower than the cost to operate a public housing unit, including the cost of capital improvements. Analyze at least twice during 5 year plan period.
- G. Collaborate with public and private partners in an effort to increase homeownership in the City and County of York by households with incomes between 35% and 120% of area median income.
- H. In accordance with regulations, allow family declaration of assets equal to/less than \$5,000.00.
- I. Change voucher bedroom size requirements to a minimum of two (2) persons per bedroom.

5.2 cont.

**Goals and Objectives (cont.).**

4. Improve Community Quality of Life and Economic Vitality:

- A. Implement measures to de-concentrate poverty by leasing to higher income public housing households.
- B. Implement public housing security improvements:
  - 1. Monitor all sites on an ongoing basis for needed physical security improvements.
  - 2. Complete improvements, subject to funding availability.
  - 3. Apply for grants and subsidies to support safety and security of all YHA sites.
  - 4. Provide security service patrols and/or camera monitoring in “at-risk” sites.
  - 5. Communicate and work with Resident Advisory Board to improve security at all Authority-owned locations.
- C. The Authority is no longer looking to designate portions of developments or buildings for particular resident groups.
- D. Collaborate with agencies/service providers to improve the quality of life in all communities within and surrounding our public housing developments.
  - 1. Collaborate with Healthy York County Coalition and share best practices with staff and residents.
  - 2. Collaborate with Fresh Foods Farm of York in accordance with our agreement signed in March 2016.
  - 3. Collaborate with SeniorLife as a partner at Broad Park Manor for services to YHA residents and the community in accordance with agreement signed in May 2016
- E. Accommodate transfer needs of residents due to change in household composition. With a goal of transferring 25 public housing resident households over five years.

5. Promote self-sufficiency and asset development of families and individuals:

- A. Increase the number of employed adult leaseholders: increase by 20 public housing leaseholders and 20 Section 8 participants by 9/30/16 and 50 public housing leaseholders and 50 Section 8 participants by 9/30/16. Current number employed part or full-time: PH = 580; Section 8 = 485.
- B. Provide and/or attract supportive services to improve program participants’ employability, such as, but not limited to assistance with transportation and child care.
- C. Provide and/or attract supportive services to increase independence for the elderly and/or families with disabilities: Collaborate with local agencies in the provision of services and pursue new funding to enhance current social service programming.
- D. Provide and/or attract supportive services to increase independence for the elderly and/or families with disabilities: Collaborate toward the development of an Assisted Living Facility affordable for individuals with low income.

6. Ensure Equal Opportunity in Program Delivery:

- A. Undertake affirmative measures to ensure access to assisted housing and provide a suitable living environment for families living in assisted housing, regardless of race, sex, color, religion, disability, familial status, sexual orientation or national origin.
- B. Undertake affirmative measures to ensure accessible housing to persons with all disabilities regardless of unit size required.
- C. Adopt an Affirmatively Fair Housing Marketing Plan.
- D. Provide Language Assistance throughout program administration.

**PHA Plan Update – Annual Plan for 10-1-17 through 9-30-18**

(a) Identify all PHA Plan elements that have been or are proposed to be revised by the PHA since its last Annual Plan submission: This update states what the Authority wishes to modify/accomplish in the year 10-1-17 through 9-30-18. See Public Housing Admission and Occupancy Policy and Section 8 Administrative Plan for full detail of existing policies.

**1. Eligibility, Selection and Admission Policies, Including De-concentration and Wait List Procedures:****a. Public Housing Program:**

- i. Amend Admission and Continued Occupancy Policy as needed to comply with regulations.
- ii. Amend Public Housing Admission and Occupancy Policy to amend transfer policy that will require an occupancy transfer to be made within the AMP the resident lives in, or if no units exist that meet the resident's occupancy need, to the AMP that is geographically closest to the home they live in prior to the transfer.
- iii. Continue to assess the need to remove the current York County residency preference for Northern York County. Implement based on assessment.
- iv. Assess the Public Housing waiting lists on an ongoing basis to determine need to open or close waiting lists based on demand.
- v. Purge the Public Housing Wait list in stages.
- vi. Conduct biannual re-certifications on families with fixed income sources.
- vii. Develop a VAWA Emergency Transfer Plan for Public Housing
- viii. For applicant eligibility, increase the time limit if evicted from Public Housing for drug related activity from three (3) years to five (5) years.

**b. Housing Choice Voucher Program:**

- i. The HCV Wait List was open for the period 11/28/2016 – 12/09/2016.
- ii. Continue to promote the Section 8 Homeownership Program
- iii. Continue to work on improving communications with clients and landlords, reply within 48 hours.
- iv. Will allow family declaration of assets equal to/less than \$5000.00
- v. Change voucher bedroom size requirements to a minimum of two (2) persons per bedroom.
- vi. Develop a VAWA Emergency Transfer Plan for the Section 8 Program.

**2. Financial Resources:****Federal Grants – 2016**

i. Public Housing Operating	\$	2,878,122	(CY2017 req less est 15% proration )
ii. Capital Fund Program – 2016	\$	1,292,622	
iii. Section 8 Program	\$	9,297,934	(CY2017 vouchers, Mod Rehab & SRO.)
iv. Section 8/PH FSS Coordinator	\$	69,000	

**v. Section 8/Special Needs Assessment Program**

\$ 139,080

**Prior Year Funding - unobligated**

i. Capital Funds	\$	547,598
ii. ROSS – PH/SEC8 FSS Coordinator Grant	\$	63,352
iii. Section 8/Special Needs Assessment Grant	\$	86,926

**Public Housing Dwelling Rental Income** \$ 3,812,192**Public Housing Non-Dwelling Income** \$ 108,660**COCC Non-Federal Sources – Mgmt of non-Public Housing** \$ 177,738

Tax Credit Mgmt Fees

Non-Federal Mkt Rate Housing Revenues

**TOTAL****\$ 16,972,522**

The annual audit for FYE 9/30/16 was conducted the week of March 13, 2017. Major programs that were audited were the Public Housing Program, Section 8 Program, Capital Fund Program, and the Central Office Cost Center. The audit will be submitted to HUD in June, 2017.

6.0 cont.

**PHA Plan Update – Annual Plan for 10-1-17 through 9-30-18 (cont.)**

**3. Rent Determination: (See Public Housing Admission and Occupancy Policy and Housing Choice Voucher/Section 8 Administrative Plan for full details on current procedures for determining rent.)**

a. Public Housing:

- i. Minimum rent will remain at the maximum permitted by HUD, \$50; A fair Flat Rent is an option to income based rent;
- ii. Will consider revising rent calculations, in accordance with proposed federal regulations when finalized. Any discretionary policy changes will be available for public review prior to implementation.
- iii. Conduct biannual re-certifications on families with fixed income sources.

b. Housing Choice Voucher (HCV)/Section 8 Program:

- i. Minimum rent will remain at the maximum permitted by HUD, \$50;
- ii. Will consider revising rent calculations, in accordance with proposed federal regulations when finalized.
- iii. Review Section 8 payment standards in light of funding cut backs.
- iv. Will allow family declaration of assets equal to/less than \$5,000.00
- v. Change voucher bedroom size requirements to a minimum of two (2) persons per bedroom. Pending revision of the admin plan.

**4. Operation and Management:**

a. Public Housing:

- i. Expected Turnover - 147 vs. 116 last year. See Housing Needs Assessment (wait list information) for number by bedroom size.
- ii. Revisions to the Admissions and Continuing Occupancy Plan, and Maintenance Charge List will be made as deemed necessary.

b. HCV/Section 8 Program:

- i. Expected Turnover - 164 vouchers based on 164 actual during prior 12 months (compared to 143 last year)
- ii. Contract Section 8 Housing Quality Standard Inspections and rent reasonableness for units managed by the Housing Authority, if required.
- iii. Purge of Housing Choice Voucher, Project Based Voucher and Single Room Occupancy waiting lists.

**5. Grievance Procedures:**

The PH grievance procedures will be followed within established timeframes in accordance with program regulations and Fair Housing policies. Updating forms for Grievance and Hearing processes.

**6. Designated Housing for Elderly and Disabled:**

The YHA continues to strive toward the submission of an application to HUD for Elderly Only Designation at Broad Park Manor (201 of 281 units), Springfield Apartments (50 of 75 units), Stony Brook Manor (69 of 100 units) and The Fairmont (52 of 75 units).

**7. Community Service and Self-Sufficiency:**

Services and Programs:

Family Self Sufficiency (FSS) Programs and Participation:

Pending Notification of Availability of Funds.

Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Program:

Pending Notification of Availability of Funds.

**PHA Plan Update – Annual Plan for 10-1-17 through 9-30-18 (cont.)****8. Safety and Crime Prevention:**

YHA successfully applied for the 2017 Safety and Security Grant, deadline April 28, 2017, which will expand security and safety initiatives in the Agency's largest family site. The Authority continues to monitor crime and safety concerns in and around the City Public Housing sites since the last annual plan. Local police department has a Confidential TIPS line which has been shared with residents so that they can report suspected crime and concerns without fear of retaliation. Security cameras have been purchased at both Broad Park Manor and Jefferson Building campuses.

The Agency continues to enforce a defiant no-trespass program in which non-residents must be guests of a resident in order to remain on any YHA property. The goal is to reduce crime and gang activities. And finally, YHA continues to improve the curb appeal in all of its neighborhoods.

Crime prevention activities will include activities targeted to at-risk youth, adults and/or seniors, regular meetings with local police departments and local leadership, police testimony in support of eviction cases, subject to funding availability. Social services provide counseling, support, problem solving coaching and referrals to families in crisis. Services include a collaborative effort with local leaders, the police department and community programs to develop prevention activities that make our neighborhoods safe.

- 9. Pets:** There have been no changes to the pet policy to reflect the HUD policy regarding service and support animals. (See HUD No.13-060A)

**10. Civil Rights Certification:**

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. YHA works with the local jurisdictions to identify any impediments to fair housing choice. YHA will address impediments through the resources available and work with the local jurisdictions to implement the jurisdiction's initiatives to further fair housing.

**11. Fiscal Year Audit:**

The annual audit was for FYE 9/30/16 was conducted in February 2017. Major programs audited were the Public Housing Program, Section 8 Program, the Capital Fund Program and the Central Office Cost Center. The final audit will be submitted to HUD before June 30, 2017.

**12. Asset Management:**

Nine Asset Management Projects (AMPs) are in place, including AMP based budgets, with various levels of management at each AMP. YHA will be reevaluating the current AMP management structure.

**13. Violence Against Women Act:**

Public Housing and Housing Choice Voucher Programs reflect the National Policy as it relates to the Violence Against Women Act.

At this time, the YHA does not directly offer activities, services, or programs to child or adult victims. Various resident related activities may from time to time relate to prevention, intervention or treatment. Access York is the local provider that our staff would refer victims to if they see a need for such referral.

Victims may obtain a housing preference. The YHA helps victims to obtain housing through the public housing program preference referred to in the Admission and Occupancy Policy for otherwise eligible applicants that are certified as nearing the satisfactory completion of a transitional housing program. In addition, we administer a Family Unification Program (FUP) whereby eligible referrals by the local Children and Youth Agency will be given preference for 19 rent subsidies (vouchers).

In cases where a member of the tenant family is victimized by another member of the household, the victim may remain in the home. If a protection from abuse order is issued against the abuser, the abuser will be required to leave the household.

Refer to policies regarding eligibility, selection and admissions, community service programs and crime and safety for more related to this subject matter.

6.0 cont.	<p><b><u>PHA Plan Update – Annual Plan for 10-1-17 through 9-30-18 (cont.)</u></b></p> <p><b>14. Smoke Free Housing:</b> The agency maintains the smoke free housing policy that was implemented in 2013. The policy prohibits smoking within any building or within 25 feet of any entrance, window, or exit of any building.</p> <p>(b) The Housing Authority of the City of York’s 5-Year and Annual Agency Plan are available for public inspection at the Authority’s administration office: 31 S. Broad Street, York; each management office, the Authority’s Social Service Department, and the Authority’s website: <a href="http://www.yorkhousingauthority.com">www.yorkhousingauthority.com</a>. An electronic version is also available upon request. Please contact Sandy Rushton at (717) 845-2601, ext. 1125 for access to these documents plus all policies, procedures and access to regulations that regulate the programs administered by the Authority. The website provides viewers the ability to read all items posted in English and other languages.</p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p><u>Choice Neighborhood Initiative (CNI):</u> YHA may apply for CNI planning and/or development funding in support of plans to renew the neighborhood in and around YHA’s oldest rental developments.</p> <p><u>Mixed-Finance, Mixed-Use, Mixed-Income Development:</u> YHA continues to plan for the development of a mixed-finance, mixed-use, and mixed-income development through acquisition or new construction.</p> <p><u>Homeownership:</u> The Authority has completed repairs to the Turnkey III program homes. Increased marketing efforts to restore this program will continue and the remaining 2 units will be leased.</p> <p>In addition, the Authority will: (1) work with CONE to create for-sale housing in the Codorus Homes area; and (2) continue to work with YWCA, Habitat for Humanity, CONE and others in the acquisition, rehab, and resale of homes in the Olde Towne East neighborhood, other areas of York City and Hanover area. As other opportunities arise, the Authority will consider partnerships.</p> <p><u>Project Based Vouchers (PBV):</u> The Authority administers a PBV Program to improve the viability of low income housing developments to provide affordable housing. The Authority has signed HAP contracts for a total of 15 project based units.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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.</p> <p><u>See Attachment G.</u></p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> 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. <u>See Attachment H.</u></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input checked="" 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. YHA plans to pursue Replacement Housing Factor or similar funding to create additional handicap accessible housing.</p>

9.0

**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.

*See Attachment I. Includes City and County Information.*

*Current wait list information is provided for the Section 8 and Public Housing Programs.*

9.1

**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.**

YHA acknowledges a continuing focus on service to families and individuals with incomes at or below 80% of the County median income. Our commitment to a long term strategy to sustain and enhance current facilities remains. Our investment in rehabilitation is planned with regularly scheduled input and review by the residents, including the Resident Advisory Board, and agency staff. YHA obtained energy performance funding to improve energy-related components at all public housing sites in May 2014 and will continue to pursue rebates and other funding sources to enhance our sites.

We will continue to collaborate with City and County government offices and other housing and service providers toward filling the gap between need and resources, and improving neighborhoods.

**1. Goals for Addressing Strategies outlined in the 5-Year Plan:**

- a. Retain voucher lease up level of 96% or better.
- b. Review policy to limit the issuance of vouchers to families who port to York County.
- c. Improve and maintain the Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) scores of 90% or better.
- d. Analyze the need to open the Housing Choice Voucher (HCV) wait list.
- e. Reduce Tenant Accounts Receivable balances for each AMP to a maximum of 5%.
- f. Address the capital needs of property owned and/or managed by the Authority; make improvements in manner that focuses on energy efficiency.
- g. Continue to focus on the Agency's administrative purpose and the mission while proactively managing financial resources to achieve financial efficiency through the effective use of FASS/MASS reports.
- h. Address the concerns of the Corrective Action Plan for Public Housing and Housing Choice Voucher Programs; Improving FASS and SEMAP scores to be compliant.
- i. Conduct outreach to potential voucher landlords; identify areas of opportunity; increase landlord participation by 20 in areas of opportunity; to work with County municipalities.
- j. Transfer minimum of 8 public housing resident households on the transfer list to accommodate household size.
- k. Continue to work with voucher holders through the Family Self-Sufficiency Program toward the Housing Choice Voucher Homeownership Program goal.
- l. Collaborate with local community agencies such as SeniorLife and York Fresh Food Farms for providing appropriate health care related services and goods for all of our residents.
- m. Collaborate with other agencies in the implementation of programs that teach residents/renters tips and best practices.



**10.0**

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

- (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. - See Attachment J
- (b) For Fiscal Year End 9-30-18:
- i. Section 8 Program:
    1. Improve and maintain Section Eight Management Assessment Program (SEMAP) score by addressing concerns in the Corrective Action Plan; NAHRO certification training of all staff.
    2. Averaged at least 96% lease up in the Housing Choice Voucher program.
    3. Averaged Special Needs Assessments Program (SNAP)/Shelter + Plus Care lease up at twenty-two (22) for the year.
    4. Reviewed Housing Choice Voucher Payment Standards in 2016-2017 and will continue at 105% of Fair Market Rents (FMR) for 0, 1 and 2 bedroom units and at 100% of Fair Market Rents for 3+ bedroom units;
    5. Continue to encourage existing landlords to take advantage of our Landlord Housing Assistance Program (HAP) direct deposit option; new landlords are required to participate in direct deposit.
    6. Consider changing voucher bedroom size requirements to the minimum of 2 persons per bedroom.
  - ii. Public Housing Program:
    1. Improve and maintain Public Housing Assessment score by addressing concerns in the Corrective Action Plan; NAHRO certification training of all staff.
    2. Maintain 98+ % occupancy throughout the year.
    3. Unit turnaround time was at 26 days and we are working to reduce the number of days to 20.
    4. Retained bilingual employees and utilizes LanguageLine Solutions to address needs of applicants and residents.
    5. Approved 21 resident household transfers to address reasonable ADA accommodation needs.
    6. Provided reasonable accommodations to 81 households.
    7. Able to continue rehabilitation and extraordinary maintenance of our properties.
  - iii. Supportive Services:
    1. Provide Family Self Sufficiency Programs to guide residents with developing an individualized plan and setting attainable goals to learn about and improve credit scores, education and employment opportunities while the overall economy limits staff's ability to assist residents with attaining homeownership.
    2. Work cohesively with agencies, partners and resident councils to offer quality of life services such as after-school programming, youth activities, food distribution and locally farmed fresh food, services for the elderly and disabled, mental health services, cultural opportunities, credit/budget counseling, Family Self-Sufficiency Programs. YHA has a social service agreement with SeniorLife.
  - iv. Creating Opportunities in Neighborhood Environments, Inc. (CONE): Working with CONE toward the development of the Codorus area. Continue collaboration with CONE and YWCA on development in Olde Towne East neighborhood. Continue consideration of future purchases/acquisitions and development opportunities throughout York County.
- (c) Provide the PHA's definition of "significant amendment" and "substantial deviation modification".
- i. "Significant Amendments" occur when there are changes to PHA strategies or services (ie: changing rent or admission policies; opening and closing the wait list; changing the designation of demolition or disposition; modifying homeownership programs or reconstruction activities. An example in Public Housing, is the administrative change not to require a an interim for every increase in income, but rather when there is a change to the income source over and above the current income.
  - ii. "Substantial Deviation Modifications" impact the Capital Fund. Any one item or combination of items that exceeds 20% of the annual amount allocated under the Capital Fund is considered a Substantial Deviation requiring a Significant Amendment.

<p><b>11.0</b></p>	<p><b>Required Submission for HUD Field Office Review.</b> 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 (k) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) 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.</li> <li>(f) Challenged Elements</li> <li>(g) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Reports</i> (PHAs receiving CFP grants only)</li> <li>(h) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> <li>(i) Housing Needs</li> <li>(j) Progress Report on 10/1/2017 to 9/30/2022 5 year plan.</li> </ul>

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, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide 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 is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

DRAFT - 2017