

**LEBANON COUNTY  
HOUSING AUTHORITY**



***2022 ANNUAL PLAN UPDATE***

**To the**

**Five Year Plan  
Fiscal Years 2022 – 2026**



THE HOUSING AUTHORITY OF THE COUNTY OF LEBANON  
P.O. Box 420  
LEBANON, PENNSYLVANIA 17042

## LIST OF PLAN ELEMENTS

Plan Template – Form HUD 50075-ST

Attachment to HUD Form 50075-ST

\*Housing Needs of low income families in Lebanon County

Eligibility, Selection and Admissions Policies

\*Statement of Financial Resources

\*Rent Determination Policies

\*Operation and Management

\*Grievance Procedures

\*Designated Housing

\*Community Service and Self Sufficiency

\*Safety and Crime Prevention

Civil Rights Certification

\*Fiscal Year Audit

\*Asset Management Strategy

\*Violence against Women Act

Capital Fund Annual Statement/Performance and Evaluation Reports

Capital Fund Five-Year Action Plan

Comments

Certifications

Attachments

Proposed Public Housing 2022 Flat Rents

Proposed Revisions to Section 8 Application Preferences

\* Indicates plan items that have remain unchanged since publication of the 2021 – 2025 Five Year Plan. Detailed information concerning these items may be obtained by consulting the 2021 - 2025 Five Year Plan.

# **PLAN TEMPLATE – HUD 50075-ST**

**ATTACHMENT TO PLAN TEMPLATE – HUD 50075-ST**

## Attachment to HUD 50075 -ST

### **Section B.1. Statement of PHA Plan Elements**

#### Substantial Deviation

A substantial deviation or significant amendment or modification, which requires public notice and comment, will be required if a change is made to the Plan or any component thereof, related to the following:

- Demolition, disposition or RAD conversion of units;
- Capital Fund Financing
- Implementation of a homeownership program;
- Additions of non-emergency work items with an estimated cost greater than 50% of the Authority's annual Comprehensive Grant (items not included in the current Annual Statement or 5 Year Action Plan).
- Development of new Public Housing or any mixed finance development activities.

Changes made to the Plan, or any component thereof, which do not relate to the above mentioned issues will not be considered substantial or significant and will not require public notice and comment.

#### Significant Amendment

In the Section 8 Program the Authority is revising the Payment Standards, based on revisions to the Fair Market Rents published by HUD in October 2018. The Authority has also revised its Public Housing Flat Rents in accordance with the updated FMRs.

There have been no other revisions to any of the plan elements listed in Section B.1 of the plan template.

#### Deconcentration Policy

In accordance with the requirements outlined in 24 CFR 903.2, the Authority is not required to submit a deconcentration plan.

### **Section B.2. New Activities**

The Authority plans to begin researching opportunities for RAD conversion. The Authority also plans to ask HUD for approval of vacancies due to modernization of units. The Authority has applied for a grant for Radon Testing and Mitigation for its family Public Housing units.

### **Section B.3. Civil Rights Certification**

Included as an attachment to the plan.

### **Section B.4. Fiscal Year Audit**

There were no findings for the fiscal year audit July 2019 to June 2020.

### **Section B.5. Progress Report**

Goal: Leverage private or public funds to create additional housing opportunities (acquire or build units or developments) – The Authority continues to explore opportunities to develop additional housing through the low

income housing tax credit program. In addition, the Authority's nonprofit (NPHDC) has purchased an existing office building in Cleona which will be converted into six 1 bedroom apartments. NPHDC, along with Caring Cupboard have acquired 5.5 acres of land in Palmyra. Preliminary design is underway to construct a combined food bank, community center and 12 unit affordable apartment building on the site.

Goal: Improve public housing management (PHAS) score: The Authority has achieved high performer status for the past three years. We will continue to strive to maintain our high level of performance.

Goal: Designate development for particular resident groups: We have renewed the designation of Stevens Towers as an elderly development in 2017. We will continue to monitor the need for any other necessary designations.

Goal: Increase the number and percentage of employed persons in assisted families: As of January 20, 2020 91% of all income received by public housing families came from earned income, social security or pensions. Only 9% of income came from TANF or some other form of public welfare. The data clearly demonstrates our residents' success in obtaining employment.

Goal: Participate in HUD's goal to end homelessness: The Authority has obtained 150 VASH vouchers specifically designated to assist the homeless. In addition, the Authority has obtained funding through the Continuum of Care to provide housing to seriously mentally ill homeless individuals.

Goal: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability. The Authority ensures equal access to all of its housing programs. For example in Lebanon County 2.2% of the population is African American and 9.3% identifies as Hispanic. In the Authority's housing programs 10% of participants are African American and 49% are Hispanic. This data clearly demonstrates that the Authority has succeeded in providing access to all citizens of Lebanon County.

Goal: The Authority has partnered with Lebanon County to administer the Emergency Rental Assistance Program (ERAP) to help individuals who need assistance with rent and utilities due to COVID related financial difficulties.

Goal: The Authority's Nonprofit (NPHDC) has partnered with the County's Mental Health department and New Start Program to renovate two apartments for single permanent housing.

#### **Section B.6. Resident Advisory Board (RAB) Comments**

See attached narrative.

#### **Section B.7. Certification by State and Local Officials**

See attached certifications.

#### **Section B.8. Troubled PHA**

The Authority is not a troubled PHA and does not have a Memorandum of Agreement, Performance Improvement Plan or Recovery Plan in place.

#### **Section C. Statement of Capital Improvements**

Included with this plan as attachments are:

Fiscal Year 2019 Capital Improvements Grant – Annual performance and evaluation report for the year ended December 31, 2021

Fiscal Year 2020 Capital Improvements Grant – Annual performance and evaluation report for the year ended December 31, 2021

Fiscal Year 2021 Capital Improvements Grant – Annual performance and evaluation report for the year ended December 31, 2021

Fiscal Year 2022 – 2026 Action Plan – Initial plan outline.

**Section C.1 Capital Improvements HUD Approved 5 – Year Action Plan**

The 2020 Five Year Plan and related capital improvements was approved by HUD on **02/09/2022**.

## **ELIGIBILITY, SELECTION & ADMISSIONS POLICIES**



## **ELIGIBILITY, SELECTION & ADMISSIONS POLICIES**

Eligibility, tenant selection and admissions policies are explained in detail in the Authority's Public Housing Admissions and Occupancy Policy and the Authority's Section 8 Administrative Plan. Copies of both documents are available at the Authority's Administrative Offices and are also available from the Authority's website – <http://www.lebanoncountyhousing.com>.

A summary of proposed changes to the Public Housing Admissions & Occupancy Policies and the Section 8 Administrative Plan are provided below.

### **Public Housing Admissions and Occupancy Policy**

The only proposed change to the public housing Admissions Policy is to update the annual flat rent amounts as required by HUD regulations. The revised flat rents can be found in attachment 1.

### **Section 8 Administrative Plan**

There are no proposed change to the Section Administrative Plan.

**Capital Fund  
Annual Performance and Evaluation Reports  
2019, 2020 and 2021**

**Capital Fund  
Five Year Plan 2022 – 2026**

## **Comments**

## **Certifications**

## **Attachments**

## **Attachment 1 – Public Housing Revised Flat Rents**

|  |   |  |
|--|---|--|
| <b>Annual PHA Plan</b><br><i>(Standard PHAs and Troubled PHAs)</i> | <b>U.S. Department of Housing and Urban Development</b><br><b>Office of Public and Indian Housing</b> | <b>OMB No. 2577-0226</b><br><b>Expires: 02/29/2016</b> |
|--|---|--|

**Purpose.** 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

| A. PHA Information.   |  |                 |                                    |  |                                     |            |
|---|--|-----------------|------------------------------------|--|-------------------------------------|------------|
| A.1   | <b>PHA Name:</b> _____ Housing Authority of The County of Lebanon _____ <b>PHA Code:</b> <u>PA052</u><br><b>PHA Type:</b> <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA<br><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>07/2022</u><br><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)<br><b>Number of Public Housing (PH) Units</b> <u>403</u> <b>Number of Housing Choice Vouchers (HCVs)</b> <u>775</u> <b>Total Combined Units/Vouchers</b> <u>1177</u><br><b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission |                 |                                    |  |                                     |            |
| <b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. |  |                 |                                    |  |                                     |            |
| <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)  |  |                 |                                    |  |                                     |            |
|   | <b>Participating PHAs</b>  | <b>PHA Code</b> | <b>Program(s) in the Consortia</b> | <b>Program(s) not in the Consortia</b> | <b>No. of Units in Each Program</b> |            |
|   |  |                 |                                    |  | <b>PH</b>                           | <b>HCV</b> |
|   | Lead PHA:  |                 |                                    |  |                                     |            |
|   |  |                 |                                    |  |                                     |            |
|   |  |                 |                                    |  |                                     |            |
|   |  |                 |                                    |  |                                     |            |



|            |   |
|------------|---|
| <b>B.</b>  | <b>Annual Plan Elements</b>   |
| <b>B.1</b> | <p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>  |
| <b>B.2</b> | <p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> |
| <b>B.3</b> | <p><b>Civil Rights Certification.</b></p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>  |
| <b>B.4</b> | <p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>   |

|                   |  |
|-------------------|--|
| <p><b>B.5</b></p> | <p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>See Attached</p>  |
| <p><b>B.6</b></p> | <p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N<br/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> |
| <p><b>B.7</b></p> | <p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>   |
| <p><b>B.8</b></p> | <p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A<br/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>   |
| <p><b>C.</b></p>  | <p><b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>  |
| <p><b>C.1</b></p> | <p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>The most recent five year plan was approved on Oct 21, 2021.</p>  |

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 8/31/2011

| <b>Part I: Summary</b>                       |  |  |                                       |                                       |  |                                       |
|--|--|--|---------------------------------------|---------------------------------------|--|---------------------------------------|
| PHA Name/Number Lebanon County Housing PA052 |  | Locality (City/County & State)<br>Lebanon, PA Lebanon County |                                       |                                       | <input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> Revision No: |                                       |
| A.   | Development Number and Name                    | Work Statement for Year 1<br>FFY 2022                        | Work Statement for Year 2<br>FFY 2023 | Work Statement for Year 3<br>FFY 2024 | Work Statement for Year 4<br>FFY 2025  | Work Statement for Year 5<br>FFY 2026 |
| B.   | Physical Improvements Subtotal                 | Annual Statement   | \$732,749                             | \$733,151                             | \$732,749  | \$733,151                             |
| C.   | Management Improvements                        |  | 0                                     | 0                                     | 0  | 0                                     |
| D.   | PHA-Wide Non-dwelling Structures and Equipment |  | 0                                     | 0                                     | 0  | 0                                     |
| E.   | Administration                                 |  | \$98,000                              | \$98,000                              | \$98,000   | \$98,000                              |
| F.   | Other  |  | 0                                     | 0                                     | 0  | 0                                     |
| G.   | Operations                                     |  | 0                                     | 0                                     | 0  | 0                                     |
| H.   | Demolition                                     |  | 0                                     | 0                                     | 0  | 0                                     |
| I.   | Development                                    |  | 0                                     | 0                                     | 0  | 0                                     |
| J.   | Capital Fund Financing – Debt Service          |  | \$202,195                             | \$201,793                             | \$202,195  | \$201,793                             |
| K.   | Total CFP Funds                                |  | 0                                     | 0                                     | 0  | 0                                     |
| L.   | Total Non-CFP Funds                            |  | 0                                     | 0                                     | 0  | 0                                     |
| M.   | Grand Total                                    |  | \$1,032,944                           | \$1,032,944                           | \$1,032,944  | \$1,032,944                           |

**Part I: Summary (Continuation)**

| PHA Name/Number : Lebanon County Housing PA052 |                                | Locality (City/county & State)<br>Lebanon, PA Lebanon County |                                       |                                       | <input checked="checked" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: |                                       |
|--|--------------------------------|--|---------------------------------------|---------------------------------------|---|---------------------------------------|
| A.   | Development Number<br>and Name | Work Statement<br>for Year 1<br>FFY 2022                     | Work Statement for Year 2<br>FFY 2023 | Work Statement for Year 3<br>FFY 2024 | Work Statement for Year 4<br>FFY 2025   | Work Statement for Year 5<br>FFY 2026 |
|  | Agency Wide                    | <b>Annual<br/>Statement</b>                                  | \$299,793                             | \$300,195                             | \$399,793   | \$300,195                             |
|  | PA052P0001                     |  | \$ -0-                                | \$90,000                              | \$205,229   | \$431,237                             |
|  | PA052P0002                     |  | \$ -0-                                | \$ -0-                                | \$201,422   | \$318,692                             |
|  | PA052P0003                     |  | \$733,151                             | \$659,929                             | \$243,680   | \$ -0-                                |
|  |                                |  |                                       |                                       |   |                                       |
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|  |                                |  |                                       |                                       |   |                                       |
|  |                                |  |                                       |                                       |   |                                       |
|  |                                | <b>TOTAL</b>   | <b>1,032,944</b>                      | <b>1,032,944</b>                      | <b>\$1,032,944</b>  | <b>\$1,032,944</b>                    |

| <b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b> |  |          |                  |   |          |                  |
|---|--|----------|------------------|---|----------|------------------|
| Work Statement for Year 1 FFY 2022                                  | Work Statement for Year 2<br>FFY 2023  |          |                  | Work Statement for Year: 3<br>FFY 2024  |          |                  |
|   | Development Number/Name<br>General Description of Major Work Categories          | Quantity | Estimated Cost   | Development Number/Name<br>General Description of Major Work Categories         | Quantity | Estimated Cost   |
| <b>See Annual Statement</b>   | Agency Wide – Debt Service   | N/A      | 202,195          | Agency Wide – Debt Service  | N/A      | 201,793          |
|   | Agency Wide – Administration   | N/A      | 98,000           | Agency Wide – Administration  | N/A      | 98,000           |
|   | Agency Wide – Fees and Costs   | N/A      | 0                | Agency Wide – Fees and Costs  | N/A      | 0                |
|   | <b>Total Agency Wide</b>   |          | <b>300,195</b>   | <b>Total Agency Wide</b>  |          | <b>299,793</b>   |
|   | PA052P003 Cedar/Gloninger – Renovate dwelling bath, kitchens & install new floor | 10 units | 722,749          | PA052P001 – Washington Arms upgrade apartment kitchens and baths                | 10 units | 10,000           |
|   | PA052P003 Cedar – Sewer lift station improvements                                | 1        | 10,000           | PA052P0002 – Renovate 2 units for handicapped accessibility – Modularity        | 2 units  | 10,000           |
|   | <b>Total Developments</b>  |          | <b>732,749</b>   | PA052P0003 – Replace bathrooms, kitchens and floors in 10 units Cedar/Gloninger | 10 units | 713,151          |
|   |  |          |                  | <b>Total Developments</b>   |          | <b>733,151</b>   |
|   |  |          |                  |   |          |                  |
|   |  |          |                  |   |          |                  |
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|   |  |          |                  |   |          |                  |
|   | <b>Subtotal of Estimated Cost</b>  |          | <b>1,032,944</b> | <b>Subtotal of Estimated Cost</b>   |          | <b>1,032,944</b> |

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 8/31/2011

| <b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b> |   |                           |                    |   |                           |                    |
|---|---|---------------------------|--------------------|---|---------------------------|--------------------|
| Work Statement for Year 1 FFY 2022                                  | Work Statement for Year 4<br>FFY 2025                                     |                           |                    | Work Statement for Year: 5<br>FFY 2026                                  |                           |                    |
|   | Development Number/Name<br>General Description of Major Work Categories   | Quantity                  | Estimated Cost     | Development Number/Name<br>General Description of Major Work Categories | Quantity                  | Estimated Cost     |
| See   | Agency Wide – Debt Service  | N/A                       | 202,195            | Agency Wide – Debt Service  | N/A                       | 201,793            |
| Annual  | Agency Wide – Operations  | N/A                       | 0                  | Agency Wide – Operations  | N/A                       | 0                  |
| Statement   | Agency Wide – Administration  | N/A                       | 98,000             | Agency Wide – Administration  | N/A                       | 98,000             |
|   | Agency Wide – Fees and Costs  | N/A                       | 10,000             | Agency Wide – Fees and Costs  | N/A                       | 0                  |
|   | Curb and Sidewalk Replacement Various Sites                               | 2,500 SF                  | 10,060             |   |                           |                    |
|   |   | <b>Total Agency Wide</b>  | <b>320,255</b>     |   | <b>Total Agency Wide</b>  | <b>299,793</b>     |
|   |   |                           |                    |   |                           |                    |
|   | Glolinger/Cedar Unit Renovations  | 6 units                   | 353,696            | PA052P0001 – Washington Arms Apartment Upgrades                         | 14 units                  | 264,459            |
|   |   |                           |                    | PA052P0001 – Washington Arms Apartment HVAC replacements                | 10 units                  | 150,000            |
|   | PA052P0002 & 0003 – Replace Windows City Units                            | 39 units                  | 156,854            | PA052P0002 Replace Boilers Webster                                      | 98                        | 218,692            |
|   | PA052P0003 Glolinger Meadows – Install Security Cameras                   | 25 units                  | 50,000             | PA052P0002 Under Slab Venting Webster                                   | 98                        | 50,000             |
|   | PA052P0003 – Renovate 2 Units for Handicapped Accessibility – Cedar Court | 2 units                   | 152,139            | PA052P0002 Unit renovations city units                                  | 25                        | 50,000             |
|   |   |                           |                    |   | <b>Total Developments</b> | <b>733,151</b>     |
|   |   | <b>Total Developments</b> | <b>712,689</b>     |   |                           |                    |
|   |   |                           |                    |   |                           |                    |
|   |   |                           |                    |   |                           |                    |
|   |   |                           |                    |   |                           |                    |
|   | Subtotal of Estimated Cost  |                           | <b>\$1,032,944</b> | Subtotal of Estimated Cost  |                           | <b>\$1,032,944</b> |

Revised 02/15/2021

| <b>Part III: Supporting Pages – Management Needs Work Statement(s)</b> |   |                |   |                |
|--|---|----------------|---|----------------|
| Work Statement for Year 1 FFY 2022                                     | Work Statement for Year <u>2023</u><br>FFY <u>2023</u>                  |                | Work Statement for Year: <u>2024</u><br>FFY <u>2024</u>                 |                |
|  | Development Number/Name<br>General Description of Major Work Categories | Estimated Cost | Development Number/Name<br>General Description of Major Work Categories | Estimated Cost |
| See Annual Statement   | NONE  |                | NONE  |                |
|  |   |                |   |                |
|  |   |                |   |                |
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|  |   |                |   |                |
|  |   |                |   |                |
|  | Subtotal of Estimated Cost  | \$0            | Subtotal of Estimated Cost  | \$0            |





**Flat Rents - Area 3 Southside Property Management  
Effective May 1, 2022**

| 1             | 2               | 3                  | 4                                      | 5                              | 6  | 7               | 8                                  | 9                         | 10   | 11                                 |
|---------------|-----------------|--------------------|--|--------------------------------|--|-----------------|------------------------------------|---------------------------|--|------------------------------------|
| Bedrooms      | Number Of Units | Current Flat Rents | Total Annual Income Current Flat Rents | Current Annual Cost By Bedroom | Current Annual Operating Cost Per Unit Per Month | 80% of FMR Test | 5% Limit Test (3 *1.05)            | Most Recent Published FMR | *New Flat Rents Not less than column 8 but not greater than column 9 | Total Annual Income New Flat Rents |
| 0             | 0               |                    |  |                                |  |                 |                                    |                           |  |                                    |
| 1             | 0               |                    |  |                                |  |                 |                                    |                           |  |                                    |
| 2             | 65              | \$760              | \$592,800                              | \$302,192                      | \$720  | \$791           | \$798                              | \$989                     | \$798  | \$622,440                          |
| 3             | 51              | \$995              | \$608,940                              | \$854,772                      | \$1,079  | \$1,016         | \$1,045                            | \$1,270                   | \$1,045  | \$639,540                          |
| 4             | 14              | \$1,140            | \$191,520                              | \$379,899                      | \$1,439  | \$1,073         | \$1,197                            | \$1,341                   | \$1,197  | \$201,096                          |
|               | 0               |                    |  |                                |  |                 |                                    |                           |  |                                    |
| <b>TOTALS</b> | <b>130</b>      |                    | \$1,393,260                            | \$1,536,863                    |  |                 | <b>Total Income New Flat Rents</b> |                           |  | \$1,463,076                        |

| 12                                  | 13                           | 14                | 15                        | 16                   | 17   | 18           | 19            | 20             | 21             | 22  |
|-------------------------------------|------------------------------|-------------------|---------------------------|----------------------|--|--------------|---------------|----------------|----------------|---|
| Total Annual Operating Budget Costs | Total 2021 PHA Wide Cap Fund | Cap Fund Per Unit | Cap Fund Allocated To AMP | Total Operating Cost | Total Operating Costs as a % of total income from New flat rents | Bedroom Size | Dollar Change | Percent Change | Total Bedrooms | Operating Cost Per Bedroom Per Year and Month |
|                                     |                              |                   |                           |                      |  | 0            |               |                | 339            | \$4,317                                       |
| \$1,130,266                         | \$1,032,944                  | \$2,563           | \$333,208                 | \$1,463,474          | 1.000  | 1            |               |                |                | \$360   |
|                                     |                              |                   |                           |                      |  | 2            | \$50          | 5.00%          |                |   |
|                                     |                              |                   |                           |                      |  | 3            | \$57          | 5.03%          |                |   |
|                                     |                              |                   |                           |                      |  | 4            | \$57          | 5.00%          |                |   |
|                                     |                              |                   |                           |                      |  | 5            |               |                |                |   |

| 2022 FMR Information- Effective 08/06/2021 |      |      |          |
|--|------|------|----------|
| BR   | 2021 | 2022 | % Change |
| 0  | 711  | 737  | 3.66%    |
| 1  | 716  | 759  | 6.01%    |
| 2  | 930  | 989  | 6.34%    |
| 3  | 1194 | 1270 | 6.37%    |
| 4  | 1261 | 1341 | 6.34%    |
| 5  | 1450 | 1542 | 6.34%    |

Flat rents shall be not less than 80% of FMRs. Annual increase is limited to 5%. \* New rents are rounding to the nearest \$5.00 without exceeding the 5% test

## **RESIDENT ADVISORY BOARD (RAB)**

March 2, 2022  
2:00 PM

Stevens Tower Community Room

A regular meeting of the Lebanon County Housing Authority's Resident Advisory Board was held on March 2, 2022 at 2:00p at Stevens Tower Community Room.

RAB Members: Henrietta Treadwell, Nancy Clay, Gary Lowe

Housing Authority Staff: Karen Raugh, Michelle Lawlor

Absent: Pablo Hernandez, Daryl Smith, James Williams

1. Ms. Raugh advised the board we closed our Section 8 waiting list in July of 2021 to purge and update the list with active applicants. We will re-open the list for new application by June 2022.

Ms. Raugh explained our public housing waiting list is very large with over 3100 applicants. We currently interview approximately 10 people for every open unit. It takes about seven years to come off the waiting list.

2. Ms. Raugh explained the Federal Budget has not yet been passed and we do not know how much money we will receive. We currently receive around \$465 per unit per month to operate the Stevens Towers building.
3. Ms. Raugh discussed the authority's 5 year plan explaining HUD needs a plan for what we will use the money we receive for capital expenditures.
  - a. Every year \$202,000 comes off the top for funds that were borrowed against the capital fund to renovate Stevens Towers to repay the loan.
  - b. Roughly \$98,000 or 10% of the grant funds go to administration costs.
  - c. Gloninger needs renovations, this is a 20 unit family townhome development. The current estimates are \$3 million. The bid request deadline is March 22<sup>nd</sup>.
  - d. Stevens Tower will be having a new elevator installed this year. The current lead time for equipment is 16 weeks and then we need to wait for the contractor to install according to their schedule.
4. Personnel Updates
  - a. Ms. Raugh explained she is the new Executive Director for the Authority and Mr. Hoffman will be retiring this summer.
  - b. The current property manager for Stevens Tower will be moving to another position within the Authority once a replacement has been hired. We are currently conducting interviews for her position.
5. Ms. Raugh explained the new flat rent amounts while noting that any person who receives a subsidy only pays 30% of their income. The board discussed their concerns that newer tenants are not paying "their fair share" which lead to an in-depth discussion about how the 30% is calculated. Board members seemed satisfied with the information at the conclusion of said discussion.

6. The Section 8 program was discussed noting the Authority is having issues with landlords not wanting to rent to voucher holders as they can get more money with private tenants than with the vouchers. The Authority has requested a waiver from HUD for the vouchers be set at 120% of market value to help voucher holders find housing.

7. There were no updates to the Annual Agency Plan to discuss at this time.

8. The RAB advised the Authority staff of their concerns at the Stevens Tower location:

Residents are propping the stairwell doors open at night. The members asked about the possibility of having cameras installed.

Rules need to be better enforced as this is a non-smoking building yet people go to the 11<sup>th</sup> floor balcony to smoke and disturb the quiet for the residents in the early morning hours.

The members mentioned that emergency pull cords and pendants do not always operate properly. Ms. Lawlor advised that the Safety Committee has been made aware and will follow up on the concerns.

Bathroom vents need to be cleaned in all public spaces.

The members questioned why wellness checks on the mailboxes were no longer conducted at the building. The staff replied that many residents were pushing the buttons on the mailboxes and the issue really is decreased staff in the building. The hope of the staff is that residents are checking on each other.

9. The meeting ended at 3:05 pm.

## PUBLIC NOTICE

The Agency's Five Year Plan for fiscal years 2022-2026 has been prepared by the Lebanon County Housing Authority. The plan is available for inspection Monday – Friday 8:30 – 4:30 at the Authority's offices in Lebanon located at 1220 Mifflin Street or on the Authority's website – [www.lebanoncountyhousing.com](http://www.lebanoncountyhousing.com). The Agency Plan includes the 2022 proposed annual and five year projected Capital Fund Program (CFP) budgets, as well as Annual Performance and Evaluation Reports for all open CFP funding years. Also included are the proposed flat rent amounts for the Public Housing Program and various regulatory changes to the Public Housing Admissions and Occupancy Policy and Section 8 Administrative Plan.

A public hearing on the Plan will be held via teleconference on April, 13, 2022 at 4:00 P.M. Any resident, participant or member of the public may participate in the public hearing by calling 551-240-6364. Hearing impaired individuals may participate in the hearing by calling the TDD operator at 800-545-1833 extension 826 and providing the relay operator the above call in number. Written comments will be accepted until the date of the public hearing and may be sent to the attention of Karen Raugh, Executive Director, Lebanon County Housing Authority, P.O. Box 420, Lebanon, PA 17042.

Karen Raugh  
Executive Director