

Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: Norwalk Housing Authority

PHA Number: CT 26 P002

PHA Fiscal Year Beginning: 4/1/2000

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

- Main administrative office of the PHA
24½ Monroe Street
Norwalk, CT 06854
Contact: Candace Mayer
(203) 838-8471
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at:

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. 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. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**TO PROVIDE SAFE, DECENT AND AFFORDABLE HOUSING, AND
TO ASSIST THE LOW-INCOME HOUSING PARTICIPANTS TO
BECOME SELF-SUFFICIENT.**

Norwalk Housing Authority
10/20/99

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Up to 100 vouchers per year based on needs and funding availability
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Study feasibility of tax credit funding and development in 2000
 - Study feasibility voucher conversion to site based assistance in 2000

Implement and complete feasible housing development initiatives between 2002 and 2004

- Acquire or build units or developments
 - Explore feasibility of Section 8 homeownership in 2000
 - Implement feasible Section 8 homeownership initiative between 2001 and 2004
- Other (list below)
 - Participate in the development and implementation of the City's Consolidated Plan
 - Implement flat rent program designed to encourage higher income families to remain in public housing
 - Adjust voucher payment standard to expand housing opportunities to low poverty areas
- PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - Improve public housing management: (PHAS score*)
 - Maintain minimum level of standard performer with improvement during 2000-2004
 - Address Real Estate Assessment Center housing stock deficiencies by year end 2001
 - Improve voucher management: (SEMAP score*)
 - Achieve initial year standard performer level with improvement in 2001-2004
 - Increase customer satisfaction:
 - Develop procedures for improved customer service reception by 2001
 - Establish annual customer satisfaction survey and maintain satisfactory outcomes for years 2000 – 2004
 - Fund and manage supportive service programs in terms of positive outcome 2000 –2004
 - Obtain Ross Senior Coordinator Grant 2000-2001
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Timely resolution of PHAS & SEMAP deficiencies during 2000 – 2004, if any
 - Realign organizational structure of NHA to attain stated goals and objectives during 2000
 - Increase surplus funds through higher program utilization rates during 2000 -2004

Increase program revenues and services through successful grant applications and expanded Section 8 program during 2000-2004
Complete and fully implement computer system to assist in program management and performance measurement at each department by 2000

- Renovate or modernize public housing units:
 - Meet obligation and expenditure schedule for Comp Grant during 2000-2004.
 - Continue annual participation in Community Development Block Grant capital funds of approximately \$100,000
- Demolish or dispose of obsolete public housing:
 - Complete public housing conversion analysis by 2001
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
 - Establish a prudent pet policy that is geared to improve the quality of life to owners, does not interfere with the peaceful enjoyment of other participants, enforces the humane care of the pet and does not burden the resources of the NHA.

* PHAS and SEMAP scores not available until 2000

- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling:
 - Expand voucher briefing for applicants and counseling for mover participants
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Assess voucher payment standard based on rent burden and mobility goals in 2000
 - Adjust voucher payment standard in 2000 and annually thereafter based on analysis
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists
 - Convert public housing to vouchers:
 - Other: (list below)
 - Partner with Fair Rent Commission and Fair Housing Officer to promote landlord outreach

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Complete deconcentration analysis in 2000
 - Establish deconcentration goals for each site in 2000
 - Refine admissions and occupancy policy to move toward agreed upon public housing deconcentration goals in 2000
 - Attain deconcentration goals during 2001-2004
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Complete income mixing analysis in 2000
 - Establish income mixing goals for each site in 2000
 - Refine admissions and occupancy policy move toward agreed upon public housing income mixing goals in 2000
 - Attain income mixing goals during 2001-2004
 - Implement public housing security improvements:
 - Add King Kennedy to PHDEP funding formula by 2001
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
 - Continue existing crime and drug programs 2001-2004
 - Maintain strong lease enforcement activities at all sites 2000-2004

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Hire Job Developer in 2000
 - Establish job development and placement goals in 2000
 - Attain job placement and retention goals in 2001 -2004
 - Establish a community service program that is designed to provide motivation, encourage self-sufficiency and offer options, and is implemented in a positive and dignified manner in 2000
 - Operate FSS program and attain annual stated enrollment, placement and graduation goals during 2000-2001

- Provide or attract supportive services to improve assistance recipients' employability:
 - Enter into cooperative agreements with TANF
 - Supportive Service Agency analysis to address identified service gaps 2000-2004
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Obtain a Ross Grant for senior supportive service management 2000-2004
 - Align supportive service delivery system to meet identified needs of elderly 2001
 - Fully utilize disabled vouchers during 2000-2001
- Other: (list below)
 - Establish Resident Partnership Contracts for applicable new admissions and community service eligible participants 2000 – 2004
 - Integrate Community Service requirement with NHA self sufficiency initiatives 2000 - 2004

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Implement actions to address impediments to fair housing as specified in Attachment G during 2000-2004
 - Maintain existing relationships and encourage participation of fair housing and equal opportunity agencies 2000-2004
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Provide outreach to eligible families and fully utilize disability and unification vouchers 2000-2004
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)
 - Undertake affirmative measures to ensure access to assisted housing regardless of age and for other protected classes identified by the State of Connecticut

Other PHA Goals and Objectives: (list below)

Develop an integrated NHA service delivery model that is structured to serve the housing needs within its jurisdiction, the housing and supportive service needs of its participants, coordinates interdepartmental activities and is effectively aligned with existing external service resources.

Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

This Executive Summary contains a brief overview of the strategies and activities that the Norwalk Housing Authority is submitting in its Annual Plan. The Summary also associates the Annual Plan activities to the NHA's mission and goals as described in the 5-Year Plan.

This Plan was prepared in accordance with the requirements established in Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998. The Annual Plan was prepared in collaboration with a Resident Advisory Board comprised of public housing and Section 8 participants. Their participation and comments are documented in Attachment F. A draft of this Plan was made available for public comment on November 1, 1999. A hearing was held by the Board of Commissioners to record public comment on December 15, 1999. This document was approved by the Board of Commissioners on February 1, 2000.

The size and performance status of a public housing agency determines the submission requirements for this document. NHA is a standard performing housing authority that administers Federal housing programs that provide housing subsidy for approximately 2,000 low-income families annually. Based on these factors, NHA's Plan responds to all eighteen sections required by QHWRA with the qualifications specified in the next paragraph.

NHA has deferred its decisions for implementing community service requirements and will be revising its pet ownership rules based upon HUD issuance of its final rules. NHA's plan for voluntary and involuntary conversion of public housing stock, in accordance

with QHWRA sections 22 and 33, is also deferred as permitted until 2001. Finally, NHA is not required to provide a summary of asset management activities because it has elected to provide detailed capital asset information within specified sections of the Plan.

The information used as the foundation for needs assessments and to develop strategies to address those needs were based on the most current data available. We relied on the City of Norwalk's Consolidated Plan information to determine housing needs and ensure consistency of strategies. Other information collected to complete the Agency Plan was based on data available during July 1999. Data presented regarding funding streams for the year 2000 are estimated based on prior year funding levels.

Our *Housing Needs* analysis in conjunction with the provisions set out in the Quality Housing and Work Responsibility Act (QHWRA) provides the basis for our Agency Plan (i.e., 5-year and Annual Plan). The needs analysis relied heavily on the Consolidated Plan submitted to HUD by the City of Norwalk. A summary of the needs analysis is presented in the next paragraphs.

As demonstrated in the housing needs tables presented in Section 1 of the Annual Plan, approximately 7,000 renters have a great cost burden in regards to housing affordability. In 1999, 59% of renters earning less than 30% AMI pay more than 30% of income for rent and utilities. In 1999, 53% of renters earning between 31% to 50% of AMI pay more than 30% income for rent and utilities. Although the cost of housing in Norwalk is lower than that of surrounding communities, the costs are much higher than the national and State averages.

The three most serious housing issues for the City of Norwalk are affordability, supply and quality. Because there is a great demand for affordable rental housing in Norwalk, many higher income brackets are occupying the rental stock. Those with lower incomes find affordable housing in short supply. As indicated in the Consolidated Plan, most of the substandard rental housing stock are occupied due to a short supply of rental housing. Many of the houses were built prior to 1925 and a disproportionate amount of substandard units are occupied by lower income households. The elderly population is growing in Norwalk. The elderly rental population's housing problems are twice that of the elderly homeowner population. Because Norwalk's housing costs are so high, the low-income disabled community has a significant issue locating affordable rental housing.

Impediments to fair housing were also considered in our assessment of housing needs. In this regard NHA has prepared a strategy to align its programs to address identified impediments. (See Attachment F)

Financial Resources are estimated at about \$12.9 million to serve the housing needs of the City of Norwalk for FY 2000. The majority of these funds are used to serve eligible families and maintain its public housing stock within south Norwalk. It is important to note that, of the total funds reported, over \$ 1.6 million (i.e., FY2000 Drug Elimination and Capital Fund) resources are not available until the 3rd quarter of the fiscal year.

NHA will use approximately \$ 6.6 million to provide housing subsidies to eligible families. Of that amount, about \$2 million is used for public housing subsidy and \$4.6 million is used for assisted housing subsidies. Another \$2 million in rent payments are collected annually from public housing families.

Capital improvements scheduled for housing stock modernization is funded for about \$2 million. Approximately half of these resources are targeted for Roodner Court (i.e., represents about ½ the housing stock owned by the Authority).

Policies on Eligibility, Selection and Admissions are detailed in Section 3 of the Annual Plan. They are based on our analysis of community needs and requirements of the Quality Housing and Work Responsibility Act (QHWRA) of 1998. NHA plans to attain or surpass the QWARA income targeting requirements of ensuring that 40% of new public housing occupancy and 75% of Section 8 new admissions will be given to families with incomes at or below 30% of the average median income for the jurisdiction.

Rent Determination Policies for the Public Housing and Section 8 program have been revised to meet the requirements of QHWRA. NHA expects to revise its minimum rent policy to \$50 dollars in response to the QHWRA “hardship” condition. NHA will implement the same policy for its Section 8 programs. NHA will implement the tenant choice requirements specified by QHWRA. In doing so, tenants will have the opportunity to pay the lesser of 30% of income or a flat rent set by the NHA. The purpose of the flat rent opportunity is to provide incentives for tenants to work. Importantly, the Authority will implement exemptions from adjusted income determination for employment and increases in earned income. The Voucher payment standard has been increased to 100% of the fair market rent. The payment standard will be assessed this year to ensure effective, maximized utilization of vouchers based on rent reasonableness and rent burden. It is important to point out that the “shoppers incentive” for the voucher program has been eliminated by QHWRA.

Operations and Management Policies for the Public Housing program was revised and approved in 1999. The Section 8 Program will finalize and issue revised policies in 2000. The basis for the revision will be to implement QHWRA requirements. The Authority will address these requirements through modification of its income definition in both our Admissions and Occupancy Plan and our Section 8 Administrative Plan. The relevant sections will be modified to exclude decreases in tenant payments as a result of welfare fraud and failure to comply with participation requirement of a self-sufficiency program. The second is complying with the community service requirement. Per the instruction given in the interim rule on this subject, we are deferring inclusion of this topic in the Annual Plan until HUD issues a final rule on this subject.

We expect to realign our organizational structure during 2000. Considerable focus will be placed on improved customer satisfaction, and filling the expected 200 units that will become available as a result of program turnover and the addition of 25 new vouchers.

Grievance Procedures for the public housing and Section 8 programs are available as supporting documents to this Agency Plan. Public Housing grievance procedures is part of its continued occupancy plan. Section 8 grievance procedures are contained in its Administrative Plan.

Capital Improvement Needs for the Authority's public housing stock address both the annual and long term modernization plan to provide safe and decent public housing for eligible families. Due to fiscal year timing differences, NHA fund its 2000 capital improvement activities with FY 99 fund authorized by HUD. Funds identified for FY 2000 are estimated and have not been reviewed by residents nor approved by the Board. They are expected to be authorized by HUD in the 3rd quarter of 2000. A draft of the FY 2000 and 5-year capital improvement budgets are included in this Agency Pan as Attachments B & C.

NHA has no plans for site *Demolition or Disposition*. NHA expects to expand its stock of affordable housing through tax credit development.

In January of 1998, HUD approved the Authority's plan for *Designating 5 Building (263 units) for Senior Only Occupancy*.

The Authority was not required to convert public housing stock as a result of section 202 finding in 1996. NHA intends to complete a study to determine the viability of each of its existing developments in accordance with QHWRA *Conversions of Public Housing* requirements. The plan will be completed by October 2001 as required by statute.

NHA will study the feasibility of implementing a Section 8 Homeownership program.

Community Service Programs are an integral part of NHA's plan to attain its deconcentration and income mixing goals. The Authority currently operates a mandatory self-sufficiency program for Section 8 participants and numerous supportive service and jobs programs for public housing residents. These programs will be continued and expanded during 2000. A critical part of its supportive service and self sufficiency programs are Memorandums of Agreement with the *Department of Health and Human Resources (TANF provider)* to coordinate service delivery. In addition, the Authority plans on introducing monitoring and performance reporting tools to measure the outcomes of its programs in improving the quality of life of its customers and meeting its deconcentration goals.

Crime and Safety is a key component of NHA's housing strategy. An operating protocol has been developed between the City of Norwalk Police Department and NHA.

NHA received almost \$200,000 in PHDEP funding in the past year. PHDEP funding during the 1990s has resulted in a better living environment for NHA residents. The increase in crime and safety programs funded by PHDEP have caused a marked decrease in calls to police since the early 1990s. Drug activity continues to be a serious problem to the community and this next year will focus on ongoing security measures to decrease drug activities, such as surveillance management (slow scan camera system), community police units, mini stations, the Police Activity League and resident Safety Committees and social services referrals. NHA has also partnered with many community resources to provide prevention and intervention programs for residents.

A policy for *Pet Ownership* is a QHWRA requirement. NHA does not have a current Pet Ownership Policy that is included in its Admissions and Occupancy Plan. That policy will be revised in accordance with the QHWRA. The submission of a pet ownership policy is not required for April fiscal year authorities and therefore is not addressed in this Agency Plan.

Civil Rights Certification is included with NHA Plan Certifications.

NHA *Annual Audit* of the period ended March 31, 1999 was completed and submitted to HUD on XX 1999. It will be made available for review as supporting documentation to this Annual Plan.

Asset Management is delineated in this Annual Plan and supporting documentation to this plan. Refer to Section 5 for operations and management policies, Section 7 for Capital Improvement Plans, and Sections 10 for housing stock conversion.

Other Information contained in the Agency Plan includes our confirmation to Resident Advisory Board Participation, and Certifications of Consistency with the Consolidated Plan of the City of Norwalk.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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 9. Designation of Housing
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 12. Community Service Programs
 13. Crime and Safety
 14. Pets (Inactive for January 1 PHAs)
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 16. Audit
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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration Attachment A
- FY 2000 Capital Fund Program Annual Statement Attachment B
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart Attachment C
- FY 2000 Capital Fund Program 5 Year Action Plan Attachment D
- Public Housing Drug Elimination Program (PHDEP) Plan Attachment E
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) Attachment F
- Other (List below, providing each attachment name)

Impediments to Fair Housing Strategy Attachment G

Policy on Agency Plan Substantial Changes and Significant Amendments
Attachment H

Public Comments and Response Attachment I

Administrative Changes to the Public Comment
Plan Draft Attachment J

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
To be completed after public comment	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
To be completed after public comment	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans Attachment G
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
N/A* Required for Troubled Agencies	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Required Policy	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A* CIAP program completed	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A*	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A*	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Planned for 12/2000	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A*	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A*	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A*	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A*	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(see below)

* N/A – Not applicable to NHA's Agency Plan

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, 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." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,785	5	5	4	2	3	4
Income >30% but <=50% of AMI	1,310	5	4	4	2	3	4
Income >50% but <80% of AMI	3,996	4	4	3	2	3	4
Elderly	5,195	3	3	3	2	1	3
Families with Disabilities	1,697	4	5	3	2	1	3
White	9,462	3	3	3	2	2	3
Black	2,088	4	4	3	2	3	4
Other	246	4	4	3	2	3	4
Hispanic	1,597	4	4	4	2	3	4
Non Hispanic	10,689	3	4	3	2	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") data set
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

Con Plan Data Source: U.S. Census Projections for 2000
as provided by HUD

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	794		500
Extremely low income <=30% AMI	754	95	
Very low income (>30% but <=50% AMI)	40	5	
Low income (>50% but <80% AMI)	0	0	
Families with children	358	45	
Elderly families	69	9	
Families with Disabilities	53		
White Hispanic	176	22	
White Non-Hispanic	148	19	
Black Hispanic	6	1	
Black Non-Hispanic	464	58	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? Since October 1992			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (for Family Unification Program, 3 days during 1999)			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (to fulfill special purpose grant awards)			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,144		200
Extremely low income <=30% AMI	955	83	
Very low income (>30% but <=50% AMI)	185	16	
Low income (>50% but <80% AMI)	4	1	

Housing Needs of Families on the Waiting List			
Families with children	647	57	
Elderly families	144	13	
Families with Disabilities	182	16	
Black Hispanic	6	1	
Black Non-Hispanic	609	53	
White Hispanic	282	25	
White Non Hispanic	247	21	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	485	42	46
2 BR	354	31	30
3 BR	246	21	17
4 BR	53	5	6
5 BR	6	1	1
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing 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**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
(All NHA units are on line)
- Reduce turnover time for vacated public housing units
Improve make ready period from 63 to 10 days; and lease-up from 28 to 25 days
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
NHA has moved payment standard to 100% of FMR
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
Improve performance measurement through newly installed systems
Improve performance through organizational and operational refinement
Establish and implement plan to achieve 95% utilization rate in Section 8 program

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
Study opportunities and develop partners for leveraging affordable housing resources for mixed-finance housing

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
Preserve continuation of elderly only designation

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
 - Established a local preference to persons under 62 years old with disabilities for the ninety-three (93) one bedroom families

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
 - See Attachment G – Strategy for Addressing Improvements to Fair Housing Choice.
 - Market Section 8 program through realtors representing owners outside areas of poverty/minority concentrations
 - Partner with Fair Rent Commission and Fair Housing Officer to promote landlord outreach

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)
 - Waiting list and Housing Quality and Work Responsibility Act Analysis

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses April 1, 2000-March 31, 2001		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	1,853,163	
b) Public Housing Capital Fund	1,330,560	1,468,673 x 92%
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,632,594	1999 Certificates and Vouchers
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	181,011	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	94,017	Public Housing Capital Improvements
i) HOME		
Total	8,091,345	
2. Prior Year Federal Grants (unobligated funds only)		
1998 unobligated Comp Grant	594,452	Capital Improvement
1999 unobligated Comp Grant	1,468,673	Capital Improvement
FSS Coordinator	35,500	Supportive Services
Elderly Services Coordinator	36,900	Supportive Services
EDSS (as of 7/99)	451,491	Supportive Services
Total Unobligated	2,587,016	
3. Public Housing Dwelling Rental Income		
Dwelling Rental Income	2,020,316	Operations
Total Dwelling Income	2,020,316	
4. Other income (list below)		

Financial Resources: Planned Sources and Uses April 1, 2000-March 31, 2001		
Sources	Planned \$	Planned Uses
Interest on General Fund Investments	58,370	Operations
Other Income	14,159	Operations
Section 8 Administrative Fee (Vouchers)	93,974	Operations
Section 8 Administrative Fee (Certs)	321,862	Operations
Total Other Income	488,365	
4. Non-federal sources (list below)		
State Multi-Family (318 units)	2,460,609	Housing
Total resources	15,647,651	

Other Federal Funded Programs:

Mod Rehab (166 units)	\$1,686,171
Single Room Occupancy (8 units)	\$ 60,664
New Construction (45 units)	\$ 330,737
Multi Family Drug Elimination	250,000

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
Less than 10 families certified eligible for 1-3 BR, less than 5 families certified eligible for 4-5 BR
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- Note: The Authority will perform drug and criminal screening using both local and state records no later than the effective date of this plan.

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)
Reasonable Accommodation

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

N/A

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

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

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
Except if offered an efficiency unit
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

Transfers limited to three per month unless an emergency situation

If a family with no disabilities is in a barrier free unit and unit is needed by family with disabilities

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
This is a QHWRA requirement (i.e., 40% of new admissions to families below 30% of income)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Families under 62 years old with disabilities for the ninety-three one-bedroom family units

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 2 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
Families under 62 years old with disabilities for the ninety-three one-bedroom family units

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
Briefing with police for applicants

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
(Note: The Authority will propose, for Board approval, changes in its admission policy to promote deconcentration and income mixing)

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
Job development contract for non-senior/disabled who have limited employment

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

(Note: The Authority will propose, for Board approval, other changes to promote deconcentration and income mixing)

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

Roodner Court
Washington Village

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

Meadow Gardens Fairfield Avenue Chapel Street Main Avenue

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
Includes local record of criminal activity
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
Family's prior and current address
Name and address of current and prior landlord

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Two 30 day extensions with documentation of active pursuit of housing

(4) Admissions Preferences

- a. Income targeting

Yes No: Does the PHA 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 median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5))

Special purpose section 8 assistance programs (i.e., family unification & disabled)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Program

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
Family Unification and Disability Vouchers - Grant application and rules for implementing grant
Family Self-Sufficiency Vouchers - FSS Action Plan

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)
Inter agency collaboration and direct mail to PHA applicants and residents

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

Minimum rent of \$50 for PHA

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
 For increases in earned income (exclusion per QHWRA "if funding is provided")
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
 Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
 For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families
 Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase

- Any time a family experiences an income increase above a threshold amount or percentage: **(if selected, specify threshold)**_____
- Other (list below)
 Within 10 days of income change. All increases greater than \$200 per month and all decreases will be processed as interim.
- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA’s payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)
 Admin Plan

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

Admin Plan specifies minimum rent between \$0-50 (B-30)-changing it to reflect \$50.

b. Yes No: Has the PHA adopted **any discretionary** minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	823 units	100
Section 8 Vouchers	90 units	10
Section 8 Certificates	411 units	40
Section 8 Mod Rehab	166 units	15
Special Purpose Section 8 Certificates/Vouchers (list individually)		
FSS Vouchers	25 units	2
Disability Vouchers	50 units	10
Family Unification Vouchers	25 units October 1 award	25
Public Housing Drug Elimination Program (PHDEP)	218 Roodner Court 54 Meadow Gardens 136 Washington Village	N/A
Other Federal Programs(list individually)		
FSS	25 units	5
EDSS	561 units	75

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
 - Admissions and Occupancy Plan
 - 1999 Maintenance Plan (including extermination policy)

- (2) Section 8 Management: (list below)
 - Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.
Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA 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?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
 - Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)
FY 2000 Capital Fund Program Annual Statement Attachment B

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
FY 2000 Capital Fund Program 5 Year Action Plan Attachment D

-or-

- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name: See Below*	
1b. Development (project) number: See Below*	
2. Designation type:	
Occupancy by only the elderly <input checked="" type="checkbox"/> See Below **	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: 12/01/98)	

5. If approved, will this designation constitute a (select one) *N/A*

New Designation Plan

Revision of a previously-approved Designation Plan?

6. Number of units affected: 263

7. Coverage of action (select one)

Part of the development

Total development

* (1) Senior Court 2-3; (2) John Shostak 2-6; (3) Irving Freese 2-4;
(4) 20 West Avenue 2-7; and (5) Leroy Downs 2-5

** Designation of Senior Housing for people over 62 only or people under
62 who need a wheelchair accessible apartment.

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

NHA will complete a study regarding voluntary conversion of public housing as required by October 1, 2001.

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

NHA will complete a study regarding involuntary conversion of public housing as required by October 1, 2001.

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	(DD/MM/YYYY)

5. Number of units affected:
6. Coverage of action: (select one)
- Part of the development
- Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA 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)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- EDSS
- Jointly administer programs
- Family Unification, Disabled Vouchers and FSS Section 8 Vouchers
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Job Readiness	5	Service Needs Assessment	Family and Children’s Agencies	Public Housing
Career Development/Education Enhancement	42	Service Needs Assessment	Norwalk Community Technical College	Public Housing
Job Readiness and Employment	16	Service Needs Assessment	S.T.R.I.V.E.	Public Housing
Career Development/Education Enhancement	1	Service Needs Assessment	Springfield College	Public Housing
Supportive Services and Training	6	Service Needs Assessment	N.E.O.N., Inc	Public Housing
Education/Literacy	8	Service Needs Assessment	Literacy Volunteers of S.W. CT	Public Housing
Adult Education (GED)	8	Service Needs Assessment	Norwalk High school	Public Housing
Computer Technician Training	12	Service Needs Assessment	Pre school	Public Housing
Entrepreneurial /Small Business Start-up	12	Service Needs Assessment	NCTC Small Business Resource Center	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 01/10/99)
Public Housing	N/A	
Section 8	24 (Note: Initial program size was 25. QHWRA allow reduction for successful graduates)	21

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

Send out slot availability annually to all certificate and voucher holders.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

(Note: section 12(d) provides that families that lose TANF benefits due to not reaching program goals will not have their rent reduced)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

(Note: section 12(c) requires that the NHA implement a community service program that requires non-elderly or disables unemployed adults, living in public housing, to perform 8 hours of community service monitored by the housing authority. A self-sufficiency program fulfills the community service requirement.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
1) Roodner Court, 2) King Kennedy, 3) Meadow Gardens 4) Washington Village
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
1) Roodner Court, 2) King Kennedy, 3) Meadow Gardens, 4) Washington Village
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
Roodner Court
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

- 1) Roodner Court, 2) King Kennedy, 3) Meadow Gardens, 4) Washington Village

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

Service	Roodner Court	King Kennedy	Meadow Gardens	Washington Village
Extra police investigation services	X	X	X	
Comprehensive criminal screening	X	X	X	X
Parking registration and towing	X			X
Tenant Litter Control Program	X			
Extensive youth activities	X	X	X	X
Site Improvements	X			
Intercoms and entrance door lock	X		X	
New Admission Police Briefing	X	X	X	X
Safe Home Interagency Coordination	X	X	X	X

2. Which developments are most affected? (list below)

Roodner Court and Meadow Gardens

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases

- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

Roodner Court and Meadow Gardens

Requesting assistance for King Kennedy

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: Attachment E)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

As a result of QHWRA, tenants of family units are allowed to have pets that meet NHA policy. The NHA Pet Policy will be prepared after HUD has released guidelines. NHA will establish a family development pet policy that is well thought out and enforced, so that owners are required to properly care for their pets and pets do not interfere with the peaceful living enjoyment of neighbors.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA 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))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name) Attachment F

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

State Statute: Commissioners are appointed by mayor, one of which must be a resident

3. Description of Resident Election Process N/A

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

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

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment A

Admissions Policy for Deconcentration

The following admissions policy provides for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. This Deconcentration Policy is authorized under Section 513 of the Quality Housing and Work Responsibility Act of 1998 which amended Section 16 of the 1937 Housing Act to allow a public housing agency to establish and utilize income-mixing criteria for the selection of residents for dwelling units in public housing projects to meet deconcentration objectives.

This policy is established based on a deconcentration and income mixing analysis and is being implemented in a manner that does not impose or require any specific income or racial quotas for any project or projects. Further, the deconcentration objectives are consistent with QHWRA targeting objectives such that 40% admissions to public housing in any fiscal year will be to families whose incomes at the time of commencement of occupancy do not exceed 30% of the area median income.

The Admissions Policy for Deconcentration achieves its objectives through incentives and provides for family choice. The principal of family choice allows the family to have the sole discretion to determine whether to accept the incentive without adverse action on the part of the housing authority. Notwithstanding, QHWRA permits the housing authority to skip a family on the waiting list to reach another family to implement its deconcentration policy without being considered an act of adverse action.

NHA will implement its deconcentration policy by conducting an income assessment of participants:

- Determine and compare the relative tenant incomes of each development to the average income of the public housing participants.
- Identify what admissions policy measures or incentives, if any, are needed to align the development income mix with the income mix of all public housing participants. (i.e., bring higher-income families into lower-income developments and vice versa).
- Ensure that such measures and incentives affirmatively further fair housing.
- Make any appropriate changes in its admissions policies.
- Implement measures and incentives to achieve stated deconcentration goals.
- Monitor results and inactivate measures and incentives per site when goals are met.

In attaining its deconcentration objectives, NHA is to give preference to the following measures and incentives:

- 1.) Measures to increase employment and higher wages of families in lower income developments including section 3 opportunities and self-sufficiency enrollment.
- 2.) Needs assessment, self sufficiency and job development contracts for new admissions.

NHA will apply deconcentration incentives and measures to the new admissions waiting list only to the extent that targeting goals are met and “skipping” is essential to attain deconcentration goals.

Attachment B
FY 2000 Capital Program Annual Statement

Attachment C
NHA Management Organizational Chart

Attachment D
Capital Fund Program
5-Year Action Plan

Attachment E
Public Housing Drug Elimination Plan

Attachment F

CERTIFICATION OF PARTICIPATION AND COMMENTS OF THE RESIDENT ADVISORY BOARD

Whereas, The Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that NHA drafts and submits an Agency Plan to the Department of HUD;

Whereas, The agency planning process is to include the establishment of a Resident Advisory Board comprised of resident council members and participants of the Section 8 program;

Whereas, Said Resident Advisory Board was established on October 19, 1999 to participate in the planning process and to make recommendations regarding the Agency Plan;

Whereas, Said Board has studied the Agency Plan draft and subsequently convened three meetings to discuss, in detail, the various components of the plan; and

Whereas, the Resident Advisory Board makes the following observations and comments on behalf of the public housing residents and Section 8 participants regarding the Agency Plan :

1. Supports the continuation of a community-wide public housing wait list over the establishment of site based waiting lists.
2. Strive to achieve the goals of income mixing and deconcentration through affirmative and incentive based strategies for existing tenants and through new admission income skipping.
3. NHA should consider the following Section 8 program improvements:
 - payment standard should be set to the maximum 110% of FMR to allow families greater opportunity and housing choice; and
 - establish a security deposit loan fund to assist families obtain the funds necessary to enter into a lease.
4. The targeting requirements of 75% and 40% seem to be inconsistent with goals of self sufficiency and community service requirements, and an obstacle to further housing opportunity for existing residents that have worked to improve themselves.

5. Urge that the community service requirement is implemented in a manner that ensures that the community service requirement is designed to provide motivation, encourage self-sufficiency and offer options, and is implemented in a positive and dignified manner. The Advisory Board recommends that community service should include activities such as attending resident council meetings, volunteering to assist elderly, participation in church and school activities, etc., and requests involvement in the determination of “eligible community activities”.

6. When establishing the flat rent policy, the NHA should consider adjusting the flat rent schedule based on a percentage increase threshold or at the three-year recertification effective date.

7. Generally, opposed to pets in family developments. Notwithstanding, the Board supports NHA’s pet policy goal presented in the annual plan:

“NHA will establish a family development pet policy that is well thought out and enforced, so that owners are required to properly care for their pets and pets do not interfere with the peaceful living enjoyment of neighbors.”

Consideration should be given to the following pet rules:

- Pet policy tailored to fit the size and set-up of the different developments
- Pets must be small domestic animals
- Cats and dogs must be neutered and walked on a leash at all times
- Adherence to laws including humane treatment and shots
- Prior notification and approval of pets by the Authority

Advisory Board would like to be involved in the determination of “pet eligibility” and, more importantly, pet enforcement.

8. The Advisory Board comments regarding the supportive services provided and coordinated by the NHA are as follows:

- Meet with the NHA to discuss each of the identified supportive service programs
- Obtain information on the outcomes of residents that participate in the supportive service programs
- Avoid duplication by collaborating with other organizations that provide the same services

- Resident involvement in the planning, selection and type of programs offered for self sufficiency
- 9. Urges NHA to make them a part of the implementation process by advising them of developments so they can participate in making recommendations on implementation of the plan including deconcentration, flat rent implementation and development of plans for goals in the Five Year Plan. The Resident Advisory Board requests 7 days notice of meetings.

Be It Resolved, That the Resident Advisory Board, as the representative of the residents of public housing and participants of the Section 8 program, has concluded that the:

Agency Plan adequately presents the strategies, goals and objectives of NHA.

-Signature page included with the mandatory signature pages sent directly to HUD-

This Certification of Participation and Comments is reflective of the views and input of the members of the Resident Advisory Board.

Resident Advisory Board has reached a consensus in support of the Agency Plan.

Leona Williams
Chairperson
Resident Advisory Board

Hattie Doctor
Secretary
Resident Advisory Board

Date

Date

Resident Advisory Board Committee Members

Name	Program
Betty Bines	Public Housing
Charles Brown	Public Housing
Lila Carlos	Public Housing
Hattie Doctor	Public Housing
Evelyn DeJesus	Section 8
Antionietta Ferrante	Section 8
Letitia Fuller	Public Housing
Barbara Horlman	Public Housing
Denise Benett	Public Housing
Darlene Jackson	Public Housing
Marianne Lane	Public Housing

Lashwanda Massey
Yadira Morales
Francine Pauling
Tetrina Ross
Ora Scott
Thelma Stewart
Angel Williams
Leona Williams
Berdella White

Public Housing
Public Housing
Section 8
Public Housing
Public Housng
Public Housing
Public Housing
Public Housing
Section 8

Rebecca Balzac

Connecticut Legal Services

**PHA RESPONSE TO THE
CERTIFICATION OF PARTICIPATION AND COMMENTS
OF THE RESIDENT ADVISORY BOARD**

The Norwalk Housing Authority appreciates the time, participation and valuable input of the Resident Advisory Board in the Agency Planning Process. Our response to each of the 8 items identified in the Board's resolution supporting the Agency Plan is delineated below:

1. The Agency Plan reflects that the Authority will continue to administer a community-wide public housing wait list over the establishment of site based waiting lists.
2. The Agency Plan reflects that it will achieve the goals of income mixing and deconcentration through affirmative and incentive based strategies for existing tenants and through new admission income skipping.
3. The NHA will consider raising the payment standard based on the results of the market study that is being conducted. It is likely that a payment standard of 110% of FMR will be assigned to certain areas within its jurisdiction to allow families greater opportunity and housing choice. The Authority is aware of the burden of high security deposits. However, the Authority is reluctant to establish a loan fund as the solution because such funds have been established past. The program was short lived because loans were not paid back by tenants. We will study the problem and work to find a practical solution.
4. The Authority understands that the targeting requirements of 75% and 40% may seem to be inconsistent with goals of self sufficiency and community service requirements, and an obstacle to further housing opportunity for existing residents that have worked to improve themselves. However, the targeting requirements are statutory.
5. The Authority will work with the Resident Advisory Board/Resident Councils to develop and implement a community service program in a manner that ensures that the community service requirement is designed to provide motivation, encourage self-sufficiency and offer options, and is implemented in a positive and dignified manner. (Note: at this point we do not know the flexibility HUD will allow in determining the programs and certification process for the community service requirement.)
6. We have considered the Board's request regarding the implementation of our flat rent policy. It appears that the NHA will be required to apply new flat rents on an annual basis, as HUD requires flat rents to be calculated each year. We agree HUD's rule does not seem to be well aligned with its flat rent

incentive benefit of a 3-year rather than 1-year recertification incentive. Keep in mind that the tenant always pays the lesser of the flat rent or 30% of income.

7. The Authority understands the tenants' opposition to pets in family developments. Again the pet requirement is mandatory. The Authority will work closely with the Advisory Board to frame an appropriate pet policy and enforcement action.
8. The Authority will collaborate with the Advisory Board to:
 - Discuss each of the identified supportive service programs
 - Obtain information on the outcomes of residents that participate in the supportive service programs
 - Avoid duplication by collaborating with other organizations that provide the same services
 - Involve residents in the planning, selection and type of programs offered for self sufficiency
9. NHA will make the Resident Advisory Board part of the implementation process by advising them of developments so they can participate in making recommendations on implementation of the plan including deconcentration, flat rent implementation and development of plans for goals in the Five Year Plan. NHA will give Resident Advisory Board at least 7 days notice of meetings.

Attachment G
Strategy for Addressing Impediments to Fair Housing Choice

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE	
Major Impediments Identified	NHA Action Plan
The inability to put multifamily housing in certain zones is restrictive and limits housing choice	Work with the City during the Consolidated Plan planning and drafting process
Zoning regulations raise the cost of development	Out of the control of the NHA
Inconsistent building, health and zoning regulations discriminate against low-income persons, unmarried persons and persons with special needs	Preserve Elderly Designation, Public Housing Capital Improvement Plans for revitalization and modernization, Special Purpose Housing Voucher Programs
Connecticut's property tax system strains city services and discriminates against low income families	Public Housing Home Ownership Program in 2000.
Protected classes do not have equitable representation on planning, zoning boards and commissions	Out of the control of the NHA
Discrimination based on source of income and race by landlords, real estate and management companies	Deconcentration policies in public housing. Voucher Payment Standard adjustment to meet market. Fair Housing counseling in Section 8 briefing.
Lack of Utility Company Installment Payment Plans	Annual utility study and schedule adjustment for Voucher Program.
State and Federal policies that do not account for Norwalk's high cost of housing and living	Ceiling rents and flat rents in public housing. Voucher Payment Standard Alignment & Utility Schedule adjustments, Public Housing Home Ownership Program Study in 2000.

Attachment H

Criteria for

Substantial Deviation and Significant Amendment Determination

HUD requires in 24 CFR 903.7(r) (2), that a HA must set forth the basic criteria will be used for denoting a substantial deviation from its 5-Year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan.

- The NHA defines a substantial deviation from its 5-Year Plan as any change to its Mission, or the addition or deletion of a goal or objective (i.e., the means identified to implement various strategies are not considered a significant amendment).

The NHA defines a significant amendment or modification to its 5-Year or Annual Plan as:

- Changes in timing of the completion of the means to attain a goal or objective of greater than one year from the timeframe initially submitted in the 5-Year Plan.
- Adding or deleting strategies identified in the Annual Plan (i.e., the means identified to implement various strategies are not considered a significant amendment).

Other changes and progress made towards implementing the goals, objectives and strategies will be reported as part of the annual reporting process. Substantial deviations and significant amendments that are contemplated will be executed in accordance with 24 CFR 903.21.

Attachment I

Public Comments and Response

The Norwalk Housing Authority published a Notice for Public Comment on the Draft Agency Plan on October 29-31, 1999. To further facilitate the public comment process, copies of the Plan were distributed to the following representatives of Stakeholder Agencies:

<u>Name</u>	<u>Organization</u>
Ann McDonald	NEON
K.C. Senie	Mayor's Office
Sonya Devitt	Norwalk Human Relations Office
Rebecca Balzac	Connecticut Legal Services
Margaret Suib	Norwalk Fair Housing Offices
Laura Epstein	Senior Services Coordinating Counsel
Stephanie Ross	Human Services Council of Mid-Fairfield
Melissa Leigh	Norwalk Redevelopment Agency

On November 16, a meeting of Stakeholders was held to discuss the draft Plan and record comments. The items listed below identify the comments and suggestions made by the stakeholder representatives, and document the NHA responses. Comments made by the representatives are identified with "C" and Authority response to comments are identified with an "R".

5 Year Plan: Page 4

C Add partner with Fair Rent Commission and Fair Housing Officer as an "other objective" to increase assisted housing choices.

R Agreed

5 Year Plan: Page 6

C Add "Age" and other "Connecticut Protected Classes" when considering goals and objectives for "achieving equal opportunity and fair housing for all Americans"

R Agreed

Annual Plan: Page 12

C Verify the accuracy of the housing needs statistics.

R The statistics used for the housing needs analysis are those that will be used for Norwalk's Consolidated Plan. They are based on the U.S. Census Projections for 2000 as supplied by the Department of Housing and Urban Development. City planning has confirmed the accuracy of the projections and will certify the consistency of the statistics with the City's Consolidated Plan.

Annual Plan: Page 18

C Add partner with Fair Rent Commission and Fair Housing Office

R Agreed

Annual Plan: Page 21

C The Authority indicates that it does not use a public housing applicant's rent history as a screening factor for determining program eligibility.

R That was an oversight on the part of the Authority. The plan has been revised to specify that eligibility screening will include rent history as a factor.

C The Authority indicates that it uses State criminal records for screening drug and criminal activity. It is generally believed that State criminal records often miss local criminal activity.

R The Annual Plan will reflect that the Authority will use state and local criminal records for screening.

Annual Plan: Page 30

C The Authority indicates that they will not use discretionary rent-setting policies for income based rent in public housing and then begins to identify the such discretionary policies.

R The Annual Plan will reflect the Authority does use discretionary rent-setting policies for income based rent in public housing.

Annual Plan: Page 32

C The explanation of when residents must notify the Authority of rent changes is unclear.

R The Plan will state that "Residents are required to notify the Authority of a rent change within 10 days of the income change. All increases greater than \$200 per month and all decreases will be processed as an interim adjustment.

Annual Plan: Page 47

- C** The listing of economic and social self-sufficiency programs coordinated, promoted or provided by the Authority and the tenants participating in the programs listed seems incomplete (e.g., no Section 8 participation is identified and child care services provided by NEON).
- R** A more comprehensive list of programs and services, and participants is being prepared. It will be completed in time for final submission. The Resident Advisory Board has agreed to assist us in evaluating existing services and developing a more comprehensive list of services, providers and participants.

Annual Plan: Attachment G

- C** The Authority's Analysis to Fair Housing Impediments is based on the *Major Impediments to Fair Housing Choice* published in 1995. A 2000 analysis should be used because it is based on more relevant criteria.
- R** City planning recommends the use of the existing impediments because they represent the latest agreed upon and approved impediments to fair housing. The draft impediments may not be finalized until June or July and may not be approved as currently drafted. The Authority will use the analysis that the City recommends and will "certify" as consistent with its Consolidated Plan.

The Stakeholders made the following suggestions:

- C** The City will provide assistance in coordinating further low-income housing development in partnership with private developers on "hot spot" land that needs to be re-mediated for housing development.
- R** The Authority has specified housing development and public/private partnerships as one of their housing development strategies.
- C** The current Plan approval process is scheduled for a Public Hearing and Board approval on December 15. The approval process should be scheduled for a later date as the Board should have more time to contemplate public comments.
- R** The quick hearing and approval time was scheduled as a result of the short turnaround time allowed for the development and submission of a plan. The Authority arranged numerous meetings with staff, Board of Commissioners, City Officials, Resident Advisory Board and other stakeholders to obtain and respond to comments during the public comment period. The Plan approval decision and timing will be decided by the Board of Commissioners, who may choose to have another meeting if there are major comments at the public hearing that cannot be addressed.

Attachment J

Administrative Changes to the Public Comment Plan Draft

The following changes have been made to the public comment draft of the Agency Plan that was issued on November 1. The administrative changes were made as a result of notices sent by HUD after the initial development period, errors identified by staff and new information that became available.

5 year plan: Page 4

The Authority has removed its commitment of “implementing a public housing or other homeownership program” as an objective. Rather, it is committed to study the feasibility of such a program. If feasible it will seek Board approval to implement such a program.

5 year plan: Page 5

Removed “Hire a Job Developer in 2000” and “Establish a community service program in 2000” as it is duplicative of the same actions as part of the previous objective.

Executive Summary: Page 3

The Authority will revise its minimum rent to \$50 not \$0.

Executive Summary: Page 4

The Authority will study the feasibility of implementing a homeownership program.

List of Documents Available for Review

Status of Documents available for review has been updated to reflect the status of documents upon approval of the Agency Plan.

List of Documents Available for Review: Page 9

The methodology for establishing flat rents is included in the ACOP of the Authority and the public housing grievance procedure is not contained in the ACOP.

List of Documents Available for Review: Page 10

The Authority does not have cooperative agreement with the TANF agency

Annual Plan: Page 15

The Authority will reduce the turnover time for vacated units from 28 to 25 days not to 20 days.

Annual Plan: Page 17

The Authority's strategy for families with disability does not include modifications needed for compliance with 504 requirements because we have completed the required modifications.

Annual Plan: Page 19

The Authority will receive \$181,011 and not \$181,060 based on the HUD award letter received in November.

Annual Plan: Page 23

The Authority's transfer policy is limited to 3 per month unless for emergency reasons not for medical or emergency reasons.

Annual Plan: Page 25

The deconcentration and income mixing responses have been removed because HUD issued new guidelines for conducting analysis on October 21, 1999. The NHA is completing the analysis and defining the tools it will use to attain the deconcentration and income mixing standards set by HUD.

Annual Plan: Page 55

The status that the Authority's latest audit did not have any findings is now reflected in the Annual Plan.

Attachment F

Resident Advisory Board comments are now included in the Annual Plan.

Attachment G

Criteria for substantial deviations and significant amendment determination is now included in the Annual Plan.

Attachments H & I

Public comments and administrative changes are now included in the Annual Plan

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant \$ 250,000**
- B. Eligibility type (Indicate with an "x")** N1 _____ N2 _____ R x
- C. FFY in which funding is requested 2000**
- D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The plan includes additional investigative services by the narcotics division of the local police department above baseline services. The youth prevention portion provides after school enrichment activities, educated help with homework, and tutoring in reading and math at the Computer Learning Center and its satellite for younger students. The Roodner Court Tenant Association will organize community anti-drug education events. The expected outcome is a more unified and active community that, in the shorter term, results in a reduction in drug activities at the targeted developments, and in the longer term, nurtures the future broader participation of the children in society.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Roodner Court	218	626
Meadow Gardens	54	186
King Kennedy Homes	31	96

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** x **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	X	CT26DEP0020195	0	--	N/A
FY 1996	X	CT26DEP0020196	0	--	N/A
FY 1997	X	CT26DEP0020197	5	--	3/1/00
FY1998	X	CT26DEP0020198	107,008	--	12/30/2000
FY 1999	X	CT26DEP0020199	153,232	--	12/30/2001

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The broad goals are to reduce drug trafficking and increase economic uplift for adults and children. Objectives include evicting residents who are involved in drug trafficking, and helping students to improve academic skills and school success. The narcotics division of the local police department partners with Norwalk Housing Authority to conduct undercover police investigations of covert drug trafficking by residents. Teachers with the Computer Learning Center and its satellite at Roodner Court will consult with teachers at Norwalk Public Schools to further student learning. The results of grant activities will be monitored by the number of drug-related arrests and evictions at the targeted developments, and by the improvement in the school grades of participating students and the increase in student attendance in school.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY _____ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	35,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	215,000
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	250,000

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 35,000		
Goal(s)	Reduce drug trafficking at the targeted developments						
Objectives	Obtain evidence leading to the eviction of residents involved in covert drug trafficking						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Undercover investigation by the Narcotics Division of the Norwalk Police Department			9/1/00	8/30/01	35,000	500,000/ baseline services	At least 6 evictions per year until drug trafficking at the targeted developments is greatly reduced.

9160 - Drug Prevention					Total PHDEP Funding: \$ 215,000		
Goal(s)	Increase economic uplift for adults and children						
Objectives	Provide after school services that help students to improve academic skills and increase school success						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Operation of Computer Learning Center and its satellite at Roodner Court	45	School-aged residents of the targeted developments	9/1/00	8/31/01	92,450	40,150/ City of Norwalk	At least 40 instances of report card grade improvement per year occur among students attending the centers
2. Tutor students in reading and/or mathematics at both locations	40	School-aged residents of the targeted developments	9/1/00	8/31/01	70,950	--	80% of participating students attend 30 or more tutoring sessions per year and/or improve 1 or more targeted skill by one grade level or more
3. Provide education for parents seeking to help their children succeed in school	40	Parent residents of the targeted developments	9/1/00	8/31/01	2,150	--	40 parents attend an education-enhancement event or individual conference
4. Enrichment activities including sports and the arts	165	School-aged residents of the targeted developments	9/1/00	8/31/01	47,300	--	At least five weekly or twice-weekly activities have a total of at least 165 participants yearly
5. Speakers/awards for educational community meetings, training for	500	Total population of the targeted	9/1/00	8/31/01	2,150	--	At least 500 residents attend an educational event, and/or 2 officers

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	8,750	Activity 1	17,500
9120				
9130				
9140				
9150				
9160	Activities 1, 2, 4	53,750	Activities 3, 5	107,500
9170				
9180				
9190				
TOTAL		\$ 62,500		\$ 125,000

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”