

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

Erie County PHA
Consortium 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
PHA Plan
Agency Identification

PHA Name: Erie County PHA Consortium

PHA Number: NY091

PHA Fiscal Year Beginning: 01/2000

Public Access to Information

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

contacting: (select all that apply)

XX Main administrative office of the PHA's agent, Belmont Shelter
Corp.

____ 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: (select all that apply)

Main administrative office of the PHA's agent, Belmont Shelter Corp.

- 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: (select all that apply)

- Main business office of the PHA's agent, Belmont Shelter Corp.
- PHA development management offices
- Other (list below)

5-Year Plan
PHA Fiscal Years 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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:

As stated in the Erie County PHA Consortium's Policy Statement (12/76), "Operation of the Erie County cooperative program for Section 8 Existing Housing" shall be guided by the following objectives:

- A) To provide housing assistance to low income families and elderly or handicapped households in keeping with the Erie County Housing Assistance Plan goals for Section 8 Existing Housing assistance,
- B) To provide relatively equal geographic access to the program for all residents of

- the Erie County consortium area,
- C) To encourage the greatest possible locational choice in housing for its residents throughout Erie County,
 - D) To promote greater administrative efficiencies than would be possible under individual municipal participation,
 - E) To establish close working relationships between landlords, the Administering Agency, and municipalities as well as sensitive, fair procedures for working with applicants for assistance,
 - F) To determine the extent of need for rental assistance and the degree to which the existing housing supply satisfies the demand,
 - G) To safeguard the anonymity of those being assisted,
 - H) To utilize the full HUD allocation within a one-year period,
 - I) To maintain a high degree of renter/landlord satisfaction (95%) as measured by an annual review or survey.

B. Goals

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

XX PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

XX PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction: (see PHA Mission, item I, above)
- Concentrate on efforts to improve specific management functions:
 - (e.g., voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

XX PHA Goal: Increase assisted housing choices

Objectives:

- xx Provide voucher mobility counseling:
 - xx Conduct outreach efforts to potential voucher landlords
 - xx Increase voucher payment standards
 - xx Implement voucher homeownership program:
 - ___ Implement public housing or other homeownership programs:
 - ___ Implement public housing site-based waiting lists:
 - ___ Convert public housing to vouchers:
 - xx Other: (list below)
- Implement and Maintain Housing Resource Room, to provide mobility counseling in addition to regular tenant briefings.

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

N/A PHA Goal: Provide an improved living environment

Objectives:

- ___ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ___ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ___ Implement public housing security improvements:
- ___ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ___ Other: (list below)

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

XX PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- xx Increase the number and percentage of employed persons in assisted families: a function of the Family Self-Sufficiency (FSS) Program
- xx Provide or attract supportive services to improve assistance recipients' employability: a function of the FSS Program
- xx Provide or attract supportive services to increase independence for the elderly or families with disabilities, through special needs funding.
- xx Other: (list below)

Encourage assisted families to take advantage of the opportunities offered through the FSS Program.

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

XX PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

xx Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: HA will provide fair housing information and outreach and referrals to fair housing investigative agencies when appropriate.

xx 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: The HA will conduct outreach to owners, individually and at seminars, which promotes the principles of fair housing.

xx Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The HA will provide owners with information and referrals to Community Development offices.

____ Other: (list below)

Other PHA Goals and Objectives: (list below)

b The PHA intends to review it's use of the former Federal Preferences for admission to the Section 8 Program and the expectation is that in light of the statutory requirement that 75% of admissions are at or below 30% of median area income, use of the current preferences would be considered redundant and therefore, eliminated.

Annual PHA Plan

PHA Fiscal Year 2000
[24 CFR Part 903.7]

Annual Plan Type:

____ Standard Plan

Streamlined Plan:

- _____ High Performing PHA
- _____ Small Agency (<250 Public Housing Units)
 - xx Administering Section 8 Only
- _____ Troubled Agency Plan

Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]

Belmont Shelter Corp, as agent for the Erie County PHA Consortium, has prepared this agency plan in accordance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and the ensuing HUD rule, 24 CFR Part 903.

As the PHA is responsible for administering Section 8 Programs only, this is a streamlined plan.

The PHA has identified and intends to meet the following goals, as part of the annual planning process and in the pursuit of its mission.

Goal 1 - Strategies for Addressing Housing Needs:

b Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. Payment standards are currently set at 100% of the FMR. The PHA will increase payment standards to 110% of FMR if families experience significant housing search periods (ie; greater than 90 days from voucher issuance).

b Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. PHA employs a full-time Relocation Specialist to assist harder-to-house families.

b Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration. PHA employs full-time Landlord Outreach Specialist to market programs to owners in an effort to accomplish this goal.

Goal 2 - Strategies for Increasing the Number of Affordable Housing Units:

b The PHA will apply for additional Section 8 units should they become available. Recently funded applications have provided an additional 175 vouchers, effective 1/1/2000.

b The PHA will pursue HUD certification as a Homeownership Counseling Agency.

Goal 3 - Strategies for Targeting Assistance to Specific Family Types:

b The PHA will continue to apply for special-purpose vouchers targeted to the elderly, families with members with disabilities, families with children in foster care and families affiliated with Welfare-to-Work Programs, should they become available.

b The PHA has adopted interim re-examination policies that support and encourage work.

b The PHA will continue to market its programs to local agencies that assist families with disabled and elderly members and families of races and ethnicities with disproportionate housing needs.

Goal 4 - Strategies to Affirmatively Further Fair Housing:

b The PHA will continue to counsel families, at all tenant briefings and on an as needed basis, as to the location of units outside of areas of poverty or minority concentration and will assist them to locate those units.

b The PHA employs a full-time Landlord Outreach Specialist to market the Section 8 program to owners outside of areas of poverty/minority concentrations.

b PHA staff members participate with and/or are board members of organizations promoting fair housing in the community, including Housing Opportunities Made Equal and the Erie County Fair Housing Partnership.

b PHA staff will continue participating in monthly fair housing training sessions.

Goal 5 - Strategies to Promote Self-Sufficiency:

b The PHA has received funding for a full-time Coordinator for the Family Self-Sufficiency Program, which will enable the PHA to meet goals specified in the FSS Action Plan (see attachments).

b The PHA will submit an application for funding for the Welfare-to-Work Voucher Program, if funding is appropriated, and will coordinate its efforts with those of the local TANF agency in promoting self-sufficiency of assisted families.

b The PHA will submit an application to HUD for approval as a certified Housing Counseling Agency, enabling the PHA to assist low to moderate income families with homeownership.

Annual Plan Table of Contents
 [24 CFR Part 903.7 9 (r)]

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Attachments

Required Attachments:

N/A Admissions Policy for Deconcentration

N/A FY 2000 Capital Fund Program Annual Statement

N/A Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

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

Supporting Documents Available for Review

List of Supporting Documents Available for Review

Applicable
&
On
Display

Supporting Document
Applicable Plan
Component

xx
PHA Plan Certifications of Compliance with the PHA Plans
and Related Regulations
5 Year and Annual Plans

xx
State/Local Government Certification of Consistency with
the Consolidated Plan
5 Year and Annual Plans

xx
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

xx

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

Most recent board-approved operating budget for the public housing program

Annual Plan:
Financial Resources;

N/A

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

xx

Section 8 Administrative Plan

Annual Plan: Eligibility,
Selection, and Admissions
Policies

N/A

Public Housing Deconcentration and Income Mixing
Documentation:
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 Quality Housing and Work Responsibility Act Initial Guidance; Notice and any further HUD guidance) and
18. Documentation of the required deconcentration and income mixing analysis

Annual Plan: Eligibility,
Selection, and Admissions
Policies

N/A

Public housing rent determination policies, including the methodology for setting public housing flat rents
check here if included in the public housing
A & O Policy
Annual Plan: Rent
Determination

N/A
Schedule of flat rents offered at each public housing development.
check here if included in the public housing
A & O Policy
Annual Plan: Rent
Determination

xx
Section 8 rent determination (payment standard) policies.
XX Check here if included in Section 8 Administrative
Plan
Annual Plan: Rent
Determination

N/A
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

N/A
Public housing grievance procedures
check here if included in the public housing
A & O Policy
Annual Plan: Grievance
Procedures

xx
Section 8 informal review and hearing procedures
XX Check here if included in Section 8 Administrative
Plan
Annual Plan: Grievance
Procedures

N/A
The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year

Annual Plan: Capital
Needs

N/A

Most recent CIAP Budget/Progress Report (HUD 52825)
for any active CIAP grant
Annual Plan: Capital
Needs

N/A

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

N/A

Approved or submitted applications for designation of
public housing (Designated Housing Plans)
Annual Plan: Designation
of Public Housing

N/A

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

xx

Policies governing any Section 8 Homeownership program

XX 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

xx

FSS Action Plan/s for public housing and/or Section 8

XX check here if included in the Section 8

Administrative Plan

Annual Plan: Community

Service & Self-Sufficiency

N/A

Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports

Annual Plan: Community

Service & Self-Sufficiency

N/A

The most recent Public Housing Drug Elimination Program

(PHEDEP) semi-annual performance report for any open

grant and most recently submitted PHDEP application

(PHDEP Plan)

Annual Plan: Safety and

Crime Prevention

xx

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

Other supporting documents (optional)
(list individually; use as many lines as necessary)
(specify as needed)

1. Statement of Housing Needs
[24 CFR Part 903.7 9 (a)]

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

Housing Needs of Families in the Jurisdiction
by Family Type

Family Type
Overall

Afford-
ability
Supply
Quality

Accessi-
bility

Size
Location

Income <= 30%
of AMI

33,244

5

5

5

3

3

5

Income >30%
but <=50% of
AMI

16,750

5

5

5
2
3
5

Income >50%
but <80% of
AMI

8,401
3
3
3
1
2
4

Elderly
16,910

5
5
4
4
1
3

Families with
Disabilities

5,482*
5
5
5
5
1
5

white/non-Hisp.

39,523
3
3
3
3
3
1

Black/non-Hisp.

16,547
5
5
5

3
5
5

Hispanic

2,942
5
5
5
3
5
5

other minority

1,342
5
5
5
3
5
5

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.)

xx Consolidated Plan of the Jurisdiction/s
Indicate year: Erie County Five Year Consolidated Plan -
1995-2000 &

1998-1999 Action Plan
Consolidated Plan, Amherst, Tonawanda, Cheektowaga
Consortium - 1995-2000
City of Buffalo, New York Consolidated (Five Year)
Plan - 1995-1996

xx U.S. Census data: the Comprehensive Housing Affordability
Strategy

("CHAS") dataset

_____ American Housing Survey data

Indicate year: _____

_____ Other housing market study

Indicate year: _____

xx Other sources: (list and indicate year of information)
*Mainstream Housing Opportunities For Persons with Disabilities,
Section 8

Application for Funding 1999.

B. Housing Needs of Families on the Public Housing and Section 8
Tenant-

Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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

18,596

Extremely low

income <=30%

AMI

15,638

84%

Very low income

(>30% but <=50%

AMI)

2,598

16%

Low income

(>50% but <80%

AMI)

0

0%

Families with

children
10,485
56%

Elderly families
1,897
10%

Families with
Disabilities
5,381
29%

white/not Hispanic
8,774
47%

white/Hispanic
1,020
5%

Black/not Hispanic
8,315
45%

Black/Hispanic
134
0.7%

American Indian
272
1%

Asian/Pacific Isl.
81
0.4%

Characteristics by
Bedroom Size
(Public Housing
Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list closed (select one)? xx No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan

year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

(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:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- 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
- 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)

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

- 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.
xx Other: (list below)
p Pursue HUD-certification as Homeownership Counseling Agency

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

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

____ 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
xx Employ admissions preferences aimed at families with
economic hardships
xx Adopt interim re-examination policies that 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

____ Employ admissions preferences aimed at families who are
working
xx Adopt interim re-examination policies that support and
encourage work
____ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

____ Seek designation of public housing for the elderly
xx Apply for special-purpose vouchers targeted to the
elderly, should they become
available
xx Other: (list below)
p HA will Maintain Hope for Elderly Independence (HEI) set-
aside vouchers for
frail-elderly applicants after initial ACC expires

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

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)

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:

Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

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)

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

b None

(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

xx Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

xx Influence of the housing market on PHA programs
____ Community priorities regarding housing assistance

xx Results of consultation with local or state government
xx Results of consultation with residents and the Resident Advisory Board

xx Results of consultation with advocacy groups
____ Other: (list below)

2. Statement of Financial Resources
[24 CFR Part 903.7 9 (b)]

Financial Resources:
Planned Sources and Uses

Sources
Planned \$
Planned Uses

1. Federal Grants (FY 2000 grants)

0 a) Public Housing Operating Fund

0 b) Public Housing Capital Fund

0 c) HOPE VI Revitalization

0 d) HOPE VI Demolition

e) Annual Contributions for Section
8 Tenant-Based Assistance
16,252,275

f) Public Housing Drug Elimination
Program (including any
Technical Assistance
funds)
0

g) Resident Opportunity and Self-
Sufficiency Grants
0

h) Community Development Block
Grant
0

i) HOME
0

Other Federal Grants (list below)

Hope for Elderly Independence
200,000
supportive services

2. Prior Year Federal Grants
(unobligated funds only) (list
below)
0

3. Public Housing Dwelling Rental
Income
0

4. Other income (list below)
0

FSS Coordinator
40,000
salary & benefits

4. Non-federal sources (list below)
0

Total resources
16,492,275

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(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)

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)

(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)

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

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
 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)

a. 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)

1. 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)
 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.

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

- 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)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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)

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

income promote deconcentration of poverty or to assure
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)

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?

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:

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:

B. Section 8

(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?

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)

Landlords are provided with current address and (if known)
current landlord

and (if known) previous 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)

xx PHA's agent's, Belmont Shelter Corp., main administrative office

xx Other (list below)

b Applicants may request an application by phone or mail and complete the

application process through the mail. Applicants need not visit the PHA's

agent's office to apply for Section 8 assistance.

(3) Search Time

a. xx Yes ___ No: Does the PHA give extensions on standard 60-day period to

search for a unit?

If yes, state circumstances below:

As specified in HA's Administrative Plan (Chapter 8, Section F), a family may

request an extension of the voucher time period. All requests for extensions must

be received prior to the expiration date of the voucher.

Extensions are

permissible at the discretion of the HA up to a maximum of 60 days, primarily

for reasons as described in Admin. Plan and approved by HUD.

(4) Admissions Preferences

a. Income targeting

___Yes xx 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. xx 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)

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 (for Family Unification Program participation)

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 (for VASH program participation)

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)

Families consisting of two or more members, elderly persons, and persons with disabilities will receive a priority in selection over "other" single persons.

Frail elderly, families with children in foster care, persons with disabilities and homeless veterans receive a preference in selection, but only to the extent that targeted vouchers are available.

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

1 Involuntary Displacement (Disaster, Government Action, Action of Housing

Owner, Inaccessibility, Property Disposition)

- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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

- 1 Victims of reprisals or hate crimes

- 3 Other preference(s) (list below)

b Certain applicants receive preference in selection for targeted vouchers, but only to the extent that those vouchers are available.

b The HA adopted a local preference for families of two or more members, elderly persons and people with disabilities over other singles.

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

- xx 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)

xx 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

xx Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

*The PHA intends to review it's use of the former Federal Preferences for admission

to the Section 8 Program and the expectation is that in light of the statutory requirement that 75% of admissions are at or below 30% of median area income, use of the current preferences would be considered redundant and therefore, eliminated.

(5) Special Purpose Section 8 Assistance Programs

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)

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

- Through published notices
- Other (list below)

b The PHA's extensive waitlist ensures sufficient qualified applicants without much outreach; notice of special purpose vouchers is sent to WL applicants.

b Informational notices are distributed to key area agencies.

b Housing Counselors and Housing Resource Room Coordinator and staff inform applicants of opportunities that may be available through special-purpose Section 8 Programs.

4. PHA Rent Determination Policies
[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

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

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

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

a. 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

____ 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)

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

(1) Payment Standards

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
xx 100% of FMR
____ Above 100% but at or below 110% of FMR
____ Above 110% of FMR (if HUD approved; describe circumstances below)

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)

b. The PHA will increase payment standards to 110% of FMR, if families

experience significant housing search periods (ie; greater than 90 days).

(2) Minimum Rent

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

\$0

\$1-\$25

\$26-\$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)]

A. PHA Management Structure

(select one)

An organization chart showing the PHA's management structure and

organization is attached.

xx A brief description of the management structure and organization of the PHA follows:

1) PHA Consortium

The Consortium is responsible for making major policy decisions for program operation, to participate in periodic review of the program, provide space in municipal buildings as needed on an intermittent basis, be generally helpful to the Administering Agency (i.e. in outreach to landlords or tenants), and ultimate program policy responsibility rests with the PHA Consortium. Ultimate legal responsibility rests with the Applicant PHA.

2) Erie County CD Housing Steering Committee

This advisory committee is responsible for review of the program and to make policy recommendations to the PHA Consortium and the Applicant PHA.

3) Applicant PHA

The "Applicant PHA", the Town of Amherst, is responsible for signing the application for Section 8 funds, signing the Annual Contributions Contract with the U.S. Department of Housing and Urban Development, and signing the contract with the Administering Agency, all on behalf of the PHA Consortium.

4) Administering Agency

Belmont Shelter Corp. is the Administering Agency under contract to the Town of Amherst on behalf of the PHA Consortium. As such, its responsibilities are to prepare the application(s) for Section 8 program funds, work with HUD and the Erie County Department of Planning(D/P) in preparing the ACC, administer the program in keeping with HUD requirements and the policies established by the Consortium, submit reports as determined by the D/P, provide information relative to periodic review of the program upon request and establish accounting procedures with HUD and the Applicant PHA, for operation of the program.

Belmont Shelter Corp. uses HAPPY Section 8 computer software to effectively manage program participant data, disperse and track housing assistance payments, and maintain and manage the waiting list.

All of the program administration day-to-day operations, including intake, certification, orientation, unit search, landlord negotiations, and inspections are performed by Housing Programs staff under the supervision of the Vice President for Housing Programs. The Finance and Administration unit, under the supervision of the Chief Financial Officer, handles all accounting, financial and computer functions associated with the programs including housing assistance payments, budgets, requisitions, audits, and reporting to HUD.

B. HUD Programs Under PHA Management

Program Name
Units or Families
Served at Year
Beginning
Expected
Turnover

Public Housing
N/A

Section 8 Vouchers
1211
172

Section 8 Certificates
1335
210

Section 8 Mod Rehab
193
59

Special Purpose Section
8 Certificates/Vouchers
(list individually)

Comer Settlement

100
8

Family Unification
400
25

Homeless Set-aside
225
28

Hope for Elderly Indep.
150
31

Mainstreaming Persons
with Disabilities
175
7

Project-based Assist.
59
23

Veterans Admin. Sup-
portive Hsg. (VASH)
25
9

Public Housing Drug
Elimination Program
(PHDEP)
N/A

Other Federal
Programs(list
individually)
N/A

C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

b Section 8 Administrative Plan

6. PHA Grievance Procedures
[24 CFR Part 903.7 9 (f)]

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:

b The HA reserves the right to be notified in advance if the family intends to be represented by legal counsel, advocate, or another party; have its

attorney present; and have staff persons and other witnesses familiar with the case present.

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

PHA's agent's, Belmont Shelter Corp., main administrative office
 Other (list below)

7. Capital Improvement Needs
[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

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

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)
-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)

____ 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)]

1. ____ Yes ____ No: Does the PHA plan to conduct any demolition
or disposition

Housing Act of _____ activities (pursuant to section 18 of the U.S.
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
____ Disposition

3. Application status (select one)
____ Approved
____ Submitted, pending approval
____ Planned application

4. Date application approved, submitted, or planned for
submission: (DD/MM/YY)

5. Number of units affected:
Coverage of action (select one)
____ Part of the development
____ 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)]

1. Yes No: Has the PHA designated or applied for approval to designate any families or families and designation for families with with Housing Act year? (If one activity is eligible completing 10.)

designate or does the PHA plan to apply to public housing for occupancy only by the elderly only by families with disabilities, or by elderly families with disabilities or will apply for occupancy by only elderly families or only disabilities, or by elderly families and families disabilities as provided by section 7 of the U.S. of 1937 (42 U.S.C. 1437e) in the upcoming fiscal "No", skip to component 10. If "yes", complete description for each development, unless the PHA to complete a streamlined submission; PHAS streamlined submissions may skip to component

2. Activity Description
 Yes No: Has the PHA provided all required activity description Public Housing component 10. If below.

information for this component in the optional Asset Management Table? If "yes", skip to "No", complete the Activity Description table

Designation of Public Housing Activity Description

- 1a. Development name:
- 1b. Development (project) number:

- 2. Designation type:
 - Occupancy by only the elderly
 - Occupancy by families with disabilities

_____ Occupancy by only elderly families and families with disabilities

3. Application status (select one)

- _____ Approved; included in the PHA's Designation Plan
- _____ Submitted, pending approval
- _____ Planned application

4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)

5. If approved, will this designation constitute a (select one)

- _____ New Designation Plan
- _____ Revision of a previously-approved Designation Plan?

1. Number of units affected:

7. Coverage of action (select one)

- _____ Part of the development
- _____ Total development

10. Conversion of Public Housing to Tenant-Based Assistance
[24 CFR Part 903.7 9 (j)]

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
Public Housing information for this component in the optional
component 11. If Asset Management Table? If "yes", skip to
below. "No", complete the Activity Description table

Conversion of Public Housing Activity Description

- 1a. Development name:
1b. Development (project) number:

2. What is the status of the required assessment?
 Assessment underway
 Assessment results submitted to HUD
 Assessment results approved by HUD (if marked,
proceed to next question)
 Other (explain below)

3. Yes 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)
 Conversion Plan in development
 Conversion Plan submitted to HUD on: (DD/MM/YYYY)
 Conversion Plan approved by HUD on: (DD/MM/YYYY)
 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)

11. Homeownership Programs Administered by the PHA
[24 CFR Part 903.7 9 (k)]

A. Public Housing

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 description to complete a performing submissions may to component 11B; if "yes", complete one activity for each applicable program/plan, unless eligible streamlined submission due to small PHA or high PHA status. PHAs completing streamlined 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:

- HOPE I
- 5(h)
- Turnkey III
- Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

- Approved; included in the PHA's Homeownership Plan/Program
- Submitted, pending approval
- 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

xx 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)

xx 25 or fewer participants

___ 26 - 50 participants

___ 51 to 100 participants

___ more than 100 participants

b. PHA-established eligibility criteria

xx 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:

b Awaiting final rule from HUD before defining eligibility criteria.

12. PHA Community Service and Self-sufficiency Programs [24 CFR Part 903.7 9 (1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

___ Yes xx No: Has the PHA has 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

xx 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

___ Jointly administer programs

___ Partner to administer a HUD Welfare-to-Work voucher program

xx Joint administration of other demonstration program (Family Unification 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 xx No: Does the PHA coordinate, promote or provide any self- the following Self table may be programs to enhance the economic and social sufficiency of residents? (If "yes", complete table; if "no" skip to sub-component 2, Family Sufficiency Programs. The position of the 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)

(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: 01/01/00)

Public Housing

N/A

N/A

Section 8

355

160

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:

b The PHA recently received funds that will allow for a full-time FSS Coordinator. This person will concentrate on increasing enrollment by targeting recruitment efforts to participating families, with an emphasis on contacting those who are under-employed, recently unemployed or near completion of a training or higher education program.

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)

13. PHA Safety and Crime Prevention Measures
[24 CFR Part 903.7 9 (m)]

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

____ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

____ 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

____ Other (describe below)

2. What information or data did the PHA used 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)

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)

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

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)

D. Additional information as required by PHDEP/PHDEP Plan

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:
____)

[24 CFR Part 903.7 9 (n)]

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)]

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)
 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.)

3. Description of Resident Election Process

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

1. Consolidated Plan jurisdiction:

Erie County Five Year Consolidated Plan - 1995-2000

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with

the Consolidated Plan for all applicable jurisdictions: (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)

b Applying for additional Section 8 Rental Vouchers, if funding is authorized, as
a means to assist low income consortium households; including funding targeting special needs populations and persons receiving TANF.

b HA will Maintain Hope for Elderly Independence (HEI) set-aside after initial ACC expires

b HA will provide renter and homeownership counseling services to low and very low income consortium residents to ensure geographic choice, to prevent homelessness, and to make referrals for supportive services.

_____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

b Funding of programs to assist the homeless and for the prevention of homelessness which will ensure the adequacy of existing funding of Section 8

Programs targeting the homeless.

b The rehabilitation of existing renter-occupied low income housing with HOME funds will ensure that low income housing will remain in standard condition.

b Support applications for funding for additional Section 8 Rental Vouchers, if funding becomes available.

b Support Housing Opportunities Made Equal in recording and investigating reports of housing discrimination and in providing paralegal counseling to victims of housing bias therefore enabling the HA a point of referral for discrimination complaints.

1. Consolidated Plan jurisdiction:

Consolidated Plan, Amherst, Tonawanda, Cheektowaga Consortium - 1995-2000

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for all applicable jurisdictions: (select all that apply)

xx The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

xx 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.

xx Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

b Applying for additional Section 8 Rental Vouchers, if funding is authorized, as a means to assist low income consortium households.

b HA will Maintain Hope for Elderly Independence (HEI) set-aside after initial ACC expires

b HA will provide renter and homeownership counseling services to low and very low income consortium residents to ensure geographic choice, to prevent homelessness, and to refer for supportive services.

_____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

b Funding of programs to assist the homeless and for the prevention of homelessness which will ensure the adequacy of existing funding of Section 8 Programs targeting the homeless.

b The rehabilitation of existing renter-occupied low income housing through the Community Development Block Grant Program will ensure that low income housing will remain in standard condition.

b Support applications for funding for additional Section 8 Rental Vouchers, if funding becomes available.

1. Consolidated Plan jurisdiction:

City of Buffalo, New York 1995-1996 Consolidated Plan (Five Year Plan)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for all applicable jurisdictions: (select all that apply)

xx The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

xx 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.

xx Activities to be undertaken by the PHA in the coming year are consistent with

the initiatives contained in the Consolidated Plan. (list below)

b HA will maintain Hope for Elderly Independence (HEI) as set-aside after initial ACC expires.

b HA will apply for additional vouchers, if funding is authorized, for the Mainstreaming Persons with Disabilities targeted Section 8 Program.

b HA will apply for Section 8 Rental Vouchers through the Welfare-to-Work Program should funding be authorized.

b HA has applied to HUD for certification as a Housing Counseling Agency, which would enable HA to assist residents by providing 1st time home buyer and foreclosure prevention counseling.

_____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

b Funding of programs to assist the homeless and for the prevention of homelessness which will ensure the adequacy of existing funding of Section 8 Programs targeting the homeless.

b The rehabilitation of existing renter-occupied low income housing through the Community Development Block Grant Program will ensure that low income housing will remain in standard condition.

b Support applications for funding for additional Section 8 Rental Vouchers, if funding becomes available.

b Support Housing Opportunities Made Equal in recording and investigating reports of housing discrimination and in providing paralegal counseling to victims of housing bias therefore enabling the HA a point of referral for discrimination complaints.

D. Other Information Required by HUD

The PHA, in response to 24 CFR 903.7(r), has defined "substantial deviation" and "significant amendment or modification" to the 5-Year and Annual Agency Plan as:

Discretionary changes in the plans or policies of the Public Housing Agency that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the PHA's Steering Committee and review by the Resident Advisory Board. Attachments

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.
Summary by Development Account
Total Estimated
Cost

Total Non-CGP Funds

| | | |
|--------|----------------------------------|----------------|
| | | 2 |
| | 1406 | Operations |
| | | 3 |
| 1408 | Management Improvements | |
| | | 4 |
| | 1410 | Administration |
| | | 5 |
| | 1411 | Audit |
| | | 6 |
| 1415 | Liquidated Damages | |
| | | 7 |
| | 1430 | Fees and Costs |
| | | 8 |
| 1440 | Site Acquisition | |
| | | 9 |
| 1450 | Site Improvement | |
| | | 10 |
| 1460 | Dwelling Structures | |
| | | 11 |
| 1465.1 | Dwelling Equipment-Nonexpendable | |

| | | |
|------|---|----|
| | | 12 |
| 1470 | Nondwelling Structures | |
| | | 13 |
| 1475 | Nondwelling Equipment | |
| | | 14 |
| | 1485 Demolition | |
| | | 15 |
| 1490 | Replacement Reserve | |
| | | 16 |
| 1492 | Moving to Work Demonstration | |
| | | 17 |
| | 1495.1 Relocation Costs | |
| | | 18 |
| 1498 | Mod Used for Development | |
| | | 19 |
| | 1502 Contingency | |
| | | 20 |
| | Amount of Annual Grant (Sum of lines 2-19) | |
| | | 21 |
| | Amount of line 20 Related to LBP Activities | |
| | | 22 |
| | Amount of line 20 Related to Section 504 Compliance | |

23
Amount of line 20 Related to Security

24
Amount of line 20 Related to Energy Conservation
Measures

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development
Number/Name
HA-Wide Activities

General Description of Major Work
Categories

Development
Account
Number

Total
Estimated
Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development
Number/Name
HA-Wide Activities

All Funds Obligated
(Quarter Ending Date)

All Funds Expended
(Quarter Ending Date)

Optional

Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables

Development
Number
Development Name
(or