

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

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# **PHA Plans**

5 Year Plan for Fiscal Years 2001 - 2005  
Annual Plan for Fiscal Year 2001

## **VILLAGE OF NORTH SYRACUSE HOUSING AUTHORITY**

### **PHA PLAN**

**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: Village of North Syracuse Housing Authority**

**PHA Number: NY107**

**PHA Fiscal Year Beginning: (mm/yyyy) 04/2000  
(Fiscal years on title page are designated by ending dates.)**

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**  
[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 to provide safe, decent, affordable housing in the Village of North Syracuse for eligible families.

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

PHA Goal: Improve the quality of assisted housing

Objectives:

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

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:

- Conduct outreach efforts to potential voucher landlords**
- Increase voucher payment standards**
- 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)**

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

**N/A - These choices are for Public Housing only.**

**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**

**PHA Goal: Promote self-sufficiency and asset development of assisted**  
**Objectives:**

- Increase the number and percentage of employed persons in assisted families:**
- Provide or attract supportive services to improve assistance recipients' employability:**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.**
- Other: (list below)**
- Provide referrals to supportive services to increase independence for elderly or families with disabilities.**

**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:**

\_\_\_\_\_ **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:**

\_\_\_\_\_ **Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:**

\_\_\_\_\_ **Other: (list below)**

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**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

**Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.79 (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.

**The Village of North Syracuse Housing Authority Annual Plan states Housing Authority goals, strategies and policies. Policies are supported by the Administrative Plan which is available to the public as are the certifications and other required documentation.**

**According to the 1990 Census (last figures available) for the Village of North Syracuse, there are at least 484 families who would qualify for the Section 8 Program. At the present time, we are only able to assist 252 families. Clearly there is a need to assist additional families.**

**The Housing Authority will advertise and promote the Section 8 program to applicants and landlords, making every effort to fill all of the 252 subsidies. We will apply for additional subsidies when and if they become available so that we may more fully meet the needs of families in our jurisdiction. We will target families whose incomes are at or below 30% of the Area Median Income (AMI), then assist as many families between 30% and 50% AMI as possible. We market our program to all races and ethnicities. We encourage all races/ethnicities to apply, and accept all such transfers into our program from other jurisdictions. Although we worked with several participants of our program, we ended with only one person on our "Resident Advisory Board" at this time. We plan to expand this effort during this fiscal year. The person did review this plan and was satisfied with it, and did not make any comments.**

**As our program is small and only Section 8, our strategies are affected by funding and staffing constraints, and by limited availability of appropriate units for assisted housing. We set our payment standards as high as possible (110% of FMR) so that families will have a better chance of finding units, and to make units more affordable.**

**We have a preference for residents of our jurisdiction which was previously approved by HUD. We do not consider this an impediment to fair housing initiative because of the number of minorities who have applied for our program and because we consistently draw names from applicants who live outside our jurisdiction.**

**Although we do not intend to initiate a Section 8 Homeownership program this year, we will keep that option open for the future.**

### **Annual Plan Table of Contents**

**[24 CFR Part 903.79 (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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### 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: None of these are required for Section 8 only agencies.

Admissions Policy for Deconcentration

\_\_\_\_ FY 2000 Capital Fund Program Annual Statement

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

### Optional Attachments: None.

\_\_\_\_ PHA Management Organizational Chart

\_\_\_\_ FY 2000 Capital Fund Program 5 Year Action Plan

\_\_\_\_ Public Housing Drug Elimination Program (PHDEP) Plan

\_\_\_\_ 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**

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.

Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	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
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	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
x	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 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> 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

Applicable & On Display	Supporting Document	Applicable Plan Component
x	Section 8 rent determination (payment standard) policies 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
x	Section 8 informal review and hearing procedures 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
N/A	Policies governing any Section 8 Homeownership program 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
N/A	FSS Action Plan/s for public housing and/or Section 8	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
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	Annual Plan: Annual Audit

Applicable & On Display	Supporting Document	Applicable Plan Component
	response to any findings	
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
None.	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## 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 households in the Village type. Figures for Income and Elderly categories are for impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Renter Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	2. Size	Location
Income <= 30% of AMI	268	5	4	2	2	5	2
Income >30% but <=50% of AMI	216	4	3	2	2	5	2
Income >50% but <80% of AMI	241	2	2	2	2	4	2
Elderly	285	4	3	1	3	1	2
Families with Disabilities	Not Avail.	N/A	N/A	N/A	N/A	N/A	N/A
Race: 2 Black	59	4	3	2	2	4	2
Race: 3 Am. Indian	39						
Race: 4 Asian	53						
Race 5 Hawaiian Pacific Island.	5						

Ethnicity:  
Hispanic 46

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: **1999-2000**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (1990 Census)**
- American Housing Survey data**  
 Indicate year: \_\_\_\_\_
- Other housing market study**  
 Indicate year: \_\_\_\_\_
- Other sources: (list and indicate year of information)**

**A. 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.

<b>Housing Needs of Families on the Waiting List</b>			
<b>Waiting list type: (select one)</b>			
<input checked="" type="checkbox"/> <b>Section 8 tenant-based assistance</b>			
<input type="checkbox"/> <b>Public Housing</b>			
<input type="checkbox"/> <b>Combined Section 8 and Public Housing</b>			
<input type="checkbox"/> <b>Public Housing Site-Based or sub-jurisdictional waiting list (optional)</b>			
<b>If used, identify which development/subjurisdiction:</b>			
	<b># of families</b>	<b>% of total families</b>	<b>Annual Turnover</b>
<b>Waiting list total</b>	<b>124</b>		<b>36</b>
<b>Extremely low income &lt;=30% AMI</b>	<b>76</b>	<b>0.61</b>	
<b>Very low income (&gt;30% but &lt;=50% AMI)</b>	<b>48</b>	<b>0.39</b>	
<b>Low income (&gt;50% but &lt;80% AMI)</b>	<b>0</b>	<b>0</b>	
<b>Families with children</b>	<b>70</b>	<b>0.57</b>	
<b>Elderly families</b>	<b>8</b>	<b>0.06</b>	
<b>Families with Disabilities</b>	<b>46</b>	<b>0.37</b>	
<b>Race: 2 Black</b>	<b>17</b>	<b>0.14</b>	
<b>Race: 3 Am. Indian</b>	<b>3</b>	<b>0.02</b>	

<b>Race: 4 Asian</b>	<b>1</b>	<b>0.008</b>	
<b>Ethnicity: Hispanic</b>	<b>1</b>	<b>0.008</b>	
<b>Characteristics by Bedroom Size (Public Housing Only) N/A</b>			
<b>1BR</b>			
<b>2 BR</b>			
<b>3 BR</b>			
<b>4 BR</b>			
<b>5 BR</b>			
<b>5+ BR</b>			
<b>Is the waiting list closed (select one)?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <b>If yes:</b> <b>B. How long has it been closed (# of months)?</b> <b>Does the PHA expect to reopen the list in the PHA Plan year?</b> No Yes <b>Does the PHA permit specific categories of families onto the waiting list, even if generally closed?</b> No 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.

**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**
- 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:**

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)**

**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)**  
**Encourage families of extremely low income to apply for Section 8 Assistance through advertising.**

**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)**  
**Assist as many families who have incomes between 30% AMI and 50% AMI as possible after meeting the targeting requirements above.**

**B. 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)**

**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)**

**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)**  
**Encourage Section 8 tenants to locate units anywhere within our jurisdiction because neither census tract within the Village of North Syracuse is an area of minority or poverty concentration, and market the Section 8 Program to owners within the entire Village of North Syracuse.**

**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)

**2. Statement of Financial Resources**

[24 CFR Part 903.79 (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, Federal Grant-based assistance, Section 8 supportive services or other.

Source	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,013,696	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

Sources	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>1,013,696</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.79(c)]

#### **A. Public Housing N/A**

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

3A.

#### **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

##### **(1) Eligibility**

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).

##### **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)

Present address and landlord.

Previous address and landlord if in Housing Authority records.

**(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:

The Village of North Syracuse Housing Authority gives extensions on the standard 60-day period when families have difficulty locating units of 3 or more bedrooms, and to accomodate persons with disabilities.

**(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)

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: None.

- 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: None.

- 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 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 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)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

##### **A. Public Housing: N/A**

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

##### **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 ~~(1) Payment Standards~~ (vouchers, and until completely merged into the voucher program,

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)

**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

**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 903.79 (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**

(select one) PHA’s management structure and organization.

- \_\_\_ 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:

**The Village of North Syracuse Housing Authority is governed by a five member Board of Commissioners which meets monthly. Hired staff includes: a full time Program Administrator, two full time Interviewer/Inspectors, and a part time bookkeeper. The Program Administrator reports to the Secretary of the Board. All other staff members report to the Administrator.**

**B. HUD Programs Under PHA Management**

\_. List Federal programs administered by the PHA, number of families served at the beginning

Program Name	Units or Families Served at Year Beginning 4-1-2000	Expected turnover in each year. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)
Public Housing	NA	
Section 8 Vouchers	188	24
Section 8 Certificates	11	0

<b>Section 8 Mod Rehab</b>	NA	
<b>Special Purpose Section 8 Certificates/Vouchers (list individually)</b>	NA	
<b>Public Housing Drug Elimination Program (PHDEP)</b>	NA	
<b>Other Federal Programs (list individually)</b>		

**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) N/A**

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

**6. PHA Grievance Procedures**

[24 CFR Part 903.79 (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: N/A**

**B. Section 8 Tenant-Based Assistance**

**1. \_\_\_ Yes \_\_\_x\_\_\_ 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)**

**\_\_\_x\_\_\_ PHA main administrative office**  
**\_\_\_ Other (list below)**

**7. Capital Improvement Needs N/A**

[24 CFR Part 903.79 (g)]

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

**8. Demolition and Disposition N/A**

[24 CFR Part 903.79 (h)]

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities N/A**

[24 CFR Part 903.79 (i)]

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

**10. Conversion of Public Housing to Tenant-Based Assistance N/A**

[24 CFR Part 903.79 (j)]

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.79 (k)]

**A. Public Housing N/A**

**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 903.79 (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 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
- 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
- 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) None.

- 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	Access (development office / PHA main office /	Eligibility (public housing or



**16. Fiscal Audit**

[24 CFR Part 903.79 (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 N/A**

[24 CFR Part 903.79 (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.

**18. Other Information**

[24 CFR Part 903.79 (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**

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

**1. Consolidated Plan jurisdiction: Onondaga County**

**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 None**

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

**Attachments**

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

**Certifications will be sent separately by mail.**

**PHA Plan  
Table Library  
Capital Fund Program Annual Statement  
Parts I, II, and II**

N/A