

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

## **Table of Contents**

# WEST NEW YORK HOUSING AUTHORITY

I PHA Plan

Appendix A Certifications

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## PHA Plan Agency Identification

**PHA Name: West New York Housing Authority**

**PHA Number:** NJ 030

**PHA Fiscal Year Beginning: (mm/yyyy)** October, 2001

**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 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction (select one of the choices below).

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

\_\_\_\_\_ The PHA's mission is: (state mission here)

## 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 include the supply of assisted housing, families served or PHAS scores)

PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers: **500**
- Reduce public housing vacancies: **Maintain at zero**
- Leverage private or other public funds to create additional housing opportunities: **Dollar for dollar**
- Acquire or build units or developments
- \_\_\_\_\_ Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) **To 100%**
- Improve voucher management: (SEMAP score) **To 100%**
- Increase customer satisfaction: **Maintain at 95-100%**
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)  
**Reduce Public Housing unit turn-around time**
- Renovate or modernize public housing units:  
**100% of units in need of modernization**
- \_\_\_\_\_ 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:  
**To 100% of participants in need of same**
- 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**

- 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:  
**100% of needed 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

household

Objectives:

- Increase the number and percentage of employed persons in assisted families:**to 100% of total**
- Provide or attract supportive services to improve assistance recipients' employability: **by 100%**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- X   PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
- X   Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **Maintain at 100%**
  - X   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: **Maintain at 100%**
  - X   Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **Maintain at 100%**
  - Other: (list below)

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

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[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**

**NOTE: The Authority's most recent PHAS Score was 96.8**

**Troubled Agency Plan**

**Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**See Attachment A**

**Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### 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:**
- A Executive Summary
  - B Five Year Plan: Progress Statement
  - C Summary of Policy and Program Changes
  - D Capital Fund Program Annual Statement
  - E Capital Fund Program 5 Year Action Plan
  - F Comments of Resident Advisory Board or Boards and Authority's Responses  
(Must be attached if not included in PHA Plan text)
  - G Membership of Resident Advisory Board
  - H Resident Membership on the PHA Governing Board
  - I Admissions Policy for Deconcentration
  - J Consistency with Consolidated Plan
  - K PHA Criteria for Amendments to Plan
  - L Summary of Pet Policy
  - M Community Service Requirements
  - N Public Housing Drug Elimination Program Plan
  - O Follow-Up Plan: Safety
  - P Follow-Up Plan: Neighborhood Appearance

### 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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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
X	Public housing rent determination policies, including the	Annual Plan: Rent

Applicable & On Display	Supporting Document	Applicable Plan Component
	methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Determination
X	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
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures 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
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

Applicable & On Display	Supporting Document	Applicable Plan Component
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Family Type	Overall	Age of Family Head	Family Size	Number of Children	Number of Renter Families	Number of Renter Families	Number of Renter Families
Income <= 30% of AMI	2700	5	5	4	5	4	3
Income >30% but <=50% of AMI	1792	5	5	4	5	4	3

Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	2. Size	Location
Income >50% but <80% of AMI	2254	4	4	4	4	4	3
Elderly	2670	4	4	4	4	3	3
Families with Disabilities	Not Avail.	5	4	4	5	3	3
White	2263	3	4	4	4	3	3
Black (Non-Hispanic)	130	4	4	4	4	4	3
Hispanic	8174	4	4	4	4	4	3
Other	212	3	4	4	4	3	3

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

- Consolidated Plan of the Jurisdiction/s  
 Indicate year: **1999 Hudson County Plan**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- 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.

Housing Needs of Families on the Waiting List
Waiting list type: (select one)
<input checked="" type="checkbox"/> Section 8 tenant-based assistance
<input type="checkbox"/> Public Housing
<input type="checkbox"/> Combined Section 8 and Public Housing
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:

	# of families as of 4/25/01	% of total families	Annual Turnover
Waiting list total	843		5
Extremely low income <=30% AMI	528	63%	
Very low income (>30% but <=50% AMI)	203	24%	
Low income (>50% but <80% AMI)	112	13%	
Families with children	521	62%	
Elderly families	260	31%	
Families with Disabilities	62	7%	
White	3	.4%	
Black (Non- Hispanic)	7	.8%	
Hispanic	832	99%	
Other	1	.1%	
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	N/A
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed? <b>No</b> If yes: <b>B.</b> How long has it been closed (# of months)? <b>N/A</b>			

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

**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 as of 4/25/01	% of total families	Annual Turnover
Waiting list total	1537		57
Extremely low income <=30% AMI	950	62%	
Very low income (>30% but <=50% AMI)	520	34%	
Low income (>50% but <80% AMI)	67	4%	
Families with children	540	35%	
Elderly families	239	16%	
Families with Disabilities	90	6%	
White	2	.1%	
Black (Non-Hispanic)	60	4%	
Hispanic	1475	96%	
Other	0	0%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	573	39%	
2 BR	568	37%	
3 BR	338	21%	
4 BR	58	4%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed? <b>No</b> If yes: <b>B.</b> How long has it been closed (# of months)? <b>N/A</b> Does the PHA expect to reopen the list in the PHA Plan year? <b>N/A</b> Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <b>No</b>			

**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)

**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)

**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)

**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)

**Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate

Sources	Planned \$	Planned Uses
1. <b>Federal Grants (FYE 9/30/01 grants)</b>		
a) Public Housing Operating Fund	1,519,002	
b) Public Housing Capital Fund	1,732,233	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section	-0-	

Sources	Planned \$	Planned Uses
8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	175,669	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	-0-	
<b>3. Public Housing Dwelling Rental Income FYE 9/30/01</b>	7,714,261	Public Housing Operations
<b>4. Other income (list below) FYE 9/30/01</b>	276,860	Public Housing Operations and Supportive Services
<b>4. Non-federal sources (list below)</b>		
NJ State Dept. of Labor Grant	50,000	Section 8 Supportive Services
NJ State Dept. of Human Resources Grant	946,000	Section 8 Supportive Services
NJ State Dept. of Human Resources Grant	120,000	Section 8 Supportive Services
<b>Total resources</b>	12,534,025	

Sources	Planned \$	Planned Uses

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

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

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

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

- When families are within a certain number of being offered a unit: (state number) **One**  
 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)? **N/A**

- 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 preference

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)
- Non-Residents who work in jurisdiction**

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:

- 1 Involuntary Displacement - **Residents**
- 6 Involuntary Displacement - **Non-Residents**  
(Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence - **Residents**
- 7 Victims of domestic violence - **Non-Residents**
- 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 (**honorable discharge only**)
- Residents who live 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   **Disabled or health impaired local residents**
- 4   **Residents who live and work in the jurisdiction**
- 5   **Residents who live in the jurisdiction**
- 8   **Non-Residents who work in the jurisdiction**

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X   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)

- X   The PHA-resident lease
- X   The PHA's Admissions and (Continued) Occupancy policy
- X   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)

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

**(6) Deconcentration and Income Mixing**

a.   X   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? **See Also Attachment I**

b.   X   Yes      No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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:

Building	Under 30% of Median Income	Total Number of Units	Type of Housing Development
Palisade Gardens	17 (48%)	36	Family
Parkeast Gardens	53 (63%)	84	Family
Sunshine Gardens	48 (59%)	81	Family
Pizzuto Building	47 (59%)	80	40 Senior/40 Family
McGowan Gardens	29 (81%)	36	Senior
Otis Gardens	76 (77%)	99	Senior
FDR Building	93 (91%)	102	Senior
Kennedy Tower	163 (84%)	196	Senior

- 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: **See Preceding List**

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**

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

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

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

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

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

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)

**(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:

**Extensions: A family may request an extension of the Certificate/Voucher time period. All requests for extensions must be received prior to the expiration of the Certificate/Voucher. Extensions are permissible at the discretion of the Authority up to a maximum of 120 days, primarily for these reasons:**

**\* Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period.**

**Verification is required.**

**\* The Authority is satisfied that the family has made reasonable efforts to locate a unit, including seeking the assistance of the Authority, throughout the initial sixty-day period. A completed search record is required.**

**\* The family was prevented from finding a unit due to disability accessibility requirements. The Search Record is part of the required verification.**

**The Authority grants extensions in one or more increments. Unless approved by the Executive Director, no more than two extensions of thirty days or less will be granted. The Authority will not request HUD approval to extend Certificate or Voucher beyond an additional sixty days.**

**(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

- 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

X Other preference(s) - **Non-Resident who work in jurisdiction**

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

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) - **Residents**
- 5 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) - **Non-Residents**
- 2 Victims of domestic violence - **Residents**
- 6 Victims of domestic violence - **Non-Residents**
- \_\_\_\_ 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
- 3 Residents who live and work in your jurisdiction
- 4 Residents who 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
- X Other preference(s) (list below)
- 7 **Non-Residents who work in your jurisdiction**

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

X 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 N/A**

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) **Welfare-to-Work Section 8 Program documents**

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 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare

rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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? **N/A**

- 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 **N/A**

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> 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**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

- 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 X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**5. Operations and Management** N/A - Exempt as High Performer

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Select the 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:

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

--	--	--

**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)

(2) Section 8 Management: (list below)

**6. PHA Grievance Procedures N/A - Exempt as High Performer**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

PHA main administrative office

Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

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 **See Attachment E**)

-or-

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

## **B. HOPE VI and Public Housing Development and Replacement**

## Activities (Non-Capital Fund)

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or

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

**Note: The Authority currently owns/operates several developments (NJ 30-5 through NJ 30-8) which have been designated for occupancy by the elderly and/or disabled since their inception.**

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: <input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one) <input type="checkbox"/> Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> 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)]

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

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

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

2. Activity Description **N/A**

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

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

<input type="checkbox"/>	Conversion Plan in development
<input type="checkbox"/>	Conversion Plan submitted to HUD on: (DD/MM/YYYY)
<input type="checkbox"/>	Conversion Plan approved by HUD on: (DD/MM/YYYY)
<input type="checkbox"/>	Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/>	Units addressed in a pending or approved demolition application (date submitted or approved: _____)
<input type="checkbox"/>	Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
<input type="checkbox"/>	Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
<input type="checkbox"/>	Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/>	Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/>	Other: (describe below)

**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 903.7 9 (k)]

**A. Public Housing**

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

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

skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description

information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs N/A - Exempt as High Performer**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. 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)

- 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.)



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)

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and ~~Note: Housing Authority is submitting a PHDEP Plan~~ and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
  - High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - 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**

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

Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan? See Attachment N

Yes  No: This PHDEP Plan is an Attachment.  
(Attachment Filename: N)

**14. RESERVED FOR PET POLICY**

**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 N/A - Exempt as High Performer**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at **Attachment F**
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments
  - List changes below: (**See Attachment F**)
  - Other: (list below)

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

1. \_\_\_ Yes X 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 X 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.) **See Attachment H**

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
- X Other: **Resident appointed by the Municipal governing body.**
- 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: (provide name here) **Hudson 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)  
**See Attachment J**
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**See Attachment J**

**D. Other Information Required by HUD**

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

## **Attachments**

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

### **Attachment A**

## **WEST NEW YORK HOUSING AUTHORITY AGENCY PLAN -EXECUTIVE SUMMARY-**

The West New York Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

As indicated, the Authority has adopted the following mission of HUD: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The plans, statements and policies set forth and/or referenced in this Plan all lead toward the accomplishment of the Authority's goals and objectives as outlined under Section B of the 5-Year Plan. The highlights of the major initiatives of the Authority's Agency Plan are as follows:

1. The Authority seeks to continue its outreach program to attract new landlords to participate in the Section 8 program.
2. The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.
3. The Authority seeks to employ effective maintenance and management policies to minimize the number of public housing units off-line.
4. The Authority seeks to renovate/modernize public housing sites.
5. The Authority seeks to continue to improve upon its efforts to assist residents in obtaining needed education, job training, and employment opportunities.

## **Attachment B**

### **Five Year Plan: Progress Statement**

The West New York Housing Authority has made the following progress in meeting its stated mission and goals as expressed in the previously submitted Agency Plan for FY 2000.

- \* The Authority has completed necessary improvements/renovations in accordance with its Five Year Plan for Capital Fund spending.
- \* The Authority has reduced its Public Housing vacancy rate to 0%.
- \* The Authority has received specials grants from the State of New Jersey Department of Human Services for Welfare-To-Work related social service support and job training activities. First grant, \$946,000.00; Second grant, \$120,000.00.
- \* The Authority has received a special grant of \$50,000.00 from the State of New Jersey Department of Labor for establishing a Resident Employment Center in public housing project site.

## **Attachment C**

### **Summary of Policy and Program Changes**

The West New York Housing Authority has made no major changes to the policies and programs referenced in FY 2000 Agency Plan, with the following exceptions:

The following policies were updated and filed with HUD since the date of filing of the 2000 Agency Plan:

1. Procurement Policy
2. Public Housing Admissions and Continued Occupancy Policy
3. Section 8 Program Administration Plan
4. Pet Policy

**Attachment D**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: HOUSING AUTHORITY OF THE TOWN  
OF WEST NEW YORK

Grant Type and Number  
Capital Fund Program: Grant No. CGP NJ 39P03070899  
Replacement Housing Factor Grant No:

Federal FY of Grant:  
1999

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 4)  
Performance and Evaluation Report for Period Ending: 3/31/01 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
	Soft Costs	\$ 75,000	\$ 50,646	\$ 50,646	\$ 37,484
	Management Improvements				
	Hard Costs				
4	1410 Administration	60,001.05	40,678	40,678	30,132
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	121,604.06	121,604.06	121,604.06	115,740.78
8	1440 Site Acquisition				
9	1450 Site Improvement	489,873.64	485,772.64	485,772.64	485,772.64
10	1460 Dwelling Structures	1,042,681.25	1,090,459.30	1,090,459.30	957,840.15
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:				

21	(sum of lines 2-19) Amount of line 20 Related to LBP Activities	\$1,789,160	\$1,789,160	\$1,789,160	\$1,626,969.57
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security- Soft Cost	75,000	50,646	50,646	37,484.
24	Amount of line 20 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: **HOUSING AUTHORITY OF THE TOWN  
OF WEST NEW YORK**

**Grant Type and Number**  
Capital Fund Program #: **CGP NJ 39 P03070899**  
Replacement Housing Factor Grant No:

**Federal FY of Grant:**  
**1999**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NJ 30-1	Replaces Entry Canopy	1450	9%	\$ 6,046	\$ 6,046	\$ 6,046	\$ 6,046	completed
Palisade Site Improvements		1450	56% Site	156,046	149,945	149,945	149,945	completed
Gardens Upgrade Fire Alarm Systems		1460	100% bldg	-0-	32,879.15	32,879.15	-0-	underway
NJ 30-2	Vestibule renovations	1460	29% bldg	12,940	12,940	12,940	12,940	completed
Parkeast Site improvements		1450	10% area	15,126	15,126	15,126	15,126	completed
Gardens	Replace multi-pulse hot water heater	1460	100% bldg	50,000	49,780	49,780	49,780	completed
	Upgrade fire alarm system	1460	100% bldg	10,000	10,000	10,000	-0-	underway
NJ 30-3	Replace main roof	1460	18% bldg	42,030	42,030	42,030	42,030	completed
Sunshine	Site improvements	1450	100% bldg area	181,689.64	181,689.64	181,689.64	181,689.64	completed
Gardens	Bathroom renovations	1460	29% bldg	67,398.95	64,677.15	64,677.15	64,677.15	completed
	Upgrade fire alarm system	1460	100% bldg	7,294.05	8,000.	8,000.	-0-	underway
	Replace flooring & stair treads & paint halls, corridors and stairwells	1460	100% bldg	119,000.	119,000.	119,000.	97,965.	underway
NJ 30-4	Replace main roof	1460	100% bldg	131,358	130,888	130,888	130,888	completed
Pizzuto Bldg	Upgrade fire alarm system	1460	100% bldg	8,000	13,000	13,000	-0-	underway
	Waterproof bldg exterior	1460	100% bldg	37,275	33,125	33,125	33,125	completed
NJ 30-5	Upgrade fire alarm system	1460	100% bldg	8,000	8,000	8,000	-0-	underway

McGowan Bldg	Replace stairwell & hall light	1460	100% bldg		13,410	13,410	13,410	13,410	completed
NJ 30-6	Site improvements	1450	57% of area		130,966	132,966	132,966	132,966	completed
Otis Gardens	Upgrade fire alarm system	1460	100% bldg	4,000		10,000	10,000	-0-	underway
NJ 30-7	Waterproof exterior of building	1460	100% bldg		60,285	60,285	60,285	60,285	completed
F.D.R. Bldg.	Upgrade fire alarm system	1460	100% bldg	6,000		13,000	13,000	-0-	underway
	Lighting replacement stairwells, common areas	1460	100% bldg		11,700	11,700	11,700	11,700	completed
NJ 30-8	Renovate kitchens	1460	100% bldg	362,000		354,140	354,140	354,140	completed
Kennedy Tower	Replace fire & house pumps	1460	100% bldg		85,000	79,910	79,910	79,910	completed
	Upgrade fire alarm system	1460	100% bldg	-0-		16,705	16,705	-0-	underway
	Lighting replacement stairwells and halls	1460	100% bldg	6,990		6,990	6,990	6,990	completed
HA Wide	Security Guards	1408	100%		75,000	50,646	50,646	37,474	underway
	Program Administration	1410	100%		60,001.05	40,678	40,678	30,132	underway
	Program Planning and Coordination	1430	100%		21,160	21,160	21,160	15,296.72	underway
	A/E NJ 30-1 thru NJ 30-8	1430	100%		100,444.06	100,444.06	100,444.06	100,444.06	completed

## Annual Statement/Performance and Evaluation Report

# Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

## Part III: Implementation Schedule

PHA Name: HOUSING AUTHORITY OF THE  
TOWN OF WEST NEW YORK

Grant Type and Number  
Capital Fund Program #: CGP NJ 39 P08070899  
Replacement Housing Factor #:

Federal FY of Grant:  
1999

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ 30-1 Palisade Gardens	1/31/2001		12/31/00	9/30/01			
NJ 30-2 Parkeast Gardens	1/31/2001		12/31/00	9/30/01			
NJ 30-3 Sunshine Gardens	1/31/2001		12/31/00	9/30/01			
NJ 30-4 Pizzuto Bldg.	1/31/2001		12/31/00	9/30/01			
NJ 30-5 McGowan Bldg.	1/31/2001		12/31/00	9/30/01			
NJ 30-6 Otis Gardens	1/31/2001		12/31/00	9/30/01			
NJ 30-7 F.D.R. Bldg.	1/31/2001		12/31/00	9/30/01			
NJ 30-8 Kennedy Tower	1/31/2001		12/31/00	9/30/01			

## Annual Statement/Performance and Evaluation Report

# Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: HOUSING AUTHORITY OF THE TOWN  
OF WEST NEW YORK

Grant Type and Number  
Capital Fund Program: Grant No. NJ 39 P03050100  
Replacement Housing Factor Grant No:

Federal FY of Grant:  
2000

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/31/01  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
	Soft Costs	\$ 75,000		\$ 75,000	-0-
	Management Improvements				
	Hard Costs				
4	1410 Administration	60,000		60,000	-0-
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	106,586		106,586	40,346.16
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,451,992		577,390	242,222.
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)	\$1,693,578		\$ 818,976	\$ 282,568.61
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- Soft Cost	75,000		75,000	-0-
24	Amount of line 20 Related to Energy Conservation Measures	\$ 872,766	\$ 577,390	\$ 282,568.61	-0-

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: **HOUSING AUTHORITY OF THE TOWN  
OF WEST NEW YORK**

**Grant Type and Number**  
Capital Fund Program #: **NJ 39P03050100**  
Replacement Housing Factor Grant No:

**Federal FY of Grant:**  
**2000**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
NJ 30-1	Upgrade Community Room	1460	100% bldg	\$ 16,000	\$ 16,000	-0-	-0-	Pending	
Palisade	Install Smoke Detectors in Apts.	1460	100% bldg	7,200	7,200	-0-	-0-	Pending	
Gardens	Replace Valves, Controllers, Vacuum And Condensate Units	1460	100% bldg	12,000	12,000	12,000	12,000	Complete	
NJ 30-2	Replace Hot Water Heater and Valve	1460	100% bldg	86,420	86,420	78,420	59,044.50	Underway	
Parkeast	Replace Valves, Controllers, Vacuum	1460	100% bldg	27,140	27,140	27,140	27,140	Complete	
Gardens	And Condensate Units								
NJ 30-3	Renovate Community Room	1460	100% bldg	11,338	11,338	-0-	-0-	Pending	
Sunshine	Install Smoke Detectors in Apartments	1460	100% units	16,200	16,200	-0-	-0-	Pending	
Gardens	Replace Valves, Controllers, Vacuum And Condensate Units	1460	100% bldg	19,732	19,732	19,732	19,732	Complete	
NJ 30-4	Replace closet doors	1460	100% units	47,498	47,498	-0-	-0-	Pending	
Pizzuto Bldg	Replace valves, controllers Vacuum & Condensate Units	1460	100% bldg	35,150	35,150	35,150	35,150	Completed	
NJ 30-5	Renovate Community Room	1460	100% bldg	15,000	15,000	-0-	-0-	Pending	
McGowan Bldg	Replace stairwell & corridor Lighting	1460	100% bldg	15,000	15,000	-0-	-0-	Pending	
	Replace corridor flooring and	1460	100% bldg	22,000	22,000	-0-	-0-	Pending	

	stair treads								
	Bathroom Renovations	1460	100% bldg	72,000	72,000	-0-	-0-	Pending	
	Replace Valves, Controllers	1460	100% bldg	19,658	19,658	19,658	19,658	Complete	
	Vacuum & Condensate Units								
NJ 30-6	Renovate Community Room	1460	100% bldg	28,400	28,400	-0-	-0-	Pending	
Otis Gardens	Replace Corridor Flooring & Stair Treads	1460	100% bldg	25,750	27,500	-0-	-0-	Pending	
	Paint Corridors & Stairwells	1460	100% bldg	53,000	53,000	-0-	-0-	Pending	
	Upgrade Apt Smoke Detectors	1460	100% bldg	19,800	19,800	-0-	-0-	Pending	
	Replace Valves, Traps and Controllers	1460	100% bldg	17,169	17,169	17,169	17,169	Complete	
	Replace Windows	1460	100% bldg	568,000	568,000	326,414	-0-	Underway	
NJ 30-7	Replace Valves, Controllers, vacuum	1460	100% bldg	53,400	53,400	53,400	52,328.50	Underway	
F.D.R. Bldg.	And Condensate Units								
	Renovate Community Room	1460	100% bldg	55,000	55,000	-0-	-0-	Pending	
	Upgrade Exit & Stair Lighting	1460	100% bldg	15,000	15,000	-0-	-0-	Pending	
NJ 30-8	Renovate Community Room	1460	100% bldg	15,000	15,000	-0-	-0-	Pending	
Kennedy Tower	Replace corridor floors & stair treads	1460	100% bldg	45,600	45,600	-0-	-0-	Pending	
	Paint Stairwells	1460	100% bldg	25,000	25,000	-0-	-0-	Pending	
	Upgrade Hall/Stair Lighting	1460	100% bldg	25,000	25,000	-0-	-0-	Pending	
	Replace Main Entry Door	1460	100% Units	49,430	49,430	-0-	-0-	Pending	
	Replace Valves, Controllers & Condensate Units	1460	100% bldg	34,107	34,107	34,107	-0-	Underway	
HA Wide	Security Services	1408		75,000	75,000	75,000	-0-	Underway	
	Administration	1410		60,000	60,000	60,000	-0-	Underway	
	Program Planning and Coordination	1430		20,160	20,160	21,160	3,290	Underway	
	A/E Services	1430		86,426	86,426	86,426	37,056.61	Underway	
GRAND TOTAL				\$1,693,578	\$1,693,578	\$ 818,976	\$282,568.61		

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: **HOUSING AUTHORITY OF THE  
TOWN OF WEST NEW YORK**

**Grant Type and Number**  
 Capital Fund Program #: NJ 39 P03050100  
 Replacement Housing Factor #:

**Federal FY of Grant:**  
2000

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ 30-1 Palisade Gardens	3/31/2001	6/30/01		9/30/03			Additional Time Required for Preparation of Technical Specs
NJ 30-2 Parkeast Gardens	3/31/2001	----	1/15/01	9/30/03			
NJ 30-3 Sunshine Gardens	3/31/2001	6/30/01		9/30/03			Additional Time Required for Preparation of Technical Specs
NJ 30-4 Pizzuto Bldg.	3/31/2001	6/30/01		9/30/03			Additional Time Required for Preparation of Technical Specs
NJ 30-5 McGowan Bldg.	3/31/2001	6/30/01		9/30/03			Additional Time Required for Preparation of Technical Specs
NJ 30-6 Otis Gardens	3/31/2001	6/30/01		9/30/03			Additional Time Required for Preparation of Technical Specs
NJ 30-7 F.D.R. Bldg.	3/31/2001	6/30/01		9/30/03			Additional Time Required for Preparation of Technical Specs
NJ 30-8	3/31/2001	6/30/01		9/30/03			Additional Time Required for Preparation of Technical

Kennedy Tower

Specs

PHA Wide

3/31/2001 6/30/01

9/30/03

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: HOUSING AUTHORITY OF THE TOWN  
OF WEST NEW YORK

Grant Type and Number  
Capital Fund Program: Grant No. NJ 39 P03050101

Federal FY of Grant:  
2001

Replacement Housing Factor Grant No:

Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/31/01    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
	Soft Costs		75,000		
	Management Improvements				
	Hard Costs				
4	1410 Administration		60,000		
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs		108,905		
9	1450 Site Improvement		147,720		
10	1460 Dwelling Structures		1,340,608		
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)		\$1,732,233		

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- Soft Cost	75,000
24	Amount of line 20 Related to Energy Conservation Measures	\$ 451,514

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: **HOUSING AUTHORITY OF THE TOWN  
OF WEST NEW YORK**

**Grant Type and Number**  
Capital Fund Program #: **NJ 39P03050101**  
Replacement Housing Factor Grant No:

**Federal FY of Grant:**  
**2001**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NJ 30-1	Paint Corridors and Palisade Stair Towers	1460	100% bldg	\$	30,000			
	Gardens Replace Main Roof	1460	100% bldg		239,000			
	Replace Exterior Lighting	1460	100% bldg		6,258			
NJ 30-2	Replace Windows	1460	100% bldg		451,514			
	Parkeast Install Smoke Detectors in Apartments Gardens	1460	100% bldg		16,800			
NJ 30-3	Upgrade Plumbing, Heating and Sunshine Cooling Systems Gardens	1460	100% bldg		289,700			
NJ 30-4	Upgrade smoke alarms	1460	100% units		16,000			
	Pizzuto Bldg Site Improvements	1450	50% Land Area		147,720			
NJ 30-5	Paint Corridors and Stair Towers	1460	100% bldg		27,000			
	McGowan Bldg Upgrade Apt. Smoke Detectors Lighting	1460	100% bldg		7,200			

NJ 30-6	Replace Compactor	1460	100% bldg	40,000
Otis Gardens	Replace Emergency Call System	1460	100% bldg	51,560
	Renovate Solarium	1460	100% bldg	25,000
NJ 30-7	Replace Compactor	1460	100% bldg	35,000
F.D.R. Bldg.	Upgrade Apt. Smoke Detector	1460	100% bldg	20,600
	Install Closet Doors	1460	100% bldg	44,500
	Upgrade Hallway Lighting	1460	100% bldg	15,000
NJ 30-8	Upgrade Emergency Call System	1460	100% bldg	25,476
Kennedy Tower				
HA Wide	Security Guards	1408		75,000
	Program Administration	1410		60,000
	Program Planning and Coordination	1430		20,160
	A/E Services	1430		88,745

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: **HOUSING AUTHORITY OF THE  
TOWN OF WEST NEW YORK**

**Grant Type and Number**  
 Capital Fund Program #: NJ 39 P03050101  
 Replacement Housing Factor #:

**Federal FY of Grant:**  
2001

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ 30-1 Palisade Gardens	3/31/02			9/30/2004			
NJ 30-2 Parkeast Gardens	3/31/02			9/30/2004			
NJ 30-3 Sunshine Gardens	3/31/02			9/30/02004			
NJ 30-4 Pizzuto Bldg.	3/31/02			9/30/2004			
NJ 30-5 McGowan Bldg.	3/31/02			9/30/2004			
NJ 30-6 Otis Gardens	3/31/02			9/30/2004			
NJ 30-7 F.D.R. Bldg.	3/31/02			9/30/2994			

NJ 30-8  
Kennedy Tower

3/31/02

9/30/2004

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name

**WEST NEW YORK HOUSING**

X Revision No. 1

Development

Number/Name/

HA-Wide

Year 1

Work Statement for Year 2

FFY Grant: 2002

PHA FY: 10/1/01-9/30/02

Work Statement for Year 3

FY Grant: 2003

PHA FY: 10/1/02-9/30/03

Work Statement for Year 4

FFY Grant: 2004

PHA FY: 10/1/03-9/30/04

Work Statement for Year 5

FFY Grant: 2005

PHA FY: 10/1/04-9/30/05

NJ 30-1

Palisade Gardens

Upgrade Heating and

Cooling Systems

Construct Additional

Community Room Space

Site Improvements

Upgrade Fire Alarm System

Total CFP Funds (Est.)

\$ 210,654.

\$ 436,336

\$36,848

Total Replacement Housing Factor Funds

### Original 5-Year Plan

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name

**WEST NEW YORK HOUSING**

X Revision No. 1

Development

Number/Name/

HA-Wide

Year 1

Work Statement for Year 2

FFY Grant: 2002

PHA FY: 10/1/01-9/30/02

Work Statement for Year 3

FY Grant: 2003

PHA FY: 10/1/02-9/30/03

Work Statement for Year 4

FFY Grant: 2004

PHA FY: 10/1/03-9/30/04

Work Statement for Year 5

FFY Grant: 2005

PHA FY: 10/1/04-9/30/05

NJ 30-2

Parkeast Gardens

Upgrade Hearing and

Cooling System

Replace Emergency Generator

Construct Garbage

Container Structure

Upgrade Community Room Space

Renovate Exterior

Recreation Space

Upgrade Fire Alarm System

Total CFP Funds (Est.)

\$ 387,074.

\$ 51,518.

\$244,312

Total Replacement Housing Factor Funds

### Original 5-Year Plan

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name

**WEST NEW YORK HOUSING**

X Revision No. 1

Development

Number/Name/

HA-Wide

Year 1

Work Statement for Year 2

FFY Grant: 2002

PHA FY: 10/1/01-9/30/02

Work Statement for Year 3

FFY Grant: 2003

PHA FY: 10/1/02-9/30/03

Work Statement for Year 4

FFY Grant: 2004

PHA FY: 10/1/03-9/30/04

Work Statement for Year 5

FFY Grant: 2005

PHA FY: 10/1/04-9/30/05

NJ 30-3

Sunshine Gardens

Replace Compactor

Renovate Storage Area

Replace Building Exhaust Fan

Upgrade Fire Alarm

System

Site Improvement

Upgrade Mechanical

Systems

Total CFP Funds (Est.)

.

\$ 185,000

\$337,908

\$308,656

Total Replacement Housing Factor Funds

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name

**WEST NEW YORK HOUSING**

X Revision No. 1

Development

Number/Name/

HA-Wide

Year 1

Work Statement for Year 2

FFY Grant: 2002

PHA FY: 10/1/01-9/30/02

Work Statement for Year 3

FFY Grant: 2003

PHA FY: 10/1/02-9/30/03

Work Statement for Year 4

FFY Grant: 2004

PHA FY: 10/1/03-9/30/04

Work Statement for Year 5

FFY Grant: 2005

PHA FY: 10/1/04-9/30/05

NJ 30-4

Pizzuto Bldg.

Install Stairwell Handrails

Replace Main & Community

Rooms Entry Ways

Upgrade Fire Alarm System

Upgrade Mechanical System

Total CFP Funds (Est.)

\$ 27,500.

\$ 57,440

\$300,000

Total Replacement Housing Factor Funds

### Original 5-Year Plan

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name

**WEST NEW YORK HOUSING**

X Revision No. 1

Development

Number/Name/

HA-Wide

Year 1

Work Statement for Year 2

FFY Grant: 2002

PHA FY: 10/1/01-9/30/02

Work Statement for Year 3

FY Grant: 2003

PHA FY: 10/1/02-9/30/03

Work Statement for Year 4

FFY Grant: 2004

PHA FY: 10/1/03-9/30/04

Work Statement for Year 5

FFY Grant: 2005

PHA FY: 10/1/04-9/30/05

NJ 30-5  
McGowan Bldg.

Replace Corridor handrails  
Replace Stair Tower Doors

Upgrade Plumbing, Heating  
and Cooling System  
Install Closet Doors  
Replace Generator  
Site Improvements

Upgrade Fire Alarm System

Window Replacement

Total CFP Funds (Est.)

\$ 13,718.

\$ 250,154

\$ 56,848

\$ 389,672

Total Replacement Housing Factor Funds

### Original 5-Year Plan

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name

**WEST NEW YORK HOUSING**

X Revision No. 1

Development

Number/Name/

HA-Wide

Year 1

Work Statement for Year 2

FFY Grant: 2002

PHA FY: 10/1/01-9/30/02

Work Statement for Year 3

FY Grant: 2003

PHA FY: 10/1/02-9/30/03

Work Statement for Year 4

FFY Grant: 2004

PHA FY: 10/1/03-9/30/04

Work Statement for Year 5

FFY Grant: 2005

PHA FY: 10/1/04-9/30/05

NJ 30-6

Otis Gardens

Replace Stair Lighting

Extend Maintenance Garage Space

Replace Closet Doors

Replace Maintenance Supply  
Lift

Upgrade Heating, Plumbing,  
Cooling System

Site Improvements

Upgrade Fire Alarm System

Total CFP Funds (Est.)

\$ 40,000.

\$ 565,320

\$ 56,332

Total Replacement Housing Factor Funds

### Original 5-Year Plan

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name

**WEST NEW YORK HOUSING**

X Revision No. 1

Development

Number/Name/

HA-Wide

Year 1

Work Statement for Year 2

FFY Grant: 2002

PHA FY: 10/1/01-9/30/02

Work Statement for Year 3

FFY Grant: 2003

PHA FY: 10/1/02-9/30/03

Work Statement for Year 4

FFY Grant: 2004

PHA FY: 10/1/03-9/30/04

Work Statement for Year 5

FFY Grant: 2005

PHA FY: 10/1/04-9/30/05

NJ 30-7

F.D.R. Bldg.

Replace Stairwell Doors

Replace Roof Exhaust Fans

Upgrade Heating, Plumbing

and Cooling Systems

Upgrade Fire Alarm System

Site Improvements

Total CFP Funds (Est.)

\$ 329,482.

\$ 185,070

Total Replacement Housing Factor Funds

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name

**WEST NEW YORK HOUSING**

X Revision No. 1

Development

Number/Name/

HA-Wide

Year 1

Work Statement for Year 2

FFY Grant: 2002

PHA FY: 10/1/01-9/30/02

Work Statement for Year 3

FFY Grant: 2003

PHA FY: 10/1/02-9/30/03

Work Statement for Year 4

FFY Grant: 2004

PHA FY: 10/1/03-9/30/04

Work Statement for Year 5

FFY Grant: 2005

PHA FY: 10/1/04-9/30/05

NJ 30-8

Kennedy Tower

Replace Compactor

Upgrade Smoke Detectors

Upgrade Heating, Plumbing

and Cooling Systems

Construct Maintenance

Garage and Storage

Building

Site Improvements

Upgrade Fire Alarm System

Bathroom Renovations

Total CFP Funds (Est.)

\$ 479,900.

\$ 513,570

\$ 490,000

Total Replacement Housing Factor Funds

### Original 5-Year Plan

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name

**WEST NEW YORK HOUSING**

X Revision No. 1

### Original 5-Year Plan

Development

Number/Name/

HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 10/1/01-9/30/02	Work Statement for Year 3 FY Grant: 2003 PHA FY: 10/1/02-9/30/03	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 10/1/03-9/30/04	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 10/1/04-9/30/05
HA Wide		Security Guards	Security Guards	Security Guards	Security Guards
HA Wide		Program Administration	Program Administration	Program Administration	Program Administration
HA Wide		Program Planning and Coordination	Program Planning and Coordination	Program Planning and Coordination	Program Planning and Coordination
HA Wide		A/E Service	A/E Services	A/E Services	A/E Services

Total CFP Funds (Est.)	\$ 243,905.	\$ 243,905	\$ 243,905	\$ 243,905
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Total Replacement Housing Factor Funds

GRAND TOTALS	\$1,732,233	\$1,732,233	\$1,732,233	\$1,732,233
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**Attachment E**

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages-Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2002 PHA FY: 10/1/01 - 9/30/02		Activities for Year: 3 FFY Grant: 2003 PHA FY: 10/1/02 - 9/30/03		
NJ 30-1 Palisade Gardens	Upgrade Heating and Cooling System	\$ 210,654.00	NJ 30-1 Palisades Gardens	Construct Additional Community Room Space Site Improvements	\$ 260,000.00 176,336.00
NJ 30-2 Parkeast Gardens	Upgrade Heating and Cooling System	307,074.00	NJ 30-2 Parkeast Gardens	Construct Garbage Container Structure	25,000.00
	Replace Emergency Generator	60,000.00		Upgrade Community Room Space	26,518.00
NJ 30-4 Pizzuto Bldg.	Install Stairwell Handrails	10,000.00	NJ 30-3 Sunshine Gardens	Replace Compactor	40,000.00
	Replace Main & Community Room Entry Ways	17,500.00		Renovate Storage Area	140,000.00
				Replace Building Exhaust Fan	5,000.00
NJ 30-5 McGowan Bldg.	Replace Corridor Handrails	6,000.00	NJ 30-5 McGowan Bldg.	Upgrade Heating and Cooling System	130,654.00
	Replace Stair Tower Doors	7,718.00		Install Closet Doors	24,500.00
				Replace Generator	80,000.00
				Site Improvements	15,000.00
NJ 30-6 Otis Gardens	Replace Stair Lighting	10,000.00	NJ 30-6 Otis Gardens	Replace Closet Doors	86,500.00
	Extend Maintenance Garage Space	30,000.00		Replace Maintenance Supply Lift	40,000.00
				Upgrade Plumbing, Heating and Cooling Systems	313,820.00
				Site Improvements	125,000.00

## Capital Fund Program Five-Year Action Plan Part II: Supporting Pages-Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2002 PHA FY: 10/1/01 - 9/30/02		Activities for Year: 3 FFY Grant: 2003 PHA FY: 10/1/02 - 9/30/03	
NJ 30-7 F.D.R. Bldg.	Replace Stairwell Doors Replace Roof Exhaust Fan Upgrade Heating and Cooling System	12,000.00 15,000.00 302,482.00	HA-Wide HA-Wide HA-Wide HA-Wide	75,000.00 60,000.00 20,160.00 88,745.00
NJ 30-8 Kennedy Tower	Replace Compactor Upgrade Smoke Detectors Upgrade Heating, Plumbing and Cooling Systems	40,000.00 39,200.00 400,700.00		
HA-Wide	Security Guards	75,000.00		
HA-Wide	Program Administration	60,000.00		
HA-Wide	Program Planning and Coordination	20,160.00		
HA-Wide	A/E Services	88,745.00		
<b>GRAND TOTAL</b>		<b>\$1,732,233.00</b>	<b>GRAND TOTAL</b>	<b>\$1,732,233.00</b>

## Capital Fund Program Five-Year Action Plan Part II: Supporting Pages-Work Activities

Activities for Year 1	Activities for Year: 4 FFY Grant: 2004 PHA FY: 10/1/03 - 9/30/04		Activities for Year: 5 FFY Grant: 2005 PHA FY: 10/1/04 - 9/30/05	
NJ 30-1 Palisade Gardens	Upgrade Fire Alarm System \$ 36,848.00		NJ 30-3 Sunshine Gardens	Upgrade Mechanical Systems \$ 308,656.00
NJ 30-2 Parkeast Gardens	Renovate Exterior Recreation Space 185,000.00 Upgrade Fire Alarm System 59,312.00		NJ 30-4 Pizzuto Bldg.	Upgrade Mechanical Systems 300,000.00
NJ 30-3 Sunshine Gardens	Site Improvements 280,000.00 Upgrade Fire Alarm System 57,908.00		NJ 30-5 McGowan Bldg.	Window Replacement 389,672.00
NJ 30-4 Pizzuto Bldg	Upgrade Fire Alarm System 57,440.00		NJ 30-8 Kennedy Tower	Bathroom Renovations 490,000.00
NJ 30-5 McGowan Bldg.	Upgrade Fire Alarm System 56,848.00		HA-Wide	Security Guards 75,000.00
NJ 30-6 Otis Gardens	Upgrade Fire Alarm System 56,332.00		HA-Wide	Program Administration 60,000.00
NJ 30-7 F.D.R. Bldg.	Upgrade Fire Alarm System 57,736.00 Site Improvements 127,334.00		HA-Wide	Program Planning and Coordination 20,160.00
NJ 30-8 Kennedy Tower	Construct Maintenance Garage And Storage Building 240,000.00 Upgrade Fire Alarm System 91,728.00 Site Improvements 181,842.00		HA-Wide	A/E Services 88,745.00

## Capital Fund Program Five-Year Action Plan Part II: Supporting Pages-Work Activities

Activities for Year 1	Activities for Year: 4 FFY Grant: 2004 PHA FY: 10/1/03 - 9/30/04		Activities for Year: 5 FFY Grant: 2005 PHA FY: 10/1/04 - 9/30/05	
HA-Wide	Security Guards	75,000.00		
HA-Wide	Program Administration	60,000.00		
HA-Wide	Program Planning and Coordination	20,160.00		
HA-Wide	A/E Services	88,745.00		
<b>GRAND TOTAL</b>		<b>\$ 1,732,233.00</b>	<b>GRAND TOTAL</b>	<b>\$ 1,732,233.00</b>

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages-Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2002 PHA FY:		Activities for Year: 3 FFY Grant: 2003 PHA FY:		
NJ 58-1A	Site Improvement, Phase I	62,500.00	NJ 58-1A	Site Improvement, Phase II	62,500.00
NJ 58-1A	Porches and Canopies, Phase I	137,000.00	NJ 58-1A	Porches and Canopies, Phase II	137,000.00
NJ 58-2	Site Improvement, Phase I	87,500.00	NJ 58-2	Site Improvements, Phase II	87,500.00
NJ 58-2	Porches and Canopies, Phase I	116,571.00	NJ 58-2	Porches and Canopies, Phase II	116,571.00
		403,571.00			403,571.00

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages-Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 2004 PHA FY:		Activities for Year: 5 FFY Grant: 2005 PHA FY:		
NJ 58-1A	Site Improvements, Phase III	62,500.00	NJ 58-1A	Site Improvements, Phase III	62,500.00
NJ 58-1A	Porches and Canopies, Phase III	137,000.00	NJ 58-1A	Porches and Canopies, Phase III	137,000.00
NJ 58-2	Site Improvements, Phase III	87,500.00	NJ 58-2	Site Improvements, Phase III	87,500.00
NJ 58-2	Porches and Canopies,	116,571.00	NJ 58-2	Porches and Canopies	116,571.00
		403,571.00			403,571.00

## Attachment F

### WEST NEW YORK RESIDENT ADVISORY BOARD

#### RECOMMENDATIONS:

Meeting Dates: May 17, 2001

#### Advisory Board Comments:

1. Residents expressed concern with recent mandate to allow for pets in public housing; residents are in favor of a restrictive pet policy.
2. Residents supported the proposed Five Year Action Plan with regard to Capital Improvements and Modernization and indicated that the funds were prudently allocated.
3. Residents were encouraged to learn that they would be more involved with the policies and planning of the Housing Authority.
4. Residents cited the need for continued security efforts pursuant to the PHDEP.

#### Authority's Response:

1. Authority has proposed adoption of a restrictive, but fair, Pet Policy. A separate meeting was held to discuss the Pet Policy and address Resident concerns.
2. Resident concerns were incorporated in the Five-Year Action Plan for Capital Improvements.
3. Authority will investigate methods by which to increase security at the various public housing sites. A follow-up Safety Plan has been developed in this regard.

**MINUTES: INITIAL RESIDENT ADVISORY BOARD MEETING  
APRIL 10, 2001 - 10:30 A.M.**

A public meeting of the residents of the West New York Housing Authority was held in the meeting room at the Main Office located at 6100 Adams Street, West New York, New Jersey, on TUESDAY, APRIL 10, 2001 at 11 A.M. to discuss the proposed Pet Policy applicable to all residents of the Housing Authority.

This meeting was conducted by Housing Authority Consultant, Richard Keefe. Also present was the Assistant Executive Director, Johanna De Flaviis and the Director of Re-development, Ricky Solares.

Mr. Keefe explained that all residents will have to abide by this Pet Policy after it is approved and adopted by this Authority. He further explained that if there is a tenant who does not abide by this Policy, the authority would have the authority to evict them from the premises, adding that this would be the only fair way to administer the policy.

Mr. Solares translated in Spanish all of Mr. Keefe's statements. Mr. Keefe proceed to explain each item in the policy and this was then translated by Mr. Solares. Please note that each tenant who was present had a copy of the proposed policy to review before the official meeting.

The comments/questions of the tenants were invited both in Spanish and in English. The main concern was the amount of the Security Deposit (\$300.) which many considered excessive. Mr. Keefe said he would take all concerns back to the Housing Authority Board for consideration.

The question was raised regarding disabled tenants and they were advised this would also be taken into consideration but state law requires medical proof of disability from a medical doctor.

Mr. Keefe assured the tenants that each tenant would receive a copy of the final Pet Policy as soon as it has been adopted.

**Attachment G  
Membership of Resident Advisory Board**

**Palisade Gardens**

Mr. Frank Beeg  
4911 Palisade Avenue

**Parkeast Gardens**

Mr. Thomas Loughran  
5806 Park Avenue

**Sunshine Gardens**

Mrs. Jacqueline Hernandez  
515-54th Street

Mrs. Linda Ball  
515-54th Street

**Pizzuto Building**

Mrs. Karen Pizzuto  
590-62nd Street

**Mc Gowan Building**

Mrs. Leonore Camacho  
6300 Adams Street

Mrs. Marta Tatulli  
6300 Adams Street

**Otis Gardens**

Mr. Peter Peterson

**F.D.R. Building**

Mrs. Luisa Seino

**Kennedy Tower**

Mrs. Henrietta Barron  
430-62nd Street

## **Attachment H**

### **Resident Membership on the PHA Governing Board**

The West New York Housing Authority is aware of the recently enacted HUD regulations requiring PHA's to include at least one resident on their governing board. The Authority currently has the following Resident on its Board of Commissioners:

Peter Peterson

Term: 12/15/99 to 10/20/04

Appointed by: Local Governing Body

**Attachment I**

**Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

**Deconcentration Policy for Covered Developments**

<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>
	<b>Deconcentration policy (if no explanation) [see step 5 at</b>	

**See Also pages 19 and 20 of this Plan.**

## **DECONCENTRATION POLICY**

It is the West New York Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bring higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting lists to reach other families with lower of high income. We will accomplish this in a uniform and non discriminatory manner.

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income residents will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of families on the applicable waiting list(s). Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to be implemented.

## **DECONCENTRATION INCENTIVES**

The Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner.

## **Attachment J**

### **CONSISTENCY WITH CONSOLIDATED PLAN**

The West New York Housing Authority's Agency Plan Is Consistent With the County's Consolidated Plan In That:

1. The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.
2. The Authority intends to make continued efforts to attract potential landlords to participate in Section 8 Program.
3. The Authority seeks to minimize public housing vacancies via effective maintenance and management policies.
4. The Authority seeks to renovate/modernize public housing sites.
5. The Authority seeks to continue and improve upon its efforts to assist residents in obtaining needed education, job training, and employment opportunities.

## Attachment K

### PHA CRITERIA FOR AMENDMENTS TO PLAN

Pursuant to applicable HUD regulations, a PHA may change or modify its Annual and Five-Year Plans and the policies described therein. However, any “significant amendment or modification” to the Annual Plan and any “substantial deviations” from the Five-Year Plan would require that the PHA submit a revised Plan that has met full public process requirements, including Resident Advisory Board review.

The West New York Housing Authority will consider the following to be “significant amendments or modifications”:

- \* changes to Rent or Admissions Policies or organization of the Waiting List;
- \* changes to Operations and Management Policies
- \* changes to Grievance Procedures
- \* additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund
- \* additions of new activities not included in the current PHDEP Plan
- \* any change with regard to Demolition or Disposition, Designation, Homeownership programs or Conversion activities.

The Hoboken Housing Authority will consider the following to constitute a “substantial deviation” from the Five-Year Plan:

- \* Any modification to the PHA’s mission statement or any substantial modification to the PHA’s goals and/or objectives.

An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered substantial deviations or significant amendments by the Authority.

## **Attachment L**

### **Summary of Pet Policy**

In accordance with the new HUD regulations, implementing Section 31 of the U.S. Housing Act of 1937, the West New York Housing Authority has adopted a formal Pet Policy permitting public housing residents in general occupancy developments to own pets. As expressed in the said Pet Policy, pet ownership is subject to the following "reasonable requirements":

1. Limitations on the size of the pet and the number of pets permitted in a given unit
2. Issuance of Pet Permit and payment of fee
3. Procurement of Insurance policy for liability and property damage
4. Registration of pet with municipality
5. Posting of security deposit for damage done by pet to apartment
6. Inspection of apartment, upon notice, to ensure compliance

## **Attachment M**

### **IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENT**

Pursuant to Section 12(c) of the U.S. Housing act of 1937, each adult resident of public housing must participate in eight (8) hours of community service and/or economic self-sufficiency activities per month, unless they meet the criteria for an exemption. In response to the implementation of Section 12(c) West New York Housing Authority will take the following administrative steps:

1. The Housing Authority's Admissions and Occupancy Policy shall include its full policy on community service requirement.
2. The Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement. The Housing Authority shall notify in writing such family members of the community service requirement and of the categories of individuals who are exempt from the requirement.
3. The Housing Authority will coordinate with social service agencies, local schools, and the appropriate Human Resources Office in identifying a list of volunteer community service programs.
4. The Housing Authority will assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family members as needed to best encourage compliance.

**Attachment N**

**Public Housing Drug Elimination Program Plan**

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with

**Annual PHDEP Plan Table of Contents:**

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

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$175,669**

**B. Eligibility type (Indicate with an "x")** N1 \_\_\_\_\_ N2 \_\_\_\_\_ R X

**C. FFY in which funding is requested 2001**

**D. Executive Summary of Annual PHDEP Plan**

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

**See Attachment I**

**E. Target Areas**

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
See Attachment II		

**F. Duration of Program**

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

**6 Months** \_\_\_\_\_ **12 Months** X **18 Months** \_\_\_\_\_ **24 Months** \_\_\_\_\_ **Other** \_\_\_\_\_

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year)

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1996	250,000	NJ39DEP0300196	0	n/a	Complete
FY 1997	211,800	NJ39DEP0300197	0	n/a	Complete
FY 1998	212,400	NJ39DEP0300198	0	n/a	Complete
FY 1999	157,257	NJ39DEP0300199	0	n/a	Complete
FY 2000	163,894	NJ39DEP0300100	\$96,000	n/a	12/21/01

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

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

**B. PHDEP Budget Summary**

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

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	132,420
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	15,253
9170 - Drug Intervention	

9180 - Drug Treatment	
9190 - Other Program Costs	27,996
<b>TOTAL PHDEP FUNDING</b>	<b>175,669</b>

### F. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as needed to describe each activity (rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any

<b>9110 - Reimbursement of Law Enforcement - N/A</b>								<b>Total PHDEP Funding: \$</b>	
Goal(s) column. Tables for line items in which the PHA has no planned goals or activities may be deleted.									
Objectives									
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators		
1.									
2.									
3.									

<b>9120 - Security Personnel</b>								<b>Total PHDEP Funding: \$ 132,420</b>	
Goal(s) Reduce drug-related crime and activity via utilization of security personnel									
Objectives Physical presence on-site to deter and report on all drug-related crime and activity									
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators		
1. Security Patrols			12/22/01	12/21/02	132,420	0	Tracking of reported crime incidents		
2.									
3.									

<b>9130 - Employment of Investigators N/A</b>								<b>Total PHDEP Funding: \$</b>	
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Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol N/A</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$28,497</b>		
Goal(s)	Reduce drug-related activity and offer positive alternatives to same						
Objectives	Coordinate diversity of programs geared towards drug awareness and prevention						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Employment of Drug-Prevention Assistants	120	600	12/22/01	12/21/02	15,253	0	On-site coordination and reports
2.							
3.							

<b>9170 - Drug Intervention N/A</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment N/A</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							

3.							
----	--	--	--	--	--	--	--

<b>9190 - Other Program Costs</b>						<b>Total PHDEP Funds: \$27,996</b>	
Goal(s)		Employment of PHDEP Coordinator					
Objectives		Effective administration PHDEP drug prevention and intervention activities					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.PHDEP Coordinator			12/22/01	12/21/02	27,996	0	Personnel performance evaluation
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

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

Budget Line Item #	25 % Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50 % Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	33,105	33,105	66,210	132,420
9130				
9140				
9150				
9160	3,813	3,813	7,627	15,253
9170				
9180				
9190	6,999	6,999	13,998	27,996
<b>TOTAL</b>		\$43,917		\$175,669

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**Section 4: Certifications**

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

## **ATTACHMENT I: EXECUTIVE SUMMARY OF ANNUAL PHDEP PLAN**

The West New York Housing Authority is requesting a total grant of \$175,669 under our FY 2001 PHDEP application for continued implementation of a Comprehensive Drug Elimination Program within our eight (8) housing development areas (containing a total of 708 eligible dwelling units).

The Housing Authority of West New York will continue to use a comprehensive security and preventive based approach to attack drug-related crime problems. We plan to continue to use private security patrols to secure our housing developments. We plan to continue our Drug Prevention activities and Drug Awareness Education Programming. We will continue to emphasize training and employment of residents and provision of community space for resident education under our Drug Prevention Program.

**WEST NEW YORK HOUSING AUTHORITY  
ATTACHMENT II: DRUG ELIMINATION PROGRAM**

Housing Development Name	Housing Development Number	Total Dwelling Units	Total Population to be served
Palisade Gardens	30-1	36	154
Parkeast Gardens	30-2	84	346
Sunshine Gardens	30-3	81	336
Pizzuto Building	30-4	80	200
McGowan Building	30-5	36	37
Otis Gardens	30-6	99	101
F.D.R. Building	30-7	102	107
Kennedy Tower	30-8	196	201
(Total)		714	1,482

\* Note: There are 708 eligible dwelling units for purpose of PHDEP funding

**WEST NEW YORK HOUSING AUTHORITY  
ATTACHMENT III**

The West New York Housing Authority's broad goals and objectives are:

1. To reduce the reported number of crime incidents in and around the targeted Public Housing Developments through the provision of continued security patrols assisted by community policing efforts;
2. To increase resident awareness of drug-related criminal activity by increasing resident participation in drug prevention education sessions;
3. To increase public housing youth participation in our computer learning center activities, and other educational job training, and job opportunity program efforts.

The above stated goals for plan activities are in accord with our program objectives which are:

1. Establishment of increased visible security;
2. Reduction of crime incidents in and around the targeted areas;
3. Development of a drug education and prevention program which promotes ongoing awareness among public housing youth, actively alters the environment factors that contribute to participation in drug use and associated criminal activity, and provides education, training and job opportunities for residents;
4. Increase the number of arrests associated with drug-related crime;
5. Restore a sense of security and peace of mind to public housing residents, especially members of the senior community, women and young children;
6. Improve relations between the public housing community, the West New York Police Department, fostering cooperation, trust and greater personal contact; and
7. Offer positive life alternatives to resident teens through education, recreation, and drug awareness workshops.

**WEST NEW YORK HOUSING AUTHORITY  
2001 Drug Elimination Program Budget**

<b>BUDGET LINE ITEM NO.</b>	<b>ACTIVITIES APPROVED</b>	<b>FUNDS APPROVED</b>
9110	Reimbursement of Law Enforcement	\$
9115	Special Initiative	\$
9116	Reprogrammed Funds	\$
9120	Employment of Security Personnel	\$ 132,420.
9130	Employment of Investigators	\$
9140	Voluntary Tenant Patrol	\$
9150	Physical Improvements	\$
9160	Drug Prevention	\$ 15,253.
9170	Drug Intervention	\$
9180	Drug Treatment	\$
9190	Other Program Cost	\$ <u>27,996.</u>
	<b>Total Approved Amount</b>	<b>\$ 175,669.</b>

**Attachment O**

**ATTACHMENT TO FY 2001 PHA ANNUAL PLAN**

**HOUSING AUTHORITY OF THE TOWN OF  
WEST NEW YORK  
RESIDENT SURVEY FOLLOW-UP PLAN - SAFETY SECTION**

The following corrective action will be taken to address problem areas identified by the aggregate results of our first annual Resident Service and Satisfaction Survey-Safety Section:

The West New York Housing Authority (WNYHA) administers an ongoing Public Housing Drug Elimination Program (PHDEP). Under such program we use a comprehensive security and preventive based approach to attack drug-related crime and other types of crime in our Public Housing developments, and to improve the overall living environment within such areas.

We will continue using private security patrols and Community Policing patrols to assure the safety of residents in our housing developments. In addition, we will continue our on-site drug prevention activities and drug awareness education programming. We will also continue emphasizing training and employment of residents and the provision of community space for resident educational, training, social and recreational activities.

Our private security guard patrols have proven effective in deterring drug-related crime in an around our targeted housing developments.

Our on-site Drug Prevention Program is designed to provide public housing youths (including young adults) with alternatives to involvement in drug-related behavior. The results of this program have been most positive.

The effectiveness of our community policing efforts in controlling drug related crime in the targeted areas is evidenced by the decrease in crime therein over the past three years. The community Policing Patrols are being provided by the West New York Police Department on the peripheries of all of our public housing developments. This police presence serves as a major deterrent to drug-related criminal activity in the targeted areas. The Community Policing Patrols are coordinated with and enhance the Housing Authority's security patrols.

In addition to said community policy patrols, the West New York Police Department (WNYPD) will also continue to supply the Authority's residents with vehicular patrols on the peripheries of the housing developments, investigative services; undercover operations, and response to calls for policy services as a result of illegal activity, real or apparent; juvenile aid services; on-site

drug awareness and crime prevention educational services, provision of necessary assistance to the Authority in the enforcement of its "One Strike and You're Out Policy" and provision of assistance to Crime Watch Program groups.

Drug Awareness And Crime Prevention Educational Services are provided as part of the Authority's Drug Prevention Program and, as such are coordinated with and enhance the Authority's Drug Prevention efforts.

The security guard patrols will continue their coordination with the West New York Police Department with regard to reporting observed drug and other criminal activity within the targeted housing developments.

In addition to security patrol services, the private security guards will also continue to provide guard services at building entrances, including checking the ID's of person seeking to enter the premises.

The goals of the security patrol are as follows:

- \* To increase the resident's perception of personal safety
- \* To deliver Security Services consistent with the needs of the community
- \* To identify and report crime and disorder problems to the WNYPD
- \* To engage the Community in priority setting and eliminate citizen apathy in report crimes and disorders to the Police.
- \* To assist the Authority in the enforcement of its "One Strike You're Out Policy".
- \* To increase protection and services to residents, especially women, children, and the elderly.

Our Drug Prevention Program is designed to provide activities which serve as alternatives to involvement in drug-related activity and to educate our residents about the damaging effects of drug abuse. The activities under this program will include the continued use of family sites for career counseling, job training and job opportunity referral service, provided in cooperation with the County of Hudson JPPA and Welfare Work programs and the State of New Jersey Unemployment Division, continuation of ESL classes at all of our housing sites; continuation of parenting workshops at family sites; continuation of recreation and cultural activities provided in cooperation with the Board of Education and Recreation Department of West New York, and

continued referral of young people in need of drug counseling services, and/or drug rehabilitation treatment, to agencies and organizations which provide such services.

Our Drug Prevention Program services will continue to include the provision of necessary assistance to young people in identifying needs, resolving problems/conflicts, establishing meaningful goals and objectives, enhancing their positive self-esteem, and developing healthy and productive relationships with family, peers, and the community in general.

The development of peer leadership skills will continue to be a component of the youth related services provided under our Drug Prevention Program.

Although the bulk of the activities under the Drug Prevention Program are designed to meet the needs of young people, many of the activities are also of interest to adults and will continue to be offered to them, i.e., career counseling, job training and job opportunities; drug awareness education; and referral services, with regard to drug counseling and rehabilitation/treatment services.

A Drug-Awareness and prevention educational component will continue to be included as part of each of the Drug Prevention Program activities.

Drug awareness and prevention sessions will be held at all of the Housing Projects, including senior citizen developments.

Our Resident Services Coordinator will continue to develop support groups of parents for the purpose of engaging them, along with the young people, identifying and changing the factors present in public housing that lead to drug-related problems, addressing the causes and effects of illegal drug usage and assisting them in making informed decisions regarding drug use and the dangers associated with the same. They will be assisted by Drug Education Professionals from West New York Alliance, West New York Policy Department and the West New York Outreach Program. The Drug Prevention Program Staff will assist the parents involved in the aforesaid support groups in the development of affective parenting skills.

Drug education and other Program information will be distributed as meetings, workshops and other resident gatherings.

Our Resident Services Coordinator will work closely with the Hudson County Office of Employment and Training, with regard to the provision of Career Counseling, Job Training, and Job Opportunity Services, and also with the West New York Alliance and the West New York Outreach Program, with regard to the provision of Drug Awareness Education and Drug-related Counseling and Referral Services.

A large portion of Housing Authority residents are currently on public assistance. The Authority plans to expand its efforts to assist these residents in accessing education, employment and training opportunities. In addition to the activities mentioned above, our Resident Services Coordinator is currently in the process of developing working relationship with relevant service providers. Positive relations have already been established with the Board of Education and other municipal agencies. Additional relationships are being established with the following: the Hudson County Vocational School, the Job Training Partnership Act Administrator, Hudson County Community College, Work First New Jersey (TANF) and local employers.

The Authority operates a computer learning and community center, this center is located at our Pizzuto Building family site. The emphasis Community Center at our Computer Learning and will continue to be resident education, job training, and provision of employment opportunities.

The Authority's resident job training and employment activities will be coordinated, with empowerment, self-sufficiency and welfare to work efforts and reforms. Job training components offered under the Authority's Drug Prevention Program will provide Housing Authority residents with the opportunity to interact directly with private sector businesses, thereby increasing their job placement opportunities and providing tangible benefits to the targeted population and the community as a whole. Persons residing in the Authority's housing developments and having substantial ownership of their businesses will also be able to avail themselves of job training offered under Authority's Drug Prevention Program.

Our Drug Elimination Program/Security Coordinator will continue to promote Tenant Workshops; act as an intermediary between Tenants, Housing Authority staff, and police and Security Forces, assist in eviction of residents involved with drugs; disseminate Program-related information materials; provide necessary assistance to residents in implementation of their Crime Watch Activities; train and supervise Security patrols; compile crime statistics for evaluation purposes, and monitoring Drug Elimination Program Activities.

The West New York Park Police Department will continue to be responsible for tracking crime in our Public Housing developments. They will collect, maintain, and provide crime statistics for reporting and planning purposes. Crime reduction in public housing will continue to be analyzed and evaluated on a comparison of statistics provided to us by the WNYPD on the following:

#### Part 1 Crime Statistics

- |            |           |
|------------|-----------|
| * Murder   | * Rape    |
| * Robbery  | * Assault |
| * Burglary | * Larceny |

- \* Motor Vehicle Theft
- \* Arson
- \* Domestic Violence

## Part 2 Crime Statistics - Narcotics

### Narcotics

- \* Possession
- \* Distribution/Manufacture
- \* Criminal Mischief
- \* Weapons Violations
- \* Trespassing

In addition to crime statistics, the Authority will also maintain, analyze and evaluate the following information:

- \* Calls for service
- \* Resident Survey Data
- \* Vandalism
- \* Number of Evictions for drug-related activity
- \* Number of applicants screened out for drug-related activity

The following considerations will be included as part of our evaluation process:

1. If narcotics violations go up or down, does it mean that (1) the problem is being reduced or (2) enforcement has lessened or increased or (3) the dealers/users have become more cautious (gone indoors, etc.)
2. Does an increase in calls for service mean that (1) the problems have increased or (2) residents have a better rapport with the police.
3. Is there any change in the type of drugs confiscated?
4. Do increases or decreases in domestic violence reflect (1) increased substance abuse or (2) increased reporting and police response.
5. What are the age and gender statistics for narcotics violations?

6. Is violent crime increasing or decreasing? Is the change due to increasing crime, increased deterrence, increased apprehension, etc.

We will continue to develop information on PHDEP solutions and outcomes through the joint and coordinated efforts of our Drug Elimination Work Team, such team consists of representatives of the Housing Authority's Tenant Associations, the Authority's Executive Director, its Drug Elimination and Security Coordinator, Resident Services Coordinator, and the Authority's Managerial Staff, the WNY Chief of Policy, representatives of youth service providers, including the Town's Recreation Director, WNYPAL, WNY Alliance, WNY Outreach Program, a representative of the Hudson County Office of Employment and Training, and other concerned community organizations.

The work team will meet at least three times during the year to review, analyze, and evaluate all compiled statistics, program compiled surveys, and other relevant program data/information, and to determine and effectuate needed program changes to ensure that the applicant's drug elimination strategies adequately address problems specific to the targeted housing developments and surrounding areas.

Additional meeting of the Work Team will be held on an as-needed basis to address problem areas.

Work Team finding will be incorporated into the PHDEP reports; and copies will be disseminated to all concerned parties, including the WNYPD, other governmental agencies, etc.

In addition to the above components, the Authority's comprehensive anti-crime strategy will also include the continued administration of our screening, leasing and eviction policies, in accord with the Authority's "One Strike and You're Out" Policy.

The Housing Authority's "One Strike and You're Out" Policy and our new Admission Policy, Dwelling Lease and Applicant Screening and Eviction Procedures are designed to assure the rejection of applicants for admission to public housing who have a history of drug abuse or other involvement in drug-related criminal activity, and to provide for the eviction of existing residents found to be involved in such activity.

The screening procedures include review of police records to determine the existence of drug-related or other criminal history; if same is found, admission is denied. As a condition of application, all applicants are required to sign a form giving the Housing Authority expressed approval to do a police background check on the adult members of their households.

The Housing Authority has entered into a collaborative relationship with the New Jersey State Police regarding access to criminal conviction records of applicants to determine their suitability for residency in public housing. The Authority is currently in the process of obtaining approval to access FBI Criminal history records.

The Housing Authority also reviews police files on a periodic basis to determine if any of its existing tenants have criminal histories. If any members of a resident household is found to be engaged in criminal activity, including drug-related activity upon or near public housing, eviction proceedings are instituted immediately, in accord with the applicable provisions of the dwelling lease.

The Authority will continue to serve notice on all of its employees regarding the prohibitions under its Drug-Free Workplace Policy, specifying the actions that will be taken against employees for violation of such prohibitions.

The Authority will continue to maintain a strong on-site management presence. The Authority views such presence as a critical element in preventing drug addicts from entering vacant units and damaging them, thereby increasing the turnaround time on same. Authority management personnel walk the project sites on a daily basis. While doing so they check to see that vacant units are properly secured and take appropriate action where same is found not to be the case, i.e., have maintenance secure the unit and where applicable have police remove unauthorized occupants.

Housing Managers oversee the selection of new residents and perform home visits and inspections. While making home inspections they observe activities and make note of problems as well as opportunities, to reward desirable behavior. They work closely with the Tenants Associations and involve them in management decisions related to the development of management policies and procedures that affect them directly. They assist residents in the development of community partnerships involving, among others the Policy Department, Social, Health, and other resident services agencies. They refer residents in need of human services to the appropriate service agencies and are involved along with Tenant Association representatives, in the planning, development, implementation and monitoring of resident service programs, projects, and activities, including the PHDEP and CGP programs.

Our managers will continue to communicate clear expectations and consequences to residents concerning:  
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The Authority's comprehensive strategy for eliminating drug-related crime and associated problems within its targeted housing developments, also include the following additional components/activities:

1. The applicant repaired/replaced security fencing within its housing developments and installed burglar-proof door locks and bolts therein with HUD CGP funds.
2. The applicant installed video controlled entry doors, within its senior citizen housing with state grant funds.

West New York Housing Authority residents and their Tenant Associations played a key role in planning, designing, and developing the West New York Housing Authority Drug Elimination Strategy and will continue to play an active role in implementing/carrying out same. Resident leaders serve as members of the Authority's Drug Elimination

Work Team, along with the Authority's Executive Director, its Drug Elimination Program Coordinator and managerial support staff, the Town's Chief of Police, representatives of your service providers, West New York Alliance, WNY Outreach Program, and the WNYPAL, a representative of Hudson County Office of Employment and Training, and other community representation.

The components of the Drug Elimination Strategy set forth in this application were developed by the Housing Authority in close cooperation with all members of the Drug Elimination Work Team. The work group was responsible for providing input and other necessary assistance with regard to: a) collection, compilation, and interpretation of demographic data, crime statistics, and other information concerning drug-related crime and associated problems; b) identification of drug-related crime and associated problems within targeted areas; c) assessment and prioritization of resident needs for services and resources adequate to address drug-related crime; d) review of the Housing Authority management practices and determination of needed changes to ensure that these practices adequately address drug-related crime and associated problems; e) evaluation of the drug elimination strategy of the Housing Authority and local law enforcement agency, and determination of needed changes to ensure that such strategies adequately address drug-related problems specific to the targeted housing developments; f) defining drug elimination goals; and g) developing a comprehensive action plan for the public housing community.

The Drug Elimination Work Team with the assistance of the resident leaders, surveyed residents of the targeted areas and the Housing Authority staff personnel to obtain their views regarding problems and needs within the targeted housing developments, and conducted on-site interviews to gather additional information regarding resident perceptions of drug-related crime and associated problems within their neighborhoods. The response to the aforesaid surveys and interviews were given due consideration in the development of the components for our Drug Elimination Strategy.

Residents and other Work Team members are directly involved in the implementation monitoring and evaluation process under our Drug Elimination Program. Residents are encouraged on an ongoing basis to provide feedback on their perceptions regarding the successes, failures, weaknesses of our drug elimination strategies. This feedback is considered in the process of designing changes in our Drug Elimination Action Plan.

Residents and their Tenant's Associations have been and will continue to be heavily involved in those areas related to needed physical improvements, neighborhood crime watch activities, provision of needed service programs and activities for young people, provision of employment services for unemployed residents/community relations and operations of the Drug Prevention Program.

Residents will be surveyed and periodically on a random basis, to determine whether or not they feel that Plan objectives and goals are being met.

**Attachment P**

**ATTACHMENT TO FY 2001 PHA ANNUAL PLAN**

**HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK  
RESIDENT SURVEY FOLLOW-UP PLAN NEIGHBORHOOD APPEARANCE SECTION**

The following correction action will be taken to address problem areas identified by the aggregate results of our first annual Resident Services and Satisfaction Survey Neighborhood Appearance Section:

**DEVELOPMENT OF PROPERTY MAINTENANCE PERFORMANCE STANDARDS AND GOALS**

The Maintenance Department of the Housing Authority is responsible for managing the function in the most cost effective manner possible while maximizing the useful life of the Authority properties and providing the best service to the Authority residents.

Our Director of Maintenance has been assigned the task of establishing measures that will allow the effectiveness of maintenance systems and activities to be properly evaluated. In establishing these standards the Authority will take into consideration certain factors:

1. Local housing codes.
2. HUD Housing Quality Standards.
3. Public Housing Assessment System (PHAS) standards.
4. Housing Authority Collective bargaining agreements, and
5. Housing job descriptions.

These standards and the goals established with regard to same will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

**INSPECTION PROGRAM**

The Housing Authority's goals of efficiency and cost-effectiveness are to be achieved through a carefully designed and rigorously implemented inspection program. This program calls for the inspection of all areas of the Authority's facilities- the dwelling units, the grounds and building exteriors, and major service systems.

**A. Dwelling Unit Inspections**

- \* To assure that all dwelling units comply with standards set by HUD and local codes; and
- \* To assure that the staff of the Housing Authority knows at all times the condition of each unit for which it is responsible.

The achievement of these goals may require more than the annual HUD required inspection. Our Director of Maintenance in cooperation with our Housing Inspector, is responsible for developing a unit inspection program that

schedules inspections at the frequency required.

For all non-emergency inspections, the Resident will be given at least two (2) days written notice of the inspection.

Our Housing Inspector will continue to perform the unit inspection program of the Authority in cooperation with Maintenance Department staff personnel. During each inspection, the maintenance staff will perform specified preventive and routine maintenance tasks. Any other work items will be converted to a work order within twenty-four hours of the completion of the inspection. The maintenance staff will endeavor to complete all inspection-generated work items within 30 days of the inspection.

The Housing Inspector and the staff are responsible for monitoring the condition of dwelling units. Whenever a maintenance staff member enters a dwelling unit for any purpose, such as completing a resident request for service or accompanying a contractor, he or she will record on an inspection form any required work he or she sees while in the apartment. The work items shall also be converted to a service request within twenty-four hours of delivery.

## 2. Building and Grounds Inspections

Regular inspections of the grounds and building exterior are required to maintain the curb appeal of the property. This curb appeal is required to maintain the attractiveness of the property for both current and prospective residents.

Our inspection procedures specify the desired condition of the areas to be inspected. This defined condition includes HUD and locally required standards, and the existence of these standards do not and shall not prevent the Housing Authority from setting a higher standard that will make the property more competitive in the local market.

Building and grounds inspections cover these areas:

1. Hallways
2. Stairwells
3. Community room and other common space such as kitchens or public restrooms.
4. Laundry facilities
5. Lobbies
6. Common entries
7. Basements
8. Grounds
9. Porches or patios
10. Parking lots
11. Sidewalks and fences
12. Lawns, shrubs and trees
13. Trash compactors or collection areas, including check for pick-up of large items for disposal (on an as needed basis)
14. Building foundations
15. Graffiti (removal is required within 24 hours)

An inspection form has been developed for common areas and building exteriors and grounds. The staff member responsible for the inspection notes all deficiencies on the form and ensures that these deficiencies are recorded on a work order within twenty-four hours of the inspections. The Housing Authority will complete all inspection-generated work items within thirty (30) days of the inspection.

Housing Authority staff members shall also report any needed work that they see in the regular course of their daily

activities.

### 3. Systems Inspection

The regular inspection of all major systems is fundamental to a sound maintenance program. Our major systems inspection program overlaps with the preventive maintenance program in some areas. To the extent that inspections, in addition to those required for scheduled service intervals, are needed, they will be apart of the inspection schedule. Any work items identified during an inspection will be converted to a work order within twenty-four hours and are to be completed within thirty (30) days.

#### D. Landscaping and grounds

The Housing Authority has developed a routine maintenance schedule for the maintenance of the landscaping and grounds of our properties that is designed to ensure their continuing attractiveness and marketability.

Routine grounds maintenance includes numerous activities:

1. Litter control
2. Lawn care
3. Maintenance of driveways, sidewalks and parking lots.
4. Care of flower beds and shrubbery and trees
5. Maintenance of playgrounds, benches and fences
6. Snow removal (when required)

Our Director of Maintenance is responsible for implementation and supervision of our routine maintenance tasks under the Authority's maintenance plan which includes:

1. Clearly articulated standards of appearance for the grounds that acknowledges but is not limited to HUD and local code standards;
2. A list of tasks that are required to maintain the standard and the frequency with which tasks must be performed;
3. The equipment, materials, and supplies required to perform the tasks and a schedule of their procurement; and
4. A separate snow removal plan, including a schedule for preparing equipment for the season and the procurement of other necessary materials and supplies.

### 5. Building Exteriors and Interior Common Areas

The appearance of the outside of the Authority buildings as well as their common areas is important to their marketability. Therefore, the Housing Authority has established a routine maintenance schedule to ensure that they are always maintained in good condition. The components to be maintained include:

1. Lobbies
2. Hallways and stairwells
3. Elevators
4. Public restrooms
5. Lighting fixtures
6. Common rooms and community spaces
7. Exterior porches and railings
8. Building walls
9. Windows

Our Director of Maintenance has developed a routine maintenance schedule for building exterior and interior common areas. The schedule is based on the following:

1. A clearly articulated standard of appearance for the building.
2. A list of tasks required to maintain that standard
3. The frequency with which the tasks must be performed.
4. A list of materials, equipment and supplies required to perform the tasks.

6. Interior Painting

The appearance and condition of the paint request. These standards include the period of time that has elapsed since the last time the unit was painted. Alternatives for performance of work are included, including the conditions under which a resident will be allowed to paint his or her own unit.

### **CONTRACTING FOR SERVICES**

The Housing Authority will continue to contract for maintenance services when it is in the best interests of the Authority to do so. When the employees of the Authority have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When the employees of the Authority have the skills to do the work required, but there is more work than there is time available to complete it, the Housing Authority will determine whether it is more cost effective to use a contractor to complete the work. If the Authority staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the Authority will decide whether it will be cost effective to train a staff member to complete the work.

Once the decision has been made to hire a contractor, the process set out in the Housing Authority Procurement Policy will be used. Our Director of Maintenance will work with the Procurement Department to facilitate the

contract award. The Director will be responsible for the contributions of the Maintenance Department to this process. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications the easier it will be for the Authority to get the work product it requires.

### **PREPARATION OF VACANT UNITS FOR REOCCUPANCY**

It is the policy of the Housing Authority to reoccupy vacant units as soon as possible. The policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.

The maintenance procedure for re-occupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit.

Our Director of Maintenance has been assigned the task of developing and implementing a system that ensures an average turn-around time of seven (7) calendar days. He has been directed to develop and implement a system that can perform the following tasks:

1. Forecast unit preparation needs based on prior years' experience;
2. Estimate both the number of units to be prepared and the number of hours it will take to prepare them; and
3. Control work assignments to ensure prompt completion.

Our Director of Maintenance has been given the authority to create special teams for vacancy turnaround or to hire contractors when that is required to maintain Authority goals.

Our Director of Maintenance shall be responsible for maintaining a monthly register of vacancies to help trace each unit that becomes vacant and to provide milestone data about occupancy, cost and maintenance requirements. The key maintenance milestones shall include the date tenants move out, the date the Maintenance Department is notified of the vacancy, the date the unit is inspected, the date maintenance work is commenced on the unit, and the date a new lease is signed for the unit. A review of the ledger will let the Executive Director and Housing Manager know at a glance whether excessive vacancy losses reflect a maintenance problem or an administrative program. The ledger will serve as a convenient reference document for obtaining information on the number of units being worked on, the status of such work, and the turnaround time required for all units completed that month.

### **PEST CONTROL EXTERMINATION**

The Housing Authority recognizes the importance of pest and vermin control in providing a living environment of adequate health and safety for its residents. To achieve this control the Authority has adopted the following pest control policy that will be implemented by our Director of Maintenance:

The Housing Authority will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

Our Director of Maintenance will determine the most cost-effective way of delivering the treatments whether by contractor or licensed Authority personnel.

The extermination plan will begin with an analysis of the current condition at each property. Our Director of Maintenance will make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention will be paid to cockroaches. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

Resident cooperation with the exterminating plan is essential. All apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bi-lingual to properly notify the resident population.

### **HOUSEKEEPING STANDARD HOUSE RULES**

In our effort to improve the livability and conditions of Housing Authority property, we have established the following uniform standards for resident maintenance.

#### **STANDARD FOR UNIT HOUSEKEEPING -**

1. General
  1. Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
  2. Floors: should be clean, clear, drug and free of hazards
  3. Ceilings: should be clean and free of cobwebs
  4. Windows: should be clean and not nailed shut. Shades should be intact.
  5. Woodwork: should be clean, free of dust, gouges, or scratches.
  6. Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
  7. Heating unit: should be dusted and access uncluttered.
  8. Trash: should be disposed of properly and not left in the dwelling unit.
  9. Entire dwelling units should be free of rodent or insect infestation.
2. Kitchen -
  1. Stove: should be clean and free of food and grease.
  2. Refrigerator: should be clean. Freezer door should close properly and freezer should have no more than one inch of ice.
  3. Cabinets: should be clean and neat. Cabinet surfaces and counter tops should be free of grease and

- 4. spilled food.
  - 4. Exhaust Fan: should be free of grease and dust.
  - 5. Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
  - 6. Food storage areas: should be neat and clean without spilled food.
  - 7. Trash/garbage: should be stored in covered contained until removed to the disposal area.
3. Bathroom -
- 1. Toilet and tank: should be clean and odor free.
  - 2. Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
  - 3. Lavatory: should be clean.
  - 4. Floor: should be clean and dry.
4. Storage -
- 1. Linen closet: should be neat and clean.
  - 2. Other closets: should be neat and clean. No highly flammable materials should be stored in dwelling unit.
  - 3. Other storage areas: should be clean, neat and free of hazards.

**STANDARDS FOR BUILDING AND GROUNDS MAINTENANCE:**

- 1. The following standards apply only when area noted is for the exclusive use of residents:
  - 1. Yards: should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti.
  - 2. Porches (front and rear) should be clean and free of hazards. Any items stored on the porch shall not impede access to the dwelling unit.
  - 3. Steps (front and rear) should be clean and free of hazards.
  - 4. Sidewalks: should be clean and free of hazards.
  - 5. Storm doors: should be clean, with glass and screens intact.
  - 6. Parking lot: should be free of abandoned cars. There should be no car repairs in the lots.
  - 7. Hallways: should be clean and free of hazards.

8. Stairwells: should be clean and uncluttered.
9. Laundry areas: should be clean and neat. Remove lint from dryers after use.
10. Utility room: should be free of debris, motor vehicle parts, and flammable materials.