

Watertown Housing Authority
Watertown, New York 13601

Watertown Housing Authority Plans

Annual Plan for Fiscal Year 2001

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

PHA Plan Agency Identification

PHA Name: Watertown Housing Authority

PHA Number: ny010v02

PHA Fiscal Year Beginning: 01/2001

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)

**Annual PHA Plan
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

i. Annual Plan Type:

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Not Required (Notice PIH 99-51 (HA) Paragraph III D.)

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Table of Contents

Annual Plan	<u>Page #</u>
i. Executive Summary (Not required Notice PIH 99-51)	
ii. Table of Contents	
1. Housing Needs	5
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	20
5. Operations and Management Policies	24
6. Grievance Procedures	25
7. Capital Improvement Needs	25
8. Demolition and Disposition	27
9. Designation of Housing	28
10. Conversions of Public Housing	29
11. Homeownership	31
12. Community Service Programs	32
13. Crime and Safety	35
14. Pets	36
15. Civil Rights Certifications (included with PHA Plan Certifications)	37
16. Audit	37
17. Asset Management	38
18. Other Information	38

Attachments

Required Attachments:

- Attachment A - Admissions Policy for Deconcentration
- Attachment B - FY 2001 Capital Fund Program Annual Statement
- Attachment C – The Assessment of Site-Based Waiting List Development Demographic Changes
- Attachment D – Progress in meeting WHA Mission and Goals
- Attachment E - Resident Member of the WHA Governing Board
- Attachment F - Membership of the Resident Advisory Board

Optional Attachments:

- PHA Management Organizational Chart
- Attachment G - FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment H - Comments of Resident Advisory Board or Boards

Other: Attachment I - Implementation of Public Housing Resident Community Service Requirements

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	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.	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
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable/ On Display	Supporting Document	Applicable Plan Component
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable/ On Display	Supporting Document	Applicable Plan Component
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Criminal Trespass Policy	Annual Plan: Safety and Crime Prevention

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: The population in the jurisdiction area increased 2% since 1990. While the Median Family Income for the area increased 19% from 1990 to 2000, the percentage of the population at the poverty level also increased (1.4%). The fastest growing segment of the population is age group 75+ who tend to be more female and poorer as they age. Based on this data and the economic and demographic projections used by the Jefferson County Department of Planning, the household segmentations identified in the 1996 Consortium Plan remain valid for 2001. Shown in the table below are the estimated number of families that have housing needs and an assessment of the impact of a series of characteristics on the housing needs for each family type using the following scale: 1 = no impact to 5 = severe impact.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of MFI	4,160	5	4	4	1	2	2
Income >30% but <=50% of MFI	4,610	4	3	3	1	2	2
Income >50% but <80% of MFI	7,220	2	1	1	1	1	1
Elderly	4485	4	3	3	3	2	2
Families with Disabilities	350	5	4	4	4	2	2
White	15,398	4	3	3	1	1	1
Black	288	4	3	3	1	1	1
Hispanic	144	4	3	3	1	1	1
Native American	96	4	3	3	1	1	1

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Asian/Pacific Is	64	4	3	3	1	1	1

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: 1996 Updated 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 2000
- Other sources: (list and indicate year of information)

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

Extrapolation of the data in Paragraph 1A. above would indicate the need for a waiting list at most if not all of the Watertown Public Housing seven sites. This is not the case. There is no waiting list at any of the sites and there are a total of 115 vacancies. Two primary interdependent casual factors have been identified: First, while the population of the jurisdiction increased by 2% from 1990 to 2000, the population of Watertown decreased by 7% during the same time frame. The majority of the decrease (70%) was in age groups 18–34. Second, continued high levels of unemployment since 1990 (10%+) has forced many wage earners to move to find jobs. The 1998-2003 Watertown population projection is an additional minus 2.4% and the forecast for unemployment is 10%. The total Watertown housing assistance needs for very low and low income households is projected to be 2088 for 2001 and decrease to 2050 by end of 2003.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input checked="" type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	0		1.40%
Extremely low income <=30% AMI	N/A	N/A	
Very low income (>30% but <=50% AMI)	N/A	N/A	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	N/A	N/A	
Families with children	N/A	N/A	
Elderly families	N/A	N/A	
Families with Disabilities	N/A	N/A	
Race/ethnicity	N/A	N/A	
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	
1BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other: 1. Develop and implement a plan to renovate and modernize housing units with minimal relocation based on current and projected vacancies.
2. Increase strategic alliances and partnership with social service support agencies involved with low income housing referrals.

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

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- 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

- 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

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: Coordinate with other social service support agencies to identify and provide a list of referrals for the elderly to maintain the continuum of care necessary to preserve the essential elements of their quality of life.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicity's with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicity's with disproportionate needs:

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

Strategy 2: Conduct activities to affirmatively further fair housing

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

(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: 1. Continued decrease in numbers of eligible.
2. Continued lack of job opportunity.
3. Local impact of Welfare Reform.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$1,042,060	PH Operations
b) Public Housing Capital Fund	\$1,205,379	PH Capital Improvements
c) HOPE VI Revitalization	N/A	N/A
d) HOPE VI Demolition	N/A	N/A
e) Annual Contributions for Section 8 Tenant-Based Assistance	N/A	N/A
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	N/A
g) Resident Opportunity and Self-Sufficiency Grants	N/A	N/A
h) Community Development Block Grant	N/A	N/A
i) HOME	N/A	N/A
Other Federal Grants (list below)	N/A	N/A
2. Prior Year Federal Grants (unobligated funds only)		
(1997) NY06P01070697	\$336,957	Modernization
(1998) NY06P01070798	\$706,483	Modernization
(1999) NY06P01070899	\$977,389	Modernization
3. Public Housing Dwelling Rental Income	\$1,581,680	Public Housing Operations
4. Other income (list below)		
Non-dwelling Rental	\$25,840	Public Housing Operations
Interest Income	\$159,550	Public Housing Operations
Washer & Dryers	\$28,180	Public Housing Operations
5. Non-federal sources (list below)	N/A	N/A
Total resources	\$6,063,518	

Note: We specifically reserve the right to change this financial resources statement based on later, better information.

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: Upon receipt of application.

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? 7

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? 7

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in the jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source: Application package

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other: 1. At family request upon determination of validity of request.
2. At change of income.

(6) Deconcentration and Income Mixing (Disregard per Notice PIH 99-51 (HA))

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8 (Not Required)

(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:

(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)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. 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

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: < 30% AMI, 20%; 31% - 50% AMI, 25%; and 51% - 80% AMI, 30% where applicable.

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

3. Select the space or spaces that best describe how you arrive at ceiling rents

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in a rent adjustment?

- 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: Raise rent annually for income increase and lower anytime throughout the year upon notification and verification that income has decreased.
- 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: Area Fair Market Rates.

B. Section 8 Tenant-Based Assistance (Not Required)

(1) Payment Standards

- a. What is the PHA's payment 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 PHA selected this standard?
- 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?
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows: The PHA is managed by a Board of Directors who provide oversight and direction to an Executive Director who is responsible and accountable to the Board for day to day operations. The Executive Director also receives input for consideration from the Resident Advisory Board. The Executive Director has four direct reports who provide the following services: Maintenance and Modernization (15 personnel, decentralized to provide dedicated support to each development); Principal Account Clerk (2 personnel); Tenant Relations Coordinator; and Account Clerk Typist (4 personnel, decentralized to provide dedicated support for assigned developments). This structure facilitates the accomplishment of the PHA mission and the ability to service residents in seven separate developments.

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover

Public Housing	684	1.4%
Section 8 Vouchers	N/A	N/A
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	Capital Fund	N/A

C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: (see list on next page):

Anti-drug Strategy/Security Policy; Capitalization Policy; Drug Free Work Place Policy; Economic Development/Self Sufficiency Policy; Home Ownership Opportunity Policy; Preventative Maintenance Policy; Resident Participation/Management Policy; and Snow/Ice Removal Policy.

(2) Section 8 Management (list below) N/A

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance (Not required)

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)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B

-or-

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

(2) Optional 5-Year Action Plan

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment G

-or-

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If

“yes”, skip to component 9. If “No”, complete the Activity Description table below.)

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

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

[24 CFR Part 903.7 9 (i)]

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

2. Activity Description
 Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	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 <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
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?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

Conversion of Public Housing Activity Description	
1a. Development name:	

1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <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

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

2. Activity Description

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

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

[24 CFR Part 903.7 9 (1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe): Utilize TANF recipients to work on site as required by TANF regulations.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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

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

regulations. Through this process we have employed two full time maintenance employees.

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 903.7 9 (m)]

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

1. Describe the need for measures to ensure the safety of public housing residents

- 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? East Hills Apts.; Maywood Terrace; Meadowbrook Apts; and Midtown Towers

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: Residents volunteer to work with community police at satellite sites.

2. Which developments are most affected? Hilltop Towers; Midtown Towers; and Skyline Apts.

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: Police assistance in performing applicant background checks.

2. Which developments are most affected? East Hills; Hilltop Towers; Leray St. Apts.; Maywood Terrace; Meadowbrook Apts.; Midtown Towers; and Skyline Apts.

D. Additional information as required by PHDEP/PHDEP Plan

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. Pet Policy

[24 CFR Part 903.7 9 (n)]

A. In conjunction with the Resident Advisory Board and pursuant with U.S. Department of Housing and Urban Development, 24 CFR Part 960, “Pet Ownership in Public Housing,” regulations allowing pet ownership in public housing projects, the Watertown Housing Authority has established “Pet Rules & Regulations” which will

protect Watertown Housing Authority tenants, staff and property plus ensure that tenant's pets will not violate the rights of tenants to clean, quiet and safe surroundings.

B. Further goals of these rules and regulations are to protect and preserve the physical condition of the premises and the financial interest of the Watertown Housing Authority in the premises. The Pet Rules & Regulations, which incorporate 24 CFR 5, have been researched and written to be compatible with existing State and local laws and regulations. If any conflict should arise with State or local laws, the State and local laws will apply.

C. Basic requirements of the Watertown Housing Authority Pet Rules & Regulations include but are not limited to:

- 1) One domestic pet is allowed per household. Only pets that are traditionally kept in the home for pleasure are allowed.
- 2) A refundable Pet Deposit is required before entrance of a pet into a unit.
- 3) Elderly/handicapped may pay fee in increments.
- 4) Tenants in family buildings must pay a non-refundable nominal pet fee.
- 5) Vaccines must be current and proof of same submitted to Housing Authority.
- 6) Pets must be leashed when outside the unit.
- 7) Pets are not allowed in community areas.
- 8) Tenants are responsible for clean up of pet waste
- 9) Sickly or poorly cared for animals will be reported to the proper authorities
- 10) Any pet disturbing the peace of neighbors through noise, smell, animal waste, aggressive behavior or other nuisance may be removed from the premises.

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))?
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?

If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments

List changes below:

- Other: Plan was developed in coordination with Residents Advisory Board and agreed upon prior to adoption.

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (Note: There are two elected members).

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other: Any resident 18 years of age or older in compliance with lease.

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: Any resident 18 years of age or older in compliance with lease.

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: North Country HOME Consortium
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.

- The PHA Annual Plan and the 2000 Updated Consortium Plan are mutually supporting. The Consortium's long term strategy is based on the fact that while progress has been achieved over the last five years, there is a continuing need for safe, decent and affordable housing within the region. The PHA Mission and goals address this need and provide the basis for our five year and this annual supporting plan. The magnitude of the need and the limited funds available for the near term require the Consortium to focus on primary priorities with little or no resources available for secondary priorities. The PHA objectives and associated year 2001 activities are consistent with the one Consortium 2000 primary priority that addresses rental housing and both secondary priorities. Those relationships are shown below:

Consortium's Priorities	PHA Objectives that Support Consortium Priorities
Primary 1: Homeowner assistance for those living in substandard housing.	N/A
Primary 2: Homebuyer assistance.	N/A
Primary 3: Rehabilitation and if appropriate new construction of low income rental housing.	Objectives. 2.3 and 4.3
Secondary 1: Financial, housing and supportive services for special needs and minority populations.	Objectives 1.1, 2.1, 2.2, 3.1, 4.1 and 4.2.
Secondary 2: Financial, housing and supportive services for homeless populations.	Objectives 1.1, 2.1, 2.2, 3.1, 4.1 and 4.2.

Watertown Public Housing Objectives:

- Objective. 1.1: Reduce public housing vacancies.
- Objective. 2.1: Improve public housing management.
- Objective. 2.2: Increase customer satisfaction with living conditions.
- Objective. 2.3: Renovate or modernize public housing units.
- Objective. 3.1: Implement public housing site-based waiting lists.
- Objective. 4.1: Improve communications between management and residents.
- Objective. 4.2: Implement public housing security improvements.

- Other: (list below)

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

A. The full Consolidated Plan submitted in 1996 outlined the significant need for assistance owner occupied rehabilitation, homebuyer assistance and rental rehabilitation. The 2000 Update reaffirmed these priorities.

B. The 2000 Consolidated Plan primary priority in the low income rental housing area and in their two secondary priorities align with our Annual Plan objectives as

shown in paragraph 18.C. above.

C. The Consortium's target for its resources is the low and very low income family and special needs populations.

D. The Consortium and the Watertown Housing Authority share a common anti-poverty philosophy: by providing affordable housing alternatives to those in poverty, less of their income is required for housing expenses, making it possible to enhance their living environment. Once housing costs are stabilized, there is the potential to reduce poverty.

D. Other Information Required by HUD:

1. The criteria used to determine a substantial deviation from the Five Year Plan is linked to the achievement of the fiscal year targets. If a fiscal targets is missed for two years in a row, it is considered a substantial deviation.
2. The criteria used to determine a significant amendment or modification to the Five Year Plan is linked to the objectives that define how a goal is to be accomplished. If there is a new objective added or if an existing objective is substantially changed, it is considered a amendment or modification.
3. The criteria used to determine a significant amendment or modification to the Annual Plan is linked to the actions associated with correcting a substantial deviation. All actions added or modified to correct a substantial deviation are considered to be significant amendments or modifications.

Attachments

Attachment A - Admissions Policy for Deconcentration (ACOP)

Attachment B - FY 2001 Capital Fund Program Annual Statement

Attachment C – Assessment of Site-Based Waiting List Development Demographic Changes

Attachment D – Progress in meeting WHA Mission and Goals

Attachment E – Resident Member of the WHA Governing Board

Attachment F – Membership of the Resident Advisory Board

Attachment G - FY 2001 Capital Fund Program 5 Year Action Plan

Attachment H – Implementation of Public Housing Resident Community Service Requirements.

Attachment A - Admissions Policy for Deconcentration (ACOP)
ny010a02

Attachment B - FY 2001 Capital Fund Program Annual Statement
ny010b02

Attachment C – Assessment of Site-Based Waiting List Development Demographic Changes

ny010c02

WHA Site-based waiting lists were planned to be fully implemented by FY03 (see WHA 5 Year Plan for Fiscal Years 2000 – 2004). The current plan is to have site-based waiting list in all seven properties by 1Q01. The Multifamily Tenant Characteristics System Resident Characteristics Report currently provides the MTCS data (shown below for October 2000). January 2001 data will be used as the baseline and August 2001 will be used to show progress to date for the 5 Year Plan/FY 2002 Annual Plan (figures shown are percentage of occupied units for the demographic).

	Oct 2000	Jan 2001	Aug 2001	Difference
Total Occupied Units	584			
Tenant Composition				
Race:				
White	95%			
Black	5%			
American Indian				
Asian				
Other				
Ethnicity:				
Hispanic	3%			
Non-Hispanic	97%			
Disability:				
Under 62	21%			

The WHA MTCS occupancy data has been confirmed to be complete and accurate based on an independent audit performed in 2Q FY00. FY01 data will be confirmed during the annual independent audit.

Attachment D – Progress in meeting WHA Mission and Goals

ny010d02

The Watertown Housing Authority prepared a Five Year Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1999 and the ensuing HUD requirements.

The plan included the following mission statement:

**Manage and maintain public housing developments
in order to provide low income individuals decent, affordable, well-maintained
housing in a crime-free environment
while encouraging resident economic self-sufficiency.**

Based on customer and employee feedback the WHA is meeting all elements of its mission.

The plan also included the following goals and objectives. Each objective has an outcome-based performance measure so that progress towards goal accomplishment can be measured during periodic in progress reviews. Progress towards the FY00 target is shown:

Goal 1: Expand the supply of assisted Housing.

Objective 1.1: Reduce public housing vacancies.

Measure: Vacancy Rate.

FY 99 Baseline: 17% FY00 Target: 15% FY00 Actual 17%

Goal 2: Improve the quality of assisted housing.

Objective 2.1: Improve public housing management.

Measure: PHAS Score.

FY 99 Baseline: 97% FY00 Target: 97% FY00 Actual: 73%

Objective 2.2: Increase customer satisfaction with living conditions.

Measure: Average Score Resident Service and Satisfaction Survey.

FY 99 Baseline: 79.4% FY00 Target: 81% FY00 Actual: (Survey not administered yet)

Objective 2.3: Renovate or modernize public housing units.

Measure: Percentage of renovation/modernization needs satisfied.

FY 99 Baseline: 25% FY00 Target: 30% FY00 Actual: 29%

Goal 3: Increase assisted living choices.

Objective 3.1: Implement public housing site-based waiting lists.

Measure: % of sites having site-based waiting lists (seven site).

FY 99 Baseline: 28% FY00 Target: 57% FY00 Actual 100%

Goal 4: Provide an improved living environment.

Objective 4.1: Improve communications between management and residents.

Measure: Average Score Resident Service and Satisfaction Survey Questions 6 – 8.

FY 99 Baseline: 76% FY00 Target: 78% FY00 Actual: (Survey not administered yet)

Objective 4.2: Implement public housing security improvements.

Measure: Average Score Resident Service and Satisfaction Survey Questions 9 - 12.

FY 99 Baseline: 66% FY00 Target: 70% FY00 Actual: (Survey not administered yet)

In summary, we have set a course to better serve our residents, become better stewards of the public's resources and make our business processes more efficient and effective. Our five year plan is our roadmap and our annual plans provide the check points to ensure we stay on course. Our assessment is that we are on course for FY00.

**Attachment E – Resident Member(s) of the WHA Governing Board
ny010e02**

A. Names: Ms. Diane Powers and Ms. Toni Brown

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (Note: There are two elected members).

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other: Any resident 18 years of age or older in compliance with lease.

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: Any resident 18 years of age or older in compliance with lease.

C. Term of appointment:Two years.

Attachment F – Membership of the Resident Advisory Board
ny010f02

Location	Position/Name:
Meadowbrook-East Hills	President: Warren Bacon, 1745A Burns Ave V. President: Ray Searles, 21 East Hills Sec.: Gloria Hirst, 11 East Hills Functions Coordinator: Laurie Perez, 297A Walker
LeRay	President: Carl Coombe, # 413 Sec.: Mary Hare, # 308 Treas.: Carrie Kirkland, # 314
Hilltop Towers	President: Diane Powers, # 708 V. President: Gladys Trahan, # 1005 Treas.: Barbarra Lamb, # 1008
Skyline	President: Betty Stephens, # 64 V. President: Myrtle Benway, # 58 Sec.: Sylvia Tennant, # 53 Treas.: Leon Sawyer, # 17
Mid-Town Towers	Point of Contact: Georgie Brethen, # 1407

Attachment G - FY 2001 Capital Fund Program 5 Year Action Plan
ny010g02

Attachment H – Implementation of Public Housing Resident Community Service Requirements

ny010i02

1. COMMUNITY SERVICE

A. Beginning January 1, 2001, adult residents of the Watertown Housing Authority must comply with the Community Service or Self Sufficiency Work Activities by contributing 8 hours per month of community service or participate in an economic self-sufficiency program for 8 hours per month.

B. Community Service is defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community Service is not employment and may not include political activities (24 CFR 960.600-609 Subpart F).

C. Self Sufficiency is defined as any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families (24 CFR 5.603(b))

D. Administrative steps taken to implement the Community Service requirement include:

1) Contact by letter those residents identified by the Watertown Housing Authority staff as being required to participate in Community Services. The contact will be followed by an interview with a member of the WHA staff to explain, discuss, and instruct the tenant how to satisfy the Community Service requirement.

2) Amend the current lease to reflect that:

(a Noncompliance may be cured if the noncompliant adult and head of household sign an agreement to make up the hours within the next 12-month period.

- (b Continued noncompliance will result in eviction of the entire family, unless the noncompliant family member is no longer part of the household.
- (c If, because of continued noncompliance the Watertown Housing Authority elects not to renew a lease, residents may request a grievance hearing and they may exercise any available judicial remedy to seek timely redress.
- d) Current residents will receive written notification of the impact of noncompliance and new applicants will be advised at the time of application (a written explanation also will be included in the application packet).
- 3) Notify by letter those adult tenants who have exempt status. Their status will be examined annually at the time of lease renewal and if it has changed, they will be so advised.
- a) Residents and new applicants who seek exemption are required to show the Watertown Housing Authority proof of exemption.
- b) Residents and new applicants who cannot provide proof of exemption or become non-exempt before the annual review are expected to comply with the Community Service requirement.
- 4) The Watertown Housing Authority shall enter into a cooperative agreement with the local county TANF agency (Jefferson County Department of Social Services) for assistance in verifying residents' status.
- 5) The Watertown Housing Authority will give residents the greatest choice possible for choosing Community Services activities and will ensure that all Community Service programs are accessible for persons with disabilities.
- 6) Non-exempt residents will be provided a listing of local agencies and organizations that may assist them in meeting the Community Service/Self Sufficiency work activities to include but not be limited to The Salvation Army, Community Action Planning Council, Community Policing, Neighborhood Watch, Meals on Wheels, Office for Aging, Headstart, RSVP, Jefferson Community College and the Watertown City School District.
- 7) In implementing the service requirement for Community Service/Self Sufficiency, the Watertown Housing Authority may not substitute activities performed by residents for work ordinarily performed by PHA employees, or replace a job at any location where residents perform activities to satisfy this requirement.

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

WATERTOWN HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

A.C.O.P.

Adopted

Note:

This plan (ACOP) also serves as our "Tenant Selection and Assignment Plan (TSAP)" because it meets the requirements for a TSAP and provides the details as to how this Agency processes the selection and assignment of applicants for Public Housing.

The ACOP also includes the regulatory "OneStrike" provisions for admission to Public Housing and applicable sections of Title V of H.R. 4194, the Quality Housing and Work Responsibility Act.

INDEX

SECTION I.	INTRODUCTION:	1
1.	<u>Mission Statement:</u>	<u>1</u>
2.	<u>Purpose of Policy:</u>	<u>1</u>
3.	<u>Primary Responsibilities of WHA:</u>	<u>1</u>
4.	<u>Objectives:</u>	<u>2</u>
5.	<u>Outreach</u>	<u>2</u>
SECTION II.	FAIR HOUSING POLICY	3
SECTION III.	PRIVACY RIGHTS	3
SECTION IV.	DEFINITION OF TERMS	3
1.	<u>ADJUSTED FAMILY INCOME</u>	<u>3</u>
2.	<u>ADULT</u>	<u>5</u>
3.	<u>BREAK-INS</u>	<u>5</u>
4.	<u>CEILING/FLAT RENT</u>	<u>5</u>
5.	<u>CHILD</u>	<u>5</u>
6.	<u>CHILD CARE EXPENSES</u>	<u>5</u>
7.	<u>CHILD CUSTODY</u>	<u>5</u>
8.	<u>CITIZEN</u>	<u>5</u>
9.	<u>DEPENDENT</u>	<u>5</u>
10.	<u>DISABLED PERSON</u>	<u>6</u>
11.	<u>DISPLACED FAMILY</u>	<u>6</u>
12.	<u>ELDERLY FAMILY</u>	<u>6</u>
13.	<u>ELDERLY PERSON</u>	<u>6</u>
14.	<u>EVIDENCE OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS</u>	<u>6</u>
15.	<u>FAMILIAL STATUS</u>	<u>6</u>
16.	<u>FAMILY</u>	<u>6</u>
17.	<u>FIFTY PERCENT (50%) OF INCOME FOR RENT (If Applicable)</u>	<u>7</u>
18.	<u>FOSTER CHILDREN</u>	<u>7</u>
19.	<u>FULL-TIME STUDENT</u>	<u>7</u>
20.	<u>HANDICAPPED ASSISTANCE EXPENSE</u>	<u>7</u>
21.	<u>HANDICAPPED PERSON AND/OR DISABLED PERSON</u>	<u>7</u>
22.	<u>HAZARDOUS DUTY PAY</u>	<u>8</u>
23.	<u>HEAD OF HOUSEHOLD</u>	<u>8</u>
24.	<u>HOMELESS FAMILY</u>	<u>8</u>
25.	<u>INCOME EXCLUSIONS</u>	<u>9</u>
26.	<u>INFANT</u>	<u>12</u>
27.	<u>INTERIM REDETERMINATION OF RENT</u>	<u>12</u>
28.	<u>INS</u>	<u>12</u>
29.	<u>INVOLUNTARY DISPLACEMENT (If Applicable)</u>	<u>12</u>
30.	<u>LIVE-IN AIDE</u>	<u>12</u>
31.	<u>LOWER INCOME FAMILY</u>	<u>12</u>
32.	<u>MEDICAL EXPENSE</u>	<u>12</u>
33.	<u>MILITARY SERVICE</u>	<u>12</u>

34.	<u>MINIMUM RENT:</u>	<u>12</u>
35.	<u>MINOR</u>	<u>12</u>
36.	<u>MIXED FAMILY</u>	<u>13</u>
37.	<u>MONTHLY ADJUSTED INCOME</u>	<u>13</u>
38.	<u>MONTHLY INCOME</u>	<u>13</u>
39.	<u>NATIONAL</u>	<u>13</u>
40.	<u>NEAR ELDERLY</u>	<u>13</u>
41.	<u>NET FAMILY ASSETS</u>	<u>13</u>
42.	<u>NONCITIZEN</u>	<u>13</u>
43.	<u>PUBLIC HOUSING AGENCY (WHA)</u>	<u>13</u>
44.	<u>RECERTIFICATION</u>	<u>13</u>
45.	<u>RE-EXAMINATION DATE</u>	<u>13</u>
46.	<u>REMAINING MEMBER OF THE RESIDENT FAMILY</u>	<u>14</u>
47.	<u>SINGLE PERSON</u>	<u>14</u>
48.	<u>SPOUSE</u>	<u>14</u>
49.	<u>STANDARD PERMANENT REPLACEMENT HOUSING</u>	<u>14</u>
50.	<u>SUBSTANDARD HOUSING</u>	<u>14</u>
51.	<u>TEMPORARILY ABSENT FAMILY MEMBERS</u>	<u>15</u>
52.	<u>TENANT RENT</u>	<u>16</u>
53.	<u>TOTAL ANNUAL FAMILY INCOME</u>	<u>16</u>
54.	<u>TOTAL TENANT PAYMENT (TTP):</u>	<u>18</u>
55.	<u>UTILITIES</u>	<u>18</u>
56.	<u>UTILITY ALLOWANCE</u>	<u>18</u>
57.	<u>UTILITY REIMBURSEMENT PAYMENT</u>	<u>19</u>
58.	<u>VERY LOW-INCOME FAMILY</u>	<u>19</u>
59.	<u>WAGE EARNER</u>	<u>19</u>
60.	<u>WELFARE ASSISTANCE</u>	<u>19</u>
SECTION V.	<u>APPLYING FOR ADMISSION.....</u>	<u>19</u>
1.	<u>How to Apply:</u>	<u>19</u>
2.	<u>Closing of Application Taking:</u>	<u>20</u>
3.	<u>Opening of Application Taking:</u>	<u>20</u>
4.	<u>Application Period (Dates):</u>	<u>21</u>
SECTION VI.	<u>MISSED APPOINTMENTS.....</u>	<u>21</u>
SECTION VII.	<u>MISREPRESENTATION BY THE APPLICANT OR TENANT.....</u>	<u>22</u>
SECTION VIII.	<u>ADMISSION ELIGIBILITY AND CRITERIA:.....</u>	<u>22</u>
SECTION IX.	<u>VERIFICATION AND DOCUMENTATION.....</u>	<u>23</u>
SECTION X.	<u>GROUND FOR DENIAL OF ADMISSION.....</u>	<u>27</u>
SECTION XI.	<u>TENANT SELECTION AND ASSIGNMENT PLAN.....</u>	<u>29</u>
SECTION XII.	<u>GROUND FOR DENIAL AND OPPORTUNITY FOR HEARING.....</u>	<u>31</u>

SECTION XIII.	INCOME VERIFICATION AND DOCUMENTATION.....	<u>31</u>
SECTION XIV.	ORIENTATION OF FAMILIES.....	<u>32</u>
SECTION XV.	ANNUAL INSPECTIONS OF PUBLIC HOUSING UNITS.....	<u>34</u>
SECTION XVI.	INSPECTION AND ENTRY OF UNIT PROCEDURES.....	<u>34</u>
SECTION XVII.	TYPES OF INSPECTIONS:.....	<u>35</u>
SECTION XVIII.	DETERMINATION OF RENT, RE-EXAMINATION OF INCOME AND FAMILY CIRCUMSTANCES	<u>36</u>
1.	<u>Determination of Rent:</u>	<u>36</u>
2.	<u>Annual Re-examination:</u>	<u>36</u>
3.	<u>Interim Redetermination of Rent:</u>	<u>37</u>
4.	<u>Notice of Temporary Rent:</u>	<u>38</u>
5.	<u>The effective dates of Interim Re-determination of rent:</u>	<u>38</u>
6.	<u>Special Re-examinations:</u>	<u>39</u>
7.	<u>Minimum Rent Hardship Exemptions:</u>	<u>40</u>
8.	<u>Reduction of Welfare Benefits</u>.....	<u>40</u>
9.	<u>Exception to rent reductions</u>.....	<u>40</u>
SECTION XIX.	TRANSFER.....	<u>40</u>
1.	<u>Objectives of the Transfer Policy:</u>.....	<u>40</u>
2.	<u>Types of Transfers:</u>	<u>40</u>
3.	<u>Transfer Procedures:</u>	<u>42</u>
SECTION XX.	LEASE TERMINATION AND EVICTIONS.....	<u>42</u>
SECTION XXI.	COMPLAINTS AND GRIEVANCE PROCEDURES.....	<u>43</u>
SECTION XXII.	SECURITY DEPOSITS	<u>43</u>
SECTION XXIII.	OCCUPANCY GUIDELINES.....	<u>43</u>
SECTION XXIV.	COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS FOR POSTING REQUIRED INFORMATION.....	<u>44</u>
SECTION XXV.	PET RULE.....	<u>44</u>
SECTION XXVI.	DECONCENTRATION RULE.....	<u>45</u>
1.	<u>Objective:</u>	<u>45</u>
2.	<u>Actions:</u>.....	<u>45</u>
SECTION XXVII.	CLOSING OF FILES AND/ PURGING INACTIVE FILES.....	<u>46</u>
SECTION XXVIII.	PROGRAM MANAGEMENT PLAN- Organization Plan	<u>46</u>

SECTION XXIX. ADDITIONAL WHA POLICIES & CHARGES.....[46](#)

SECTION I INTRODUCTION:

1. **Mission Statement:** - "To manage and maintain public housing developments in order to provide low income individuals with decent, affordable, wellmaintained housing in a crime-free environment while encouraging economic selfsufficiency."

In order to achieve this mission, we will:

- ☞ Recognize residents as our ultimate customer;
 - ☞ Improve Watertown Housing Authority (WHA) management and service delivery efforts through effective and efficient management of WHA staff;
 - ☞ Seek problem-solving partnerships with residents, community, and government leadership;
 - ☞ Apply WHA resources, to the effective and efficient management and operation of public housing programs, taking into account Changes in Federal funding.
2. **Purpose of Policy:** - The purpose of this policy (Admissions and Continued Occupancy Policy) is to establish guidelines for Watertown Housing Authority (WHA) staff to follow in determining eligibility for admission to and continued occupancy of Public Housing. The basic guidelines for this policy are governed by requirements of The Department of Housing and Urban Development (HUD), with latitude for local policies and procedues. The Policies and Procedures governing Admissions and Continued Occupancy are outlined in this policy and these requirements are binding upon applicants, residents and WHA alike. Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy. Changes to Admission and Occupancy Requirements in the Public Housing (and Section 8 Housing Assistance) 24 CFR Parts 5, 880,et al, Final Rule are hereby incorporated into this document by reference.

Federal Regulations shall mean those found in 24 Code of Federal Regulations (CFR) Parts 900

3. **Primary Responsibilities of WHA:**
 - A. Informing eligible families of the availability of public housing assistance;
 - B. Determining and posting annually the utility allowances;
 - C. Receiving applications from families and determining their eligibility for assistance;
 - D. Inspecting Watertown Housing units to determine that they meet or exceed Housing Quality Standards;
 - E. Approving leases;

- F. Collecting rent on a monthly basis from tenants;
 - G. Annual re-examinations of income, family composition and redetermination of rent;
 - H. Authorizing and processing evictions; and,
 - I. Ongoing maintenance and modernization of Watertown Housing inventory.
4. Objectives: - The objectives of this policy are to:
- A. Promote the overall goal of drug free, decent, crime free and wellmaintained housing by:
 - (1) Insuring a social and economic mix of residents within each public housing neighborhood in order to foster social stability and upward mobility.
 - (2) Insuring the fiscal stability of WHA.
 - (3) Lawfully denying admission or continued occupancy to applicants or tenants whose presence in a public housing neighborhood are likely to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood or create a danger to WHA employees.
 - (4) Insuring that Elderly families can live in public housing aslong as they are able to live independently and/or have someone to help them live independently as in the case of a live-in aid.
 - B. Facilitate the efficient management of WHA and compliance with Federal Regulations by establishing policies for the efficient and effective management of WHA inventory and staff.
 - C. Comply in letter and spirit with Title VI of the Civil Rights Act of 1964, and all other applicable Federal laws and regulations to insure that admission to and continued occupancy in public housing are conducted without regard to race, color, religion, creed, sex, national origin, handicap, or familial status.
5. Outreach - As much information as possible about Public Housing may be spread widely through local media (newspaper, radio, television, etc.). For those who call the WHA Office, the staff may be available to convey essential information.
- ☞ The WHA may hold meetings with local social community agencies.
 - ☞ The WHA may sponsor "Open House" programs within the public housing community to attract potential tenants to view a public housing unit.
 - ☞ The WHA may make known to the public, through publications in a newspaper of general circulation as well as through minority media and other suitable means, the availability and nature of housing assistance for lower-income families. The notice shall inform such families where they may apply for Public Housing. WHA shall take affirmative actions to provide opportunities to participate in the program to persons who, because of such factors as race, ethnicity, sex of household head, age, or source of income, are less likely to apply for Public Housing. When there is a Local Housing Plan pursuant to Section 24 CFR, Part

91 (Comprehensive Housing Affordability Strategy (CHAS), WHA planned programs will be incorporated in the CHAS.

SECTION II. FAIR HOUSING POLICY

It is the policy of WHA to comply fully with all Federal, State, and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and with the Americans with Disabilities Act.

Specifically, WHA shall not on account of race, color, sex, religion, creed, national or ethnic origin, familial status, disability or handicap, deny any family or individual the opportunity to apply for or receive assistance under HUD's Public Housing Programs, within the requirements and regulations of HUD and other regulatory authorities.

To further its commitment to full compliance with applicable Civil Rights laws, WHA will provide access to information to public housing residents regarding "discrimination". Also, this subject will be discussed during the briefing session and any complaints will be documented and made part of the applicant's/tenants file.

SECTION III. PRIVACY RIGHTS

Applicants will be required to sign the Federal Privacy Act Statement, which states under what conditions HUD will release tenant information.

Requests for information by other parties must be accompanied by a signed release request in order for WHA to release any information involving an applicant or participant, unless disclosure is authorized under Federal or State law or regulations.
(Reference HUD Form 9886)

SECTION IV. DEFINITION OF TERMS

Definitions are amended from time to time and are contained in Section 24 CFR, which are incorporated by reference as if fully set out herein. Copies of this regulation are available in the WHA Office.

1. ADJUSTED FAMILY INCOME - Adjusted Family Income is the income on which total tenant payment is to be based and means the Total Annual Income less the following allowances:
 - A. A deduction of \$480.00 for each member of the family (other than head of household or spouse) who is (1) seventeen (17) years of age or younger or (2) who is eighteen (18) years of age or older and a verified fulltime student and/or is disabled or handicapped according to this Section.
 - B. A deduction of dollar amounts anticipated to be paid for the care of children (including foster children) under thirteen (13) years of age where care is necessary

to enable a family member to be gainfully employed or to further his/her education. The dollar amount must be verified and reflect reasonable charges and cannot exceed the amount of income from employment (if employed).

- C. A deduction of \$400.00 for Elderly Family whose head, spouse or sole member is sixty-two (62) years of age or older and/or is handicapped or disabled according to this Section.
- D. A deduction for any elderly family:
 - (1) That has no Handicapped Assistance Expense, an allowance for medical expenses equal to the amount by which the medical expense shall exceed three (3%) percent of Total Annual Family Income.
 - (2) That has Handicapped Assistance Expenses greater than or equal to three (3%) percent of Total Annual Family Income, an Allowance for handicapped Assistance computed in accordance with paragraph E of this Section, plus an allowance for medical expenses that is equal to the Family's medical expenses.
 - (3) That has Handicapped Assistance Expenses that are less than three (3%) percent of Total Annual Family Income, an allowance for combined handicapped Assistance expense and medical expense that is equal to the amount by which the sum of these expenses exceeds three (3%) percent of Total Annual Family Income. Expenses used to compute the deduction cannot be compensated for nor covered by insurance.
- E. A deduction for any family than is not an elderly family but Has a Handicapped or Disabled member other than the head of household or spouse, Handicapped Assistance Expense in excess of three (3%) percent of Total Annual Family Income, but this allowance may not exceed the employment received by family members who are eighteen (18) years of age or older as a result of the Assistance to WHA Handicapped or Disabled person.
- F. Child Care Expenses: Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to **actively seek employment**, be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. The reasonable amount of charges is determined by WHA, by conducting surveys of local child care providers. The results are posted in WHA office(s).

Note:

If the Total Annual Income less the above allowances result in a rent that is less than the established minimum rent, the resident rent will be established at WHA established minimum rent.

- 2. ADULT - An adult is a person who has reached his/her 19th birthday or 18 years of age and married (not common law), or who Has been relieved of the disability of non-age by

- the juvenile court. Only persons who are adults shall be eligible to enter into a lease agreement for occupancy.
3. BREAK-INS - Break-ins mean bona fide attempts at burglary which are reported to the police department and are subject to verification by written police reports furnished by the Tenant(s).
 4. CEILING/FLAT RENT - The method of establishing the reasonable market rental value of units, calculated in accordance with HUD regulations.
 5. CHILD - A member of the family, other than the family head or spouse, who is under 18 years of age.
 6. CHILD CARE EXPENSES - Child Care Expenses are amounts anticipated to be paid by the family for the care of children under thirteen (13) years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to **actively seek employment**, be gainfully employed or to further his/her education and only to the extent such amounts are not reimbursed. In the case of childcare necessary to permit employment, the amount deducted must be verified and reflect reasonable charges and shall not exceed the amount of incomereceived from such employment. WHA will not normally determine childcare expenses as necessary when the household contains an additional unemployed adult who is physically capable of caring for the children. An example of an exception may be an unemployed adult that is not capable of caring for a child because of some type of disability and/or Handicap. The head of household must document the disability/Handicap that prevents the adult from providing childcare.
 7. CHILD CUSTODY - An applicant/occupant family who does not have full custody of a child/children may only claim a child as a dependent by the following:
 - A. The applicant/occupant must have primary custody of the child.
 - B. The applicant/occupant must provide sufficient evidence that if the applicant were admitted to public housing the child would reside with the applicant. The same child cannot be claimed by more than one applicant (i.e., counted more than once in order to make two (2) singles eligible).
 8. CITIZEN - A citizen or national of the United States.
 9. DEPENDENT - A member of the family (except foster children**and foster adults**), other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student. An unborn child shall not be considered a dependent.
 10. DISABLED PERSON - (See Handicapped Person)
 11. DISPLACED FAMILY - A person, or family, displaced by governmental action, or whose dwelling Has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

12. ELDERLY FAMILY - A family whose head or spouse or whose sole member is at least sixty-two (62) years of age, or disabled, or Handicapped and may include two or more elderly, disabled or Handicapped persons living together, or one or more such persons living with another person who is determined to be essential to his or her care and well being.
13. ELDERLY PERSON - A person who is at least sixty-two (62) years of age.
14. EVIDENCE OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS - The documents, which must be submitted to evidence citizenship or eligible immigration status.
15. FAMILIAL STATUS - A single pregnant woman and individuals in the process of obtaining custody of any individual who Has not attained the age of 18 years are processed for occupancy the same as single persons. Therefore, a single pregnant woman and individuals in the process of obtaining custody of any individual who Has not attained the age of 18 years are processed for occupancy the same as a single persons and only entitled to a one bedroom units. Once the child is born and/or the custody is obtained, the family will qualify for a two-bedroom unit and authorized to transfer as outlined in the Transfer Section.
16. FAMILY - The term "family" as used in this policy means:
 - A. Two or more persons related by blood, marriage, or by operation of law. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size); who live regularly together as a single household in the dwelling unit. By definition, a family must contain a competent adult of at least 19 years of age or 18 years of age and married (not common law) to enter into a contract and capable of functioning as the head of the household. If an individual is 18 and qualifies under the definition of family by being married, the head of household and the spouse must be parties to the lease. There must be some concept of family living beyond the mere sharing or intention to share housing accommodations by two or more persons to constitute them as a family within the meaning of this policy. Some recognized and acceptable basis of family relationship must exist as a condition of eligibility.
 - B. An elderly family;
 - C. A near-elderly family;
 - D. A disabled family;
 - E. A displaced family;
 - F. The remaining member of a tenant family; and
 - G. A single person who is not elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Note:

Housing assistance limitation for single persons. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family may not be provided (for public housing and other project-based assistance) a housing unit with two or more bedrooms.

17. RENT-BASED PREFERENCES: None.

18. FOSTER CHILDREN - With the prior written consent of the Landlord, a foster child may reside on the premises. The factors considered by the Landlord in determining whether or not consent is granted may include:
 - A. Whether the addition of a new occupant may require a transfer of the family to another unit, and whether such units are available.
 - B. The Landlord's obligation to make reasonable accommodation for Handicapped persons.

19. FULL-TIME STUDENT - A member of a family (other than the head of household or spouse) who is carrying a subject load which is considered fulltime for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with diploma or certificate program, as well as an institution offering a college degree. Verification will be supplied by the attended educational institution.

20. HANDICAPPED ASSISTANCE EXPENSE - Reasonable expenses that are anticipated, during the period for which Total Annual Family Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled family member and that are necessary to enable a family member (including Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

21. HANDICAPPED PERSON AND/OR DISABLED PERSON - A person having a physical or mental impairment which:
 - A. Is expected to be of long-continued and indefinite duration,
 - B. Substantially impedes his/her ability to live independently, and
 - C. Is of such a nature that such disability could be improved by more suitable housing conditions.

NOTE:

All three conditions must be met to qualify as Handicapped.

A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 102(7) of the Developmental Disabilities

Assistance and Bill of Rights Act (42 USC 6001(7)). or is Handicapped as defined below:

- D. Section 223 of the Social Security Act defines disability as:
- (1) "Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve (12) months; or
 - (2) In the case of any individual who has attained the age of fifty-five (55) and is blind (within the meaning of "blindness" as defined in Section 416(I) 1 of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he Has previously engaged with some regularity and over a substantial period of time."
- E. Section 102(5) of the Development Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:
- "A disability attributable to mental retardation, cerebral palsy, epilepsy or another neurological condition of an individual found by the Secretary (of Health and Human Resources) to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen (18), which Has continued or can be expected to continue indefinitely, and which constitutes a substantial Handicap to such individual."
- F. No individual shall be considered to be a person with a disability for purposes of eligibility for low income housing solely on the basis of any drug or alcohol dependency.
22. HAZARDOUS DUTY PAY - Pay to a family member in the Armed Forces away from home and exposed to hostile fire.
23. HEAD OF HOUSEHOLD - The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. Also, the held of household is primarily responsible and accountable for the family, particularly in regard to lease obligations.
24. HOMELESS FAMILY - Any individual or family who:
- A. Lacks a fixed, regular, and adequate nighttime residence;
 - B. Has a primary nighttime residence that is:
 - (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing or housing for the mentally ill);
 - (2) An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (3) A public or private place not designed for, or ordinarily used as, a regular

sleeping accommodation for human beings.

- C. A homeless family does not include:
 - (1) Any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State Law; or
 - (2) Any individual who is a Single Room Occupant that is not considered substandard housing.

25. INCOME EXCLUSIONS - Annual Income does not include such temporary, non-recurring or sporadic income as the following:

- A. Casual, sporadic, temporary, nonrecurring income, including gifts.
- B. Amounts that are specifically received from, or are a reimbursement of, the cost of illness or medical care.
- C. Lump-sum additions to family assets, such as, but not necessarily limited to, inheritances, insurance payments, including payments under health and accident insurance and workmen's compensation, capital gains, and settlements for personal or property losses.
- D. The full amount of student financial assistance paid directly to the student or to the educational institution.
- E. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4636).
- F. The value of the coupon allotments for the purchase of food in excess of the amount actually charged an eligible household pursuant to the Food Stamp Act of 1973 [7 USC 2017(b)].
- G. Payments received by participants or volunteers in programs pursuant to the Domestic Volunteers Service Act of 1973 [42 USC 5044(g), 5058].
- H. Income of a live-in aide (as defined in this policy).
- I. Payments received from the Job Training Partnership Act [29USC 1552(b)].
- J. Hazardous Duty Pay for a family member in the Armed Forces away from home and exposed to hostile fire.
- K. Income from employment of children (including foster children) under the age of eighteen (18).
- L. Payment received for the care of foster children.
- M. Payments received under the Alaska Native Claims Settlement Act [43 U.S.C. 1626(a)], or reparation payments made by foreign governments in connection with the Holocaust.

- N. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes [25 U.S.C. 459(e)].
- O. Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program [42 U.S.C. 8624(f)].
- P. Income derived from the disposition of funds of the Grand River band of Ottawa Indians (Pub.Law 94-540, 90 Stat. 2503-2504).
- Q. The first \$2,000.00 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408), or from funds held in trust for an Indian tribe by the Secretary of Interior [25 U.S.C. 117(b), 1407].
- R. Payments from Programs under Title V of The Older Americans Act of 1965 [42 U.S.C. 3056(f)].
- S. Amounts received under training programs funded by HUD.
- T. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
- U. Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.
- V. For taxable years after December 31, 1990, the earned income tax credit refund. Effective Date: July 25, 1994.
- W. The earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the U.S. Housing Act of 1937, or any comparable Federal, State, or local law during the exclusion period. For purposes of this paragraph, the following definitions apply:

Comparable Federal, State or Local Law means a program providing employment training and supportive services that:

- (1) Are authorized by a federal, state or local law;
- (2) Are funded by federal, state or local government;
- (3) Are operated or administered by a public agency;
- (4) Has as its objective to assist participants in acquiring job skills.

Exclusion period means the period during which the resident participates in a program described in this section, plus 18 months from the date the resident begins the first job acquired by the resident after completion of such program that is not funded by public housing assistance under the U.S. Housing Act of 1937. If

the resident is terminated from employment without good cause, the exclusion period shall end.

Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

This provision does not apply to residents participating in the Family Self Sufficiency Program who are utilizing the escrow account. Also, residents are required to pay the appropriate minimum rent.

- X. A resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a public housing resident for performing a service for WHA, on a part-time basis, that enhances the quality of life in public housing. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiative coordination. No Resident may receive more than one such stipend during the same period of time.
 - Y. Compensation from State or local employment training programs and training of a family member as resident Management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by WHA.
 - Z. For all initial determinations and reexaminations of income carried out on or after April 23, 1993, reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
 - AA. Earning in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse).
 - BB. Adoption assistance payments in excess of \$480 per adopted child.
 - CC. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment received on or after October 28, 1992.
 - DD. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
 - EE. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
26. INFANT - A child under the age of two years.
27. INTERIM REDETERMINATION OF RENT - Changes of rent between admissions and reexaminations and the next succeeding reexamination.

28. INS - The U. S. Immigration and Naturalization Service.
29. INVOLUNTARY DISPLACEMENT (If Applicable)- Preference - Families that meet the definition of involuntary displaced qualify for a preference in the selecting applicants for admission to public housing.
30. LIVE-IN AIDE - A person who resides with an Elderly, Disabled, or Handicapped person or persons and who:
 - A. Is determined by WHA to be essential to the care and well being of the person(s)
 - B. Is not obligated for support of the person(s)
 - C. Would not be living in the unit except to provide supportive services. The income of a Live-in-aide that meets these requirements is not included as income to the tenant family. **A Live-in Aide must be approved, in advance, by WHA and meet eligibility requirements for public housing occupancy**
31. LOWER INCOME FAMILY - A family who's Annual Income does not exceed eighty percent (80%) of the median income for the area, as determined by HUD.
32. MEDICAL EXPENSE - Those necessary medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. Medical expenses, in excess of three percent (3%) of Annual Income, are deductible from income by elderly families only.
33. MILITARY SERVICE - Military Service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and, since July 29, 1945, the commissioned corps of the United States Public Health Service.
34. MINIMUM RENT: Families assisted under the Public Housing program pay a monthly "minimum rent" of not more than \$50.00 per month. WHA has the discretion to establish the "minimum rent" from \$0 up to \$50.00. The minimum rent established by WHA is \$50.00.
35. MINOR - A "minor" is a person under nineteen years of age. Provided, that a married person 18 years of age or older shall be considered to be of the age of majority. (An unborn child may not be counted as a minor.)
36. MIXED FAMILY - A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status.
37. MONTHLY ADJUSTED INCOME- One-twelfth of Adjusted Annual Income.
38. MONTHLY INCOME - One twelfth of Annual Income. For purpose of determining priorities based on an applicant's rent as a percentage of family income, family income is the same as monthly income.
39. NATIONAL - A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

40. NEAR ELDERLY - A family whose head or spouse or "sole member" is at least fifty years of age, but below the age of sixty-two.
41. NET FAMILY ASSETS - Net Family Assets means the net cash value after deducting reasonable costs that would be incurred in disposing of real property, checking and savings accounts, stocks, bonds, cash on hand, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund Has been established and the trust is not revocable by, or under control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.) In determining Net Family Assets, WHA shall include the value of any business or family assets disposed of by an applicant or Tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two (2) years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or Tenant receives important consideration not measurable in dollar terms.
42. NONCITIZEN - A person who is neither a citizen nor national of the United States.
43. PUBLIC HOUSING AGENCY (WHA) - Any State, County, Municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development of operation of housing for lower income families.
44. RECERTIFICATION - Rectification is sometimes called reexamination. The process of securing documentation which indicates that tenants meet the eligibility requirements for continued occupancy.
45. RE-EXAMINATION DATE - The date on which any rent change is effective or would be effective if required as a result of the annual re-examination of eligibility and rent. The re-examination date(s) is _____.
46. REMAINING MEMBER OF THE RESIDENT FAMILY - The person(s) of legal age remaining in the public housing unit after the person(s) who signed the lease has (have) left the premises, other than by eviction, who may or may not normally qualify for assistance on their own circumstances. An individual must occupy the public housing unit to which he claims head of household status for one year before becoming eligible for subsidized housing as a remaining family member. This person must complete forms necessary for housing within ten days from the departure of the leaseholder and may remain in the unit for a reasonable time pending the verification and grievance process. This person must, upon satisfactory completion of the verification process, then execute a new lease and cure any monetary obligations in order to remain in the unit.

Any person who claims him or herself as a remaining member shall, in the event that

WHA declares him or her ineligible for remaining member status, be entitled to the grievance process upon notice to him or her that he or she is not considered to be a remaining member of the household. This grievance process must be requested in writing within ten days from the date of the departure of the head of household by the person requesting remaining member status. In the interim time between the time of the request for the grievance process and the decision by the hearing officer, all rent which was due pursuant to the lease, shall be deposited into an escrow account with WHA under the same provisions as those relating to tenants requesting a grievance hearing relating to rent under the grievance process. WHA does not recognize the person as a tenant by giving him or her the opportunity for a grievance hearing. A remaining member shall not be considered to be a tenant until such time as a new lease is executed by WHA and the person granted tenant status after the verification status.

47. SINGLE PERSON - A person who lives alone, or intends to live alone and who does not qualify as an elderly family, or a displaced person, or as the remaining member of a Tenant family.
48. SPOUSE - A spouse is the legal husband or wife of the head of the household.
49. STANDARD PERMANENT REPLACEMENT HOUSING- Is housing
 - A. That is decent, crime-free and well maintained;
 - B. That is adequate for the family size; and
 - C. That the family is occupying pursuant to a lease or occupancy agreement.

Note:

Such housing does not include transient facilities, such as motels, hotels, or temporary shelters for victims of domestic violence or homeless families, and in the case of domestic violence, does not include the housing unit in which the applicant and the applicant's spouse or other member of the household who engages in such violence live.

50. SUBSTANDARD HOUSING - A unit is substandard if it:
 - A. Is dilapidated;
 - B. Does not have operable indoor plumbing;
 - C. Does not have a usable flush toilet inside the unit for the exclusive use of a family;
 - D. Does not have a usable bathtub or shower inside the unit for the exclusive use of a family;
 - E. Does not have electricity, or has inadequate or unsafe electrical service;
 - F. Does not have a safe or adequate source of heat;

- G. Should, but does not, have a kitchen; or
- H. Has been declared unfit for Habitation by an agency or unit of government.

A housing unit is dilapidated if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or wellbeing of a family, or it Has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

An applicant who is a "homeless family" is living in substandard housing. For purposes of the preceding sentence, a "homeless family" includes any individual or family who:

- (1) Lacks a fixed, regular, and adequate nighttime residence; and
- (2) Has a primary nighttime residence that is:
 - (a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing programs);
 - (b) An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A "homeless family" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Single Room Occupancy (SRO) Housing (as defined in § 882.102 of the CFR) is not substandard solely because it does not contain sanitary or food preparation facilities (or both).

- 51. TEMPORARILY ABSENT FAMILY MEMBERS - Any person(s) on the lease that is not living in the household for a period of more than thirty (30) days is considered temporarily absent.
- 52. TENANT RENT - The amount payable monthly by the Family as rent to WHA. Where all utilities (gas, water and electricity) are supplied by WHA, Tenant Rent equals Total Tenant Payment or minimum rent. Where some or all utilities (gas, water and electricity) are not supplied by WHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment or minimum rent less the utility allowance. Telephone and cable television service is not a utility.

Note:

The monthly rent that is payable by the tenant must be paid in full, no partial payments will be accepted.

- 52A. CHARGES: WHA shall charge Tenants for any and all charges incurred beyond normal wear and tear for damages to the premises, project buildings, facilities or common areas caused by the Tenant, his/her guest, or household member, including trash removal or yard cleanup,

according to the charge fee chart referenced in this document and posted at all project offices.

53. TOTAL ANNUAL FAMILY INCOME - Total Annual Family Income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of certain other types of income specified in this policy.

Total Annual Family Income **includes**, but is not limited to, the following:

- A. The full amount, before any payroll deduction, of wages and salaries, and overtime pay, including compensation for personal services (such as commissions, fees, tips and bonuses);
- B. Net income from the operation of a business or profession. (Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining Net Income.) An allowance for depreciation of assets used in a business or profession may be deducted, based on straightline depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or other assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends and other net income of any kind from real or personal property. (For this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). All allowance for depreciation is permitted only as authorized in Paragraph B of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family Has Net Family Assets in excess of \$5,000.00, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD;
- D. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefit and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment; (*Excluding Lump Sum Supplemental Security Income (SSI) and Lump Sum Social Security Benefits (SS)*)
- E. Payments in lieu of earnings, such as unemployment and disability compensation, social security benefits, workmen's compensation and severance pay, but see Paragraph 25-C in this section.
- F. Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that are subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and

utilities, the amount of welfare assistance income to be included as income shall consist of:

- (1) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus
 - (2) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the families' welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage;
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts, including amounts received from any persons not residing in the dwelling. If the payments actually received are different than the determined amount, rent can be adjusted in accordance with the terms of the dwelling lease agreement.
- H. All regular pay, special payments and allowances (such as longevity, overseas duty, rental allowances for dependents, etc.) received by a member of the Armed Forces (whether or not living in the dwelling) who is head of the family, spouse, or other family member whose dependents are residing in the unit (but see "Hazardous duty pay")
- I. Payments to the head of the household for support of a minor or payments nominally to a minor for his support but controlled for his benefit by the head of the household or a resident family member other than the head, who is responsible for his support;
- J. Veterans Administration compensation (Service Connected Disability or Death Benefits); and

Note:

If it is not feasible to anticipate a level of income over a 12month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

Tenants that receive lump-sum payments that are included as income and fall in the categories listed above, (*Excluding Lump Sum Supplemental Security Income (SSI) and Lump Sum Social Security Benefits (SS)*) must report the income to the Housing Manager as soon as possible but no later than ten (10) calendar days after receipt of the funds and the applicable portion of the payment that is due as back rent is due fourteen (14) days after WHA notifies the family of the amount due.

Unreported Income: If a tenant fails to report income the tenancy will be terminated under the terms of WHA's lease. If the act is determined by WHA to be intentional, the tenant will be obligated to pay the applicable portion of the rent for any and all unreported income. If the unreported income was unintentional by the tenant the tenant will be billed for the amount due WHA and the amount will be payable within fourteen (14) days. If the payment cannot be made in one

payment, the tenant may request WHA to approve a repayment schedule. Any repayment agreement must be in writing and signed by the Tenant and a WHA representative.

54. TOTAL TENANT PAYMENT (TTP): The TTP for families participating in the Public Housing program must be at least \$50, which is the minimum rent established by WHA.
- A. For the Public Housing Program, the TTP must be the greater of
- (1) 30 percent of family monthly adjusted income;
 - (2) 10 percent of family monthly income;
 - (3) \$50, which is the minimum rent set by WHA, or
- B. The ceiling/flat rent. The resident may elect the ceiling/flat rent in lieu of the rent calculated in paragraph "A," above.

It is possible for Public Housing tenants to qualify for a utility reimbursement despite the requirement of a minimum rent. For example, if a Public Housing family's TTP is the minimum rent of \$25 and WHA's utility allowance for the size and type unit the family has selected is \$60, the family would receive a utility reimbursement of \$35 (\$60 less \$25) for tenant purchased utilities.

55. UTILITIES - Utilities may include water, electricity, gas, garbage, and sewage services.
56. UTILITY ALLOWANCE - If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Tenant rent, but is the responsibility of the family occupying the unit, then the utility allowance is an amount equal to the estimate made or approved by WHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energyconservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment. If the family pays directly for one or more utilities or services, the amount of the allowance is deducted from the gross rent in determining the contract rent and is included in the gross family contribution.
57. UTILITY REIMBURSEMENT PAYMENT - Utility Reimbursement Payment is the amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.
58. VERY LOW-INCOME FAMILY - A lower Income Family means a family whose annual income does not exceed fifty (50%) percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.
59. WAGE EARNER - A person in a gainful activity who receives any wages. Said wages or pay covers all types of employee compensation including salaries, vacation allowances, tips, bonuses, commissions and unemployment compensation. The terms "Wage Earner" and "Worker" are used interchangeably.

60. WELFARE ASSISTANCE - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

SECTION V. APPLYING FOR ADMISSION

1. How to Apply: - Families wishing to apply for Public Housing shall complete an application for public housing assistance.

Applications will be accepted at the following location(s): 142 Mechanic St., Watertown, New York.

Applications are taken to compile a waiting list. Depending upon the demand for housing in WHA's jurisdiction, WHA may take applications on an "open enrollment" basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the information will be verified by WHA.

Applications may be made in person at WHA during specified dates and business hours posted at WHA's Office.

The application must be dated, time-stamped, and referred to WHA's office where tenant selection and assignment is processed.

Individuals who have a physical impairment which would prevent them from completing an application in person may call WHA to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf. If the applicant is visually impaired, all notices must be in a format understandable by applicant.

2. Closing of Application Taking:

If WHA is taking applications, WHA may suspend the taking of applications if the waiting list is such that additional applicants would not be able to occupy a public housing unit within the next 12-month period. Application taking may be suspended by bedroom size, if applicable. WHA will make known to the public through publication in a newspaper of general circulation, minority media, and other suitable means the fact that applications for public housing units are being suspended.

To reach persons, who cannot read the newspapers, WHA will distribute fact sheets to the broadcasting media. Personal contacts with the news media and with community service personnel, as well as public service announcements, will be made.

3. Opening of Application Taking When WHA decides to start taking applications, the waiting list may be opened by bedroom size.

WHA will utilize the following procedures:

WHA will make known to the public through publication in a newspaper of general circulation, minority media, and other suitable means the availability and nature of housing assistance for eligible families.

The Notice must contain the following:

- A. WHA will publish the date applications will be accepted and the location where applications can be completed.

If WHA anticipates suspending the taking of applications after a period of time, the date of acceptance and closing of applications must be published.

- B. Advise families that applications will be taken at the designated office;

- C. Briefly describe the Public Housing program; and

- D. State that applicants for Public Housing must specifically apply for the Public Housing Units and that applicants for Public Housing may also apply for the Section 8 Program, if applicable, and they will not lose their place on the Public Housing waiting list if they also apply for Section 8 assistance. For this to be applicable WHA must have a Section 8 Program and be accepting applications for Section 8 assistance.

- E. To reach persons who cannot read the newspapers, WHA will distribute fact sheets to the broadcasting media. Personal contacts with the news media and with community service personnel, as well as public service announcements, will be made.

4. Application Period (Dates): - The application taking closing date may be determined administratively at the same time that WHA determines to open enrollment. The open enrollment period shall be long enough to allow enough applicants as required by the projected turnover and the number of public housing vacancies.

SECTION VI. MISSED APPOINTMENTS

An applicant or tenant who fails to keep an appointment without notifying WHA and without re-scheduling the appointment shall be sent a notice of termination of the process for failure to supply such certification, release of information or documentation as WHA or HUD determines to be necessary (or failure to allow WHA to inspect the dwelling unit at reasonable times and after reasonable notice, if applicable) in the following situations:

- ☞ Complete Application
- ☞ Bringing in Verification Information
- ☞ Briefing prior to Occupancy
- ☞ Leasing Signature
- ☞ Inspections
- ☞ Re-certification

- ☞ Interim Adjustment
- ☞ Other Appointments or Requirements to Bring in Documentation as Listed in this Plan
- ☞ Scheduled Counseling Sessions
- ☞ Move-In appointments

Process when Appointment(s) Are Missed: - For most of the functions above, the family may be given two appointments.

If the family does not appear or call to reschedule the appointment(s) required, WHA may begin termination procedures. The applicant or tenant will be given an opportunity for an informal meeting or hearing, as appropriate pursuant to the grievance process.

If the representative of WHA and/or Hearing Officer makes a determination in favor of the applicant/tenant, WHA will comply with decision unless the provisions of Section VI of the Grievance Procedure is applicable to the hearing officer's decision.

Letters Mailed to Applicants by WHA: - If an applicant claims they did not receive a letter mailed by WHA, that requested the applicant to provide information or to attend an interview, WHA will determine whether the letter was returned to WHA. If the letter was not returned to WHA, the applicant will be assumed to have received the letter.

If the letter was returned to WHA and the applicant can provide evidence that they were living at the address to which the letter was sent, the applicant would be reinstated with the date and time of the application in effect at the time the letter was sent.

Applicants must notify WHA, in writing, if their address changes during the application process.

SECTION VII. MISREPRESENTATION BY THE APPLICANT OR TENANT

If an applicant or tenant is found to have made willful misrepresentations at any time which resulted in the applicant or tenant being classified as eligible, when, in fact, they were ineligible, applicant will be declared ineligible and the lease and/or application will be terminated because of the misrepresentation by the applicant/tenant. If such misrepresentation resulted in tenant paying a lower rent than was appropriate, tenant shall be required to pay the difference between the actual payments and the amount, which should have been paid. In justifiable instances, WHA may take such other actions, as it deems appropriate, including referring the tenant to the proper authorities for possible criminal prosecution.

SECTION VIII. ADMISSION ELIGIBILITY AND CRITERIA:

1. All families who are admitted to the Public Housing Program in WHA must be individually determined eligible under the terms of this plan. In order to be determined eligible, an applicant family must meet **all** of the following requirements:
 - A. The applicant family must qualify as a family as defined in the Definitions Section.

- B. The applicant family's Total Annual Family Income as defined in the Definitions Section, must not exceed income limits established by HUD for Public Housing.
 - C. Head of Household must be 19 years of age or older or 18 years old and married (not common law) or a person that has been relieved of the disability of nonage by court action (sometimes referred to as Majority papers).
2. Sources of information for eligibility determination may include, but are not limited to the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented and placed in the applicant's file. Such documentation may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, such reports shall indicate the date, the source of the information, including the name and title of the individual contacted, and a resume of the information received.

Applicants are not automatically determined eligible to receive federal assistance. An applicant will not be placed on a waiting list if the applicant's annual family income exceeds the Low and Very Low Income Limits established by HUD and published in the Federal Register; the applicant will be declared ineligible.

3. If the applicant has failed to meet any outstanding requirements for eligibility and is determined ineligible, he/she will be so informed and the reasons stated in writing. The applicant will be granted ten days from the date stated on the ineligible letter to request an Informal Review. The applicant may bring any person he/she wishes to represent them at the Informal Review. The request for an Informal Review must be submitted in writing. However, the request must be received by WHA within the time frame established by WHA for the meeting.
4. In addition, WHA is permitted to determine as eligible, single persons living alone or intending to live alone who do not meet any of the definitions of a family, if WHA makes certain that all three of the following requirements are met:
- A. Elderly families (including Disabled Persons and Handicapped Persons) and Displaced Persons are given preference over single persons, and
 - B. Near Elderly (at least fifty years of age, but below the age of 62) are given preference over single applicants in developments designated for the elderly, and
 - C. Single persons are only eligible for one-bedroom and/or efficiency units.
5. Declaration of Citizenship: WHA may not provide assistance to nor make financial assistance available to a person other than United States citizens, nationals, or certain categories of eligible non-citizen in HUD's assisted housing programs.
6. Once an applicant becomes a tenant in WHA's public housing program, the head of household must request permission to add another person to the dwelling lease. The

person being added must meet all eligibility requirements before WHA will approve any addition to the dwelling lease.

SECTION IX. VERIFICATION AND DOCUMENTATION

Families are required to provide Social Security Numbers (SSN) for all family members age 6 and older prior to admission, if they have been issued SSN by the Social Security Administration. All members of the family defined above must either:

1. Submit SSN documentation; or
2. Sign a certification if they have not been assigned a SSN. If the individual is under 18, the certification must be executed by his or her parent or guardian. If the participant who has signed a certification form obtains a SSN, it must be disclosed at the next regularly scheduled reexamination, or next rent change.

Verification will be done through the providing of a valid Social Security card issued by the Social Security Administration.

WHA will accept copies of the Social Security card only when it is necessary for WHA to verify by mail the continuing eligibility of participant families.

If an applicant or tenant cannot provide his or her Social Security card, other documents listed below showing his or her Social Security Number may be used for verification. He or she may be required by WHA to provide one or more of the following alternative documents to verify his or her SSN, until a valid Social Security card can be provided

These documents include:

- ☞ Drivers license, that displays the SSN.
- ☞ Identification card issued by a Federal, State or local agency
- ☞ Identification card issued by an employer or trade union
- ☞ Identification card issued by a medical insurance company
- ☞ Earnings statements or payroll stubs
- ☞ Bank statements
- ☞ IRS Form 1099 or W-2 Form
- ☞ Benefit award letters from government agencies
- ☞ Medicaid Cards
- ☞ Unemployment benefit letter
- ☞ Retirement benefit letter
- ☞ Life insurance policies
- ☞ Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records
- ☞ Verification of Social Security benefits with the Social Security Administration

If WHA verifies Social Security benefits with the Social Security Administration, the acceptance of the SSN by the Social Security Administration may be considered documentation of its validity.

3. Employer Identification Number (EIN).
4. Applicants may not become residents until the documentation is provided and verified. The applicant will retain their position on the waiting list during this period. The applicant will be given a reasonable time, subject to the circumstances, to furnish the documentation before losing their place on the waiting list and the time may be extended, if such circumstances require an extension. The decision will be made by a WHA representative and documented, in writing, and placed in the applicant's file.

Additional documentation that may be required in determining eligibility:

- ☞ Temporary Assistance To Needy Families (TANF)
- ☞ Birth Certificate or Drivers License that displays the date of Birth and/or form(s) that are issued by a Federal, State, City or County Agency that displays the date of Birth.
- ☞ Child Care Verification
- ☞ Credit References (History)
- ☞ Credit Bureau Reports
- ☞ Employer's Verification
- ☞ Landlord Verification
- ☞ Social Security Benefits
- ☞ Assets Verification
- ☞ Bank Accounts: Checking Accounts - \$500 + Balance Saving Accounts - \$100 + Balance

5. Marriage Certificate: If a marriage certificate is not available the following information is acceptable:
 - ☞ Drivers License that displays the same address and last names
 - ☞ Federal Tax Forms that indicate that the family filed taxes as a married couple during the last tax reporting period.
 - ☞ Other acceptable forms of documentation of marriage would include any document that has been issued by a Federal, State, City of County Government and indicates that the individuals are living as a married couple. The couple also certifies in their application for housing that they are married.
6. Personal References: Personal references (not family) may be used when an applicant cannot produce prior rental history records.
7. Supplemental Social Security Income (SSI) Benefits
8. Unemployment Compensation
9. VA Benefits
10. Any other reasonable information needed to determine eligibility might be requested by WHA, which may include police reports.
11. Separation means the ending of co-habitation by mutual agreement. - *If an applicant is*

divorced or separated and has children by that spouse, applicant must provide at least one of the verifications listed below:*

- A. A FINAL divorce decree. *(Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced)
- B. Receiving court-ordered child support from former spouse.
- C. Verification that applicant is pursuing child support through an appropriate agency or Court.
- D. If applicant is receiving personal child support through the Court or Department of Social Services, the applicant may show verification of same by the Court or agency involved
- E. Receiving TANF (Temporary Assistance to Needy Families) through the Department of Human Resources for former spouse's children.
- F. A notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.
- G. Income tax statements from both husband and wife indicating both filed income taxes separately the last year and that they filed from different addresses.
- H.
 - (1) Written statement from Lawyer that applicant has filed suit for divorce because of domestic abuse.
 - (2) A written statement from an abuse shelter, law enforcement agency, social service agencies that applicant needs housing due to domestic abuse.

Note:

Pertaining to 11 H (1) & (2): Applicant will also be required to sign a statement to the effect that the separated person will not be permitted in the resident's apartment or on the resident's property because of the physical abuse situation or because of other violent or abusive behavior of the separated person.

Also, the person involved with domestic abuse will be banned from all WHA property as long as the applicant lives in assisted housing within WHA property.

- I. Food stamp verification - If no other documentation is available.
12. *If applicant is divorced* or separated from a person and has no children by that person, applicant must provide at least one of the verifications listed below:*
- A. A final divorce decree. *(Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced)

- B. A notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.
- C. Income tax statements from both husband and wife indicating both filed income taxes separately the last year and that they filed from different addresses.
- D. (1) Written statement from Lawyer that applicant has filed suit for divorce because of physical abuse.
(2) A written statement from an abuse shelter, law enforcement agencies, social services agencies that applicant needs housing due to physical abuse.

Note:

Pertaining to 12 D (1) & (2): Applicant will also be required to sign a statement to the effect that the separated person will not be permitted in the resident's apartment or on the resident's property because of the domestic abuse situation.

Also, the person involved with domestic abuse will be banned from all WHA property as long as the applicant lives in assisted housing within WHA property.

- E. Food Stamp Verification - If no other documentation is available.

SECTION X. GROUND FOR DENIAL OF ADMISSION

- 1. WHA is not required nor obligated to assist families who:
 - A. Owes rent, other amounts, or judgments to any WHA or any other federally subsidized housing program; the applicant will be declared ineligible. At WHA's discretion, the applicant may be declared eligible upon payment of debt, with the date and time of application being the time of payment and meeting other criteria.

Note:

Applicants that owe a WHA or any other federally subsidized program funds will not be processed for occupancy. The applicant must pay the funds owed prior to the application being processed. After the application is processed the applicant must meet all other conditions for occupancy. Re-paying funds that are due does not necessarily qualify an applicant for occupancy. Such payments will be considered along with other factors in the application process. Any money owed to a WHA, which has been discharged by bankruptcy, shall not be considered in making this determination.

- B. Have previously been evicted from public housing.
- C. Committed acts which would constitute fraud in connection with any federally assisted housing program.
- D. Did not provide information required within the time frame specified during the application process.
- E. Convicted of drug-related criminal activity or violent criminal activity. The WHA

shall prohibit admission to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.

- F. Has a history of not meeting financial obligations, especially rent.
- G. Has a record of disturbance of neighbors, destruction of property, or living or housekeeping Habits, which may adversely affect the health, safety or welfare of the other tenants.
- H. Has a history of criminal activity involving crimes of physical violence to persons or property and other criminal activity, which may adversely affect the safety, or welfare of other tenants.
- I. During the interview process the applicant demonstrates hostile behavior that indicates that the prospective applicant may be a threat to our public housing residents.
- J. The applicant family must have properly completed all application requirements, including verifications. Intentional misrepresentation of income, family composition or any other information affecting eligibility will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the lease will be terminated for such misrepresentation.
- K. The applicant and all adults must sign a release allowing WHA to request a copy of a police report from the National Crime Information Center, Police Department or other Law Enforcement Agencies. If WHA uses the information to deny or terminate assistance WHA must provide a copy of the information used in accordance with Criminal Records Management Policy.
- L. If the applicant is a former Public Housing or Section 8 participant who vacated the unit in violation of his lease, the applicant may be declared ineligible.
- M. If WHA determines that a person is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. WHA may waive this requirement if:
 - (1) The person demonstrates to WHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - (2) Has successfully completed a supervised drug or alcohol rehabilitation program;
 - (3) Has otherwise been rehabilitated successfully; or
 - (4) Is participating in a supervised drug or alcohol rehabilitation program.

Note:

The above list is not intended to be all-inclusive. Applicants may be denied admission if WHA Has reason to believe that the conduct of the applicant has been such as would be likely to interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety, or welfare or to affect adversely the

physical environment or the financial stability of the project if the applicant were admitted to the project.

2. If an applicant is denied admission, WHA will notify the applicant, in writing, of its determination and inform the applicant that they have an opportunity for an Informal Review on such determination. The denial letter will allow the applicant ten (10) calendar days to request an informal meeting (in writing) with WHA. A WHA representative will hear the appeal and issue a decision within ten (10) calendar days of the meeting.
3. As a general rule applicants may be denied admission to Public Housing for the following time frames, which shall begin on the date of application, unless otherwise provided for herein below:
 - A. Denied admission for one (1) year for the following:
 - ☞ Past rental record
 - ☞ Bad rent paying habits
 - ☞ Bad housekeeping habits, in and outside the unit
 - ☞ Damages
 - ☞ Disturbances
 - ☞ Live-ins
 - ☞ Demonstrates hostile behavior during the interview process that indicates that the applicant may be a threat to our residents.
 - B. Denied admission for three (3) years for the following:
 - ☞ Persons evicted from public housing, Indian Housing, Section 8, or Section 23 programs because of drug-related criminal activity are ineligible for admission to public housing for a three-year period beginning on the date of such eviction.
 - ☞ WHA can waive this requirement if: the person demonstrates to WHA's satisfaction successful completion of a rehabilitation program approved by WHA, or the circumstances leading to the eviction no longer exist.
 - C. Denied admission for five (5) years for the following:
 - ☞ Fraud (giving false information on the application is considered fraud).
 - ☞ An arrest or conviction record that indicates that the applicant may be a threat and/or negative influence on other residents. The five years shall begin on the date of the last reported act, completion of sentence and/or probation period.
 - ☞ Drug use without evidence of rehabilitation AND/OR alcohol abuse and/or a pattern of alcohol abuse which WHA deems would interfere with the health, safety or right to peaceful enjoyment of WHA premises by other tenants.
 - D. Denied admission for ten (10) years for the following:
 - ☞ Conviction for Drug Trafficking.
 - E. Denied admission for life to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender

registration program.

- F. Denied admission for life to any applicant who has been convicted of manufacturing or producing methamphetamine (commonly referred to as “speed”) on the premises of the public housing project. Premises are defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

Note:

As noted above these time frames are only guidelines and WHA may deny admission to any individual whose behavior may adversely affect the health, safety or welfare of other tenants or may admit persons who exhibit evidence of rehabilitation.

SECTION XI. TENANT SELECTION AND ASSIGNMENT PLAN

1. Equal Opportunity: - The Fair Housing Act makes it illegal to discriminate on the basis of race, color, religion, sex, handicap, familial status and national origin. WHA shall not deny to any family the opportunity of applying for admission nor shall it deny to any eligible applicant the opportunity of leasing or renting a dwelling suitable to its need in any low-rent project operated by WHA.
2. Selection Process: - Tenants shall be selected from among eligible applicant families whose family composition is appropriate to available dwelling units. WHA will take into consideration the needs of individual families for low rent housing and the statutory purpose in developing and operating a socially and financially sound lowincome housing project, which provides a decent home and a suitable living environment and fosters economic and social diversity in the tenant body as a whole. Selection will be made in such a manner as:
 - A. For every fiscal year, each WHA shall reserve a percentage of its new admissions for families whose incomes do not exceed thirty percent of the area median income. The goal for public housing shall be forty percent of new admissions. In reaching the new admissions goals, WHA's are required to avoid concentrating very low-income families in projects.
 - B. To maintain a tenant body in each project composed of families with a broad range of income and rent paying ability which is generally representative of the range of incomes of low income families in WHA's area of operation as defined by state law.
3. Order of Selection: - Applications will be filed in the following hierarchical order:
 - A. Unit size/type needed by applicants
 - B. Preferences, if applicable
 - C. Date and time of application

- D. Provided, however, the provisions of the de-concentration rule, contained within this policy, shall supercede the selection of applicants based on date and time and local preference points, if applicable, and allow WHA to skip families on the waiting list to accomplish this goal.
4. Verification of Preference, If Applicable: - At the time of application, initial determinations of an applicant's entitlement to a Preference may be made on the basis of an applicant's certification of their qualification for that preference. Before selection is made, this qualification must be verified.

Note:

An applicant can reject an offer 3 times before losing their place on the waiting list. If an applicant rejects the 3rd offer, the applicant will be notified at that time that due to the fact they refused the offer of assistance, the date and time of their application is being changed to the date and time that they refused the offer. This will be explained verbally and followed-up in writing to the applicant. WHA will notify (verbally and in writing) the applicant that their actions may affect their place on the waiting list, and the next offer of assistance will be made when their name reaches the top of the waiting list.

SECTION XII. GROUNDS FOR DENIAL AND OPPORTUNITY FOR HEARING

If WHA determines that an applicant does not meet the criteria for receiving housing, WHA must promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with WHA's designee to review it. If requested within ten (10) days, in writing, the meeting must be conducted by a person or persons designated by WHA. The person designated by WHA to conduct the informal hearing shall be an impartial person appointed by WHA other than a person who made the approval of WHA's action under review or a subordinate of such person. The procedures specified in this section must be carried out in accordance with HUD's requirements. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, religion, sex, handicap, familial status and national origin.

Note:

WHA grievance procedure applies only to residents. It does NOT apply to applicants.

SECTION XIII. INCOME VERIFICATION AND DOCUMENTATION

1. WHA use for verification purposes the following:
- ☞ "Verification of Employment" for wage earners;
 - ☞ Verification of public assistance for those persons who receive public assistance;
 - ☞ Documentation of exceptional medical and/or other expenses (elderly family status);
 - ☞ Verifications of assets (savings, stocks, bonds, etc.);
 - ☞ Birth Certificates; and
 - ☞ Other means or sources of income verification.

2. Once all of the information is verified WHA shall calculate the monthly rent. Beginning 10/1/1999 the family will be notified of this amount and the amount of the flat rent. The family shall elect, in writing, their choice.

As soon as a determination can be made, applicants will be informed, in writing, by an authorized WHA representative that they have been declared eligible or ineligible. Applicants that are determined ineligible will be informed, in writing, of their right to an informal meeting if they believe that such determination is unjust.

The final estimate of Gross Family Income will be made by WHA on the basis of verified information regarding income. Once WHA has determined that an applicant is eligible, then the process of housing the family begins.

There is no minimum income requirement, but the staff should use good interviewing skills to determine whether there is income, which is not being reported.

Families may not be required to apply for public assistance, but it may be suggested to them. If the family reports zero income, WHA will have the family sign verification forms to verify that no income is being provided.

Families will be required to report any changes in their income status within ten (10) calendar days of the occurrence of employment and/or any other type of income is received. Families with zero income **may** be requested to re-certify more frequently.

SECTION XIV. ORIENTATION OF FAMILIES

1. Briefing: Purpose of the Briefing: - The purpose of the briefing is to cover the occupancy requirements for the tenant and the landlord. The briefing is conducted as follows:

- A. Once WHA determines that an applicant is eligible and the applicant's name reaches the top of the waiting list, WHA shall offer an apartment to the applicant. The applicant shall be given an opportunity to view the apartment prior to the signing of the lease and other documents required before occupancy. After the offer is made and after this viewing, and when the offer is accepted, a WHA representative will schedule an appointment with the prospective tenant, for orientation.

An Applicant can reject an offer 3 times before losing their place on the waiting list. If an applicant rejects the 3rd offer, the applicant will be notified at that time that due to the fact that they refused the offer of assistance, the date and time of their application is being changed to the date and time that they refused the offer. This will be explained verbally and followed-up in writing to the applicant. WHA will notify (verbally and in writing) the applicant that their actions may affect their place on the waiting list and the next offer of assistance will be made when their name reaches the top of the waiting list.

- B. The applicable deposit, unearned rent and other charges, (if applicable), will be

collected, as soon as possible after the briefing is scheduled, and before the briefing is held.

- C. At the briefing, the Lease and Grievance Procedure is explained in detail to the applicant and/or applicants (there can be more than one family at the briefing.)
 - D. The signing of all required occupancy forms is to be privately handled at the end of each briefing.
 - (1) The required occupancy forms are explained at that time and the dwelling lease is signed by the prospective tenant and a WHA representative.
 - (2) Appointment for move-in is scheduled at the end of the lease signing at project office.
2. Briefing Attendance Requirement - All families (head of household) are required to attend the briefing when they are initially accepted for occupancy. No family can be housed if they have not attended a briefing.

Failure to attend a scheduled briefing (without notice to WHA) will result in the family's application being placed in the inactive file and the family may be required to reapply for assistance. Applicants who provide prior notice of an inability to attend a briefing will be scheduled for the next briefing.

Failure of an applicant to keep a scheduled check-in, without good cause, may result in the cancellation of the occupancy process and the applicant required reapplying for assistance.

3. Format of the Briefing: - The applicant is provided a copy of the Dwelling Lease and Grievance Procedure and the provisions of the Lease and Grievance Procedure are explained to the Tenant, and the lease specifies the unit to be occupied, family composition, date of admission, the rent to be Charged, utility allowances, (if applicable) excess utilities, and the terms of occupancy. The applicant shall be provided with the Request for Relief of Surcharges for Excess Consumption of Utilities Policy and informed of the method for requesting relief under the policy. If for any reason the family becomes over or under housed they must be informed that once a unit of the appropriate size is available they must move to the appropriate size unit as outlined in Transfers. Also, if there is a Change in family composition that caused the family to be over or under housed the family will be required to move to the appropriate size unit when a unit becomes available. The moving date should be within thirty (30) days of the date of WHA's written notification to the affected family. If WHA Has more vacancies than families on the waiting list for the unit size of the family that is over housed, the family may remain in the unit until the next scheduled re-exam. However, families that are under housed should be housed in the appropriate size unit as soon as a unit is made available, but not more than thirty days after notice from WHA.

4. Dwelling Lease completion:

- A. The responsible member (head of household) of the family notified for admission to the housing communities shall be required to execute a Dwelling Lease prior to admission. One executed copy is to be furnished the tenant and the original executed copy is to be retained in the Tenant file established for the family by

WHA. A copy of the Grievance Procedure shall be attached to the Tenant's copy of the Lease.

- B. When a Tenant family transfers to another dwelling, the existing Lease shall be canceled and a new Dwelling Lease executed for the present dwelling.
- C. If at any time during the life of the Dwelling Lease, any other Changes in the Tenant's status results in the need to Change or amend any provision of the Lease, or if the tenant status Changes resulting in a replacement of page one of the Lease, this page shall be completed, signed, and a copy given to the Tenant as the replacement for page one.
- D. A duplicate form of acknowledgment and understanding which lists all items of which the tenant Has been informed shall be signed by the tenant and WHA representative. A copy of this form shall be attached to the Tenant's copy of the lease along with copies of items as referred to and a copy maintained in the tenant's file.

SECTION XV. ANNUAL INSPECTIONS OF PUBLIC HOUSING UNITS

WHA has a system in place that documents the inspection of all public housing units. If the inspection results in a work order the repairs are made in accordance to the urgency of need as documented by the inspection sheet. WHA has a system that tracks each inspection. The inspection sheet used by WHA meets or exceeds the requirements of the Section 8 Housing Quality Standards (HQS).

SECTION XVI. INSPECTION AND ENTRY OF UNIT PROCEDURES

The tenant will be given notice as outlined in the Dwelling Lease, **except for emergencies/search warrants** that the unit will be inspected. The notification will indicate the date and the approximate time of the inspection. If the inspection indicates that the tenant has poor housekeeping habits that need to be improved upon, the inspector will file a report and the a WHA representative will notify the tenant, either verbally or in writing, about their poor housekeeping habits. A follow-up inspection will be conducted by the Manager within 30 days of the counseling session and if the problem continues to exist the Manager may take whatever action that is necessary to correct the situation. If the tenant fails to improve, the provisions of the dwelling lease can be enforced and the tenant evicted. However, the Manager should take steps to help the tenant improve before starting the eviction process.

If the inspection indicates that the tenant has created damage that is beyond normal wear and tear, the damaged items will be replaced and the tenant billed for the damages, as posted. If the damage is severe, a report will be provided to the Manager and the Manager will take appropriate action with the tenant.

WHA staff and/or agents of WHA Have authority to enter any unit if it is suspected that an "Emergency" situation exists. If for any reason a unit is entered by authorized WHA personnel the tenant will be provided with the reason for the entry, by leaving a written notice of the time,

date and reason for the entry.

WHA staff and/or agents of WHA, at the direction of the Police will open the door to a unit when law-enforcement officials present a lawfully executed search warrant (plus, provide a copy of the search warrant to WHA staff) for a dwelling unit managed by WHA. WHA staff and/or its agents will write down the name(s) of the Police Officers and keep the copy of the search warrant. These documents will be filed in the residents file folder. WHA staff will not enter the unit. This action will prevent the law enforcement officers from having to breakdown the door and causing damages to the unit.

SECTION XVII. TYPES OF INSPECTIONS:

An authorized representative of WHA, tenant and/or adult family member shall be obligated to inspect the premises prior to commencement of occupancy. A written statement of condition of the premises and all equipment will be provided, and same shall be signed by both parties with a copy retained in tenant's file. WHA representative shall inspect the premises at the time the tenant vacates and furnish a statement of any charges to be made provided the tenant turns in the proper notice under state law and requests the proper inspection. The tenant shall be provided an opportunity to participate in a move out inspection, unless tenant vacates without notice. The tenant's security deposit can be used to offset against any charges assessed for damages to the premises, et al, as described on page 16 of this document unit.

1. Move-in Inspections: - Performed with the resident at move-in and inspection documented by WHA on inspection form and signed by the tenant. This inspection documents the condition of the unit at move-in.

Note:

Any adult member of the household is allowed to sign the inspection form for the Head of Household.

2. Move-out Inspections: - Performed with tenant, if possible, and documented by WHA on inspection form and signed by the tenant, if present. This inspection determines if the tenant is responsible for any damages and owes WHA funds. Any deposit will be used to offset the funds due WHA.
3. Annual Inspections: - WHA inspects 100% of its units annually using standards that meet or exceed Housing Quality Standard (HQS) Inspections.
4. Preventive Maintenance (PM) Inspections - PM inspections are performed by WHA staff on a regular basis and the residents are given at least two days notice prior to the inspection.
5. Project Manager Inspections: - WHA representative may perform random home visits to see if the resident is keeping the unit in a decent, safe and sanitary condition. This visit can also be used as an opportunity to get to know the tenant and see if they have any specific needs that we can help them with and/or refer them to a service agency. The tenant will be given at least two days notice, prior to the inspection.

6. Special Inspections: - Representatives from the U. S. Department of Housing and Urban Development and/or other Government Officials visit WHA to monitor operations and as part of the monitoring they will inspect a sampling of the public housing inventory. The affected tenants will be given two days notice.
7. Emergency Inspections: - If any employee and/or agent of WHA Has reason to believe that an emergency exists within the public housing unit, the unit can be entered **without** notice. The person(s) that enters the unit must leave a written notice to the tenant that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

SECTION XVIII. DETERMINATION OF RENT, RE-EXAMINATION OF INCOME AND FAMILY CIRCUMSTANCES

1. Determination of Rent: Rent as fixed at admission or annual re-examination will remain in effect for the period between regular rent determinations unless the following changes in family circumstances occur. Also, tenant agrees to report, in writing, and provide certification following any Change in annual income within ten (10) calendar days of the occurrence.
 - A. Loss or addition of family composition of any family member through birth, death, divorce, removal of other continuing circumstances and the amount, if any, of family member's income;
 - B. Employment, unemployment, or changes in employment of a permanent nature of the family head, spouse, or other wage earner that is 18 years of age; or
 - C. To correct errors made at admission or re-examination, which shall be retroactive to the date of error.
 - D. Temporary employment/unemployment or increases and decreases in wages **“for any reason”** of less than 30 days will not constitute a rent adjustment.
 - E. WHA must lower the rent for a family whose income is reduced because of the expiration of a welfare-initiated time limit. The Tenant must report this within ten days from the time of the change of income in accordance with the Dwelling Lease. Provided, however, that if the family’s welfare benefits are reduced of a fraudulent act on the part of a family member, WHA is prohibited from reducing the family’s rent contribution to reflect the bwer benefits income.
2. Annual Re-examination:
 - A. Once each year or as required by WHA, each family will be required to furnish information in Section III (A) of the Dwelling Lease. Verifications acceptable to WHA shall be obtained and determinations made. In the event of failure or refusal of Tenant to report the necessary information, WHA may terminate the Lease. This reexamination shall be done _____ (Anniversary date, etc.)

- B. Records shall be maintained to insure every Tenant being reexamined within a twelve-month period.
 - C. Upon completion of reexamination and verification, Tenant shall be notified, in writing, no later than thirty (30) days prior to the effective date of the following: (A copy of such notification is to be retained in the Tenant's file.)
 - (1) Any change in rent and the date on which it becomes effective.
 - (2) Any change required in the size of dwelling unit occupied.
 - (3) Any instance of misrepresentation or noncompliance with the terms of the Dwelling Lease and the corrective action(s) to be taken.
 - (4) Beginning 10/1/1999 the family will be notified of this amount and the amount of the flat rent. The family shall elect, in writing, their choice.
 - D. In the event of change in tenant circumstances tenant will be sent a notice to report to the management office at a specified date and time to execute a new first page of the Lease.
 - E. If WHA determines that the size of the premises is no longer appropriate for Tenant's needs the tenant may be required to transfer to another units as outlined in Transfers.
3. Interim Re-determination of Rent: - Rent as set at admission or Annual Re-examination will remain in effect for the period between regular rent determinations unless changes in family circumstances occur. Tenant is required and agrees to report, in writing; the following specified changes in family income and composition within ten (10) calendar days of occurrence.
- A. Loss or addition to family composition of any kind through birth, death, marriage, divorce, removal or other continuing circumstance and the amount, if any, of such family member's income. Any such additions, other than birth, must be approved by WHA in advance, and must qualify, the same as an applicant or any prospective new tenant.
 - B. Employment, unemployment or Changes in income for employment of a permanent nature of the family head, spouse, or other wage earner eighteen (18) years of age or older.
 - C. The starting of or stopping of, or an increase or decrease of any benefits or payments received by any member of the family or household from Old Age Pension, Aid for Dependent Children, Black Lung, Railroad Retirement, Private Pension Fund, Disability Compensation, Veterans Administration, Child Support, Alimony, Regular Contributions or Gifts. Lump sum payments or retroactive payments of benefits from any of the above sources which constitute the sum of monthly payments for a preceding period paid in a lump sum must be reported and rent adjusted retroactively on such income to date of eligibility for any family member residing in the household for that period of time.
 - D. Cost of living increases in Social Security or public assistance grants need not be

reported until next re-examination and re-determination of rent.

- E. Errors of omission made at admission or re-examination shall be corrected by WHA. Retroactive payments will be made to the tenant if the error is in the tenant's favor.
 - G. A tenant who has had an income reduction/increase after initial occupancy or after annual re-examination must report all changes in income within ten (10) calendar days regardless of the amount or source.
4. Notice of Temporary Rent - On occasions, WHA is required to compute rent based on information that is supplied by the tenant and third party information that has not or will not be provided by the employer. When this situation occurs, WHA will compute a temporary rent based on the information available. Once the information is verified the tenant will be notified in writing. If an underpayment was made based on the information provided the tenant will have fourteen (14) days from the date of WHA notification to pay the amount specified. If the tenant has made an overpayment, that amount will be credited to the tenant account. The Head of Household and Spouse (if applicable) and a WHA representative signs this Notice of Temporary Rent and it is filed with the dwelling lease and a copy provided to the tenant.
5. The effective dates of Interim Re-determination of rent:
- A. Any decrease in rent resulting from any decreases in family income will be made effective the first of the month following the date the decrease in family income was reported and verified in writing.
 - B. The tenant agrees to pay any increase in rent resulting from an increase in family income the first of the second month following the date in which such increase in family income occurred, and to pay any back rent due because of failure on the part of the tenant to report such increase in family income.
 - C. Any interim change in rent will require re-verification of all family income that Has not been verified within ninety (90) calendar days of the previous rent determination.
 - D. Tenant agrees to pay any increase in rent resulting from the implementation of changes in rent computation or increases due to changes in regulations, policies or procedures requiring implementation by the United States Department of Housing and Urban Development (HUD).
 - E. Employment, unemployment or changes in employment of any nature (example, employed but not working due to illness that is not compensated by the Employer) of the family head, spouse or any other wage earner 18 years of age or older.
 - F. If it is found that a tenant has misrepresented or failed to report facts upon which rent is based so that the tenant is paying less than the tenant should be paying, the increase in rent shall be made retroactive to the date the increase would Have taken effect. The tenant will be required to pay the difference between the rent

paid and the amount that should have been paid. In addition, the tenant may be subject to civil and criminal penalties. Misrepresentation is a serious lease violation, which may result in eviction.

6. Special Re-examinations: - Special reexaminations are pre-scheduled extensions of admission or continued occupancy determinations, and will be considered for the following reasons:

- A. If it is impossible to determine annual family income accurately due to instability of family income and/or family composition, a temporary determination of income and rent is to be made and a special re-examination shall be scheduled for thirty (30), sixty (60) or ninety (90) days, depending on circumstances. The tenant shall be notified, in writing, of the date of the special re-examination.
- B. If the family income can be anticipated at the scheduled time, the reexamination shall be completed and appropriate actions taken. If a reasonable anticipation of income cannot be made, another special re-examination shall be prescribed and the same procedure followed as stipulated in the preceding paragraph until a reasonable estimate can be made.
- C. Rents determined at special re-examinations shall be made effective as noted in this section.

7. Minimum Rent Hardship Exemptions:

- A. WHA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:
 - (1) The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
 - (2) The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).
 - (3) The income of the family has decreased because of changed circumstance, including loss of employment.
 - (4) A death in the family has occurred, which affects the family circumstances.
 - (5) Other circumstances which may be decided by WHA on a case by case basis.

All of the above must be proven by the Resident providing verifiable information in writing to WHA prior to the rent becoming delinquent and before the lease is terminated by WHA.

- B. If a resident requests a hardship exemption (**prior to the rent being delinquent**) under this section, and WHA reasonably determines hardship to be of a temporary nature, exemption shall not be granted during a ninety day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety-day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial Hardship is of a long term basis, WHA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period. This paragraph does not prohibit WHA from taking eviction action for other violations of the lease.
8. Reduction of Welfare Benefits: If the resident requests an income re-examination and the rent reduction is predicated on a reduction in tenant income from welfare, the request will be denied, but only after obtaining written verification from the welfare agency that the families benefits Have been reduced because of:
- A. Noncompliance with economic self-sufficiency program or;
 - B. Work activities requirements or;
 - C. Because of fraud.
9. Exception to rent reductions: Families whose welfare assistance is reduced specifically because of fraud or failure to participate in an economic selfsufficiency program or comply with a work activities requirement will not Have their rent reduced.

SECTION XIX. TRANSFER

1. Objectives of the Transfer Policy:
- A. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
 - B. To facilitate a re-location when required for modernization or other management purposes.
 - C. To facilitate relocation of families with inadequate housing accommodations.
 - D. To eliminate vacancy loss and other expense due to unnecessary transfers.
2. Types of Transfers:
- A. WHA initiated: WHA may at its discretion transfer residents because of an uninhabitable unit, major repairs, or other actions initiated by management. For these types of transfers WHA will cover the cost of the transfer pursuant to cost allowed by HUD.
 - B. Transfers for Reasons of Health: Tenant may be transferred when WHA determines that there is a medical need for such transfers, such as inability to negotiate stairs or steps. The tenant will be required to provide a statement from a

medical doctor which indicates the condition of the tenant and WHA reserves the right to make its own evaluation of the situation and documentation. If WHA determines that there is not a substantial and necessary medical need for such transfer, the request for transfer shall be treated as a convenience transfer. Normally such transfers will be within the tenant's original neighborhood unless the appropriate size and type of unit does not exist on the site. The tenant must pay for all of their moving expenses.

- C. Convenience Transfers: The Executive Director or his/her designee may at his/her discretion permit a transfer to another housing community or public housing facility for the convenience of the tenant for good cause. However, the cost of the transfer shall be borne by the tenant. Prior to the transfer the Landlord will perform an inspection on the current unit to determine the amount of charges the tenant will be required to pay as a result of tenant caused damages, if any. All transfer charges must be paid at the time the tenant signs his/her lease and receives the keys for the new unit. The Landlord will perform a final inspection, with the tenant, on the unit that the tenant transferred from, after the keys are turned in, and a final determination will be made by WHA staff as to any charges that may be due WHA. For example, the tenant may not have cleaned the unit properly and/or damaged the unit during the moving process. If there are any charges that are due WHA, as a result of this inspection, the tenant must pay for these damages within fourteen (14) days of written notice from WHA. The tenant must sign a transfer agreement after WHA has authorized the transfer and prior to the transfer.

Request for transfers for convenience must be made, in writing, to WHA at the tenant's residential office stating the reason for the requested transfer. WHA will issue a decision within thirty (30) calendar days of receipt of the request, and if approved, provide the tenant with a list of the charges that will be the tenants responsibility to pay prior to the transfer.

- D. Transfers for Over/Under-housed Families to the Appropriate Unit - WHA may transfer residents to the appropriate sized unit and those tenants are obligated to accept such transfers. Transfers will be made in accordance with the following principles:
- (1) Determination of the correct sized apartment shall be in accordance with WHA's occupancy guidelines, as outlined in Occupancy Guidelines.
 - (2) Transfers into the appropriate sized unit will be made within the same neighborhood unless that size does not exist on the site.
 - (3) The tenant must pay for they're moving expenses.
- E. Priorities for transfers - All transfers must be either for health reasons, for relocation to an appropriate sized unit, approved convenience transfers, or initiated by WHA due to modernization work and/or other good cause as determined by WHA. Priority transfers are listed below:
- (1) WHA initiated transfers,
 - (2) Transfers for health reasons,
 - (3) Tenants who are under-housed by two or more bedrooms,
 - (4) Tenants who are over-housed by two or more bedrooms,

- (5) Tenants who are under-housed by one bedroom,
- (6) Tenants who are over-housed by one bedroom; and,
- (7) Convenience transfers.

Within each priority type, transfers will be ranked by date. In processing transfers requested by tenants for approved health reasons or to move to a larger apartment, the date shall be that on which the changed family circumstances are verified by the Manager. WHA reserves the right to immediately transfer any family who has misrepresented family circumstances or composition and the family charged the posted rate for convenience transfers.

3. Transfer Procedures: - WHA shall:

- ☞ Prepare a prioritized transfer list, as needed, at re-examination.
- ☞ Notify residents by letter of their pending transfer.
- ☞ Participate in evaluation of request for transfer based on approved medical reasons.
- ☞ Issue final offer of vacant apartment as soon as vacant apartment is identified.
- ☞ Issue notice to transfer as soon as vacant apartment is available for occupancy.
- ☞ Participate in planning and implementation of special transfer systems for modernization and other similar programs.
- ☞ Inspect both apartments involved in the transfer, charging for any resident damages that is not considered normal wear and tear.
- ☞ When the tenant is transferred for modernization, the cost of the transfer shall be paid by WHA, pursuant to cost that is allowed by HUD.

Only two offers of a unit will be made to each tenant being transferred within his/her own neighborhood. A resident being transferred outside his own neighborhood will be allowed to refuse two offers. In the case of a family being transferred from a unit which is uninhabitable, incorrectly sized or scheduled for major repairs, failure to accept the unit offered, or the second unit offered in the case of a transfer outside the neighborhood, will be grounds for eviction. When a tenant declines an offer of a transfer to a single level apartment and the tenant requested the transfer WHA will notify the tenant, at that time, that WHA is not obligated to make any subsequent offers. WHA will notify the tenant that WHA has discharged its obligations to the tenant and he/she will remain in the unit at his/her own risk, and that WHA assumes no liability for the tenant's condition.

- ☞ Right of WHA in transfer policy - The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy shall create a property right or any other type of right for a tenant to transfer or refuse transfer.

SECTION XX. LEASE TERMINATION AND EVICTIONS

All Lease terminations and evictions will be processed in accordance with WHA's current dwelling lease and Grievance Procedure. WHA's Dwelling Lease and the Grievance Procedure is incorporated into this document by reference and is the guideline to be used for Lease terminations and evictions.

The dwelling lease may not cover every specific situation that warrants a lease termination; therefore, for good cause WHA may terminate a lease for reasons that are not specifically listed in the dwelling lease.

SECTION XXI. COMPLAINTS AND GRIEVANCE PROCEDURES

Complaints and Grievance Procedures shall be accomplished in accordance with WHA approved Grievance Procedure. The grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals.

SECTION XXII. SECURITY DEPOSITS

A security deposit shall be made pursuant to the terms of the dwelling lease with a schedule posted at each development Project Clerk's office. Security deposits may be refunded as provided in the Lease and in this procedure.

SECTION XXIII. OCCUPANCY GUIDELINES

The following guidelines shall determine the number of bedrooms required accommodating each family without overcrowding or over-housing. These guidelines may be waived only when necessary to achieve or maintain full occupancy and after every effort has been made to stimulate applications from families appropriate to the existing vacancies. Families may be assigned improper sized units **WITH THE WRITTEN UNDERSTANDING** that they must transfer to the appropriate size unit when instructed to do so by WHA. Otherwise, the following occupancy standards shall apply:

1. Suggested Guidelines

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10
6	6	12

2. Assignments shall be made so that, except for husband and wife and infants, persons of different sex will not occupy bedrooms over the age of six (6) years.

3. At the option of WHA, an infant, up to the age of two years, may share a bedroom with its parent(s), but the tenant shall not be required to do so.
4. In the case of chronic illness, or other physical infirmity, a deviation from the occupancy guidelines, as presented above, is permissible when justified with evidence and documentation from a licensed physician.
5. Every family member, over two years of age, is to be counted as a person.

SECTION XXIV. COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS FOR POSTING REQUIRED INFORMATION

There shall be maintained in WHA's office waiting room a bulletin board, which will accommodate the following posted materials:

1. Statement of Policies and Procedures Governing Admission and Continued Occupancy Policy (ACOP) this policy also outlines WHA's tenant selection and assignment plan.
2. Open Occupancy Notice (Applications being Accepted and/or Not Accepted)
3. Directory of Housing Communities including names, address of project offices, number of units by bedroom size, number of units specifically designed for the elderly, Handicapped, and office hours of all WHA facilities.
4. Income Limits for Admission.
5. Utility Allowances.
6. Current Schedule of Routine Maintenance Charges.
7. Dwelling Lease.
8. Grievance Procedure.
9. Fair Housing Poster.
10. "Equal Opportunity in Employment" Poster.
11. Any current "Tenant Notices".
12. Security Deposit Charges.

SECTION XXV. PET RULE

1. The Pet Rules & Regulations are incorporated into this document by reference and attached.

2. Exclusion from this policy for animals that assist persons with disabilities. This policy does not apply to animals that are used to assist persons with disabilities. The exclusion applies to animals that reside in **projects for the elderly** or **persons with disabilities**. The Housing Authority must grant this exclusion if the following is provided:
 - ☞ The tenant or prospective tenant certifies in writing that the tenant or a member of his or her family is a person with a disability;
 - ☞ The animal has been trained to assist persons with that specific disability (example, seeing eye dog); and
 - ☞ The animal actually assists the person with a disability.

Note:

Nothing in this policy limits or impairs the rights of persons with disabilities.

SECTION XXVI. DECONCENTRATION RULE

1. Objective: The objective of the De-concentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.
2. Actions: To accomplish the de-concentration goals, the housing authority will take the following actions:
 - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
 - B. To accomplish the goals of:
 - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
 - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

SECTION XXVII. CLOSING OF FILES AND/ PURGING INACTIVE FILES

WHA will purge inactive files, after they have been closed for a period of three years, with the exception of troubled cases, or cases involving a household containing a minor with a reported elevated blood-lead level.

During the term of tenancy and for three years thereafter WHA will keep the resident file. In addition, WHA must keep for at least three years the following records:

- ☞ Records with racial, ethnic, gender and disability status data for applicants and residents.
- ☞ The application from each ineligible family and the notice that the applicant is ineligible.
- ☞ HUD required reports and other HUD required files.
- ☞ Lead based paint inspection reports as required.
- ☞ Unit inspection reports.
- ☞ Accounts and other records supporting WHA and financial statements.
- ☞ Other records which HUD may specify.

WHA shall retain all data for current residents for audit purposes. No information shall be removed which may effect an accurate audit.

SECTION XXVIII. PROGRAM MANAGEMENT PLAN- Organization Plan

Reference WHA's adopted personnel policy for the organization plan of WHA.

SECTION XXIX. ADDITIONAL WHA POLICIES & CHARGES

Additional policies and charges are attached to the end of this document and are incorporated as if fully set out herein. These policies and charges may be changed from time to time, or amended, and such changes or amendments shall be substituted in this document so as to keep this policy current. All items substituted within this document shall be kept by WHA in a separate file for historical and research purposes.

PHA NAME: WATERTOWN HOUSING AUTHORITY		COMPREHENSIVE GRANT NUMBER: NY06P01050101	FFY OF GRANT APPROVAL 2001		
<input checked="" type="checkbox"/> Original Annual Statement		Reserve for Disasters/Emergencies	Revised Annual Statement/Revision Number__	P&E PROG.YR__	
Final Performance and Evaluation Report			not to hud		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1.	Total Non-CGP Funds				
2.	1406 Operations (May not exceed 10-% of line 19)		120,537.00		
3.	1408 Management Improvements		71,264.00		
4.	1410 Administration		120,536.00		
5.	1411 Audit		2,000.00		
6.	1415 Liquidated Damages				
7.	1430 Fees and Costs		60,000.00		
8.	1440 Site Acquisition				
9.	1450 Site Improvement		38,633.00		
10.	1460 Dwelling Structures		716,962.00		
11.	1465.1 Dwelling Equipment-Nonexpendable		0.00		
12.	1470 Nondwelling Structures		0.00		
13.	1475 Nondwelling Equipment		75,447.00		
14.	1485 Demolition				
15.	1490 Replacement Reserve				
16.	1495.1 Relocation Costs				
17.	1498 Mod Used for Development				
18.	1502 Contingency (may not exceed 8% of line 19)				
19. Amount of Annual Grant (Sum of lines 2-18)			1,205,379.00		
20. Amount of line 19 Related to LBP Activities					
21. Amount of line 19 Related to Section 504 Compliance					
22. Amount of line 19 Related to Security					
23. Amount of line 19 Related to Energy Conservation Measures					
Signature of Executive Director & Date:		Signature of Public Housing Director/Office of Native American Programs Administrator & Date:			

Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-Wide Activities	Development General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NY10-1 East Hills	Repair canopy pole pads	1460	14 bldgs.	38,633.00				
	Meter work-each bldg.	1460	14 bldgs.	31,540.00				
	Replace cellar vents.	1460	14 bldgs.	20,907.00				
	TOTAL			91,080.00				

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date

Development Number/Name HA-Wide Activities	Development General Description of Major Work Categories	Development Account Number	Quantity	_ Total Estimated Cost _		Total Actual Cost _		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
Maywood Terrace NY10-2	Repair canopy pole pads	1460	14 bldgs.	38,632.00				
	Replace floor tile & sub- floors-kitchens & baths.	1460	20 apts	22,402.00				
	Meter work-each bldg.	1460	14 bldgs.	31,540.00				
	Update heat. Sys- to mod boilers.	1460	1 system	122,715.00				
	TOTAL				215,289.00			

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	_ Total Estimated Cost _		Total Actual Cost	Status of Proposed Work	
HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	
Skyline Apartments NY10-3	Replace apartment tile.	1460	70 apts.	18,180.00				
	Fine tune boilers	1460	2 boilers	5,454.00				
	Maintenance equip.- lawn & snow blower & mower.	1475	1 rider	13,635.00				
	Purchase ADA washer & dryer.	1475	1 each	5,454.00				
	TOTAL			42,723.00				

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date

Development Number/Name	General Description of	Development Account	Quantity	_ Total Estimated Cost _		Total Actual Cost	Status of Proposed Work	
				Original	Revised	Funds	Funds	

HA-Wide Activities	Major Work Categories	Number			Obligated	Expended
Hilltop Towers NY10-4	Roof & rail replacement	1460	1 roof	113,625.00		
	Replace apartment tile.	1460	100 apts.	24,722.00		
	Maintenance equip.- lawn & snow blower & mower.	1475	1 rider	13,635.00		
	Purchase ADA washer & dryer.	1475	1 each	5,454.00		
	TOTAL			157,436.00		

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date
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Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing
and Urban Development

Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	Development General Description of Major Work Categories	Development Account Number	Quantity	_ Total Estimated Cost _		Total Actual Cost _	Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended

Midtown Towers NY10-5	Replace apartment tile.	1460	100 apts.	36,360.00			
	Paint interior apts., halls & doors.	1460	150 apts 11 halls	63,630.00			
	Update heating system-modular boilers.	1460	1 system	123,625.00			

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date

Development Number/Name HA-Wide Activities	Development General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
Midtown Towers	(Cont'd)							

NY10-5	Maintenance equip.- lawn & snow blower & mower.	1475	1 rider	13,635.00			
	Purchase ADA washer & dryer.	1475	1 each	5,454.00			
	TOTAL			242,704.00			
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Native American Programs Administrator & Date			

Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-Wide Activities	Development General Description of Major Work Categories	Development Account Number	Quantity	_ Total Estimated Cost _		Total Actual Cost	Status of Proposed Work	
				Original	Revised	Funds Obligated	Funds Expended	
Leray St. NY10-6	Maintenance equip.- lawn & snow blower & mower.	1475	1 rider	13,635.00				

Purchase washers & dryers.	1475	6 each	4,545.00			
TOTAL			18,180.00			

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date
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Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-Wide Activities	Development General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended
Meadowbrook NY10-10	Repair/replace canopies & new storage room doors.	1460	20 apts	49,995.00			
	Maint. Equip. lawy & snow blower & mower, weights chains, etc.	1475	1 rider	13,635.00			

TOTAL			63,630.00			
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Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date
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Development Number/Name HA-Wide Activities	Development General Description of Major Work Categories	Development Account Number	Quantity	_Total Estimated Cost_		Total Actual Cost_	Status of Proposed Work	
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Management	1408		71,264.00				
	a. Resident training			0.00				
	b. Staff-Professional Development costs for seminars,workshops, college, BOCES-education & job related training for staff			5,500.00				
	c. Improve Tenant Relations Newsletters			5,800.00				
	d. Improve Preventive Maintenance			0.00				
	e. Develop Emergency Preparedness Plan			0.00				
	f. Decrease Vancancies-Marketing			10,000.00				
	g. Improve Unit Turnaround			0.00				
	h. Improve Rent Collection			0.00				
	i. Computerize Authority							

1. Software Purchase	13,107.00			
2. Training & Support	13,107.00			
j. Consultant-Re-Write Policies	13,108.00			
k. Develop Agency Plan(s)	10,642.00			
Subtotal	71,264.00			

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date
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Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-Wide Activities	Development General Description of Major Work Categories	Development Account Number	Quantity	_ Total Estimated Cost _		Total Actual Cost	Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended
Administration	Salaries Mod coord. Mod Aide-100%	1410		90,182.00			
	Benefits			28,794.00			
	Ads			1,560.00			
	Subtotal			120,536.00			

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date
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Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	_Total Estimated Cost_		_Total Actual Cost_		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Audit	1411		2,000.00				
	Subtotal			2,000.00				
PHA Wide	A/E and consultant fees; for A/E, consultant, permits inspections, planning, identification of needs, design work, construction & bid documents, testing and assessment & surveys needed, and energy audit.	1430		60,000.00				
	Subtotal			60,000.00				
PHA Wide	Operating	1406		120,537.00				
	TOTAL			1,205,379.00				

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date

0.00

Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part III: Implementation Schedule

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

Development Number/Name	All Funds Obligated (Quarter End)			All Funds Expended (Quarter End)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NY10-1 East Hills	9/30/2003			9/30/2004			
NY10-2 Maywood	9/30/2003			9/30/2004			
NY10-3 Skyline	9/30/2003			9/30/2004			
NY10-4 Hilltop	9/30/2003			9/30/2004			
NY10-5 Midtown	9/30/2003			9/30/2004			
NY10-6 Leray	9/30/2003			9/30/2004			
NY10-10 Meadowbrook	9/30/2003			9/30/2004			

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date
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Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part III: Implementation Schedule

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter End)			All Funds Expended (Quarter End)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Management Improvements							
a	9/30/2003			9/30/2004			
b	9/30/2003			9/30/2004			
c	9/30/2003			9/30/2004			
d	9/30/2003			9/30/2004			
e	9/30/2003			9/30/2004			
f	9/30/2003			9/30/2004			
g	9/30/2003			9/30/2004			
h	9/30/2003			9/30/2004			
i	9/30/2003			9/30/2004			
j	9/30/2003			9/30/2004			
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Native American Programs Administrator & Date			

Five-Year Action Plan
Part I: Summary
 Comprehensive Grant Program (CGP)

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

OMB Approval N
 (exp.3/31/2

PHA NAME: WATERTOWN HOUSING AUTHORITY		LOCALITY: (City, County & State) Watertown, Jefferson, NY				<input type="checkbox"/> Original
						<input checked="" type="checkbox"/> Revision I
A. Development Number/ Name	Work Statement for Year 1 FFY: <u>2001</u>	Work Statement for Year 2 FFY: <u>2002</u>	Work Statement for Year 3 FFY: <u>2003</u>	Work Statement for Year 4 FFY: <u>2004</u>	Work Statement for Year 5 FFY: <u>2005</u>	
NY10-1 EAST HILLS		49,340	126,000	240,188	103,036	
NY10-2 MAYWOOD	SEE	42,500	35,000	109,797	79,296	
NY10-3 SKYLINE		20,000	84,000	117,954	26,817	
NY10-4 HILLTOP	ANNUAL	70,425	30,000	102,257	24,387	
NY10-5 MIDTOWN		66,000	160,000	39,000	358,856	
NY10-6 LERAY ST.	STATE-	186,027	167,179	0	58,925	
NY10-10 MEADOWBROOK	MENT	396,750	228,863	221,846	179,725	
B. Physical Improvements Subtotal		831,042	831,042	831,042	831,042	
C. Management Improvements		71,264	71,264	71,264	71,264	
D. HA-Wide Non Dwelling Structures & Equip						
E. Administration		120,536	120,536	120,536	120,536	
F. Other (Fees & Costs and Relocation) + Contingency		62,000	62,000	62,000	62,000	
G. Operations		120,537	120,537	120,537	120,537	
H. Demolition						
I. Replacement Reserve						
J. Mod Used for Development						
K. Total CGP Funds		1,205,379	1,205,379	1,205,379	1,205,379	
L. Total Non-CGP Funds						
M. Grand Total		1,205,379	1,205,379	1,205,379	1,205,379	
Signature of Executive Director & Date:		Signature of Public Housing Director/Office of Native American Programs Administrator & Date:				

Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

and Urban Develo

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>2</u> FFY: <u>2002</u>			Work Statement for Year <u>2</u> FFY: <u>2002</u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE ANNUAL STATE- MENT	East Hills NY 10-1			Maywood Terrace NY10-2	
	Repair clothes pole tees	100 tees	12,500	Repair clothes pole tees	100 tees
	Sidewalk repair	30 blocks	6,840	Replace floor tile in various apts. in various areas.	20 apts.
	Replace tile in various apts. in various areas	20 apts	30,000		
	Subtotal		49,340	Total	
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator & Date:		

Comprehensive Grant Program (CGP)

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: 2001	Work Statement for Year <u> 2 </u> FFY: <u> 2002 </u>			Work Statement for Year <u> 2 </u> FFY: <u> 2002 </u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE ANNUAL STATE- MENT	Skyline Apartments NY10-3 Radiator trap replacement.	70 apts.	10,000	Hilltop NY10-4 (Cont'd) Lighting replacement in common areas.	14 lights
	Rise exhaust pipe for sprinkler pump & generator to top of bldg.	1 pipe	10,000		
	Subtotal		20,000.00	Subtotal	
	Hilltop Towers NY10-4			Midtown Towers NY10-5	
	Repave 2 areas in parking lot.	2 areas	20,700	Create more parking on hill blacktop area.	25X60'
	Replace emergency apt. pull stations-nurses call.	100 apts.	45,000		
	New gate in fence by Mill St.	1 gate	1,500	Purchase new Comm. Rm. furniture & drapes/blinds.	2 sets all blinds
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator & Date:		

Five-Year Action Plan
Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

**U.S. Department of
 and Urban Develo**

Office of Public and Indian Housing

Work Stmt for Year 1	Work Statement for Year <u> 2 </u> FFY: <u> 2002 </u>			Work Statement for Year <u> 2 </u> FFY: <u> 2002 </u>	
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FFY:2001	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE ANNUAL STATE- MENT	Midtown Towers NY10-5 (Cont'd)			Leray St. Apartments NY10-6 (Cont'd) Wallpaper lobby & 1st floor.	2 areas
	Office equipment-new chairs for Boardroom	10 chairs	3,000	Replace wall heaters in lobby, corridors & apts. Subtotal	15 apts.
	Replace GFI's	150 apts.	3,000	Meadowbrook Apts. NY10-10	
	Subtotal		66,000	Sidewalk replacement.	45 blocks
	Leray St. Apartments NY10-6 Replace diesel generator w/nat. gas 1000	1 gen set	88,000	Transformer pad replacement	5 pads
	Paint hass, common areas,restrooms	6 floors	20,000	Install cement splash pads next to building.	17 bldgs.
	Paving work.	1 lot	29,800		
Signature of Executive Director & Date:		Signature of Public Housing Director/Office of Native American Programs Administra			

Five-Year Action Plan

Part II. Supporting Pages

Physical Needs Work Statement(s)

Comprehensive Grant Program (CGP)

**U.S. Department of
and Urban Develo**

Office of Public and Indian Housing

Work Stmt for Year 1 FFY:2001	Work Statement for Year __2__ FFY: 2002			Work Statement for Year __2__ FFY: 2002	
Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	

SEE	Meadowbrook Apts. NY10-10 (Cont'd)			Meadowbrook Apts. NY10-10 (Cont'd)	
ANNUAL	Replace dryer vents w/steel tamper proof vents.	100 apts.	3,000	Replace interior incandescent apt. lighting w/energy eff.	100 apts.
STATE- MENT	Roof & fascia replacement	14bldgs	164,560	Replace towel bars & toilet paper holders.	100 apts
	Replace closet shelving with 3/4" plywood & metal hanging rods.	25 apts.	8,000	Replace appliances-ranges & refrigerators.	75 each
				Subtotal	
Signature of Executive Director & Date:		Signature of Public Housing Director/Office of Native American Programs Administrator & Date:			

Five-Year Action Plan

Part II. Supporting Pages

Physical Needs Work Statement(s)

Comprehensive Grant Program (CGP)

Office of Public and Indian Housing

**U.S. Department of
and Urban Develo**

Work Stmt for Year 1 FFY: 2001	Work Statement for Year <u>3</u> FFY: <u>2003</u>			Work Statement for Year <u>3</u> FFY: <u>2003</u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE	East Hills Apartments NY10-1 Create more parking for tenants	1 new lot	91,000	Maywood Terrace NY10-2 Sprinker elderly bldg. only.	1 bldg.

ANNUAL STATEMENT	Sprinkler elderly bldg. only.	1 bldg.	35,000	Subtotal
	Subtotal		126,000	
Signature of Executive Director & Date:		Signature of Public Housing Director/Office of Native American Programs Administra		

Five-Year Action Plan
Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of
 and Urban Develo

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>3</u> FFY: <u>2003</u>	Quantity	Estimated Cost	Work Statement for Year <u>3</u> FFY: <u>2003</u>	Quantity
	Development Number/Name/General Description of Major Work Categories			Development Number/Name/General Description of Major Work Categories	
SEE ANNUAL STATE-	Skyline Apartments NY10-3 Sitework:raise retain.wall,inst. fencing,garage door,new stoop etc	1 project	84,000	Hilltop Towers NY10-4 Maintenance equip: 1 new Bobcat, 1 tree chipper,1 lawn vac.,1dual trailer Subtotal	1 each

MENT	Subtotal		84,000	Midtown Towers NY10-5 Replace kitchen sinks & cupboards.	150 apts.
				Subtotal	
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator & Date:		

Five-Year Action Plan
Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of
 and Urban Develo

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>3</u> FFY: <u>2003</u>			Work Statement for Year <u>3</u> FFY: <u>2003</u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE	Leray St. Apartments NY10-6 Sprinkler apartments Subtotal	65 apts.	167,179 167,179	Meadowbrook Apts. NY10-10 (Cont'd)	
ANNUAL	Meadowbrook Apts. NY10-10			Foundation work-pads & landscaping.	10 bldgs.
STATE- MENT	Extend roof vent terminators	5 bldgs.	12,863	Replace tile floors.	7 bldgs.

	Replace metal flashing over brick	8 bldgs.	6,000		
				Subtotal	
Signature of Executive Director & Date:		Signature of Public Housing Director/Office of Native American Programs Administra			

Five-Year Action Plan

U.S. Department of
and Urban Develop

Part II. Supporting Pages

Physical Needs Work Statement(s)

Comprehensive Grant Program (CGP)

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>4</u> FFY: <u>2004</u>			Work Statement for Year <u>4</u> FFY: <u>2004</u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE ANNUAL STATE- MENT	East Hills NY10-1			Maywood Terrace NY10-2	
	Replace siding & facia.	7 bldgs.	50,000	Replace interior doors & jambs and closet doors.	100 apts.
	Update heating system & DHW to modular boilers	1 system	130,000	Replace siding & facia.	7 bldgs.
	Replace interior doors & jambs & closet doors.	100 apts.	60,188	Subtotal	
	Subtotal		240,188		

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
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Five-Year Action Plan
Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of
and Urban Develop

Office of Public and Indian Housing

	Work Statement for Year <u> 4 </u> FFY: <u> 2004 </u>		Work Statement for Year <u> 4 </u> FFY: <u> 2004 </u>		
FFY: <u>2001</u>	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE	Skyline Apartments NY10-3 Install metal cap over old elevator.	1 cap	1,064	Hilltop Towers NY10-4 Sidewalk repair.	12 blocks
ANNUAL	Blacktop parking lots.	2 lots	17,000	Heating system-change loop to monoflow system.	100 apts.
STATE- MENT	Exterior brick replacement.	2 faces	99,890	Install roof ladder to penthouse	1 ladder
	Subtotal		117,954	Subtotal	

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
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Five-Year Action Plan
Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
 and Urban Development

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>4</u> FFY: <u>2004</u>			Work Statement for Year <u>4</u> FFY: <u>2004</u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE ANNUAL STATE- MENT	Midtown Towers NY10-5			Meadowbrook Apartments NY10-10	
	Replace sidewalk blocks	80 blocks	5,000	Replace interior doors	100 apts.
	Replace booster pumps & fittings on Domestic water.	1 system	32,000	Replace windows.	17bldgs
	Replace sump pumps.	2 pumps	2,000	Subtotal	
	Subtotal		39,000		
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator & Date:		

Five-Year Action Plan
Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
 and Urban Development

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>5</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE ANNUAL STATE- MENT	NY 10-1 East Hills Boiler water treatment	all	18,551	NY 10-1 East Hills (Cont'd)	
	Fence in dumpsters.	1 area	1,425	Replace all GFI's	300 GFI's
	Electric hook up for dryers	100 apts	35,340	Maintenance equip.:hand tools	1 each
	Floor tile & sub floor replacement		30,000	Flammable safety cabinets	
	Sitework-landscaping	various areas	3,500	Subtotal	
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator & Date:		

Five-Year Action Plan
Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
 and Urban Development

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>5</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE ANNUAL STATE- MENT	Maywood Terrace NY10-2			Skyline Apartments NY10-3	
	Replace all GFI's	300	7,000	Boiler Water treatment.	2 boilers
	Fence in dumpsters	1 area	1,425	Fence in dumpsters.	1 area
	Replace sewer line	14 bldgs	62701	Maintenance equip: flammable safety cabinets, hand tools	1 each
	Maintenance equip.		8,170		
	Subtotal		79,296	Subtotal	
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator & Date:		

Five-Year Action Plan
Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
 and Urban Development

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>5</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE ANNUAL STATE- MENT	Hilltop Towers NY10-4			Midtown Towers NY10-5	
	Wall covering for main floor	10X40"	3,710	Fence in dumpsters	1 area
	Boiler water treatment	mod boilers	18,552	Replace bath sinks.	150 sinks
	Fence in dumpsters	1 area	1,425	Replace bi-folds on closet doors	50 apts
	Maintenance equip: flammable safety cabinets	1	700	Boiler water treatments	2 boilers
	Subtotal		24,387		
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator & Date:		

Five-Year Action Plan
Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
 and Urban Development

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>5</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE ANNUAL STATE- MENT	Midtown Towers NY10-5 (Cont'd)			Leray Street Apts. NY10-6	
	Maint equip:tools,flammable cabinets	1 each	7,220	Fence in dumpsters.	1 area
	Replace Ranges & Refrigerators	150 each	126,720	Maint.equip: flammable cabinets	1 each
	Replace Roof & rail.	1 roof	133,735	Replace kit & bath tile.	65 apts.
	Subtotal		358,856	Replace water heaters-apts & comm.rm	66 total
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator & Date:		

Five-Year Action Plan
Part II. Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
 and Urban Development

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>5</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>	
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity
SEE ANNUAL STATE- MENT	Meadowbrook Apartments NY10-10			Meadowbrook Apts. (Cont'd)	
	Roof vent terminators.	5 bldgs.	12,600	Maint. equip: flammable cabinets	1
	Replace bath sinks.	all apts.	30,000	New metal flashing over brick	9 bldgs.
	Blacktopping-various areas.	various	20,000	Siding & facia replacements	5 bldgs.
	Fence in dumpsters	1 area	1,425	Install storm doors with screens.	14 bldgs.
				Subtotal	
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator & Date:		

Five-Year Action Plan
Part II. Supporting Pages

U.S. Department of Housing
 and Urban Development

Managements Needs Work Statement(s)

Comprehensive Grant Program (CGP)

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>2</u> FFY: <u>2002</u>	Quantity	Estimated Cost	Work Statement for Year <u>3</u> FFY: <u>2003</u>	Quantity
	General Description Of Major Work Catagories			General Description Of Major Work Catagories	
SEE ANNUAL STATE- MENT	a. Resident training	20%	0.00	a. Resident training	20%
	b. Staff-Professional Development costs for seminars,workshops, college, BOCES-education & job related training for staff	20%	5,500.00	b. Staff-Professional Development costs for seminars,workshops, college, BOCES-education & job related training for staff	20%
	c. Improve Tenant Relations Newsletters	20%	5,800.00	c. Improve Tenant Relations Newsletters	20%
	d. Improve Preventive Maintenance	20%	0.00	d. Improve Preventive Maintenance	20%
	e. Develop Emergency Preparedness Pla	20%	0.00	e. Develop Emergency Preparedness Pla	20%
	f. Decrease Vacancies-Marketing	20%	10,000.00	f. Decrease Vacancies-Marketing	20%

Part II. Supporting Pages
Managements Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

and Urban Development

Office of Public and Indian Housing

Work Stmt for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>2</u> FFY: <u>2002</u>	Quantity	Estimated Cost	Work Statement for Year <u>3</u> FFY: <u>2003</u>	Quantity
	General Description Of Major Work Catagories			General Description Of Major Work Catagories	
SEE ANNUAL STATE- MENT	g. Improve Unit Turnaround	20%	0.00	g. Improve Unit Turnaround	20%
	h. Improve Rent Collection	20%	0.00	h. Improve Rent Collection	20%
	i. Computerize Authority	20%		i. Computerize Authority	20%
	1. Software Purchase		13,107.00	1. Software Purchase	
	2. Training & Support		13,107.00	2. Training & Support	
	j. Consultant-Re-Write Policies	20%	13,108.00	j. Consultant-Re-Write Policies	20%
	k. Develop Agency Plan(s)	20%	10,642.00	k. Develop Agency Plan(s)	20%
	Subtotal		71,264.00	Subtotal	

Five-Year Action Plan
Part II. Supporting Pages
Managements Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
 and Urban Development

Office of Public and Indian Housing

Work Stmt for Year 1 FFY:2001	Work Statement for Year <u> 4 </u> FFY: <u> 2004 </u>			Work Statement for Year <u> 5 </u> FFY: <u> 2005 </u>	
	General Description Of Major Work Catagories	Quantity	Estimated Cost	General Description Of Major Work Catagories	Quantity
SEE ANNUAL STATE- MENT	a. Resident training	20%	0.00	a. Resident training	20%
	b. Staff-Professional Development costs for seminars,workshops, college, BOCES-education & job related training for staff	20%	5,500.00	b. Staff-Professional Development costs for seminars,workshops, college, BOCES-education & job related training for staff	20%
	c. Improve Tenant Relations Newsletters	20%	5,800.00	c. Improve Tenant Relations Newsletters	20%
	d. Improve Preventive Maintenance	20%	0.00	d. Improve Preventive Maintenance	20%
	e. Develop Emergency Preparedness Pla	20%	0.00	e. Develop Emergency Preparedness Pla	20%
	f. Decrease Vacancies-Marketing	20%	10,000.00	f. Decrease Vacancies-Marketing	20%

Five-Year Action Plan
Part II. Supporting Pages
Managements Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
 and Urban Development

Office of Public and Indian Housing

Work Stmt for Year 1	Work Statement for Year <u> 4 </u> FFY: <u> 2004 </u>			Work Statement for Year <u> 5 </u> FFY: <u> 2005 </u>	
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FFY:2001	General Description Of Major Work Catagories	Quantity	Estimated Cost	General Description Of Major Work Catagories	Quantity
SEE ANNUAL STATE- MENT	g. Improve Unit Turnaround	20%	0.00	g. Improve Unit Turnaround	20%
	h. Improve Rent Collection	20%	0.00	h. Improve Rent Collection	20%
	i. Computerize Authority	20%		i. Computerize Authority	20%
	1. Software Purchase		13,107.00	1. Software Purchase	
	2. Training & Support		13,107.00	2. Training & Support	
	j. Consultant-Re-Write Policies	20%	13,108.00	j. Consultant-Re-Write Policies	20%
	k. Develop Agency Plan(s)	20%	10,642.00	k. Develop Agency Plan(s)	20%
	Subtotal		71,264.00	Subtotal	

No. 2577-0157
2002)

No. 1

• Housing

ipment

Estimated
Cost

12,500

30,000

42,500

² Housing
ipment

Estimated
Cost

3,225

70,425

50,000

10,000

Housing
ment

Estimated
Cost

24,000

24,227

186,027

34,000

38,720

14,370

for & Date:

**² Housing
ment**

Estimated
Cost

69,600
4,500
60,000
<u>396,750</u>

**² Housing
ipment**

<u>Estimated Cost</u>
35,000

| 35,000 |

for & Date:

Housing
pment

Estimated
Cost

30,000

30,000

160,000

160,000

Housing
pment

Estimated
Cost

160,000
50,000

228,863

for & Date:

Housing
pment

Estimated
Cost

62,087

47,710

109,797

Housing
pment

Estimated
Cost

1,710
97,129
3,418
102,257

Estimated
Cost

61,663

160,183

221,846

|

Estimated
Cost

7,000
7,220
103,036

Estimated
Cost

18,552

1,425

6,840

26,817

Estimated
Cost

1,425

50,000

21,204

18,552

Estimated
Cost

1,425

700

34,800

22,000

58,925

<u>Estimated Cost</u>
700
10,000
20,000
85,000
179,725

Estimated
Cost

0.00
5,500.00
5,800.00
0.00
0.00
10,000.00

Estimated Cost
0.00
0.00
13,107.00
13,107.00
13,108.00
10,642.00
71,264.00

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Estimated
Cost

0.00
5,500.00
5,800.00
0.00
0.00
10,000.00

Estimated
Cost

0.00
0.00
13,107.00
13,107.00
13,108.00
10,642.00
71,264.00

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