

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

City of North Tonawanda PHA Plans
5 Year Plan for Fiscal Years 2000 - 2004
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: City of North Tonawanda PHA

PHA Number: NY045

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's agent, Belmont Shelter Corp.
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA's agent, Belmont Shelter Corp.
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

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

5-Year Plan

PHA Fiscal Years 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

The PHA's mission is:

Administration of the Section 8 Program and the functions and responsibilities of the Housing Agency (HA) staff shall be in compliance with the HA's Personnel Policy and the Department of Housing and Urban Development's (HUD) Section 8 Regulations as well as all Federal, State and local Fair Housing Laws and Regulations.

The Section 8 Program is designed to provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.

In addition, the HA has a goal to encourage self sufficiency of participant families.

B. Goals

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

XX PHA Goal: Expand the supply of assisted housing

Objectives:

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

XX PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction: (measured through regular surveys of participants and owners)
- Concentrate on efforts to improve specific management functions: (e.g., voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

XX PHA Goal: Increase assisted housing choices

Objectives:

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

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

N/A PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

_____ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

_____ Implement public housing security improvements:

_____ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

_____ Other: (list below)

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

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

Objectives:

xx Increase the number and percentage of employed persons in assisted families, as a function of the Family Self-Sufficiency (FSS) Program.

xx Provide or attract supportive services to improve assistance recipients' employability, as a function of the FSS Program.

_____ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

xx Other: (list below)

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

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

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

Objectives:

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

xx Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: The HA will conduct outreach to owners, individually and at seminars, which promote the principles of fair housing.

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

_____ Other: (list below)

Other PHA Goals and Objectives: (list below)

The PHA has reviewed it's use of the former Federal Preferences for admission to the Section 8 Program and in light of the statutory requirement that 75% of admissions are at or below 30% of median area income, use of the current preferences has been deemed redundant and therefore, eliminated.

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

Annual Plan Type:

____ Standard Plan

Streamlined Plan:

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

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

Belmont Shelter Corp, as agent for the City of North Tonawanda PHA, has prepared this agency plan in accordance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and the ensuing HUD rule, 24 CFR Part 903. As the PHA is responsible for administering Section 8 Programs only, this is a streamlined plan.

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

Goal 1 - Strategies for Addressing Housing Needs:

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. PHA employs a full-time Relocation Specialist to assist harder-to-house families.

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

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

The PHA will apply for additional Section 8 units should they become available.

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

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

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

Goal 4 - Strategies to Affirmatively Further Fair Housing:

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

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

Goal 5 - Strategies to Promote Self-Sufficiency:

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

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

The PHA's application to HUD for approval as a certified Housing Counseling Agency, has been approved, enabling the PHA to assist low to moderate income families with homeownership.

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

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Attachments

Required Attachments:

N/A Admissions Policy for Deconcentration

N/A FY 2000 Capital Fund Program Annual Statement

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

Optional Attachments:

xx PHA Management Organizational Chart

Supporting Documents Available for Review

List of Supporting Documents Available for Review

Applicable
&
On
Display

Supporting Document
Applicable Plan
Component

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

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

xx
Fair Housing Documentation:
Records reflecting that the PHA has examined its programs
or proposed programs, identified any impediments to fair
housing choice in those programs, addressed or is
addressing those impediments in a reasonable fashion in
view of the resources available, and worked or is working
with local jurisdictions to implement any of the
jurisdictions' initiatives to affirmatively further fair housing
that require the PHA's involvement.

5 Year and Annual Plans

xx
Consolidated Plan for the jurisdiction/s in which the PHA is
located (which includes the Analysis of Impediments to Fair
Housing Choice (AI) and any additional backup data to
support statement of housing needs in the jurisdiction
Annual Plan:
Housing Needs

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

Annual Plan:
Financial Resources;

N/A

Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]

Annual Plan: Eligibility, Selection, and Admissions Policies

xx

Section 8 Administrative Plan

Annual Plan: Eligibility, Selection, and Admissions Policies

N/A

Public Housing Deconcentration and Income Mixing Documentation:
PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 Quality Housing and Work Responsibility Act Initial Guidance; Notice and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis
Annual Plan: Eligibility, Selection, and Admissions Policies

N/A

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

N/A

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

xx

Section 8 rent determination (payment standard) policies.
XX Check here if included in Section 8 Administrative

Plan
Annual Plan: Rent
Determination

N/A
Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)
Annual Plan: Operations and Maintenance

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

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

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

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

N/A
Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)
Annual Plan: Capital Needs

N/A
Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing

Annual Plan: Capital
Needs

N/A

Approved or submitted applications for demolition and/or
disposition of public housing
Annual Plan: Demolition
and Disposition

N/A

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

N/A

Approved or submitted assessments of reasonable
revitalization of public housing and approved or submitted
conversion plans prepared pursuant to section 202 of the
1996 HUD Appropriations Act
Annual Plan: Conversion
of Public Housing

N/A

Approved or submitted public housing homeownership
programs/plans
Annual Plan:
Homeownership

N/A

Policies governing any Section 8 Homeownership program
check here if included in the Section 8
Administrative Plan
Annual Plan:
Homeownership

N/A

Any cooperative agreement between the PHA and the
TANF agency
Annual Plan: Community
Service & Self-Sufficiency

xx

FSS Action Plan/s for public housing and/or Section 8
XX check here if included in the Section 8
Administrative Plan
Annual Plan: Community
Service & Self-Sufficiency

N/A

Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports
Annual Plan: Community Service & Self-Sufficiency

N/A

The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)
Annual Plan: Safety and Crime Prevention

xx

The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings
Annual Plan: Annual Audit

N/A

Troubled PHAs: MOA/Recovery Plan
Troubled PHAs

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

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

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

Housing Needs of Families in the Jurisdiction
by Family Type

Family Type
Overall

Afford-
ability
Supply
Quality

Accessi-
bility

Size
Location

Income <= 30%
of AMI

671
4
3
5
3
3
5

Income >30%
but <=50% of
AMI

625
4
3
5
2
3
5

Income >50%
but <80% of
AMI

200
1
3
3
1
2
4

Elderly

667
4
4
4
4
1
3

Families with
Disabilities

N/A
5
5

5
5
1
5

white/non-Hisp.

1399
3
3
3
3
3
1

Black/non-Hisp.

19
5
5
5
3
5
5

Hispanic

52
5
5
5
3
5
5

other minority

78
5
5
5
3
5
5

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

xx Consolidated Plan of the Jurisdiction/s
Indicate year: Abbreviated Consolidated Plan, City of North
Tonawanda 1998 & 1999
New York State Consolidated Plan, 1996-2000
(incl. proposed amendments, Jan. 2000)

- xx U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- _____ American Housing Survey data
- _____ Indicate year: _____
- _____ Other housing market study
- _____ Indicate year: _____
- _____ Other sources: (list and indicate year of information)

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- xx Section 8 tenant-based assistance
 - _____ Public Housing
 - _____ Combined Section 8 and Public Housing
 - _____ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
- If used, identify which development/subjurisdiction:

of families
 % of total families
 Annual Turnover

Waiting list total
 417

Extremely low
 income <=30%
 AMI
 336
 80.58%

Very low income
 (>30% but <=50%
 AMI)
 81
 19.42%

Low income
 (>50% but <80%

AMI)
0
0%

Families with
children
243
58.27%

Elderly families
104
24.94%

Families with
Disabilities
113
27.1%

white/not Hispanic
239
57.3%

white/Hispanic
21
5%

Black/not Hispanic
145
34.77%

Black/Hispanic
2
0.48%

American Indian
8
2%

Asian/Pacific Isl.

2
0.48%

Characteristics by
Bedroom Size
(Public Housing
Only)

1 BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list closed (select one)? xx No Yes
If yes:
How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No
 Yes
 Does the PHA permit specific categories of families onto the
 waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

___ Employ effective maintenance and management policies to minimize
 the

number of public housing units off-line

___ Reduce turnover time for vacated public housing units

___ Reduce time to renovate public housing units

___ Seek replacement of public housing units lost to the inventory
 through mixed

finance development

___ Seek replacement of public housing units lost to the inventory
 through section

8 replacement housing resources

xx Maintain or increase section 8 lease-up rates by establishing
 payment standards

that will enable families to rent throughout the jurisdiction

xx Undertake measures to ensure access to affordable housing
 among families

assisted by the PHA, regardless of unit size required

xx 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

xx Participate in the Consolidated Plan development process to
 ensure

coordination with broader community strategies

___ Other (list below)

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

xx 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

below 30% of

AMI in tenant-based section 8 assistance

xx Employ admissions preferences aimed at families with economic hardships

xx Adopt interim re-examination policies that support and encourage work

___ Other: (list below)

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

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

___ Employ admissions preferences aimed at families who are working

xx Adopt interim re-examination policies that support and encourage work

___ Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

___ Seek designation of public housing for the elderly

xx Apply for special-purpose vouchers targeted to the elderly, should they become

available

___ Other: (list below)

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

xx Affirmatively market to local non-profit agencies that assist families with

disabilities

___ Other: (list below)

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

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

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

___ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

xx Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

xx 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)

None

(2) Reasons for Selecting Strategies

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

xx Funding constraints

xx Staffing constraints

___ Limited availability of sites for assisted housing

___ Extent to which particular housing needs are met by other organizations in the community

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

xx Influence of the housing market on PHA programs

___ Community priorities regarding housing assistance

xx Results of consultation with local or state government

xx Results of consultation with residents and the Resident

Advisory Board

xx Results of consultation with advocacy groups

___ Other: (list below)

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

Financial Resources: Planned Sources and Uses

Sources
Planned \$
Planned Uses

1. Federal Grants (FY 2000
grants)

- 0 a) Public Housing Operating Fund

- 0 b) Public Housing Capital Fund

- 0 c) HOPE VI Revitalization

- 0 d) HOPE VI Demolition

- 1,640,174 e) Annual Contributions for Section
8 Tenant-Based Assistance

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

- 0 g) Resident Opportunity and Self-
Sufficiency Grants

- 0 h) Community Development Block
Grant

i) HOME
0

Other Federal Grants (list below)

Hope for Elderly Independence
0

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

3. Public Housing Dwelling Rental
Income
0

4. Other income (list below)
0

4. Non-federal sources (list below)
0

Total resources
1,640,174

3. PHA Policies Governing Eligibility, Selection, and Admissions
[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing?
(select all that apply)
___ When families are within a certain number of being offered a unit:
(state number)
___ When families are within a certain time of being offered a unit:
(state time)
___ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
___ Criminal or Drug-related activity
___ Rental history
___ Housekeeping
___ Other (describe)

c. ___Yes ___ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

e. ___Yes ___ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
___ Community-wide list
___ Sub-jurisdictional lists
___ Site-based waiting lists
___ Other (describe)

b. Where may interested persons apply for admission to public housing?
___ PHA main administrative office
___ PHA development site management office
___ Other (list below)

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

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

2. ___Yes ___ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-

approved site based waiting list plan)?
If yes, how many lists?

3. ___ Yes ___ No: May families be on more than one list
simultaneously

If yes, how many lists?

4. Where can interested persons obtain more information about and sign
up to be on

the site-based waiting lists (select all that apply)?

___ PHA main administrative office

___ All PHA development management offices

___ Management offices at developments with site-based waiting

lists

___ At the development to which they would like to apply

___ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before
they fall to the

bottom of or are removed from the waiting list? (select one)

___ One

___ Two

___ Three or More

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

c. If answer to b is no, list variations for any other than the primary
public housing

waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

___ Yes ___ No: Does the PHA plan to exceed the federal targeting
requirements by

targeting more than 40% of all new admissions to public
housing

to families at or below 30% of median area income?

b. Transfer policies:

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

below)

___ Emergencies

___ Overhoused

___ Underhoused

___ Medical justification

___ Administrative reasons determined by the PHA (e.g., to permit
modernization

work)

___ Resident choice: (state circumstances below)

____ Other: (list below)

a. Preferences

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

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

Former Federal preferences:

Housing
____ Involuntary Displacement (Disaster, Government Action, Action of 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:

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

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

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain
information about the rules of occupancy of public housing (select all that apply)
 The PHA-resident lease
 The PHA's Admissions and (Continued) Occupancy policy
 PHA briefing seminars or written materials
 Other source (list)

b. How often must residents notify the PHA of changes in family
composition? (select all that apply)
 At an annual reexamination and lease renewal
 Any time family composition changes
 At family request for revision
 Other (list)

(6) Deconcentration and Income Mixing

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

b. Yes No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to 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

(1) Eligibility

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

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

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

d. ___ Yes xx 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

xx Other (describe below)

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

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based

assistance waiting list merged? (select all that apply)

___ None

___ Federal public housing

xx Federal moderate rehabilitation

xx 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)

office xx PHA's agent's, Belmont Shelter Corp., main administrative
office xx Other (list below)
the Applicants may request an application by phone or mail and complete
the PHA's application process through the mail. Applicants need not visit
agent's office to apply for Section 8 assistance.

(3) Search Time

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

If yes, state circumstances below:

As specified in HA's Administrative Plan (Chapter 8, Section F), a
family may
request an extension of the voucher time period. All requests for
extensions must
be received prior to the expiration date of the voucher. Extensions are
permissible at the discretion of the HA up to a maximum of 60 days,
primarily for
reasons as described in Admin. Plan and approved by HUD.

(4) Admissions Preferences

a. Income targeting

____Yes xx No: Does the PHA plan to exceed the federal targeting
requirements by
 targeting more than 75% of all new admissions to the
section 8
 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

 Victims of reprisals or hate crimes
 Other preference(s) (list below)

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

2 Date and Time

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

Other preferences (select all that apply)
 Working families and those unable to work because of age or disability
 Veterans and veterans' families
 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)

xx This preference has previously been reviewed and approved by HUD

____ The PHA requests approval for this preference through this PHA Plan

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

____ The PHA applies preferences within income tiers

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

(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)

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

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

xx Through published notices
xx Other (list below)

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

Informational notices are distributed to key area agencies.

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

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

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

d. Which of the discretionary (optional) deductions and/or exclusions policies does the

PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member
 For increases in earned income

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

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

- For household heads
- For other family members
- For transportation expenses

elderly _____ For the non-reimbursed medical expenses of non-disabled or non-
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)

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

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

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

f. Rent re-determinations:

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

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

Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
 Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

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

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

a. What is the PHA's payment standard? (select the category that best describes your standard)
 At or above 90% but below 100% of FMR
 100% of FMR
 Above 100% but at or below 110% of FMR
 Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
 FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 The PHA has chosen to serve additional families by lowering the payment standard
 Reflects market or submarket
 Other (list below)

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

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

d. How often are payment standards reevaluated for adequacy? (select one)
xx 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)
xx Success rates of assisted families
xx Rent burdens of assisted families
xx Other (list below)
The PHA may find through statistical analysis that the Payment Standard should be lowered, in which case the Payment Standard should not be less than 80% of the FMR. If the FMR is lowered, the Payment Standard may not exceed the FMR except in cases where families are held harmless until they move or experience a change in household composition which would effect Voucher size.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
_____ \$0
xx \$1-\$25
_____ \$26-\$50

b. _____ Yes xx 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)
xx An organization chart showing the PHA's agent's, Belmont Shelter Corp., management structure and organization is attached.
xx A brief description of the management structure and organization of the PHA follows:

Belmont Shelter Corp. is the Administering Agency under contract to the City of North Tonawanda PHA. As such, its responsibilities are to prepare the application(s) for Section 8 program funds, work with HUD and the City of North Tonawanda Community Development Department (CD) in preparing the ACC, administer the program in keeping with HUD requirements and the policies established by the PHA, submit reports as determined by the CD, provide information relative to periodic review of the program upon request and establish accounting procedures with HUD and the PHA, for operation of the program.

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

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

B. HUD Programs Under PHA Management

Program Name
Units or Families
Served at Year
Beginning
Expected
Turnover

Public Housing
N/A

Section 8 Vouchers
255
72*

Section 8 Certificates
111
0*

Section 8 Mod Rehab
19
9

Special Purpose Section
8 Certificates/Vouchers
(list individually)

Comer Settlement
N/A

Family Unification
N/A

Homeless Set-aside
N/A

Hope for Elderly Indep.
N/A

Mainstreaming Persons
with Disabilities
N/A

Project-based Assist.
N/A

Veterans Admin. Sup-
portive Hsg. (VASH)
N/A

Public Housing Drug

Elimination Program
(PHDEP)
N/A

Other Federal
Programs(list
individually)
N/A

*Expected turnover reflects certificate and voucher program turnover in
ACC. as a result of the
"merger rule."

C. Management and Maintenance Policies

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

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

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:
The HA reserves the right to be notified in advance if the family intends to be represented by legal counsel, advocate, or another party; have its attorney present; and have staff persons and other witnesses familiar with the case present.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
 PHA's agent's, Belmont Shelter Corp., main administrative office
 Other (list below)

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

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

b. If yes to question a, select one:

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

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

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

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

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

7. Timeline for activity:
a. Actual or projected start date of activity:
b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

1. Yes No: Has the PHA designated or applied for approval to
designate or does the PHA plan to apply to designate any
public housing for occupancy only by the elderly families
or
families and
for
Act
(If
activity
eligible
only by families with disabilities, or by elderly
families with disabilities or will apply for designation
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
of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year?
"No", skip to component 10. If "yes", complete one
description for each development, unless the PHA is
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
Housing
If
information for this component in the optional Public
Asset Management Table? If "yes", skip to component 10.
"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
 Occupancy by families with disabilities
 Occupancy by only elderly families and families with
disabilities

3. Application status (select one)

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

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

5. If approved, will this designation constitute a (select one)
 New Designation Plan
 Revision of a previously-approved Designation Plan?

1. Number of units affected:
7. Coverage of action (select one)
 Part of the development
 Total development

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

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

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

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

_____ Assessment results submitted to HUD
_____ Assessment results approved by HUD (if marked, proceed
to next question)
_____ Other (explain below)

3. _____ Yes _____ No: Is a Conversion Plan required? (If yes, go to block
4; if no, go
to block 5.)

4. Status of Conversion Plan (select the statement that best
describes the current
status)

- _____ Conversion Plan in development
_____ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
_____ Conversion Plan approved by HUD on: (DD/MM/YYYY)
_____ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied
by means other

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

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

A. Public Housing

1. _____ Yes _____ No: Does the PHA administer any homeownership programs
administered by the PHA under an approved section 5(h)
homeownership program (42 U.S.C. 1437c(h)), or an
approved

HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied
or plan to apply to administer any homeownership programs

the
"No", skip
description
complete a
performing

under section 5(h), the HOPE I program, or section 32 of
U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If
to component 11B; if "yes", complete one activity
for each applicable program/plan, unless eligible to
streamlined submission due to small PHA or high
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:
____ HOPE I
____ 5(h)
____ Turnkey III
____ Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)
____ Approved; included in the PHA's Homeownership Plan/Program
____ Submitted, pending approval
____ Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for
submission:
(DD/MM/YYYY)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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:

PHA is preparing specifics of criteria for submission to HUD for approval.

The PHA expects that FSS participation will be required for Homeownership participation

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)

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

the programs for non-housing programs operated or coordinated by

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 2000 Estimate)

Actual Number of Participants

(As of: 12/31/99)

Public Housing

N/A
N/A

Section 8

50
4

b. xx 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:

The PHA first introduces the FSS program to new admissions at Section 8 briefings and annual reminders are sent to participants (for sample, see Admin. Plan). Now that the City of North Tonawanda PHA will have a half-time FSS Coordinator, recruitment efforts will be intensified and participating families will be targeted individually, with an emphasis on contacting those who are under-employed, recently unemployed or near completion of a degree/training program.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
____ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
____ Informing residents of new policy on admission and reexamination
____ Actively notifying residents of new policy at times in addition to admission and reexamination.
____ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

___ Establishing a protocol for exchange of information with all appropriate TANF agencies

___ Other: (list below)

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

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

(select all that apply)

___ High incidence of violent and/or drug-related crime in some or all of the PHA's developments

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

___ Residents fearful for their safety and/or the safety of their children

___ Observed lower-level crime, vandalism and/or graffiti

___ People on waiting list unwilling to move into one or more developments due to

perceived and/or actual levels of violent and/or drug-related crime

___ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions

to improve safety of residents (select all that apply).

___ Safety and security survey of residents

___ Analysis of crime statistics over time for crimes committed "in and around"

public housing authority

___ Analysis of cost trends over time for repair of vandalism and removal of

graffiti

___ Resident reports

___ PHA employee reports

___ Police reports

___ Demonstrable, quantifiable success with previous or ongoing anticrime/anti

drug programs

___ Other (describe below)

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

B. Crime and Drug Prevention activities the PHA has undertaken or plans to

undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

(select all that apply)

Contracting with outside and/or resident organizations for the provision of

crime- and/or drug-prevention activities

Crime Prevention Through Environmental Design

Activities targeted to at-risk youth, adults, or seniors

Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

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

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for

carrying out crime prevention measures and activities: (select all that apply)

Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

Police provide crime data to housing authority staff for analysis and action

Police have established a physical presence on housing authority property (e.g.,

community policing office, officer in residence)

Police regularly testify in and otherwise support eviction cases

Police regularly meet with the PHA management and residents

Agreement between PHA and local law enforcement agency for provision of

above-baseline law enforcement services

Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal

year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

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

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance

with the PHA Plans and Related Regulations.

16. Fiscal Audit
[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management
[24 CFR Part 903.7 9 (q)]

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

18. Other Information
[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment (File name)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan necessary.
- The PHA changed portions of the PHA Plan in response to comments
- List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

____ Representatives of all PHA resident and assisted family organizations
____ Other (list)

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction:
New York State

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

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

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

____ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

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

Applying for additional Section 8 Rental Vouchers, if funding is authorized, as

a means to assist low income residents.

HA will provide renter and homeownership counseling services to low and

very low income residents to ensure geographic choice, to prevent homelessness, and to make referrals for supportive services.

____ Other: (list below)

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

actions and commitments: (describe below)

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

Section 8

Programs targeting the homeless.

The rehabilitation of existing renter-occupied low income housing with CDBG

funds will ensure that low income housing will remain in standard

condition.

Support applications submitted by PHA for funding of additional

Section 8

Rental Vouchers, if funding becomes available.

1. Consolidated Plan jurisdiction:

City of North Tonawanda Abbreviated Consolidated Plan, 1998 & 1999

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

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

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

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

Applying for additional Section 8 Rental Vouchers, if funding is authorized, as

a means to assist low income households

HA will provide renter and homeownership counseling services to low and

very low income residents to ensure geographic choice, to prevent homelessness, and to make referrals for supportive services.

Other: (list below)

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

actions and commitments: (describe below)

The rehabilitation of existing low income housing with Small Cities Community Development Block Grant Program funds will ensure that

low

income housing will remain in standard condition.

D. Other Information Required by HUD

The PHA, in response to 24 CFR 903.7(r), has defined "substantial deviation" and

"significant amendment or modification" to the 5-Year and Annual Agency Plan as:

Discretionary changes in the plans or policies of the Public Housing Agency that

fundamentally change the mission, goals, objectives or plans of the agency and which

require formal approval of the PHA's Steering Committee and review by the Resident

Advisory Board.

Attachments

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

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

Line No.
Summary by Development Account
Total Estimated
Cost

		1
	Total Non-CGP Funds	
		2
	1406 Operations	
		3
1408	Management Improvements	
		4
	1410 Administration	

5

	1411	Audit	
			6
1415		Liquidated Damages	
			7
	1430	Fees and Costs	
			8
1440		Site Acquisition	
			9
1450		Site Improvement	
			10
1460		Dwelling Structures	
			11
1465.1		Dwelling Equipment-Nonexpendable	
			12
1470		Nondwelling Structures	
			13
1475		Nondwelling Equipment	
			14
	1485	Demolition	
			15
1490		Replacement Reserve	
			16
1492		Moving to Work Demonstration	

17
1495.1 Relocation Costs

18
1498 Mod Used for Development

19
1502 Contingency

20
Amount of Annual Grant (Sum of lines 2-19)

21
Amount of line 20 Related to LBP Activities

22
Amount of line 20 Related to Section 504 Compliance

23
Amount of line 20 Related to Security

24
Amount of line 20 Related to Energy Conservation
Measures

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
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Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development
Number/Name
HA-Wide Activities

All Funds Obligated
(Quarter Ending Date)

All Funds Expended
(Quarter Ending Date)

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements

planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables

Development
Number
Development Name
(or indicate PHA wide)
Number
Vacant
Units
% Vacancies
in Development

Description of Needed Physical Improvements or Management
Improvements
Estimated
Cost
Planned Start Date
(HA Fiscal Year)

Total estimated cost over next 5 years

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management

Development
Identification
Activity Description

Name,
Number,
and
Location

Number and
Type of units
Capital Fund Program
Parts II and III
Component 7a
Development
Activities
Component 7b
Demolition /
disposition
Component 8
Designated
housing
Component 9
Conversion

Component 10
Home-
ownership
Component
11a
Other
(describe)
Component
17

