

*PHA Plans for the
Housing Authority of the
Village of Freeport*
5 Year Plan for Fiscal Years 2002 - 2006
Annual Plan for Fiscal Year 2002

**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: *Housing Authority of the Village of Freeport*

PHA Number: *NY023*

PHA Fiscal Year Beginning: *01/2002*

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations for PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2002 - 2006
[24 CFR Part 903.5]

A. Mission

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

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

It is the mission of the Housing Authority of the Village of Freeport, New York to (1) increase the availability of decent, safe and affordable housing in meeting the area housing needs; (2) ensure equal opportunity in housing for all; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. In order to achieve this mission the Housing Authority will:

- *Recognize the residents as our ultimate customer.*
- *Strive for improvement of the physical conditions of it's housing developments.*
- *Continually upgrade the management and operations of the public housing agency.*
- *Develop and enhance a stronger, healthier and viable economic initiative-related to low-income housing assistance.*
- *Include any other housing opportunities available to public housing or assisted residents.*

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:

- Apply for additional rental vouchers: **When NOFA's are published.**
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

Progress Statement FY 2001: *The Housing Authority received an additional 42 vouchers in FY 2001.*

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
Maintain passing PHAS score
 - Improve voucher management: (SEMAP score)
Maintain passing SEMAP score
 - Increase customer satisfaction: **This is an on-going activity.**
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Replace floor tile in building common area at Moxie Rigby and E. Mitchell Mollett by 12-31-04. This goal will be achieved during FYB 2001.**
 - Rephce fire doors, fire escape doors at Moxie Rigby by 12 -31-04. This objective was achieved during FY 2000.**
 - Replace landscape at Moxie Rigby by 12-31-04. This objective was achieved during FY 2000.**
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

Progress Statement FY 2001: *The tile in the common areas of Moxie Rigby and E. Mitchell Mollett developments was replaced, renovation to community rooms at E. Mitchell Mollett and John J. Madden developments and replaced windows at E. Mitchell Mollett during FY 2001.*

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling: **This is done for new and current participants at briefing and each unit transfer.**
 - Conduct outreach efforts to potential voucher landlords: **The Housing Authority will recruit landlords by 12-31-04, if new vouchers received.**
 - Increase voucher payment standards:
 - Implement voucher homeownership program:

- Implement public housing or other homeownership programs: **This will be done by 12-31-04 through the not-for-profit program.**
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

Progress Statement FY 2001: Still providing counseling for Section 8 participants and the homeownership plan will be completed and submitted to HUD.

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **This is an on-going activity.**
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **This is an ongoing activity.**
 - Implement public housing security improvements: **The Housing Authority will install closed circuit TV cameras, card access system, and delay egress system by 12-31-04.**
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

Progress Statement FY 2001: Followed HUD recommendations, by changing policy and admitting and have increased security at Moxie Rigby from 8 hours to 16 hours per day.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals (N/A)

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

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

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

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
This is an ongoing activity. The H. A. will try to refer participants to the appropriate agency for assistance when this matter is brought to our attention.
- 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:
This is an ongoing activity.
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
This is an ongoing activity. The H. A. will try to refer participants to the appropriate agency for assistance when this matter is brought to our attention.

Progress Statement FY 2001: *All objectives were achieved in this section during FY 2001.*

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the Village of Freeport, New York has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of this Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owner/landlords, grievance procedures, etc.

The most important challenges to be met by the Housing Authority of the Village of Freeport during FYB 2002 include:

- *Improvement of the physical conditions of the housing developments through the Capital Funds activities;*
- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

In closing, this Annual Plan exemplifies the commitment of the Housing Authority of the Village of Freeport to meet the housing needs of the full range of low-income residents. The Housing Authority of the Village of Freeport, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the Village of Freeport and Nassau County.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration **(NY023a01)**
- FY 2002 Capital Fund Program Annual Statement **(NY023b01)**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2002 Capital Fund Program 5 Year Action Plan **(NY023c01)**
- Public Housing Drug Elimination Program (PHDEP) Plan **(NY023d01)**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Substantial Deviation and Significant Amendment or Modification **(NY023e01)**
 - Membership of the Resident Advisory Board or Boards **(NY023f01)**
 - Deconcentration and Income Mixing **(NY023g01)**
 - Other PHA Goals and Objectives **(NY023h01)**
 - Resident Member on the PHA Governing Board **(NY023i01)**
 - Community Service Policy **(NY023j01)**
 - Pet Policy – Elderly/Disabled **(NY023k01)**
 - Pet Policy – Families **(NY023l01)**
 - Required Initial Conversion Assessment **(NY023m01)**
 - 1999 P & E report **(NY023n01)**
 - 2000 P & E report **(NY023o01)**

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display		Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 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 3.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display		Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	
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
X	Section 8 rent determination (payment standard) policies <input checked="" 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
X	Section 8 informal review and hearing procedures <input checked="" 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
X	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
X	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 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
X	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

List of Supporting Documents Available for Review		
Applicable & On Display		Applicable Plan Component
<i>X</i>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-sufficiency
<i>N/A</i>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-sufficiency
<i>N/A</i>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-sufficiency
<i>X</i>	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
<i>X</i>	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
<i>N/A</i>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<i>N/A</i>	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing

[24 CFR Part 903.7 9 (a)]

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

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

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 AMI	16,804	5	5	5	5	5	5
Income >30% but <=50% of AMI	11,634	5	5	5	5	5	5
Income >50% but <80% of AMI	5,875	5	5	5	5	5	5
Elderly	6,863	5	5	5	5	5	5
Families with Disabilities	1,029	5	5	5	5	5	5
Caucasian	29,509	5	5	5	5	5	5
African American	2,402	5	5	5	5	5	5
Hispanic	1,373	5	5	5	5	5	5
Asian/Pacific Islander	686	5	5	5	5	5	5
Other	1,029	5	5	5	5	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.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1994/Revised 1995
Note: PHA estimates that 3% of population consists of "Families with Disabilities." They were unable to obtain this information from any agencies in the area.
- 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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	345		29
Extremely low income <=30% AMI	279	80	
Very low income (>30% but <=50% AMI)	62	17	
Low income (>50% but <80% AMI)	4	1	
Families with children	270	78	
Elderly families	45	13	
Families with Disabilities	30	8	
African American	253	73	
Caucasian	23	6	
Hispanic	44	12	
American Indian	25	7	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	121	35	18
2 BR	147	42	7
3 BR	60	17	2
4 BR	13	3	1
5 BR	4	1	1
5+ BR	0	0	0
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			

Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	203		25
Extremely low income <=30% AMI	150	74	
Very low income (>30% but <=50% AMI)	45	22	
Low income (>50% but <80% AMI)	8	4	
Families with children	168	75	
Elderly families	4	2	
Families with Disabilities	4	2	
African American	158	78	
Caucasian	4	2	
Hispanic	39	19	
American Indian	2	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	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

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(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:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available (**changed**)
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities: N/A

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	308,819.00	
b) Public Housing Capital Fund	655,776.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,987,754.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	89,500.00	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	25,000.00	Other
i) HOME	110,000.00	Other
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2001 CFP		Public housing capital improvements
Sub-total	4,176,849.00	
<i>Financial Resources: Planned Sources and Uses</i>		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	1,100,726.00	Public housing operations
4. Other income (list below)		
Excess utilities	4,500.00	Public housing operations
5. Non-federal sources (list below)		
Sub-total	1,105,226.00	
Total resources	5,282,075.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit:
Within 30 individuals of being offered a unit
 - 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)
 - *Social workers,*
 - *Employers,*
 - *Parole Officers,*
 - *Physicians*
- 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**
The Housing Authority of the Village of Freeport does not operate site-based waiting lists.
1. How many site-based waiting lists will the PHA operate in the coming year? **0**
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)? *N/A*
 If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously- *N/A*
 If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? *N/A*
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: *N/A*

(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
- Over-housed
- Under-housed
- 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.

2 Date and Time

Former Federal preferences:

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

Other preferences: (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
- The PHA-resident lease
 - The PHA's Admissions and (Continued) Occupancy policy
 - PHA briefing seminars or written materials
 - Other source (list)
- b. How often must residents notify the PHA of changes in family composition? (select all that apply)
- At an annual reexamination and lease renewal
 - Any time family composition changes
 - At family request for revision
 - Other (list) *All changes must be reported within 10 days of occurrence*

(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:
At the Housing Authorities only development: The H.A. seeks to attract higher income residents into this very low-income neighborhood.
 - 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) *n/a*
- 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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- Resident mailing address or last known address on file (if no longer current participant), Current landlord name and mailing address, Prior landlords name and mailing address.

(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: *Proof that participant has attempted to locate housing in town or village and was unsuccessful. Will not exceed maximum of 120 days.*

(4) Admissions Preferences

a. **Income targeting:**

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

b. **Preferences:**

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

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

Former Federal preferences:

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

Other preferences:

- 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

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

Other preferences: (select all that apply)

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

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: *N/A*

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: *n/a*

- 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) *The Housing Authority of the Village of Freeport does not plan to implement any discretionary deductions and/or exclusions.*

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

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) *N/A*
 - Market comparability study
 - Fair market rents (FMR)
 - 95th percentile rents
 - 75 percent of operating costs
 - 100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

(select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

- *All changes must be reported within 10 days of occurrence. After verification, the PHA will determine if the change will result in an adjustment to rent.*

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR ***(changed)***
 - 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 ***(changed)***
 - Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below)

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(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:

Executive Director

Housing Assistant (2)

Accounts Receivable

Accounts Payable

Receptionist

File Clerk

Maintenance Supervisor

Maintenance Mechanics (3)

Maintenance Helpers (4)

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	<i>361</i>	<i>50</i>
Section 8 Vouchers	<i>211</i>	<i>30</i>
Section 8 Certificates	<i>0</i>	<i>0</i>
Section 8 Mod Rehab	<i>0</i>	<i>0</i>
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	<i>572</i>	<i>80</i>
Other Federal Programs(list individually)	<i>0</i>	<i>0</i>

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

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

- *Work Order System*
- *Pest Eradication Policy*
- *Maintenance Plan*
- *Uniform Inspection System*
- *Admissions and Occupancy Policy*
- *Fair Housing Policy*
- *Grievance Procedures*
- *Tenant Selection and Assignment Plan*
- *Community Service Plan*
- *Handicapped Policy*
- *Termination and Eviction*
- *Transfer and Transfer Waiting List*
- *Resident Initiative*
- *Section 3 Plan*
- *Pet Policy for Families*
- *Pet Policy for Elderly*

(2) Section 8 Management: (list below)

- *Section 8 Administrative Plan*
- *SEMAP Procedures*

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below: *n/a*

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: *n/a*

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *NY023b01*

-or-

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

(2) Optional 5-Year Action Plan

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

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) *NY023c01*

-or-

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

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

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

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

1. Development name: *n/a*
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description – N/A

- 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: (DD/MM/YY)
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)]

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

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

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: <i>E. Mitchell Mallette</i>	
1b. Development (project) number: <i>NY23-3</i>	
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <i>(15/01/2000)</i>	
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <i>100</i>	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description – N/A

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

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

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: <i>Scattered Sites</i> 1b. Development (project) number: <i>NY23-5</i>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" 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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <i>(15/01/2001)</i>
5. Number of units affected: <i>11</i> 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" 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.) *Section 8 participants will be given opportunity to participant in Public housing homeownership program, if Pubic Housing residents do not qualify.*

2. Program Description: - *N/A*

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 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 01/09/98

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

- Client referrals
 Information sharing regarding mutual clients (for rent determinations and otherwise)
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 Jointly administer programs
 Partner to administer a HUD Welfare-to-Work voucher program
 Joint administration of other demonstration program
 Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-sufficiency Policies

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

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

Other policies (list below)

b. Economic and Social self-sufficiency programs

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

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: (list below)

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

Attachment NY023j01.wpd

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
 - High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
 - Safety and security survey of residents
 - Analysis of crime statistics over time for crimes committed “in and around” public housing authority
 - Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - Resident reports
 - PHA employee reports
 - Police reports
 - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
 - Other (describe below) ***Complaint from residents***

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

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)

Increased security
Installed closed circuit TV
Installed new entry and fire escape doors
Installed new card access system
Improved exterior lighting

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

Moxey Rigby

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) ***Police work with PHA security staff to assist with apprehension.***

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

Moxey Rigby

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ***NY023d01***)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

attachment NY023k01.wpd & NY023l01.wpd

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.) **1999 audit**
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)]

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

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

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
n/a
 Attached at Attachment (File name)
 Provided below:

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

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

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

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

3. Description of Resident Election Process
 - a. Nomination of candidates for place on the ballot: (select all that apply)
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe) ***Residents must solicit 30 names on petition of PHA residents; Must be 21 years of age or older; Receiving PHA assistance***

 - b. Eligible candidates: (select one)
 Any recipient of PHA assistance

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) *Nassau County*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Housing rehabilitation assistance for extremely low, low and moderate-income households. Activities will be undertaken consortium-wide to maintain existing housing stock.

New construction of rental housing for extremely low-income and very low-income senior citizens.

Provision of housing and support services for others with special needs. The Nassau County will continue to provide assistance to senior citizens and other special needs populations through a range of CDBG public service activities.

The Housing Authority of the Village of Freeport as developed a not-for-profit corporation. The corporations' mission is to explore all avenues and to develop affordable housing for low-income and very low-income households within the PHA's jurisdiction.

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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				

Attachment: NY023a01

**DECONCENTRATION AND INCOME TARGETING POLICY
FOR THE
HOUSING AUTHORITY OF THE
VILLAGE OF FREEPORT, NEW YORK**

DECONCENTRATION AND INCOME TARGETING POLICY *(of the Public Housing Admissions and Occupancy Policy)*

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the Village of Freeport, New York (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

1. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA's policy of promoting economic deconcentration of its housing developments by offering lowest income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require our agency to: (1) determine and compare the relative tenant incomes of each development and the incomes of census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions with opportunities to discuss the options available to the families. Families will be informed that should they choose not to accept the first unit offered under this system their refusal will not be cause to drop their name to the bottom of the waiting list.

Implementation may include the following efforts:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared towards targeting income groups for specific developments;
- Additional supportive services;
- Additional amenities for all units;
- Ceiling rents; (mandatory)
- Flat rents for selected developments;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;
- Site-based waiting lists;
- Mass Media; and
- Giveaways.

2. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. At a minimum, 40% of all new admissions to public housing **on an annual basis** will be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

In order to implement the income targeting program, the following policy is adopted:

- ▶ The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- ▶ After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- ▶ To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.
- ▶ For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- ▶ The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs.)

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement /Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b style="text-align: center;">FREEPORT HOUSING AUTHORITY	Grant Type and Number: Capital Fund Program No: <b style="text-align: center;">NY36PO2350102 Replacement Housing Factor Grant No:	Federal FY of Grant: <b style="text-align: center;">2002
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- Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending _____
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	120,000.00			
3	1408 Management Improvements	50,000.00			
4	1410 Administration	1,900.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	110,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	358,876.00			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	15,000.00			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	655,776.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: FREEMPORT HOUSING AUTHORITY		Grant Type and Number: Capital Fund Program No: NY36PO2350102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406		120,000.00				
	Subtotal			120,000.00				
	Management Improvements:	1408						
	Staff time			50,000.00				
	Subtotal			50,000.00				
	Administration:							
	Printing & Advertisement	1410		1,900.00				
	Subtotal			1,900.00				
	Fees & Costs:							
	A/E Services	1430		32,000.00				
	Modernization Consultant Fee	1430		48,000.00				
	Property Disposition Consultant	1430		30,000.00				
	Subtotal			110,000.00				
	Dwelling Structures:							
NY23-2/3	New Kitchen Cabinets	1460	150	118,176.00				
NY23-2/3	New Hallway Floor Tiles	1460	19590	40,700.00				
NY23-4	Houses Renovation	1460	3	150,000.00				
NY23-5	Elevator Renovation	1460	2	50,000.00				
	Subtotal			358,876.00				
PHA-Wide	Non-Dwelling Equipment:							
	Computer	1475		10,000.00				
	Tools	1475		5,000.00				
	Subtotal			15,000.00				
	GRAND TOTAL			\$655,776.00				

Capital Funds Program Five Year Action Plan

Part II: Supporting Pages--Work Activities

Note: I separated computer hardware from software (software is 1408; hardware is 1475)

Activities for Year 1	Activities for Year: 2 FFY Grant: 2003 PHA FY: 2003			Activities for Year: 2 FFY Grant: 2003 PHA FY: 2003		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	NY23-1			PHA Wide	Operations:	
	Moxey Rigby Apartments	New bedroom doors	45,000.00		Operations	120,000.00
		Hallway floor tiles	57,796.00		Subtotal	120,000.00
		Stairwell protection	48,000.00			
		Total NY23-1	150,796.00		Management Improvements:	
					Staff Time	50,000.00
					Computer Software	4,000.00
	NY23-4				Subtotal	54,000.00
	Scattered Sites	Houses renovations	150,000.00			
		Total NY23 -4	150,000.00			
					Administration:	
					Printing & Advertisement	1,980.00
					Subtotal	1,980.00
	NY23-5					
	Rev. M. Mallete	Outdoor lighting	30,000.00			
		Total NY23-5	30,000.00		Fees & Costs:	
					A/E Services	22,000.00
					Modernization Consultant Fee	50,000.00
					Property Disposition Consultant	30,000.00
					Subtotal	102,000.00
				Dwelling Equipment:		
				Stoves	13,500.00	
				Refrigerators	22,500.00	
				Subtotal	36,000.00	
				Non-Dwelling Equipment:		
				Computer (Hardware)	6,000.00	
				Tools	5,000.00	
				Subtotal	11,000.00	
				Total HA Wide	324,980.00	
	Subtotal		330,796.00	Total of Estimated Cost for 2003	655,776.00	

Capital Funds Program Five Year Action Plan

Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 3 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2004 PHA FY: 2004			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See	NY23-2/3			PHA Wide	Operations:		
	John Madden	Plumbing Upgrade	118,796.00		Operations	120,000.00	
		Total NY23-1	118,796.00		Subtotal	120,000.00	
	NY23-4						
	Scattered Sites	Houses renovations	150,000.00		Management Improvements:		
		Total NY23 -4	150,000.00		Staff Time	50,000.00	
					Computer Software	4,000.00	
	NY23-5				Subtotal	54,000.00	
	Rev. M. Mallete	Sidewalks	62,000.00				
		Total NY23-5	62,000.00		Administration:		
					Printing & Advertisement	1,980.00	
					Subtotal	1,980.00	
	Annual					Fees & Costs:	
						A/E Services	22,000.00
					Modernization Consultant Fee	50,000.00	
					Property Disposition Consultant	30,000.00	
					Subtotal	102,000.00	
					Dwelling Equipment:		
					Stoves	13,500.00	
					Refrigerators	22,500.00	
					Subtotal	36,000.00	
					Non-Dwelling Equipment:		
					Computer (Hardware)	6,000.00	
					Tools	5,000.00	
					Subtotal	11,000.00	
Statement							
					Total HA Wide	324,980.00	
		Subtotal	330,796.00	Total of Estimated Cost for 2004		655,776.00	

Capital Funds Program Five Year Action Plan

Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 4 FFY Grant: 2005 PHA FY: 2005			Activities for Year: 4 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	NY23-2/3			PHA Wide	Operations:	
	John Madden	Electrical upgrade	152,796.00		Operations	120,000.00
		New windows and screens	128,000.00		Subtotal	120,000.00
		Total NY23-1	280,796.00			
					Management Improvements:	
					Staff Time	50,000.00
					Computer Software	4,000.00
		Total NY23 -4	50,000.00		Subtotal	54,000.00
					Administration:	
					Printing & Advertisement	1,980.00
Annual					Subtotal	1,980.00
					Fees & Costs:	
					A/E Services	22,000.00
					Modernization Consultant Fee	50,000.00
					Property Disposition Consultant	30,000.00
					Subtotal	102,000.00
					Dwelling Equipment:	
					Stoves	13,500.00
					Refrigerators	22,500.00
					Subtotal	36,000.00
Statement					Non-Dwelling Equipment:	
					Computer (Hardware)	6,000.00
					Tools	5,000.00
					Subtotal	11,000.00
					Total HA Wide	324,980.00
	Subtotal		330,796.00	Total of Estimated Cost for 2005		655,776.00

Capital Funds Program Five Year Action Plan

Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 5 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2006 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	NY23-1			PHA Wide	Operations:	
	Moxey Rigby Apartments	Roof improvements	135,000.00		Operations	120,000.00
		New Kitchen cabinets	50,796.00		Subtotal	120,000.00
		Subtotal	185,796.00			
					Management Improvements:	
		Non-Dwelling Structures:			Staff Time	50,000.00
		Office renovations	145,000.00		Computer Software	4,000.00
		Total NY23-1	330,796.00		Subtotal	54,000.00
					Administration:	
					Printing & Advertisement	1,980.00
					Subtotal	1,980.00
					Fees & Costs:	
					A/E Services	22,000.00
					Modernization Consultant Fee	50,000.00
					Property Disposition Consultant	30,000.00
					Subtotal	102,000.00
					Dwelling Equipment:	
					Stoves	13,500.00
					Refrigerators	22,500.00
					Subtotal	36,000.00
					Non-Dwelling Equipment:	
					Computer (Hardware)	6,000.00
					Tools	5,000.00
					Subtotal	11,000.00
					Total HA Wide	324,980.00
		Subtotal	330,796.00	Total of Estimated Cost for 2006		655,776.00

Public Housing Drug Elimination Program Plan

Attachment: NY023d01

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant **\$80,500**

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X _____

C. FFY in which funding is requested 2002

D. Executive Summary of Annual PHDEP Plan

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

To prevent drug use, instill social responsibility, inspire and instill concrete goal setting. Improve academic learning and develop positive social relationships which include tolerance, respect and self-esteem.

E. Target Areas

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<i>Moxey A. Rigby</i>	<i>100</i>	

F. Duration of Program

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

12 Months X 18 Months _____ 24 Months _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997	80,500.00	NY01DEP0230197	64,000.00			2002
FY 1998						
FY 1999	79,399.00	NY36DEP0230199	36,054.00			2001
FY 2000						
FY 2001						

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

To provide a safe nurturing environment for children, kindergarten through grade twelve that protects and prevents drug abuse and use. Work the guidance centers to provide counseling for families having problems communicating with each other. Work with the school district to identify and counsel families and students who are having family and academic problems.

B. PHDEP Budget Summary

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

FY 2002 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	0.00
9115 - Special Initiatives	0.00
9116 – Gun Buyback TA Match	0.00
9120 - Security Personnel	34,800.00
9130 - Employment of Investigators	0.00
9140 - Voluntary Tenant Patrol	5,220.00
9150 - Physical Improvements	0.00
9160 - Drug Prevention	40,480.00
9170 - Drug Intervention	0.00
9180 - Drug Treatment	0.00
9190 - Other Program Costs	0.00
TOTAL PHDEP FUNDING	80,500.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$ 0.00	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9115 - Special Initiatives						Total PHDEP Funding: \$ 0.00	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9116 – Gun Buyback TA Match						Total PHDEP Funding: \$ 0.00	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$ 34,800.00		
Goal(s)	<i>Make residents feel safe in their homes.</i>						
Objectives	<i>Provide security to family development</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>Security Officers</i>			<i>2/01/02</i>	<i>1/31/03</i>	<i>34,800.00</i>	<i>80,00.00 capital fund</i>	<i>Decrease in criminal activity</i>
2.							
3.							

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

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$ 5220.00		
Goal(s)	<i>Make residents feel secure in their homes.</i>						
Objectives	<i>Provide security at family development</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>patrol grounds (Moxey)</i>	<i>300</i>	<i>All residents</i>	<i>2-1-02</i>	<i>3-31-03</i>	<i>5,220.00</i>		<i>Decrease in criminal activity at this development</i>
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$ 40,480.00		
-------------------------------	--	--	--	--	--	--	--

Goal(s)	<i>Decrease the number of residents and children who abuse drugs</i>						
Objectives	<i>Educate residents on the evils of drugs.</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>Tutorial program</i>	40	5-12 years	4-1-02	3-31-03	7,690.00		<i>Number of children in attendance</i>
2. <i>teen program</i>	25	13-19 years	4-1-02	3-31-03	7,690.00		<i>Number of teens in attendance</i>
3. <i>drug awareness workshop</i>	65	5-19 years	4-1-02	3-31-03	5,100.00		<i>Decrease in drug activity</i>

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

9180 - Drug Treatment					Total PHDEP Funding: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Housing Authority of the Village of Freeport

Attachment: NY023e01

1. Substantial Deviation from the 5-Year Plan:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

2. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or Capital Fund Program Annual Statement;
- Any change in policy or procedure that requires a regulatory 30-day posting;
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.

Required Attachment NY023f01: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description)

1. Stuart Addison
2. Vera Freeman
3. Standford Gurney
4. Vicky Grodon
5. Angela Hubbard
6. Brian Jefferson
7. Gonzales Jones
8. Charlene Ladson
9. Yvette Martin
10. Gladys Vailes

Component 3 (6) – Deconcentration and Income Mixing

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at § 903.2 (c) (1) (iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2 (c)(1)(v)]

PHA Goals and Objectives:

Housing Authority of the Village of Freeport Attachment: NY023h01	Check anticipated year of completion: 0 = Ongoing Activity					
	0	1 st	2 nd	3 rd	4 th	5 th
PLANNING AND ADMINISTRATION						
<i>Progress Statement – During FY 2000, PHA has provided training opportunities to staff to make then knowledge of QHWRA. Training paid for through Operating and Capital Funds. Goals and objectives in this section has been achieved.</i>						
Knowledge of New Laws and Changes in Housing Issues	○					
Goal: Make staff and board members knowledgeable as needed regarding the new housing requirements of the Quality Housing and Work Responsibility Act of 1998 (H.R. 4194); and (any other laws and changes) as they occur regarding housing, community, and economic development.	○					
Objective: Provide Training Opportunities On an ongoing basis, the Executive Director, or designee, shall identify and secure available training opportunities for staff and the board as needed.	○					
Measurement of Objectives	○					
The completion of this objective shall be measurable by the completion of training activities.						
Planning Process for the Agency Plan(s)	○					
Goal: To provide for the planning involved in the development/maintenance and revision of the Agency Plan and subsequent plan submissions.	○					
Objective: Monitor Plan Activities The PHA will monitor plan activities on an ongoing basis and provide for plan modifications in accordance with regulatory requirements.	○					
Evaluation of the Objectives	○					
Evaluation of this objective shall be measurable by the review of plan monitoring activities/documents and modifications made during the plan year; and by the documentation of planning activities, meetings, and maintenance of invoices with the budgeted amount.						
Up-to-Date Policies—New, Revised or Reviewed	○					
Goal: To ensure continued policy reviews, revisions or the development of new policies for the provision of services described under the Housing Act of 1937 and the Quality Housing and Work Responsibility Act of 1998 (H.R. 4194). To provide for comment by the residents and by the public and approval by the appropriate entity.	○					
Objective: Provide for Staff/Commissioner Training on New or Revised Policies The Executive Director of designee will ensure that training is provided to staff and commissioners on any new or revised policy, as needed.	○					
Measurement of Objective	○					
Evaluation of this objective shall be measurable by the provision of the notice to all persons identified and the provision of the written narrative of policy changes and the provision of copies of the policies. The PHA shall maintain a listing of all persons requesting and receiving copies of said policies to document the percentage of interest and receipt of the policies by participants.						
Operational Provisions	○					
Goal: To provide for administration, management, personnel, supervision, human, economic and community resource management, fiscal management, procurement, reporting and auditing activities necessary for the efficient operation of the PHA.	○					
Objective: Assurance of Operational Requirements	○					
The PHA shall provide for staffing, training, equipment, facilities and other related items to ensure the efficient administration, management, supervision, human, economic and community resource development, procurement, fiscal management, reporting and auditing of PHA operations. The activities may be budgeted and charged as a direct program cost on a pro-rated basis or as planning and administrative cost as budgeted.						
Partnerships	○					
Goal: To develop and expand partnerships and funding sources.						

Objective: Identify Resources The PHA may identify resources to obtain materials and data relative to housing, community and economic development.	0					
Reimbursement for Plan Development Cost Goal: To provide for the reimbursement of administrative cost associated with the development of the FiveYear or One -Year Plan(s).						0
Objective: Cost Reimbursement The PHA will provide for the reimbursement of administrative cost and cost associated with the development of the Housing Plan(s) from the HUD allocation amount as budgeted.						0
Measurement Objective Completion of this objective shall be measured by the completion of the repayment as soon as possible upon receipt of HUD funds.						0
Review Annual Plan and Budgets, Prepare Modifications or Revisions Goal: The Executive Director or designee shall review the annual plan goals, objectives, budgets and prepare needed modifications based upon these reviews and any identified constraints or delays in implementation and submit for approval by the Board of Commissioners.		0				
Measurement of Objective Measurable upon completion of reviews and modifications as needed.		0				
FINANCIAL RESOURCES – <i>Progress Statement – During FY 2000, the PHA has attempted to maintain costs but because of the increase in fuel, may not be able to determine bottom line until the end of fiscal year. But, as of this date, PHA has been able to maintain an adequate reserve account. Goals and objectives in this section have been achieved</i>						
Management of Resources Goal: To ensure that resources are managed in a manner which generates a positive cash flow and provides for an accumulation of income over expenses and maintains an adequate reserve account for future housing needs for low income persons.	0					
Objective: Written Financial Policies and Procedures The PHA shall obtain assistance in providing written financial management and investment of funds procedures that comply with applicable regulatory requirements to be approved by the Board of Commissioners.	0					
Measurement of Objective This objective may be measured by the completion of evaluation of said policies and procedures and approval of policies and procedures and/or modifications by the Board of Commissioners.	0					
Goal: The Executive Director or designee will evaluate the income and expenses to ensure a positive cash flow and to insure that the anticipated accumulation of reserves for investments is maintained.	0					
Objective: Maintain Reserve Funds The PHA may establish a reserve for the repair and replacement of components for housing units and provide for future funding for modernization repairs and replacements and other housing purposes as identified in future years.	0					
Objective: Continue Section 8 Program The PHA shall continue activities for the Section 8 Rental assistance program operations.	0					
Objective: Investments The PHA will draw down funds as allowed for investments and/or operations and invest these funds in approved funds according to regulatory requirements, amounts allowed for this purpose and the investment policy of the PHA.	0					
Measurement of Objectives These objectives may be measured by the accumulation of reserves as indicated for future years and/or investments and the establishment of the reserve and the deposit of reserve funds.						0

HOUSING MANAGEMENT SERVICES

Progress Statement – During FY 2000, PHA has maintained staffing, equipment, insurance, training, facilities and related costs associated with the administration and operation of housing previously developed under the 1937 Housing Act. They have also computerized the waiting lists, assigned local preferences and insured that new applicants are income eligible as indicated in the Admissions and Occupancy Policy. Goals and objectives in this section have been achieved during this fiscal year.

Continue Operation and Administration of Housing Units Goal: To provide for the continued administration of housing units developed under the 1937 Housing Act according to policies and procedures.	ø						ø
Objective: Provision of Operational Needs The PHA will provide staffing, equipment, insurance, training, facilities and related cost associated with the administration and operation of housing previously developed under the 1937 Housing Act.							ø
Objective: Application Processing On an ongoing basis, the PHA In-Take Department will provide for program marketing, outreach and the acceptance and processing of applications for services. A pre-application process will be utilized to determine available assistance for each applicant.	ø						
Objective: Waiting List Maintenance The PHA will provide for the development and maintenance of a waiting list of applicants in accordance with program regulations.	ø						
Objective: Updating Applicant Data The PHA will provide for the updating of applicant data as changes occur, and for the verification of the applicant data prior to admission.	ø						
Objective: Training The PHA will provide training for staff and commissioners.	ø						
Objective: Physical Needs Assessment The PHA will seek professional assistance in preparing the physical needs assessment.	ø						
Objective: Preparation of Work The PHA will provide for preparation of work specifications and drawings.	ø						
Objective: Maintain Public Housing and Homeownership Units in Standard Condition According to regulations and policies, the PHA shall provide for the physical inspection of all housing units and shall conduct maintenance work as identified during annual inspections or otherwise identified in order to maintain all units in standard condition.	ø						
Objective: Maintain Occupancy and Enforce Collection Procedure The PHA will maintain occupancy and ensure the pursuit and enforcement of collection procedures at a level to achieve the status of “high performer” according to the PHMAP/PHAS system of assessment.	ø						
Objective: Operational Requirements The agency plan will provide for insurance, inspections, renovations and construction or repairs and other needs as determined by a physical needs assessment.							ø
Measurement of Objectives The completion of activities and evaluation of <u>each</u> objective described will separately be measured according to the resulting outcome.							ø

MODERNIZATION

Progress Statement – During FY 2000, all goals and objectives in this section were achieved.

Services and Activities Goal: To provide staffing, facilities, equipment and other related cost for the provision of modernization services and activities as detailed below:							ø
Objectives: Purchase of construction equipment, materials and supplies.							ø
Complete modernization repairs <u>as detailed within the plan</u> to provide for the rehabilitation of units.							ø
Provide training concerning the Uniform Inspection System used by HUD.							ø
Provide for annual unit inspections.							ø

PLANNING AND ADMINISTRATION

Public Housing Assessment System (PHAS)

Progress Statement – During FY 2000, PHA received passing PHAS score on these items.

<p>INDICATOR #1 (30 Points) PHYSICAL CONDITION Goal: To obtain the maximum score under PHAS Indicator #1.</p>	ø						
<p>INDICATOR #2 (30 Points) FINANCIAL CONDITION Goal: To obtain the maximum score under PHAS Indicator #2.</p>	ø						
<p>INDICATOR #3 (30 Points) MANAGEMENT OPERATIONS Goal: To obtain the maximum score under PHAS Indicator #3.</p>	ø						
<p>INDICATOR #4 (10 Points) RESIDENT SERVICE AND SATISFACTION (10 POINTS) Goal: To obtain the maximum score under PHAS Indicator #4.</p>	ø						
<p><u>AGENCY PLAN DEVELOPMENT</u> Goal: To provide for the development and timely submission of Agency Plans and related reporting as required by HUD.</p>	ø						
<p>Objective: <u>Annual Cost Allocation for Planning and Administration</u> The PHA will utilize a portion of its annual allocation of HUD funds for the activities, related cost of developing Five-Year and Annual Agency Plans to cover the cost for planning and administration, to include: cost of overall program and/or administrative management; coordination monitoring and evaluation, preparation of the Five-Year and Annual Plans, updates or revisions, preparation of required performance and financial reports and for collection of related data. Cost will also cover any overhead cost of staff and overhead directly related to carrying out the housing activities to the extent allowable at the discretion of the recipient.</p>	ø						
<p>Objective: <u>Professional Contractual Assistance</u> The PHA shall provide for contractual professional assistance in the creation of the Agency Plans as required and staffing, equipment, facilities and related costs for the collection and maintenance of data as needed/required for the development of future plans.</p>	ø						
<p><u>Adequate Staffing, Training, Equipment, Facilities</u> Goal: To provide adequate staffing, training, equipment, facilities and other related items to ensure the efficient management, supervision, human resource development, procurement and fiscal management of PHA operations.</p>	ø						
<p>Objective: <u>Development of Annual Plan and Budgets</u> On an annual basis, the PHA will identify needs, develop plans and budgets to ensure that adequate staffing, training, equipment, facilities and other identified cost/items are adequate for the efficient management, supervision, human resource development, procurement and fiscal management of PHA operations.</p>	ø						
<p>FINANCIAL RESOURCES <i>Progress Statement – During FY 2000, PHA has achieved these goals and objectives as explained under Financial Resources section above.</i></p>							
<p><u>Financial Management of Resources</u> Goal: To ensure that financial resources are managed in a manner, which generates a positive cash flow, provides for an accumulation of income over expenses, provides resources for leveraging and maintains an adequate reserve account.</p>	ø						
<p>Objective: <u>Written Financial Policies</u> The PHA will provide for written policies regarding financial management and investment of funds that comply with the applicable regulatory requirements to be approved by the Board of Commissioners.</p>	ø						
<p>Objective: <u>Maximum Utilization of Program Income</u> The PHA will utilize income generated from the funding of program activities towards the establishment of perpetual services/programs and/or may be budgeted within other housing activities as allowed.</p>	ø						
<p><u>Maximum Utilization of Capital and Operating Funds</u> Goal: To utilize Operating and Capital Funds to the maximum extent possible to provide optimum service on behalf of the residents of low income housing, and to properly maintain PHA property, equipment and all other assets in order to provide decent, safe and sanitary housing.</p>	ø						
<p>Objective: <u>Funding for Overall Operation</u> The PHA will utilize funding under operating and capital funding in compliance with regulatory</p>	ø						

requirements and will provide for administrative, management, maintenance and modernization repairs and replacements and other approved programs as needed in future.						
HOUSING OPERATIONS, MANAGEMENT AND MAINTENANCE PLAN						
<i>Progress Statement – During FY 2000, PHA established Flat Rent, maintained housing stock in safe, sanitary and decent condition.</i>						
Management Operational Services Goal: To provide for management services for affordable public housing; including preparation of work specifications, loan processing, inspections, maintenance, resident selection, management of tenant-based rental assistance and management of affordable public housing developments and special community service programs such as self-sufficiency and homeownership, and, to ensure periodic review and revision of the policies, based upon regulatory changes, or actions of Congress, HUD and/or the Board of Commissioners	ø					
Objective: Establish Flat Rents The PHA plans to contract with a professional to comply with QHWRA requirements to perform rent reasonableness market analysis and establish flat rents.		ø				
Objective: Designation of Public Housing for Elderly and Disabled Families The PHA will identify developments or portions thereof to designate for elderly and disabled housing, and submit an application to HUD.		ø				
Objective: Comply with QHWRA Income Targeting Requirements The PHA establish internal procedures and public housing marketing strategies to meet the income targeting stipulations.		ø				
Basic Requirement to Maintain Housing Units Goal: To maintain the housing stock of the PHA in a safe, sanitary and decent condition and as required by law.	ø					
Objective: Provisions for Maintenance The annual housing plan will include provisions for the inspection, insurance and maintenance of the existing housing stock. Maintenance repairs will be made by utilizing the Operating and/or Capital funds and/or by ensuring compliance by residents with the requirements to maintain their homes and property.	ø					
Strengthening Administrative Capabilities Goal: To provide for the continued administration and strengthening of the administrative capabilities of the PHA, including staff and board of commissioners.	ø					
Objective: Training for Staff and Board of Commissioners The PHA will ensure training activities for the maintenance of administrative capabilities of the PHA, including staff and board of commissioners.	ø					
Preparation of Work Goal: To provide for the work specifications and drawings, inspections, and the maintenance of housing units.	ø					
The PHA shall provide for the inspection of units, (<i>according to unified inspection standards</i>), renovation, and/or construction work as provided for within approved policies, procedures, and/or contracts.	ø					
The PHA shall provide for the maintenance of units and/or facilities as provided within the annual plan of activities and budget for these purposes.	ø					
MODERNIZATION						
<i>Progress Statement – During FY 2000, all goals and objectives in this section were achieved.</i>						
Maintaining Marketability Goal: To provide for the preservation and marketability of existing units by identifying and providing modernization renovations and/or repairs; assessing the cost of conversion of public housing units to Section 8 according to H.R. 4194 and a plan for demolition/disposition.	ø					
Objective: Modernization - Repairs and Service To provide for the provision of modernization renovations and/or repairs and services as detailed in the annual plan and budget.	ø					
Objective: Annual Review of Funding Needs To review annually the capital fund (modernization) needs of existing units and develop narrative descriptions of the modernization activities and budget needs/justification to be included in the PHA Annual Plan and Budget.	ø					
Objective: Annual Identification of Plan Priorities To review and utilize annual unit inspections, work order reports, and public comments to assist with the development of an agency plan and identification of plan priorities.	ø					

OPERATING (1937 HOUSING ACT)

Progress Statement – During FY 2000, the PHA met its goals by continued the administration and operation of housing units developed under the 1937 Housing Act, has begun the process of linking residents with housing services and has examine problems and developed solutions for the delivery of housing and supportive services.

Continued Operation Under Regulatory Requirements	ø					
Goal: To provide for the continued administration and operation of housing units developed under the 1937 Housing Act, according to regulatory requirements, approved policies and procedures governing the units and/or programs.						
Objective: Provision for Referrals and Supportive Services To link participants to housing and supportive services, strategies may include: developing projects to examine the needs and benefits of supportive services in multi-family and single family housing communities; providing housing counseling and case management; provide consumer education that will teach low-income persons to create a family budget; manage credit; care for a household; provide proper care for their children, examine problems and develop solutions for the delivery of housing and supportive services.				ø		

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SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)

Progress Statement – During FY 2000, the PHA has the goals in all SEMAP indicators.

INDICATOR #1 (15 Points)

SECTION FROM THE WAITING LIST

To obtain the maximum score under SEMAP Indicator #1:

Goal: Have written admissions policies in the Administrative Plan and demonstrate that 98% of the applicants/admissions were selected from the waiting list in accordance with the policies.

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INDICATOR #2 (20 Points)
RENT REASONABLENESS

To obtain the maximum score under SEMAP Indicator #2:

Goal: The PHA has a written method and documents at least 98% at initial lease.

Objective:

Revise rent reasonableness system to meet new requirements.

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INDICATOR #3 (20 Points)
DETERMINATION OF ADJUSTED INCOME

To obtain the maximum score under SEMAP Indicator #3:

Goal: In at least 90% of sample files, the PHA obtains and uses third party verifications of reported income (or file documents why it was not obtained); the PHA applies the correct deductions; and uses the appropriate utility allowances for the leased unit.

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INDICATOR #4 (5 Points)
UTILITY ALLOWANCE SCHEDULE

Goal: The PHA has reviewed utility rate date within twelve months and adjusted schedule if there has been a change of 10% or more in a utility rate since the last schedule was revised.

Objective:

Develop system to document annual utility allowance reviews.

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INDICATOR #5 (5 Points)
H.Q.S. QUALITY CONTROL INSPECTION

Goal: Five percent (5%) of approved unit inspections are re-inspected for quality control.

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INDICATOR #6 (10 Points)
HOUSING QUALITY STANDARD ENFORCEMENT

Goal: The PHA takes appropriate action; correction of life-threatening deficiencies within 24 hours and in at least 98% of sample files, all HQS deficiencies are corrected within 30 days (or

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within PHA extension period). If family is determined to have caused certain defects, the PHA takes prompt action to enforce family obligations.						
INDICATOR #7 (5 Points)						
EXPANDING HOUSING OPPORTUNITIES						
To obtain the maximum score under SEMAP Indicator #7: Goal: The PHA will adopt and implement a written policy and to encourage participation by owners outside poverty areas; provide maps of jurisdictions and neighboring jurisdictions; provide a list of owners willing to rent to Section 8 and organizations to help families find units outside poverty areas; explain portability in briefings and provide contacts; analyzes families' difficulties in finding units and seek HUD approval for area exception rents, if applicable.	ø					
INDICATOR #8 (5 Points)						
FAIR MARKET RENT						
To obtain the maximum point possible under Indicator #8: Goal: Excluding the over-FMR tenancies, the PHA will make certain that at least 98% of initial certificate gross rents are at or below FMR/exception rents and voucher payment standards are not greater than FMR/exception rents, but are not less than 80% of FMR/exception rent limit (unless approved by HUD).		ø				
INDICATOR #9 (10 Points)						
ANNUAL RE-EXAMINATIONS						
To obtain the maximum points possible under Indicator #9: Goal: Less than 5% of re-exams are conducted late.			ø			
INDICATOR #10 (5 Points)						
CORRECT TENANT RENT CALCULATIONS						
To obtain the maximum points possible under Indicator #10: Goal: Two percent (2%) or fewer rent calculation errors.		ø				
INDICATOR #11 (5 Points)						
PRE-CONTRACT INSPECTION						
To obtain the maximum points possible under Indicator #11: Goal: Two percent (2%) or more units passed inspection before HAP contract effective date.		ø				
INDICATOR #12 (10 Points)						
ANNUAL H.Q.S. INSPECTIONS						
To obtain the maximum points possible under Indicator #12: Goal: Fewer than five percent (5%) of HQS annual inspections are not made within a 12 months period.		ø				
INDICATOR #13 (20 Points)						
LEASE-UP						
To obtain the maximum points under Indicator #13: Goal: 98% or more of budgeted units are leased		ø				
INDICATOR #14 (10 Points)						
FAMILY SELF-SUFFICIENCY PROGRAM-MAINTAIN ENROLLMENT AND ESCROW BALANCES AS REQUIRED						
Objective: Verify MTCS data	ø					
BONUS INDICATOR (5 Points)						
DECONCENTRATION EFFORTS/DEVELOPMENT OF MONITORING SYSTEM						
Other Section 8 Goals Goal: Implement changes mandated by QHWRA in a timely manner pursuant to H.R. 4194 or Federal Regulations: <ul style="list-style-type: none"> ø Update the Administrative Plan ø Establish an income targeting and documentation system. ø Establish non-citizen procedures ø Develop procedures concerning rent changes for TANF participants 		ø				

COMMUNITY SERVICES AND SELF-SUFFICIENCY

Progress Statement – During FY 2000, the PHA has adopted and implemented a Community Service Policy.

<p>Objective: <u>Feasibility for Creating a “Non-Profit” Band or Department and Assistance to Resident Organizations</u> The PHA will determine the feasibility of creating a “non-profit” brand/department and maintain assistance to resident organizations to create non-profit organizations and applying for a designation as a “501 C3” tax exempt organization with the Internal Revenue Service.</p>	ø					
<p>Objective: <u>Data Maintenance for Modification of Five Year or One Year Plans</u> The PHA will maintain data to assist with the periodic development/modification of the one-year and five-year plans to meet the needs identified.</p>	ø					
<p>Identify and Develop Community and Economic Development Goal: To identify and develop community and economic development opportunities within the jurisdictional service area. These opportunities will promote self-sufficiency, education and economic independence.</p>	ø					
<p>Partnerships Among Government and Private Sectors Goal: To extend and strengthen partnerships among all levels of government and the private sector, including for profit and non-profit organizations in the production and operation of housing affordable to low income families.</p>	ø					
<p>Objective: <u>Maintain Existing Partnerships for Affordable Housing ad Service Provisions</u> The PHA will continue to maintain existing partnership agreements, cooperative agreements with various government, federal, state, private, profit and non-profit entities for the production of affordable housing and the provision of supportive services.</p>	ø					
<p>Objective: <u>Expansion of Efforts to Develop and Strengthen Partnerships</u> The PHA will expand its efforts to develop and strengthen partnerships for the production and operation of affordable housing and the provision of supportive services.</p>	ø					
<p>Objective: <u>Assistance for Establishment of Resident Organizations or Corporations</u> The PHA may provide assistance as requested to assist residents in the establishment of Resident Organizations/Corporations.</p>	ø					
<p>SAFETY, SECURITY AND CRIME PREVENTION <i>Progress Statement – During FY 2000, PHA installed closed circuit TV cameras, card access system and delay egress system in Moxey Rigby. Goals and Objectives have been achieved in this section.</i></p>						
<p>Provision for Safety, Security, Crime Prevention, Drug Elimination and Hazard Testing Goal: To provide for the provision of security services, crime prevention and safety services/activities for the PHA properties in accordance with identified needs, budgets and consultation with local law enforcement.</p>	ø					
<p>Objective: <u>Drug Elimination Program</u> The PHA shall provide drug elimination programs and assistance to participants through the HUD Drug Elimination grant program.</p>	ø					
<p>Objective: <u>Mandatory Resident Training and Drug Elimination Programs</u> The PHA will continue resident training to include drug prevention programs and expand youth programs.</p>	ø					
<p>Application Screening Goal: To provide for adequate criminal history background checks and history of drugs and alcohol abuse.</p>	ø					
<p>Objective: <u>Revision of Admissions and Occupancy Policy</u> To revise admissions and occupancy policy to include legal language for performing criminal history background checks and history of drug and alcohol abuse. The PHA will contract with a professional to write/update the Admissions and Occupancy policy.</p>	ø					
<p>Provision and Coordination of Law Enforcement Service Goal: To ensure that security/law enforcement services are coordinated and provided within the service area. To study the feasibility of expanding the tenant and community patrols.</p>	ø					
<p>Objective: <u>Funding Resources for Security Services</u> The PHA will assist to identify resources to ensure that security services are provided in areas targeted for assistance, based on criminal activity, population, and records maintained on a development-by-development basis.</p>	ø					

Housing Authority of the Village of Freeport

Required Attachment NY023k01: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Charlene Ladson

Yvette Martin

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): *Charlene Ladson - 7-01 to 7-03, Yvette Martin - 7-00 to 7-02*

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? *N/A*

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: *7-1-02*

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): *William Glacken, Mayor*

Attachment: NY023101

**COMMUNITY SERVICE POLICY
FOR THE
HOUSING AUTHORITY OF THE
VILLAGE OF FREEPORT, NEW YORK**

COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, establishes a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. Community service is a service for which individuals are not paid. The Housing Authority of the Village of Freeport (PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them.

In order to effectively implement this new requirement, the Housing Authority of the Village of Freeport establishes the following Policy.

1. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The activities may include, but are not limited to:

- improving the physical environment of the resident's developments;
- selected office related services in the development or Administrative Office;
- volunteer services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc;
- neighborhood group special projects;
- self-improvement activities such as household budget, credit counseling, English proficiency, GED classes or other educational activities;
- tutoring elementary or high school age residents; and
- serving in on-site computer training centers.

Voluntary political activities are prohibited.

2. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

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In conjunction with its own or partnership program, the PHA will provide reasonable

accommodations for accessibility to persons with disabilities. The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident's participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

3. Self Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. ***It should be noted that an individual may satisfy this requirement through a combination of community service and self-sufficiency activities totaling at least eight (8) hours per month.*** Such activities can include, but are not limited to:

- apprenticeships and job readiness training;
- substance abuse and mental health counseling and treatment;
- English proficiency, GED, adult education, junior college or other formal education;
- household budgeting and credit counseling;
- small business training.

The PHA may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

4. Geographic Location

The PHA recognizes that the intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

5. Exemptions

In accordance with provisions in the Act, the PHA will exempt from participation in community service requirements the following groups:

- adults who are 62 years of age or older;
- persons engaged in work activities as defined under Social Security (full time or part time employment);
- participants in a welfare to work program;

- persons receiving assistance from and in compliance with State programs funded under part A, title IV of the Social Security Act; and
- the disabled but only to the extent that the disability makes the person “unable to comply” with the community service requirements.

The PHA will determine, at the next regularly scheduled reexamination *on or after the Fiscal Year beginning January 1, 2001*, the status of each household member eighteen (18) years of age or older with respect to the requirement to participate in community service activities. The PHA will use the “PHA Family Community Service Monthly Time-Sheet” to document resident eligibility and the hours of community service. A record for each adult will be established and community service placement selections made. Each non-exempt household member will be provided with forms to be completed by a representative of the service or economic self-sufficiency activity verifying the hours of volunteer service conducted each month.

The PHA will also assure that procedures are in place which provide residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- going from unemployment to employment;
- entering a job training program;
- entering an educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self sufficiency activities;
- birth certificates to verify age 62 or older; or
- if appropriate, verification of disability limitations.

Families who pay flat rents, live in public housing units within market rate developments or families who are over income when they initially occupy a public housing unit will not receive an automatic exception.

6. Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities.

7. Lease Requirements and Documentation

The PHA's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination on or after October 1, 1999, and for all new residents effective October 1, 1999. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

8. Noncompliance

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA must notify the resident:

1. of the non-compliance;
2. that the determination is subject to the PHA's administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4. of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the non-compliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the non-compliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult ***and the head of household (as applicable)*** to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.

NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general council and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

Attachment: NY023m01

**PET OWNERSHIP
(ELDERLY OR PERSONS WITH DISABILITIES)
FOR
THE HOUSING AUTHORITY OF THE
VILLAGE OF
FREEPORT, NEW YORK**

PET OWNERSHIP

Housing Authority residents who reside in developments specifically designated for elderly and/or disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the Village of Freeport (herein referred to as PHA) notifies eligible new and current residents of that right and provides them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments for the elderly or persons with disabilities, the PHA will notify all such residents that:

- A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. the refundable pet deposit is intended to cover any damages or repairs needed which are directly attributable to the presence of a pet(s) in the unit.
- C. animals that are used to assist the persons with disabilities are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- D. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,
- E. if the dwelling lease of an elderly or disabled resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below.

HOUSING AUTHORITY OF THE VILLAGE OF FREEPORT

Pet Ownership Rules for Elderly/Disabled Residents

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or *lizards* in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, *bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.*
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *20 pounds*. The animal's height shall not exceed *fifteen inches*. Such limitations do not apply to a *service animal* used to assist a disabled resident.
4. With the exception of service animals for the disabled, no dogs of any size will be allowed in high-rise developments.
5. Pet owners shall license their pets (if required by state or local law) yearly with the City of Freeport, New York. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. Residents applying for approval to house a dog or cat must provide, at the time of application, proof of insurance in the amount of \$10,000 for property damage and \$50,000 for personal liability. Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.
6. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
7. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.

8. All cats shall be declawed. Proof of compliance shall be furnished to management.
9. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
10. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.
11. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
12. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
13. Resident shall provide the PHA a color photograph of the pet(s).
14. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
15. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
16. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea power. The resident is responsible for the cost of flea/tick extermination.
17. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
18. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). ***Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited.*** If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
19. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
20. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the

animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated trash container outside the building where the pet owner lives.

21. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated trash container outside the building where the pet owner lives.
22. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
23. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
24. ***The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.***
25. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
26. ***Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days.***
27. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
28. Each pet owner shall pay a refundable pet deposit of \$_____. ***The PHA may wave the requirement for a security deposit for a service animal as a reasonable***

accommodation. A refundable deposit of \$_____ will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The PHA shall refund the unused portion of the refundable pet deposit to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

29. All residents, including the elderly and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
30. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
31. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of six (6) weeks).
32. ***The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.***
33. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.
34. ***If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible part, the PHA will place the pet in a shelter for a maximum of thirty (30) days. If no responsible part is found, state or local authorities will be contacted.***
35. ***The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.***

36. *The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.*
37. *Pet Violation Procedures: Resident agrees to comply with the following:*
- a. *Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:*
 - 1. *Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.*
 - 2. *State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.*
 - 3. *State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.*
 - 4. *State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.*
 - b. *Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.*
 - c. *Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:*

- 1. *Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.***
 - 2. *State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).***
 - 3. *State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.***
- d. *The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.***

AGREEMENT FOR CARE OF PET

In accordance with the Pet Policy of the Housing Authority of the Village of Freeport and the Addendum to the Residential Dwelling Lease Agreement dated between:

THE HOUSING AUTHORITY OF THE VILLAGE OF FREEPORT
(Street address)
(City; State; Zip)

AND,

_____ (Resident's Name)

_____ (Resident's Address)

I hereby agree that should _____ become incapable of caring for _____ a

(Name of Pet)

(Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the Village of Freeport.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of
_____, _____.

Notary of Public

My Commission Expires:

PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

Resident's Signature

Date

Refundable Damage Deposit _____

Amount Paid

Date

NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general council and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

Attachment: NY023n01

**PET OWNERSHIP
(FAMILY)
FOR
THE HOUSING AUTHORITY OF THE
VILLAGE OF
FREEPORT, NEW YORK**

PET OWNERSHIP

OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. *A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.*

The Housing Authority of the Village of Freeport (herein referred to as PHA) notifies eligible new residents of their right to own pets subject to the PHA's rules and provides them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments, the PHA will *develop appropriate pet ownership rules, include those rules in their Agency Plan and* notify all such residents that:

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
2. a **non-refundable** nominal pet fee of \$ _____ will be charged and is intended to cover the reasonable operating costs to the development *directly attributable to a pet or pets in the unit (i.e., fumigation of a unit). A refundable pet deposit of \$ will be assessed and a refundable* pet deposit is intended to cover additional costs not otherwise covered *which are directly attributable to the pet's presence (i.e., damages to the unit, yard, fumigation of a unit, etc.);*
- C. animals that are used to assist the disabled are excluded from the size, weight, type and **non-refundable fee** requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. *in accordance with State or local law* are observed;
- D. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,

Pet Ownership-Family

- E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;
- F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C.
- G. New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.

HOUSING AUTHORITY OF THE VILLAGE OF FREEPORT

Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or *lizards* in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird *of prey*, *dangerous* fish or *snakes, spiders or other insects, or any farm animals*.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *20 pounds*. The animal's height shall not exceed *fifteen inches*. Such limitations do not apply to a *service animal* used to assist a disabled resident.
4. Pet owners shall license their pets (*if required by state or local law*) yearly with the Village of Freeport or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. Residents applying for approval to house a dog or cat must provide, at the time of application, proof of insurance in the amount of \$10,000 for property damage and \$50,000 for personal liability. Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished.
7. *All cats shall be declawed. Proof of compliance shall be furnished to management.*
8. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.

Pet Ownership-Family

9. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
10. *No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.*
11. *No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.*
12. *Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.*
13. *Resident shall provide the PHA a color photograph of the pet(s).*
14. *All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.*
15. *Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.*
16. *Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea power. The resident is responsible for the cost of flea/tick extermination.*
17. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
18. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). *Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited.* If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
19. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
20. The owner of a cat shall feed the animal at least once per day; provide a litter box

Pet Ownership-Family

inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

21. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
22. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
23. ***The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.***
24. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
25. ***Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days.*** PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
26. Each pet owner shall pay a non-refundable pet fee of \$ _____ and a refundable pet deposit of \$ _____. A refundable deposit of \$ _____ will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the

development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages caused by the presence of the pet.

The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion, plus any accrued interest, to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

27. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
28. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
29. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
30. ***Pet Violation Procedures: Resident agrees to comply with the following:***
 - a. ***Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:***
 - (1) ***Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.***
 - (2) ***State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.***
 - (3) ***State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.***

AGREEMENT FOR CARE OF PET

In accordance with the Pet Policy of the Housing Authority of the Village of Freeport and the Addendum to the Residential Dwelling Lease Agreement dated _____ between:

THE HOUSING AUTHORITY OF THE VILLAGE OF FREEPORT
(Street address)
(City; State; Zip)

AND,

_____ (Resident's Name)

_____ (Resident's Address)

I hereby agree that should _____ become incapable of caring for _____ a _____ (Name of Pet) _____ (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of _____.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before me this _____ day of _____, _____.

Notary of Public

My Commission Expires:

PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

Resident's Signature

Date

Refundable Damage Deposit

Amount Paid

Date

Non-refundable Damage Deposit Fee

Amount Paid

Date

NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general council and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

Housing Authority of the Village of Freeport

Attachment: NY023o01

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments

A. How many of the PHA's developments are subject to the Required Initial Assessments?

Two public housing developments are subject to the required initial assessment.

Moxey Rigby	NY23-1	100 units
Scattered Sites	NY23-4	11 units

B. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

Rev. John J. Madden	NY23-2/3	Elderly Disabled
Rev. E. Mitchel Mallette	NY23-5	Elderly Disabled

C. How many Assessments were conducted for the PHA's covered developments?

Two for the developments in A. above.

D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

The PHA has determined that conversion is not appropriate for any developments at this time

E. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments.

N/A

CAPITAL FUND PROGRAM TABLES START HERE

**Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: FREPORT HOUSING AUTHORITY	Grant Type and Number: Capital Fund Program No: NY36PO23707-99 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending 6/30/01
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	50,000.00	50,000.00	50,000.00	50,000.00
4	1410 Administration	1,900.00	1,900.00	1,900.00	1,173.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	90,530.00	90,530.00	90,530.00	57,588.50
8	1440 Site Acquisition				
9	1450 Site Improvement	99,429.00	58,940.18	58,940.18	58,940.18
10	1460 Dwelling Structures	330,000.00	292,283.30	292,283.30	123,128.09
11	1465.1 Dwelling Equipment-Nonexpendable	28,000.00	28,000.00	28,000.00	27,503.68
12	1470 Nondwelling Structures	50,000.00	109,023.70	109,023.70	14,445.00
13	1475 Nondwelling Equipment	0.00	47,101.82	47,101.82	47,101.82
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	27,920.00	0.00	0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	677,779.00	677,779.00	677,779.00	379,880.27
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: FREERPORT HOUSING AUTHORITY		Grant Type and Number: Capital Fund Program No: NY36PO23707-99 Replacement Housing Factor Grant No:						Federal FY of Grant: 1999	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
PHA-Wide	Management Improvements:								
	Staff time	1408		50,000.00	48,948.00	48,948.00	48,948.00		Completed
	Software	1408		0.00	1,052.00	1,052.00	1,052.00		Completed
	Subtotal			50,000.00	50,000.00	50,000.00	50,000.00		
	Administration:								
	Printing & Advertisement	1410		1,900.00	1,900.00	1,900.00	1,173.00	70%	Completed
	Subtotal			1,900.00	1,900.00	1,900.00	1,173.00		
	Fees & Costs:								
	A/E Services	1430		22,530.00	23,420.00	23,420.00	23,420.00	60%	Completed
	Modernization Consultant Fee	1430		48,000.00	46,937.50	46,937.50	13,996.00	30%	Completed
	Annual Plan	1430		20,000.00	20,172.50	20,172.50	20,172.50		Completed
	Subtotal			90,530.00	90,530.00	90,530.00	57,588.50		
N23-1	Site Improvement:								
	Landscaping, walkways, transplanting, new planting	1450		99,429.00	58,940.18	58,940.18	58,940.18		Completed
	Subtotal			99,429.00	58,940.18	58,940.18	58,940.18		
	Dwelling Structures:								
HA - Wide	Painting (CGP98 Item)	1460		0.00	58,181.31	58,181.31	17,046.31	30%	Completed
NY23-1	Boiler Conversion	1460		75,000.00	69,740.08	69,740.08	69,740.08		Completed
NY23-1	New entrance door locks	1460		25,000.00	21,444.91	21,444.91	0.00		Obligated
NY23-2/3	Outside lighting	1460		70,000.00	14,460.00	14,460.00	0.00		Obligated
NY23-5	New hallway tile floor	1460		60,000.00	28,457.00	28,457.00	28,457.70		Completed
NY23-5	New windows and screens	1460		100,000.00	100,000.00	100,000.00	7,884.00	8%	Completed
	Subtotal			330,000.00	292,283.30	292,283.30	123,128.09		
NY23-1 to 5	Dwelling Equipment:								
	Stoves	1465	35	10,500.00	10,500.00	10,500.00	10,500.00		Completed
	Refrigerators	1465	35	17,500.00	17,500.00	17,500.00	17,003.68		Obligated
	Subtotal			28,000.00	28,000.00	28,000.00	27,503.68		
	Non-Dwelling Structures:								
NY23-2/3	Community Room Rehab	1470		25,000.00	52,920.00	52,920.00	14,445.00	25%	Completed
NY23-5	Community Room Rehab	1470		25,000.00	56,103.70	56,103.70	0.00		Obligated
	Subtotal			50,000.00	109,023.70	109,023.70	14,445.00		
NY23-1	Non-Dwelling Equipment:								
	Playground equipment (CGP98 item)	1475		0.00	47,101.82	47,101.82	47,101.82		Completed
	Subtotal			0.00	47,101.82	47,101.82	47,101.82		
PHA-Wide	Contingency (may not exceed 8% of total grant)	1502		27,920.00	0.00	0.00	0.00		No Activity
	Subtotal			27,920.00	0.00	0.00	0.00		
	CGP 1999 Grand Total			\$677,779.00	\$677,779.00	\$677,779.00	\$379,880.27		

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement /Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <p style="text-align: center;">FREERPORT HOUSING AUTHORITY</p>	Grant Type and Number: Capital Fund Program No: NY36PO2350100 Replacement Housing Factor Grant No:	Federal FY of Grant: <p style="text-align: center;">2000</p>
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending **6/30/01**
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	127,299.00	127,299.00	127,299.00	0.00
3	1408 Management Improvements	50,000.00	50,000.00	50,000.00	0.00
4	1410 Administration	1,900.00	1,900.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	80,000.00	80,000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	41,541.00			
10	1460 Dwelling Structures	261,700.00	303,241.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	28,000.00	28,000.00	0.00	0.00
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	50,910.00	50,910.00	0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	641,350.00	641,350.00	177,299.00	0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

PHA Name: FREERPORT HOUSING AUTHORITY		Grant Type and Number: Capital Fund Program No: NY36PO2350100 Replacement Housing Factor Grant No:					Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406		127,299.00	127,299.00	127,299.00	0.00	
	Subtotal			127,299.00	127,299.00	127,299.00	0.00	
	Management Improvements:	1408						
	Staff time			50,000.00	50,000.00	50,000.00	0.00	
	Subtotal			50,000.00	50,000.00	50,000.00	0.00	
	Administration:							
	Printing & Advertisement	1410		1,900.00	1,900.00	0.00	0.00	
	Subtotal			1,900.00	1,900.00	0.00	0.00	
	Fees & Costs:							
	A/E Services	1430		32,000.00	32,000.00	0.00	0.00	
	Modernization Consultant Fee	1430		48,000.00	48,000.00	0.00	0.00	
	Subtotal			80,000.00	80,000.00	0.00	0.00	
N23-2/3	Site Improvement:	1450	12567 sf	41,541.00	41,541.00	0.00	0.00	
	Subtotal			41,541.00	41,541.00	0.00	0.00	
	Dwelling Structures:							
NY23-1	New windows and screens	1460	600	163,845.00	163,845.00	0.00	0.00	
	Roof repairs	1460	13000 sf	19,000.00	19,000.00	0.00	0.00	
	Install new TV antenna	1460	6	6,000.00	6,000.00	0.00	0.00	
NY23-5	New kitchen cabinets	1460	100	72,855.00	72,855.00	0.00	0.00	
	Subtotal			261,700.00	261,700.00	0.00	0.00	
NY23-1 to 5	Dwelling Equipment:							
	Stoves	1465		10,500.00	10,500.00	0.00	0.00	
	Refrigerators	1465		17,500.00	17,500.00	0.00	0.00	
	Subtotal			28,000.00	28,000.00	0.00	0.00	
PHA-Wide	Contingency	1502		50,910.00	50,910.00	0.00	0.00	
	Subtotal			50,910.00	50,910.00	0.00	0.00	
GRAND TOTAL				\$641,350.00	\$641,350.00	\$177,299.00	\$0.00	

