

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

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

PHA Number: NY045

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-Year Plan
PHA Fiscal Years 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

The PHA's mission is:

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

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

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

B. Goals

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

XX PHA Goal: Expand the supply of assisted housing

Objectives:

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

XX PHA Goal: Improve the quality of assisted housing

Objectives:

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

XX PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:

- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program: see Sec. 11, Pt. B
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
Implement and Maintain Housing Resource Room, to provide mobility counseling in addition to regular tenant briefings.

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

N/A PHA Goal: Provide an improved living environment

Objectives:

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

assuring access for lower income families into higher income developments:

- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- xx Increase the number and percentage of employed persons in assisted families, as a function of the Family Self-Sufficiency (FSS) Program.
- xx Provide or attract supportive services to improve assistance recipients' employability, as a function of the FSS Program.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- xx Other: (list below)
Encourage assisted families to take advantage of the opportunities offered through the FSS Program.

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

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

Objectives:

- xx Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: HA will provide fair housing information, outreach and referrals to fair housing investigative agencies when appropriate.
- xx Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: The HA will conduct outreach to owners, individually and at seminars, which promote the principles of fair housing.
- xx Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The HA will provide owners with information and referrals to Community Development offices.
- Other: (list below)

Other PHA Goals and Objectives: (list below)

PHA Accomplishments:

- p The PHA, in October 2000, reviewed its use of the former Federal Preferences for admission to the Section 8 Program and in light of the statutory requirement that 75% of admissions are at or below 30% of median area income, use of the preferences were deemed redundant and therefore, eliminated.
- p The PHA implemented, in 2001, an area-wide exception Payment Standard policy to increase the accessibility of recipients of Section 8 Housing Choice Vouchers to housing in very low-poverty areas.
- p The PHA has hired a half-time Family Self-sufficiency Coordinator, as a means of

promoting self-sufficiency and asset development of assisted households.

- þ In Fiscal Year 2000 the PHA received new funding for 38 Section 8 Housing Choice Vouchers.

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

Annual Plan Type:

Standard Plan

Streamlined Plan:

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

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

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

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

Goal 1 - Strategies for Addressing Housing Needs:

- p Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. Payment standards are currently set between 100% and 110% of the FMR. The exception payment standard (110% of FMR) enable families greater access to housing in higher-cost, low-poverty areas.
- p Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. PHA employs a full-time Relocation Specialist to assist harder-to-house families.
- p Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration. PHA employs full-time Landlord Outreach Specialist to market programs to owners in an effort to accomplish this goal.
- p PHA will explore feasibility of project-basing up to 25% of allocated vouchers as a means of preserving the affordability of public housing that is about to be privatized.

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

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

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

- p The PHA has adopted interim re-examination policies that support and encourage work.
- p The PHA will continue to market its programs to local agencies that assist families with disabled and elderly members and families of races and ethnicities with disproportionate housing needs.

Goal 4 - Strategies to Affirmatively Further Fair Housing:

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

them to locate those units.

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

Goal 5 - Strategies to Promote Self-Sufficiency:

- b The PHA has received funding for a half-time Coordinator for the Family Self-Sufficiency Program, which will enable the PHA to meet goals specified in the FSS Action Plan (see attachments).
- b The PHA will submit an application for funding for the Welfare-to-Work Voucher Program, if funding is appropriated, and will coordinate its efforts with those of the local TANF agency in promoting self-sufficiency of assisted families.
- b The PHA's application to HUD for approval as a certified Housing Counseling Agency, has been approved, enabling the PHA to assist low to moderate income families with homeownership.

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

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Attachments

Required Attachments:

N/A Admissions Policy for Deconcentration

N/A FY 2000 Capital Fund Program Annual Statement

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

Optional Attachments:

- xx PHA Management Organizational Chart
- ____ FY 2000 Capital Fund Program 5 Year Action Plan
- ____ Public Housing Drug Elimination Program (PHDEP) Plan
- xx Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ____ Other (List below, providing each attachment name)

Supporting Documents Available for Review

List of Supporting Documents Available for Review

Applicable
&
On
Display

Supporting Document
Applicable Plan
Component

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

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

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

5 Year and Annual Plans

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

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

Annual Plan:

Financial Resources;

N/A

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

Annual Plan: Eligibility, Selection, and Admissions Policies

xx

Section 8 Administrative Plan

Annual Plan: Eligibility, Selection, and Admissions Policies

N/A

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

Annual Plan: Eligibility, Selection, and Admissions Policies

N/A

Public housing rent determination policies, including the methodology for setting public housing flat rents

check here if included in the public housing

A & O Policy

Annual Plan: Rent Determination

N/A

Schedule of flat rents offered at each public housing development.

check here if included in the public housing

A & O Policy

Annual Plan: Rent Determination

xx

Section 8 rent determination (payment standard) policies.
XX Check here if included in Section 8 Administrative
Plan
Annual Plan: Rent
Determination

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

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

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

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

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

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

N/A

Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing
Annual Plan: Capital Needs

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

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

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

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

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

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

XX
FSS Action Plan/s for public housing and/or Section 8
XX check here if included in the Section 8 Administrative Plan

Annual Plan: Community
Service & Self-Sufficiency

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

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

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

N/A
Troubled PHAs: MOA/Recovery Plan
Troubled PHAs

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

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

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

Housing Needs of Families in the Jurisdiction
by Family Type

Family Type
Overall

Afford-
ability
Supply
Quality

Accessi-
bility

Size
Location

Income <= 30%
of AMI

671
4
3
5
3
3
5

Income >30%
but <=50% of
AMI

621
4
3
5
2
3
5

Income >50%
but <80% of
AMI

198
1
3
3
1
2
4

Elderly

659
4
4
4
4
1
3

Families with
Disabilities

N/A
5
5
5
5
1
5

white/non-Hisp.

1376
3
3
3
3
3
1

Black/non-Hisp.

19
5
5
5
3
5
5

Hispanic

52
5
5
5
3
5
5

other minority

77
5
5
5
3
5
5

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

xx Consolidated Plan of the Jurisdiction/s
Indicate year: Abbreviated Consolidated Plan, City of North
Tonawanda 1998 & 1999
New York State Consolidated Plan, 2001-2005
(incl. Action Plan for Prog. Year 2002)

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

of families
% of total families
Annual Turnover

Waiting list total
415

62%

Extremely low
income <=30%
AMI
287
69%

Very low income
(>30% but <=50%
AMI)
128

30.85%

Low income
(>50% but <80%
AMI)
0
0

Families with
children
246
59.28%

Elderly families
36
8.68%

Families with
Disabilities
99
23.86%

white/not Hispanic
260
62.65%

white/Hispanic
24
5.79%

Black/not Hispanic
122
29.4%

Black/Hispanic
2
0.49%

American Indian
7
1.69%

Asian/Pacific Isl.
0
0

Characteristics by
Bedroom Size
(Public Housing
Only)

1 BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Employ effective maintenance and management policies to minimize the number of public housing units off-line

Reduce turnover time for vacated public housing units

Reduce time to renovate public housing units

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

Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

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)

PHA will explore feasibility of project-basing up to 25% of allocated vouchers as a means of preserving the affordability of public housing that is about to be privatized.

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

Apply for additional section 8 units should they become available

Leverage affordable housing resources in the community through the creation of mixed - finance housing

Pursue housing resources other than public housing or Section 8 tenant-based assistance.

Other: (list below)

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

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

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

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

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

- Employ admissions preferences aimed at families who are working
- xx Adopt interim re-examination policies that support and encourage work
- Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing

- 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)
 None

(2) Reasons for Selecting Strategies

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

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

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

Financial Resources:
 Planned Sources and Uses

Sources
 Planned \$
 Planned Uses

1. Federal Grants (FY 2002 grants)
 - a) Public Housing Operating Fund
0
 - b) Public Housing Capital Fund
0

c) HOPE VI Revitalization
0

d) HOPE VI Demolition
0

e) Annual Contributions for Section
8 Tenant-Based Assistance
1,757,939

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

g) Resident Opportunity and Self-
Sufficiency Grants
0

h) Community Development Block
Grant
0

i) HOME
0

Other Federal Grants (list below)

Hope for Elderly Independence
0

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

3. Public Housing Dwelling Rental
Income
0

4. Other income (list below)
0

FSS Coordinator
20,367
« time salary/benefits

4. Non-federal sources (list below)
0

Total resources
1,778,306

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

A. Public Housing

(1) Eligibility

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

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe)

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

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

e. Yes No: Does the PHA access FBI criminal records from the FBI for

screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

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

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

a. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

promote deconcentration of poverty or to assure income mixing?

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

(1) Eligibility

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

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

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- 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's agent's, Belmont Shelter Corp., main administrative office
- Other (list below)
- b Applicants may request an application by phone or mail and complete the application process through the mail. Applicants need not visit the PHA's agent's office to apply for Section 8 assistance.

(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:

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

(4) Admissions Preferences

- a. Income targeting
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?
- b. Preferences
1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

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

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

2 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 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)

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

Through published notices
 Other (list below)

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

b. Informational notices are distributed to key area agencies.

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

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- ____ For the earned income of a previously unemployed household member
- ____ For increases in earned income
- ____ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

- 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)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

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

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

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- 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)
- b The PHA may find through statistical analysis that the Payment Standard should be lowered, in which case the Payment Standard should not be less than 80% of the FMR. If the FMR is lowered, the Payment Standard may not exceed the FMR except in cases where families are held harmless until they move or experience a change in household composition which would effect Voucher size.

(2) Minimum Rent

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

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

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship

exemption policies? (if yes, list below)

5. Operations and Management
[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

(select one)

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

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

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

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

B. HUD Programs Under PHA Management

Program Name
Units or Families
Served at Year
Beginning
Expected
Turnover

Public Housing
N/A

Section 8 Vouchers
398
67

Section 8 Certificates
N/A
N/A

Section 8 Mod Rehab
19
8

Special Purpose Section
8 Certificates/Vouchers
(list individually)

Family Unification
N/A

Homeless Set-aside
N/A

Hope for Elderly Indep.
N/A

Mainstreaming Persons
with Disabilities
N/A

Project-based Assist.
N/A

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

Public Housing Drug
Elimination Program

(PHDEP)
N/A

Other Federal
Programs(list
individually)
N/A

C. Management and Maintenance Policies

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

(2) Section 8 Management: (list below)

b Section 8 Administrative Plan

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

1. xx 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:

- b The HA reserves the right to be notified in advance if the family intends to be represented by legal counsel, advocate, or another party; have its attorney present; and have staff persons and other witnesses familiar with the case present.

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

xx PHA's agent's, Belmont Shelter Corp., main administrative office

____ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

b. If yes to question a, select one:

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

-or-

____ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, 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)

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

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

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

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

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

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

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

8. Demolition and Disposition [24 CFR Part 903.7 9 (h)]

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

2. Activity Description

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

Demolition/Disposition Activity Description

- 1a. Development name:
- 1b. Development (project) number:

2. Activity type: Demolition
 Disposition

3. Application status (select one)
 Approved

- Submitted, pending approval
 Planned application

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

5. Number of units affected:

Coverage of action (select one)

- Part of the development
 Total development

7. Timeline for activity:

- a. Actual or projected start date of activity:
b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

2. Activity Description

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

Designation of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. Designation type:

- Occupancy by only the elderly
 Occupancy by families with disabilities
 Occupancy by only elderly families and families with disabilities

3. Application status (select one)

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

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

5. If approved, will this designation constitute a (select one)

- New Designation Plan
 Revision of a previously-approved Designation Plan?

1. Number of units affected:

7. Coverage of action (select one)

- Part of the development
 Total development

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered 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

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?

- Assessment underway
 Assessment results submitted to HUD

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

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

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

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

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

A. Public Housing

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

2. Activity Description

Yes No: Has the PHA provided all required activity description

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

Public Housing Homeownership Activity Description
(Complete one for each development affected)

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

HOPE I

5(h)

Turnkey III

Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

Approved; included in the PHA's Homeownership Plan/Program

Submitted, pending approval

Planned application

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

5. Number of units affected:

6. Coverage of action: (select one)

Part of the development

Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

Yes xx 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

xx 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:

- p The PHA will require that FSS participation be a criteria for admission to the Homeownership participation.

12. PHA Community Service and Self-sufficiency Programs
[24 CFR Part 903.7 9 (I)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

Services and Programs

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation

Program

Required Number of Participants

(start of FY 2000 Estimate)

Actual Number of Participants

(As of: 10/31/01)

Public Housing

N/A

N/A

Section 8

50

14

- 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:

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

C. Welfare Benefit Reductions

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

Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors

- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename:)

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications
[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

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

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

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

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

A. Resident Advisory Board Recommendations

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

* Comments received after submission of plan will be forwarded as an addendum to the plan.

p Resident Advisory Board members were selected at random from the database of Section 8 Program participants. Voluntary participation was requested and those selected have been notified of the importance of resident participation, meeting dates and have been provided with access to all materials for review. (Membership List is attached.)

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

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

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

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

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

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

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

3. Description of Resident Election Process
 - a. Nomination of candidates for place on the ballot: (select all that apply)
 - Candidates were nominated by resident and assisted family organizations
 - Candidates could be nominated by any adult recipient of PHA assistance
 - Self-nomination: Candidates registered with the PHA and requested a place on ballot
 - Other: (describe)

 - b. Eligible candidates: (select one)
 - Any recipient of PHA assistance
 - Any head of household receiving PHA assistance
 - Any adult recipient of PHA assistance
 - Any adult member of a resident or assisted family organization
 - Other (list)

 - c. Eligible voters: (select all that apply)
 - All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
 - Representatives of all PHA resident and assisted family organizations
 - Other (list)

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction:
New York State

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for all applicable jurisdictions: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Applying for additional Section 8 Rental Vouchers, if funding is authorized, as a means to assist low income residents.
 - HA will provide renter and homeownership counseling services to low and very low income residents to ensure geographic choice, to prevent homelessness, and to make referrals for supportive services.
 - HA will provide training to landlords in lead based paint hazard reduction.
 - PHA will explore feasibility of project-basing up to 25% of allocated vouchers

as a means of preserving the affordability of public housing that is about to be privatized.

____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 - p Funding of programs to assist the homeless and for the prevention of homelessness which will ensure the adequacy of existing funding of Section 8 Programs targeting the homeless.
 - p The rehabilitation of existing renter-occupied low income housing with CDBG funds will ensure that low income housing will remain in standard condition.
 - p Support applications submitted by PHA for funding of additional Section 8 Rental Vouchers, if funding becomes available.

1. Consolidated Plan jurisdiction:

City of North Tonawanda Abbreviated Consolidated Plan, 1998 & 1999

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

- xx The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- xx The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- xx The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- xx Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- p Applying for additional Section 8 Rental Vouchers, if funding is authorized, as a means to assist low income households

____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 - p The rehabilitation of existing low income housing with Small Cities Community Development Block Grant Program funds will ensure that low income housing will remain in standard condition.

D. Other Information Required by HUD

The PHA, in response to 24 CFR 903.7(r), has defined "substantial deviation" and "significant amendment or modification" to the 5-Year and Annual Agency Plan as:

Discretionary changes in the plans or policies of the Public Housing Agency that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the PHA's Steering Committee and review by the Resident Advisory Board.

Attachments

Resident Advisory Board Members:

Esther Smith-Edmister
Gustave A. Schultz
Diana L. Ludwig
Cathy J. Smith

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

Line No.
Summary by Development Account
Total Estimated
Cost

1
Total Non-CGP Funds

2
1406 Operations

3
1408 Management Improvements

4
1410 Administration

5
1411 Audit

6
1415 Liquidated Damages

7
1430 Fees and Costs

8
1440 Site Acquisition

9
1450 Site Improvement

10
1460 Dwelling Structures

11
1465.1 Dwelling Equipment-Nonexpendable

12
1470 Nondwelling Structures

13
1475 Nondwelling Equipment

14
1485 Demolition

15
1490 Replacement Reserve

16

1492 Moving to Work Demonstration

17

1495.1 Relocation Costs

18

1498 Mod Used for Development

19

1502 Contingency

20

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

21

Amount of line 20 Related to LBP Activities

22

Amount of line 20 Related to Section 504 Compliance

23

Amount of line 20 Related to Security

24

Amount of line 20 Related to Energy Conservation
Measures

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

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

Capital Fund Program (CFP) Part III: Implementation Schedule

Development
Number/Name
HA-Wide Activities

All Funds Obligated
(Quarter Ending Date)

All Funds Expended
(Quarter Ending Date)

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables

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

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

Total estimated cost over next 5 years

Optional Public Housing Asset Management Table

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

Public Housing Asset Management

Development
Identification
Activity Description

Name,
Number,
and
Location

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

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

