

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

BoonvilleHousingAuthority

PHAPlans

5YearPlanforFiscalYears2000-2004
AnnualPlanforFiscalYear2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

HUD50075
OMBApprovalNo:2577-0226
Expires:03/31/2002

**PHA Plan
Agency Identification**

PHAName: BoonvilleHousingAuthority

PHANumber: NY534

PHAFiscalYearBeginning:(mm/yyyy) 10/01/02

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

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

Main business office of the PHA

**5-Year Plan
PHA Fiscal Years 2000-2004
[24CFR 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)

x The PHA's mission 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 serving the needs of low-income, very low income, and extremely low-income families in the Village of Boonville.

B. Goals

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

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

x Reduce public housing vacancies: Ensure that all 30 units are occupied within 2 months after vacancy occurs.

x PHA Goal: Improve the quality of assisted housing
Objectives:

x Improve voucher management: (SEMAP score) 100

x PHA Goal: Increase assisted housing choices
Objectives:

x Provide voucher mobility counseling:

x Conduct outreach efforts to potential voucher landlords

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

x PHA Goal: Provide an improved living environment
Objectives:

x Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Encourage families to seek higher quality rents and work with landlord to accept lower income families.

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

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

Objectives:

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

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

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

Objectives:

x Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: Annually advertise in the local newspaper for the rental assistance program.

**Annual PHA Plan
PHA Fiscal Year 2000
[24CFR Part 903.7]**

i. Annual Plan Type:

Streamlined Plan:

x **Administering Section 8 Only**

ii. Executive Summary of the Annual PHA Plan

[24CFR Part 903.79(r)]

The annual plan for the Boonville Housing Authority supports the mission statement of the U.S. Department of Housing & Urban Development which is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination serving the needs of low-income, very low-income, and extremely low-income families in the Village of Boonville.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

Table of Contents

Page#

Annual Plan

- i. Executive Summary 1
- ii. Table of Contents 1-4
 - 1. Housing Needs 4-9
 - 2. Financial Resources 9-10
 - 3. Policies on Eligibility, Selection and Admissions 10-14
 - 4. Rent Determination Policies 14-16
 - 5. Operations and Management Policies 16-17
 - 6. Grievance Procedures 17-18
 - 7. Capital Improvement Needs 18
 - 8. Demolition and Disposition 18
 - 9. Designation of Housing 18
 - 10. Conversions of Public Housing 18-19
 - 11. Homeownership 19
 - 12. Community Service Programs 19-22
 - 13. Crime and Safety 22
 - 14. Pets (Inactive for January 1 PHAs) 22
 - 15. Civil Rights Certifications (included with PHA Plan Certifications) 22
 - 16. Audit 22
 - 17. Asset Management 23
 - 18. Other Information 23-26

Attachments

Resident Advisory Board

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

	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
	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;
	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
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	Schedule of flat rents offered at each public housing development check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Public housing grievance procedures check here if included in the public housing	Annual Plan: Grievance Procedures
		HUD50075 OMB Approval No: 2577-0226 Expires: 03/31/2002

	A&OPolicy	
x	Section8informalreviewandhearingprocedures x checkhereifincludedinSection8 AdministrativePlan	AnnualPlan:Grievance Procedures
	TheHUD-approvedCapitalFund/ComprehensiveGrant ProgramAnnualStatement(HUD52837)fortheactive grantyear	AnnualPlan:CapitalNeeds
	MostrecentCIAPBudget/ProgressReport(HUD52825)for anyactiveCIAPgrant	AnnualPlan:CapitalNeeds
	Mostrecent,approved5YearActionPlanfortheCapital Fund/ComprehensiveGrantProgram,ifnotincludedasan attachment(providedatPHAoption)	AnnualPlan:CapitalNeeds
	ApprovedHOPEVIapplicationsor,ifmore recent, approvedorsubmittedHOPEVIREvitalizationPlansorany otherapprovedproposalfordevelopmentofpublichousing	AnnualPlan:CapitalNeeds
	Approvedorsubmittedapplicationsfordemolitionand/or dispositionofpublichousing	AnnualPlan:Demolition andDisposition
	Approvedorsubmittedapplicationsfordesignationofpublic housing(DesignatedHousingPlans)	AnnualPlan:Designationof PublicHousing
	Approvedorsubmittedassessmentsofreasonable revitalizationofpublichousingandapprovedorsubmitted conversionplanspreparedpursuanttosection202ofthe 1996HUDAppropriationsAct	AnnualPlan:Conversionof PublicHousing
	Approvedorsubmittedpublichousinghomeownership programs/plans	AnnualPlan: Homeownership
	PoliciesgoverninganySection8Homeownershipprogram checkhereifincludedintheSection8 AdministrativePlan	AnnualPlan: Homeownership
	AnycooperativeagreementbetweenthePHAandtheTANF agency	AnnualPlan:Community Service&Self-Sufficiency
	FSSActionPlan/sforpublichousingand/orSection8	AnnualPlan:Community Service&Self-Sufficiency
	Mostrecentself-sufficiency(ED/SS,TOPorROSSorother residentservicesgrant)grantprogramreports	AnnualPlan:Community Service&Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP)semi-annualperformancereportforanyopen grantandmostrecentlysubmittedPHDEPapplication (PHDEPPlan)	AnnualPlan:Safetyand CrimePrevention
x	The most recent fiscal year audit of the PHA conducted undersection5(h)(2)oftheU.S.HousingActof1937(42 U.S.C.1437c(h)),theresultsofthatauditandthePHA's responsetoanyfindings	AnnualPlan:AnnualAudit
	TroubledPHAs:MOA/RecoveryPlan	TroubledPHAs
	Othersupportingdocuments(optional) (listindividually;useasmanylinesasnecessary)	(specifyasneeded)

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/orother dataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionbycompletingthe followingtable.Inthe„Overall“Needscolumn,providetheestimatednumberofrenterfamiliesthat have housingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthehousingneedsfor eachfamilytype,from1to5,with1being„noimpact“and5being„severeimpact.“UseN/Atoindicate thatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford-	Supply	Quality	Access-	Size	Loca-ti
Income<=30% ofAMI	63	5	5	4	4	4	3
Income>30%but <=50%ofAMI	55	5	5	4	4	4	3
Income>50%but <80%ofAMI	101	5	5	4	4	4	3
Elderly	106	5	5	4	4	4	3
Familieswith Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterialsmustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s
Indicateyear:
- x U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy(„CHAS“) dataset
AmericanHousingSurveydata
Indicateyear:
- Otherhousingmarketstudy
Indicateyear:
- Othersources:(listandindicateyearofinformation)

**B. Housing NeedsofFamiliesonthePublicHousingandSection8
Tenant-BasedAssistanceWaitingLists**

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone) <input checked="" type="checkbox"/> Section8tenant-basedassistance <input type="checkbox"/> PublicHousing <input type="checkbox"/> CombinedSection8andPublicHousing <input type="checkbox"/> PublicHousingSite-Basedorsub-jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	20		10
Extremelylow income<=30% AMI	15	75%	
Verylowincome (>30%but<=50% AMI)	2	10%	
Lowincome (>50%but<80% AMI)	3	15%	
Familieswith children	8	40%	
Elderlyfamilies	0	0%	
Familieswith Disabilities	4	20%	
White-Non Hispanic	20	100%	
Race/ethnicity	N/A		
Race/ethnicity	N/A		

Race/ethnicity	N/A		
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
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 open 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

The Section 8 Housing Authority continues to add Landlords to the list of possible housing choices as we become aware of them. The village is small and housing choices are limited.

(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 financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- X 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
- X 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
- X 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
- X 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:(listbelow)

Need:SpecificFamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthatapply

- X Seekdesignationofpublichousingfortheelderly
Applyforspecial-purposevoucher targetedtotheelderly,shouldtheybecome
available
Other:(listbelow)

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities:

Selectallthatapply

- X Seekdesignationofpublichousingforfamilieswithdisabilities
Carryoutthomodificationsneededinpublichousingbasedonthesection504
NeedsAssessmentforPublicHousing
Applyforspecial-purposevoucher targetedtofamilieswithdisabilities,should
theybecomeavailable
- X Affirmativelymarkettolocalnon-profitagenciesthatassistfamilieswith
disabilities
Other:(listbelow)

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing
needs**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand
ethnicitieswithdisproportionateneeds:**

Selectifapplicable

- X Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousing
needs
Other:(listbelow)

Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing

Selectallthatapply

- X Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyor
minorityconcentrationandassistthemtolocatethoseunits

- X Market this 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
- X Staffing constraints
- X 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

[24CFR Part 903.79(b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	86,932	
f) Public Housing Drug Elimination		
		HUD 50075 OMB Approval No: 2577-0226 Expires: 03/31/2002

Program(includinganyTechnical Assistancefunds)		
g) ResidentOpportunityand Self-SufficiencyGrants		
h) CommunityDevelopmentBlock Grant		
i) HOME		
OtherFederalGrants(listbelow)		
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
3.PublicHousingDwellingRental Income		
4.Otherincome (listbelow)		
4.Non-federalsources (listbelow)		
Totalresources	86,932	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredtocompletesubcomponent3A.

B.Section8

Exemptions: PHA 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)
- Tenant answers questions regarding criminal and drug-related activity and signs form certifying the accuracy of this information. The certifying portion of this form states that the tenant can be fined up to \$10,000 or imprisoned up to five years if they furnish false or incomplete information.
- Other (list below)
- b. Yes x No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes x No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes x 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) Previous residence.

(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?(selectallthatapply)
X PHAmainadministrativeoffice
Other(listbelow)

(3)SearchTime

a.x YesNo:DoesthePHAgiveextensionsonstandard60-dayperiodtosearchfora unit?

Ifyes,statecircumstancesbelow:

(4)AdmissionsPreferences

a.Incometargeting

x YesNo:DoesthePHAplantoexceedthefederaltargetingrequirementsbytargeting morethan75%ofallnewadmissionstothesection8programto familiesatorbelow30%ofmedianareaincome?

b.Preferences

1.x YesNo:HassthePHAestablishedpreferencesforadmissiontosection8 tenant-basedassistance?(otherthandateandtimeofapplication) (ifno,skiptosubcomponent **(5)Specialpurposesection8 assistanceprograms**)

2.WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthe comingyear?(selectallthatapplyfromeitherformerFederalpreferencesorother preferences)

FormerFederalpreferences

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentis>50percentofincome)

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans'families
- Residentswholiveand/orworkinyourjurisdiction

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

X Other preference(s) (list below) Preference is extended to elderly families (including disabled persons and handicapped persons) and disabled persons over single persons that are not elderly, disabled, or displaced.

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 points system), place the same number next to each. That means you can use, 1 "more than once, ,, 2 "more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

2 Other preference(s) (list below)

Preference is extended to elderly families (including disabled persons and handicapped persons) and disabled persons over single persons that are not elderly, disabled, or displaced.

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

X Date and time of application

Drawing (lottery) or other random choice technique

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission 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)

PIH Notices

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

[24CFR Part 903.79(d)]

A. Public Housing

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

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
- 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)

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24CFR Part 903.79(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.

- X A brief description of the management structure and organization of the PHA follows:

The Section 8 Office is governed by 5 members of the Board of Directors.

The Section 8 Administrator reports to the Manager who reports to the Board.

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

PublicHousing		
Section8Vouchers	30	15%
Section8Certificates		
Section8ModRehab		
SpecialPurpose Section8 Certificates/Vouchers (listindividually)		
PublicHousingDrug EliminationProgram (PHDEP)		
OtherFederal Programs(list individually)		

C. Management and Maintenance Policies

The Section 8 management follows the guidelines set forth in the following resources listed:

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

(2) Section 8 Management: (list below)

Nan McKay Financial Management

Nan McKay Housing Quality Standards

Nan McKay Housing Choice Voucher Master Book

Lead Based Paint Manual (Dennison Associates, Inc.)

HUD Notices

Federal Register Notices

6. PHA Grievance Procedures

[24CFR Part 903.79(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. PublicHousing

B.Section8Tenant-BasedAssistance

1. YesxNo:Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- X PHA main administrative office
Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

[24CFR Part 903.79(i)]

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24CFR Part 903.79(j)]

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

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

[24CFR Part 903.79(k)]

A. Public Housing

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

B. Section 8 Tenant Based Assistance

1. Yes x 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 24CFR 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 as a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

26-50 participants

51 to 100 participants
more than 100 participants

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.79(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 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)

- X Client referrals
- X 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

(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: DD/MM/YY)
Public Housing		
Section 8	0	0

b. Yes x 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 plan 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)

- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- X 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
- X Establishing a protocol for exchange of information with all appropriate TANF agencies
Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24CFRPart903.79(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.

14. RESERVED FOR PET POLICY

[24CFRPart903.79(n)]

15. Civil Rights Certifications

[24CFRPart903.79(o)]

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

16. Fiscal Audit

[24CFRPart903.79(p)]

1. x 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. x Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes x 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

[24CFRPart903.79(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.

18. Other Information

[24CFRPart903.79(r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
Attached at Attachment (Filename)
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. x 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

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

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 the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families in the jurisdiction on the need 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.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - 1. Preserve the supply of decent, safe and affordable housing available to all low and moderate income households.
 - 2. Improve the ability of low- and moderate income New Yorkers to access rental housing and home ownership opportunities.
 - 3. Address the shelter, housing, and service needs of the homeless, poor, and others with special needs.
 - 4. Provide assistance to help communities undertake community infrastructure, facility and service projects affecting public health, safety and welfare.

Other: (list below)

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

As Section 8 Contract Administrator (CA) for New York State, the Department of Housing and Community Renewal (DHCR) and the Housing Trust Fund Corporation (HTF) will be responsible for conducting management and occupancy reviews, adjusting contract rents, processing Housing Assistance payments (HAP) Contract renewals, terminations and/or opt-outs, paying monthly HAP vouchers from project owners and responding to health and safety issues.

D. Other Information Required by HUD

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

Attachments

ResidentAdvisoryBoard

IreneGolden
VioletOaster
RoseGydesen
JoanOaster
AmySamson
BarbaraDeland
PhyllisMarks
MelissaMorris
ThedaMontgomery
NewcombVanAtta
DeloresCurto
GeorgeMiner
EdytheRoberts
JuneMcCauley
TinaWeber
ReginaEinbeck
JeanBowman
ToniaGydesen
CatherineLighthall
RosalindSmith
JamesThomas
LoriGolden
PatriciaMorse
KarenBrinkerhoff
LisaHutchins
JanePodkowka

PHAPlan

TableLibrary

Component7 CapitalFundProgramAnnualStatement PartsI,II,andII

AnnualStatement CapitalFundProgram(CFP)PartI:Summary

CapitalFundGrantNumber FFYofGrantApproval: (MM/YYYY)

OriginalAnnualStatement

LineNo.	SummarybyDevelopmentAccount	TotalEstimated Cost
1	TotalNon-CGPFunds	
2	1406Operations	
3	1408ManagementImprovements	
4	1410Administration	
5	1411Audit	
6	1415LiquidatedDamages	
7	1430FeesandCosts	
8	1440SiteAcquisition	
9	1450SiteImprovement	
10	1460DwellingStructures	
11	1465.1DwellingEquipment-Nonexpendable	
12	1470NondwellingStructures	
13	1475NondwellingEquipment	
14	1485Demolition	
15	1490ReplacementReserve	
16	1492MovingtoWorkDemonstration	
17	1495.1RelocationCosts	
18	1498ModUsedforDevelopment	
19	1502Contingency	
20	AmountofAnnualGrant(Sumoflines2-19)	
21	Amountofline20RelatedtoLBPActivities	
22	Amountofline20RelatedtoSection504Compliance	
23	Amountofline20RelatedtoSecurity	
24	Amountofline20RelatedtoEnergyConservation	
		<small>HUD50075 OMBAApprovalNo:2577-0226 Expires:03/31/2002</small>

Measures	
----------	--

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork 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)
Totalestimatedcostovernext5years		

