

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

*PHA Plans for the
Housing Authority of the
Town of Ramapo, NY*

5 Year Plan for Fiscal Years 2003-2007
Annual Plan for Fiscal Year 2003

**NOTE: THIS PHA PLAN TEMPLATE (HUD50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHAName: *Housing Authority of the Town of Ramapo*

PHANumber : *NY084*

PHAFiscalYearBeginning:(mm/yyyy) *01/2003*

Public Access to Information

Name: *Sandra W. Forman, Executive Director & Dora Oliva, The Nelrod Company*

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TDD:

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN
PHAFISCAL YEARS 2003-2006
[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)

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

The PHA's mission is: (state mission here)

The Housing Authority of the Town of Ramapo's mission is to serve the needs of low-income, very low-income and extremely low-income families in the Authority's jurisdiction and to (1) increase the availability of decent, safe, sanitary and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability by improving the housing conditions of the low-income families of its community and to enable improvement of the physical conditions of housing developments as well as continually upgrading the management and operations of the agency. It is the mission of the Housing Authority to make necessary resources available, to help each resident by providing programs and housing related services in accordance with HUD requirements and other funding sources to promote PHA goals of self-sufficiency to the best of our ability.

Progress Statement: During FY2002, the PHA was successful in achieving the goals and objectives listed in its Mission statement. This will be an on-going activity.

B. Goals

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers: **When NOFA's are published.**

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

Progress Statement: During FY2002, the PHA was successful in achieving the objectives listed above and they will be on-going activities.

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHA Score) **Maintain public housing management: Improve PHA Score by 10% each fiscal year**

Improve voucher management: (SEMAP score) **Maintain passing SEMAP.**

Increase customer satisfaction: **This is an ongoing activity.**

Concentrate one effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

The PHA identified and secured training opportunities for staff and board of commissioners. This will be a non-going activity.

Renovate or modernize public housing units:

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

Progress Statement : During FY2002, RHA has continued to improve its PHAS score and maintained its passing SEMA score. All other objectives listed above have been maintained and will be carried out on a non-going basis. The RHA has completed the improvements to the developments afforded by the grant previously received from the state. The RHA has received additional funds from the state to carpet the units and to provide resident programs.

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling: **To each participant at briefing and with each unit transfer.**

Conduct outreach effort to potential voucher landlords:

Increase voucher payment standards

Implement voucher homeownership program:

Implement public housing or other homeownership programs:

Implement public housing site-based waiting lists:

Convert public housing to vouchers:

Other: (list below)

Progress Statement : During FY2002, the PHA was successful in achieving the objectives listed above and they will be on-going activities.

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **This is an ongoing activity and is accomplished through the Tenant Selection process.**

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **This is an ongoing activity and is accomplished through the Tenant Selection process.**

Implement public housing security improvements:

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

Other: (list below)

Progress Statement : During FY2002, the PHA was successful in achieving the objectives listed above and they will be on-going activities.

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

PHA Goal: Promote self-sufficiency and asset development of assisted households **(Changed)**

Objectives:

Increase the number and percentage of employed persons in assisted families: **10%**

Provide or attract support services to improve assistance recipients' employability:

Provide or attract support services to increase independence for the elderly or families

with disabilities.
Other: (list below)

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

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

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: **This is an ongoing activity. The H.A. will refer the participant to the appropriate agency for assistance when this matter is brought to our attention.**

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: **This is an ongoing activity. The H.A. will continue to upgrade units and improve security at all sites.**

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **The H.A. will refer participant to the appropriate agency for assistance when this matter is brought to our attention.**

Other: (list below)

Progress Statement : During FY2002, the PHA was successful in achieving the objectives listed above and they will be on-going activities.

Other PHA Goals and Objectives: (list below)

PHA Strategic Goal: Planning and Administration

Progress Statement : During FY2002, the PHA was successful in achieving the objectives listed below and they will be on-going activities. All items are on schedule to be completed by date listed.

PHA Goal: Make Staff and board members knowledgeable as needed regarding the new housing requirements of the Quality Housing and Work Responsibility Act of 1998 (H.R. 4194); and any other laws and changes as they occur regarding housing community and economic development.

Objectives:

The Executive Director or designee shall identify and secure available training opportunities for staff and the board as needed. **This is an on going activity.**

PHA Goal: Provide for the planning process involved in the development, maintenance and revision of the Agency Plan and subsequent plan submission.

Objectives:

Utilize funds to coordinate the planning activities for the development of the annual plan, budget, and conduct training, necessary surveys, meetings and reviews.

Monitor Plan activities on an ongoing basis and provide for plan modifications in accordance with regulatory requirements.

PHA Goal: To provide for administration, management, personnel, supervision, human, economic and community resource management, fiscal management procurement, reporting and auditing activities necessary for the efficient operation of the PHA.

Objectives:

The PHA shall provide for staffing, training, equipment, facilities and other related items to ensure the efficient administration, management, supervision, human, economic community resource development, procurement, fiscal management, reporting and auditing of PHA operations. The activities may be budgeted and charged as a direct program cost to a pro-rated basis or as planning and administrative costs as budgeted. **This will be done by 12/31/03.**

PHA Goal: To develop and expand partnerships and funding resources.
Objectives:

The PHA may identify resources to obtain materials and data relative to housing, community and economic development. **This will be done by 12/31/03.**

The Executive Director or designee may purchase and/or obtain data and resource material necessary for the PHA to obtain its goals. **This will be done by 12/31/03.**

PHA Goal: To develop and maintain a comprehensive database consisting of demographic and housing data for the PHA jurisdiction.

Objectives:

The Executive Director or designee may appoint staff members to gather, input data, and maintain information by county, census data, community profile, participant, and applicant data. **This will be done by 12/31/03.**

Appointed staff members may update data as needed or on an annual basis. The data may be provided to the annual housing plan committee, executive director, or housing board to assist with the development of future plans and applications for funding and evaluation. **This will be done by 12/31/03.**

Objectives will be measured by the completion of charts or other requested statistical information relative to the agency plan(s) or other data requested. **This will be done by 12/31/03.**

PHA Goal: To determine the Profit/Loss Ratio of separate activities of the PHA; to determine the feasibility of continuing services, needed program modifications, and/or identify financial needs. This information will be presented during the planning for each annual housing plan.

Objectives:

The PHA, as needed, may determine the profit/loss ratio's of the programs administered by the PHA. The PHA will review the Profit/Loss statements to determine if anticipated increases in revenue or decreases in expenses are obtained. **This will be done by 12/31/04.**

As needed, the PHA may obtain or provide a feasibility study for the continuation of services from each entity and/or programs presented for consideration of funding. This study will be provided to the Executive Director and/or appropriate staff persons to determine the feasibility and/or funding level of these activities. **This will be done by 12/31/05.**

The completion of these objectives will be measured by the completion of the initial profit/loss statement by the Finance Officer and/or completion of the feasibility study. **This will be done by 12/31/05.**

PHA Goal: To maintain a calendar of reports and evaluation requirements for all funding.
Objectives:

The Executive Director or designee will ensure that a calendar of reports and evaluations and requirements are established with responsible parties identified, results anticipated and program and reporting requirements are maintained. **This is an ongoing activity.**

The Executive Director or designee may require staff to enter data into the calendar/chart detailing completion of activities/objectives, provide a narrative report

monthly detailing activities, identify any constraints to completion, and measurement tools/methods and outcomes. **This is an ongoing activity.**

The Executive Director or designee shall, ensure that program progress is monitored and corrective action taken, plan modifications completed and reports submitted as required. **This is an ongoing activity.**

The completion of these objectives shall be measurable by the timely submission of the monthly charts/calendar, narrative reports and the identification of any constraints. **This will be done by 12/31/05.**

PHA Goal: To provide for the reimbursement of administrative cost associated with the development of the Five-Year or One Year Plan(s).

Objectives:

The PHA will provide for the reimbursement of administrative cost and cost associated with the development of the Housing Plan(s) from the HUD allocation amount as budgeted. **This is an ongoing activity.**

Completion of this objective shall be measured by the completion of the repayment as soon as possible upon receipt from HUD funds. **This will be done by 12/31/05.**

PHA Goal: The Executive Director or designee shall review the annual plan goals, objectives, budgets and prepare needed modifications based upon these reviews and any identified constraints or delays in implementation and submit for approval by the Board of Commissioners.

Objectives:

Measurable upon completion of reviews and modifications as needed. **This will be done by 12/31/05.**

PHA Strategic Goal: Financial Resources

PHA Goal: To ensure that resources are managed in a manner which generates a positive cash flow and provides for an accumulation of income over expenses and maintains an adequate reserve account for future housing needs for low-income persons.

Objectives:

The PHA shall obtain assistance in providing written financial management and investment of funds procedures that comply with applicable regulatory requirements to be approved by the Board of Commissioners. **This is an ongoing activity.**

This objective may be measured by the completion of evaluation of said policies and procedures and approval of policies and procedures and/or modifications by the Board of Commissioners. **This will be done by 12/31/05.**

PHA Goal: The Executive Director or designee will evaluate the income and expenses to ensure a positive cash flow and to insure the anticipated accumulation of reserves for investments are maintained.

Objectives:

The PHA may establish a reserve for the repair and replacement of components for housing units and provide for future funding for modernization repairs and replacements and other housing purposes as identified in future years. **This is an ongoing activity.**

The PHA shall continue activities for the Section 8 rental assistance program operations. **This is an ongoing activity.**

The PHA will draw down funds as allowed for investments and/or operations and invest these funds in approved investments according to regulatory requirements, amounts allowed for this purpose and the investments policy of the PHA. **This is an ongoing activity.**

going activity.

These objectives may be measured by the accumulation of reserves as indicated for future years and/or investments and the establishment of the reserve and the deposit of reserve funds. **This will be done by 12/31/05.**

PHA Goal: To provide for the continued administration of housing units developed under the 1937 Housing Act according to policies and procedures.

Objectives:

The PHA will provide staffing, equipment, insurance, training, facilities and related costs associated with the administration and operation of housing previously developed under the 1937 Housing Act. **This will be done by 12/31/05.**

The PHA will establish a comprehensive intake department/system for the processing of applications and admissions of applicants into the appropriate housing program as determined by the program eligibility requirements and service priorities. **This will be done by 12/31/05.**

The PHA In-Take Department will provide for program marketing, outreach and the acceptance and processing of applications for services. A pre-application process will be utilized to determine available assistance for each applicant. **This will be done by 12/31/05.**

The PHA will provide for the development and maintenance of the waiting list of applicants in accordance with program regulations. **This is an ongoing activity.**

The PHA will provide for marketing and training in relation to program eligibility, preference requirements, regulations and policies. **This is an ongoing activity.**

The PHA will maintain data relative to housing stock and participant/occupants. **This is an ongoing activity.**

The PHA will provide for the updating of applicant data as changes occur, and for the verification of the applicant data prior to admission. **This is an ongoing activity.**

The PHA will contract with a professional to review policies and procedures of the entire agency. **This will be done by 12/31/05.**

The PHA will provide training for staff and commissioners. **This is an ongoing activity.**

The PHA will seek professional assistance in preparing a Comprehensive Operations, Maintenance and Management Plan. **This will be done by 12/31/05.**

The PHA will seek professional assistance in preparing a physical needs assessment. **This will be done by 12/31/05.**

The PHA will provide for preparation of work specifications and drawings. **This will be done by 12/31/05.**

According to regulations and policies, the PHA shall provide for the physical inspection of all housing units and shall conduct maintenance work as identified during annual inspections or otherwise identified in order to maintain all units in standard condition. **This is an ongoing activity.**

The agency plan will provide for insurance, inspections, renovations and construction or repairs and other needs as determined by a physical needs assessment. **This is an ongoing activity.**

The PHA will like participants to housing and supportive services including; housing counseling, case management, consumer education, budgeting, credit counseling, maintenance, and other housing supportive services. **This is an ongoing activity.**

The completion of activities and evaluation of each objective described will separately be measured according to the resulting outcome. **This will be done by 12/31/05.**

PHA Strategic Goals: Modernization

PHA Goal: To provide staffing, facilities, equipment and other related costs for the provision of modernization services and activities as detailed below:

Objectives:

- Provide for inspections with residents to develop a list of needed items that PHA and the residents agree upon. **This is an ongoing activity.**
 - Correct development/construction deficiencies to units. **This is an ongoing activity.**
 - Provide for annual inspections. **This is an ongoing activity.**
 - Provide for the provision of facilities, playground equipment, fences, site improvements and security items. **This is an ongoing activity.**
 - Ensure inspection code compliance. **This is an ongoing activity.**
 - Provide fiscal management in accordance with OMB regulations. **This is an ongoing activity.**
 - Provide for all accounts receivable, payable and records management. **This is an ongoing activity.**
 - Provide monthly and other required reports. **This is an ongoing activity.**
 - Provide for program fund audits. **This is an ongoing activity.**
 - Provide staff, program and administrative supervision. **This is an ongoing activity.**
 - Provide for program policy development. **This will be done by 12/31/05.**
 - Provide marketing of program availability and guidelines. **This will be done by 12/31/05.**
- The objectives will be measured by the completion of activities as identified for units under the modernization program. **This will be done by 12/31/05.**

PHA Goal: To continue the modernization activities as previously awarded according to existing agreements, budgets and timelines and provide additional assistance using HUD funds.

Objectives:

- The PHA will proceed with the modernization of 10 existing units as planned in the modernization program schedule and budget and provide 70 additional units with assistance under the funding allocation provided for the agency. **This will be done by 12/31/03.**
- The PHA will continue to identify future needs for the development of future plans. **This will be done by 12/31/04.**

PHA Strategic Goal: Community Services and Self-sufficiency

PHA Goal: To provide a centralized office for community services program intake, realty functions, acquisition of homeownership units, marketing of products and the provision of related management/insurance coverage.

Objectives:

- The PHA shall staff, equipment, facilities, training and related costs for the provision of centralized intake, realty, acquisition, marketing and insurance services in accordance with approved policies and program budget. **This is an ongoing activity.**
- Completion of each objective shall be measured by evaluating records relative to the provision of intake services. **This will be done by 12/31/05.**

PHA Goal: To maintain activities and services that promote homeownership, self-sufficiency, resident organizations and community development.

Objectives:

- Completion of the objectives shall be measurable by evaluating records relative to the provision of counseling, training and related services. **This will be done by 12/31/05.**

PHA Strategic Goals: Safety, Security and Crime Prevention

PHA Goal: The PHA shall provide for the provision of PHA security services, the provision of crime prevention and safety services/activities of PHA properties in accordance with identified needs, budgets and in consultation with local law enforcement.

Objectives:

The PHA shall provide for staffing, training, equipment, vehicles, insurance and supplies for PHA security officers in accordance with the policies and other requirements for protective services. **This will be done by 12/31/02.**

The officers shall provide for patrolling of housing areas, security services, crime prevention and safety activities according to job descriptions, policies and procedures. **This will be done by 12/31/02.**

Objectives shall be measured by the provision of staffing and related services/items in accordance with agreement for services and within the budgeted amounts for these activities; and by evaluation of patrol officers' records of activities and review of documentation of attendance at crime and safety activities. **This will be done by 12/31/05.**

PHA Goal: The PHA will provide for a safety policy, safety testing and hazard prevention.

Objectives:

The PHA may, as identified, provide for a written safety policy, safety testing and prevention activities, including; the installation of smoke alarms, dead-bolt locks, lighting lead-based paint testing/abatement, speed bumps, safety training and other related costs. **This is an ongoing activity.**

Measurement of this objective shall be by the completion of safety testing, the adoption of a safety policy and activities as budgeted. **This will be done by 12/31/05.**

PHA Strategic Goal; Public Housing Assessment System (PHAS)

PHA Goal: To provide for the development and timely submission of Agency Plans and related reporting as required by HUD.

Objectives:

The PHA will utilize a portion of its annual allocation of HUD funds for the activities and related cost of developing the Five-Year and Annual Agency Plan to cover the cost for planning and administration, to include; cost of overall program and/or administrative management; coordination monitoring and evaluation, preparation of required performance and financial reports and for collection of related data. Cost will also cover any overhead cost of staff and overhead directly related to carrying out the housing activities to the extent allowable by the discretion of the recipient. **This will be done by 12/31/04.**

To provide for the continuation of data collection, maintenance of demographic data, census data, waiting list data, feasibility studies, meetings, creation of a comprehensive system inventory, occupancy data for the development of future plans of the PHA. **This will be done by 12/31/04.**

The PHA shall provide for contractual professional assistance in the creation of the Agency Plans as required and staffing, equipment, facilities and related costs for the collection and maintenance of data as needed/required for the development of future plans. **This will be done by 12/31/04.**

PHA Strategic Goal: Financial Resources

PHA Goal: To ensure that financial resources are managed in a manner, which generates a positive cash flow, provides for an accumulation of income over expenses, provides resources for leveraging and maintains an adequate reserve account.

Objectives:

The PHA will provide for written policies regarding financial management and

investment of funds that comply with the applicable regulatory requirements to be approved by the Board of Commissioners. **This is an ongoing activity.**

The PHA will utilize income generated from the funding of program activities toward the establishment of perpetual services/programs and/or may be budgeted within other housing activities as allowed. **This is an ongoing activity.**

PHA Goal: To utilize Operating and Capital Funds to the maximum extent possible to provide optimum service on behalf of the residents of low income housing, and to properly maintain PHA property, equipment and all other assets in order to provide decent, safe and sanitary housing.

Objectives:

The PHA will utilize funding under operating and capital funding in compliance with regulatory requirements and will provide for administrative management, maintenance and modernization repairs and replacements and other approved programs as needed in future. **This is an ongoing activity.**

The PHA will identify developments or portions thereof to designate for elderly and disabled housing, and submit an application to HUD. **This is an ongoing activity.**

The PHA plan to contract with a professional to establish a resident community service program pursuant to the QHWA and regulations, including monitoring systems. **This is an ongoing activity.**

PHA Goal: To maintain the housing stock of the PHA in a safe, sanitary and decent condition and as required by law.

Objectives:

The annual housing plan will include provisions for the inspection, insurance and maintenance of the existing housing stock. Maintenance repairs will be made by utilizing the Operating and/or Capital funds and/or by ensuring compliance by residents with the requirements to maintain their homes and property. **This is an ongoing activity.**

PHA Goal: To provide for the continued administration and strengthening of the administrative capabilities of the PHA, including staff and board of commissioners.

Objectives:

The PHA will ensure training activities for the maintenance of administrative capabilities of the PHA, including staff and board of commissioners. **This is an ongoing activity.**

PHA Goal: To provide for the work specifications and drawings, inspections, and the maintenance of housing units.

Objectives:

The PHA shall provide for the inspection of units (according to unified inspection standards), renovation, and/or construction work as provided for within approved policies, procedures, and/or contracts. **This is an ongoing activity.**

The PHA shall provide for the maintenance of units and/or facilities as provided within the annual plan of activities and budget for these purposes. **This is an ongoing activity.**

To provide for the provision of modernization renovations and/or repairs and services as detailed in the annual plan and budget. **This is an ongoing activity.**

To review annually the capital fund (modernization) needs of existing unit and develop narrative descriptions of the modernization activities and budget needs/justification to be included in the PHA Annual Plan and Budget. **This is an ongoing activity.**

To review and utilize annual unit inspections, work order reports, and public comments to assist with the development of an agency plan and identification of plan priorities. **This is an ongoing activity.**

PHA Strategic Goals: Community Facilities

PHA Goal: As needs and resources are identified, to provide a range of public facilities and infrastructure. These may include parks, playgrounds and community centers that offer services for all residents, including seniors. Seniors are often primary vehicles for neighborhoods that these facilities be provided.

Objectives:

The PHA shall provide for the creation, maintenance and expansion of community facilities within its housing communities and neighborhoods. The PHA will encourage resident organizations and communities to leverage funds from other sources for the provision and maintenance of community areas/facilities. The PHA may provide within its agency plan activities and policies relative to the provision of said facilities and community activities and service delivery. **This is an ongoing activity.**

The PHA will assist in the provision of areas as designated parks or playground areas to promote community betterment. **This will be done by 12/31/03.**

PHA Goal: To provide for the provision of security services, crime prevention and safety services/activities for the PHA properties in accordance with identified needs, budgets and consultation with local law enforcement.

Objectives:

The PHA shall provide for staffing, training, equipment, vehicles, insurance and supplies for the PHA officers in accordance with the policies and other requirements for providing protective services. **This is an ongoing activity.**

PHA Goal: To provide for adequate criminal history background checks and history of drugs and alcohol abuse.

Objectives:

To revise admissions and occupancy policy to include legal language for performing criminal history background checks and history of drug and alcohol abuse. The PHA will contract with a professional to write/update the Admissions and Occupancy policy. **This is an ongoing activity.**

PHA Goal: To ensure that security/law enforcement services are coordinated and provided within the service area. To study the feasibility of expanding the tenant and community patrols.

Objectives:

The PHA will assist to identify resources to ensure that security services are provided in areas targeted for assistance, based on criminal activity, population, and records maintained on a development-by-development basis. **This will be done by 12/31/02.**

The PHA may assist to provide staffing, training and equipment for the provision of security services, as funds are determined available on an annual basis. **This will be done by 12/31/03.**

The PHA may assist residents to form resident/tenant and community patrols to provide training, and/or equipment as needed and as funds are available. **This will be done by 12/31/04.**

PHA Goal: To provide for testing, installation and training for security safety purposes or activities.

Objectives:

To provide testing for identification of safety, hazard and security needs. **This is an ongoing activity.**

To provide for the installation of security and safety measures, including but not limited to: dead bolt locks, lighting, fencing, smoke alarms, lead-based paint abatement, security cameras, guard gates, speed bumps, and signs. **This is an ongoing activity.**

To identify and research enforcement of animal control related issues. **This is an ongoing activity.**

PHA Goal: To provide for the development, assessment, implementation, and administration of "Other" programs and services to meet identified needs within identified service area(s).
Objectives:

To access program services, assistance, alternative financing, loan, grant, lease purchase and mortgage programs and options for the provisions of services. **This is an ongoing activity.**

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

HighPerformingPHA
SmallAgency(<250PublicHousingUnits)
AdministeringSection8Only

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypoliciessthePHAhasincludedintheAnnualPlan.

TheHousingAuthorityoftheTownofRamapo,NYhaspreparedthisAnnualPHAPlanincompliance withSection511oftheQualityHousingandWorkResponsibilityActof1998andtheensuingHUD requirements.

ThepurposeoftheAnnualPlanistoprovideaframeworkforlocalaccountabilityandan easilyidentifiablesourcebywhichpublichousingresidents,participantsinthetenant-basedassistanceprogramandothermembersofthepublicmaylocatebasicPHA policies,rulesandrequirementsrelatedtotheoperations,programsandservicesofthe agency.

TheMissionStatementandtheGoalsandObjectiveswerebasedoninformation containedinourjurisdiction'sConsolidatedPlanandwillassurethatourresidentswill receivethebestcustomerservice.

ExcellentcustomerserviceandfulfillmentoftheMissionStatementandGoalsand Objectivesisensuredbyimplementationofaseriesofpoliciesatareondisplaywith thisPlan.TheAdmissionsandOccupancyPolicyandSection8AdministrativePlanare thetwoprimarypoliciesondisplay.Theseimportantdocumentscoverthepublic housingtenantselectionandassignmentplan,outreachservices,PHA'sresponsibilityto Section8owners/landlords,grievanceprocedures,etc.

The most important challenges to be met by the Housing Authority of the Town of RamapoduringFY2003include:

- *Reducedrugandalcoholabusethroughtheoperatingfundsandcapitalfundsas available;*

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

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

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration- **ny084a01**
- FY2003 Capital Fund Program Annual Statement- **ny084b01**
- FY2003 Capital Fund Program 5 Year Action Plan - **ny084c01**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- PHA Management Organizational Chart- **ny084d01**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Substantial Deviation and Significant Amendment or Modification- **ny084e01**
 - Resident Membership on PHA Board or Governing Board- **ny084f01**
 - Membership of Resident Advisory Board or Boards-ny **084g01**
 - Progress Statement- **ny084h01**
 - Pet Ownership Policy-family- **ny084i01**

Summary of Policy or Program Changes for the Upcoming Year- ny084k01
Voluntary Conversion Required Initial Assessment- ny084l01
Deconcentration and Income Mixing Requirement- ny084m01

Optional Attachments:

Public Housing Drug Elimination Program (PHDEP) Plan
2001 Performance and Evaluation Report -ny084n01

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board 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
X	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
X	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 check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership 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
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
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
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

<i>N/A</i>	Othersupportingdocuments(optional) (listindividually;useasmanylinesasnecessary)	(specifyasneeded)
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1. Statement of Housing

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,149	5	4	4	4	3	4
Income > 30% but <= 50% of AMI	1,123	5	4	4	4	3	4
Income > 50% but < 80% of AMI	1,721	5	4	4	4	3	4
Elderly	1,402	4	4	4	4	3	4
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Caucasian	3,567	5	4	4	4	3	4
African/American	927	5	4	4	4	3	4
Hispanic	281	5	4	4	4	3	4

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

Consolidated Plan of the Jurisdiction/s

Indicate year:

U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) 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	329		22
Extremely low income <=30% AMI	130	40%	
Very low income (>30% but <=50% AMI)	142	43%	
Low income (>50% but <80% AMI)	57	17%	
Families with children	38	12%	
Elderly families	230	70%	
Families with Disabilities	32	10%	
Caucasian	170	52%	
African American	114	35%	
Indian	7	2%	
Asian	38	12%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	102	31%	21
2BR	23	7%	7
3BR	10	3%	0
4BR	N/A	N/A	N/A
5BR	N/A	N/A	N/A
5+BR	N/A	N/A	N/A
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? 2-3 years			
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 Elderly and disabled individuals			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) 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	589		22
Extremely low income <=30% AMI	236	40%	
Very low income (>30% but <=50% AMI)	236	40%	
Low income (>50% but <80% AMI)	118	20%	
Families with children	557	95%	
Elderly families	10	1%	
Families with Disabilities	22	4%	
Caucasian	526	89%	
African-American	29	5%	
Indian	2	.003%	
Asian/Pacific	0	0%	
Hispanic	22	4%	
Non-Hispanic	535	89	
Other	N/A	N/A	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
2BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
3BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
4BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
5BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
5+BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? 1 years			
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.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA’sstrategyforaddressingthehousingneedsoffamiliesinthe jurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR** ,andtheAgency’sreasonsforchoosing thisstrategy.

(1)Strategies

Need:Shortageofaffordablehousingforalleligiblepopulations

Strategy1.MaximizethenumberofaffordableunitsavailabletothePHA within itscurrentresourcesby:

Selectallthatapply

- Employeffectivemaintenanceandmanagementpolicies tominimizethenumberofpublic housingunitsoff-line
- Reducturnovertimeforvacatedpublichousingunits
- Reductimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixedfinancedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8replacement housingresources
- Maintainorincreasesection8lease-upratesbyestablishingpaymentstandards thatwillenable familiestorentthroughoutthejurisdiction
- Undertakemeasures toensureaccesstoaffordablehousingamongfamiliesassistedbythePHA, regardless ofunitsizerequired
- Maintainorincreasesection8lease-upratesby marketingtheprogramtoowners, particularly thoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease-upratesbyeffectivelyscreeningSection8applicantsto increaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocesstoensurecoordinationwithbroader communitystrategies
- Other(listbelow)

Strategy2:Increasethenumberofaffordablehousingunitsby:

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed-financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant-based assistance.
- Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian

Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI

Selectallthatapply

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMIinpublic housing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMI intenant-basedsection8assistance
- Employadmissionspreferencesaimedatfamilieswiththeeconomichardships

Adoptrentpoliciestosupportandencouragework
Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian

Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI

Selectallthatapply

Employadmissionspreferencesaimedatfamilieswhoareworking
Adoptrentpoliciestosupportandencouragework
Other:(listbelow)

Need:SpecificFamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthatapply

Seekdesignationofpublichousingfortheelderly
Applyforspecial-purposevoucherstargetedtotheelderly,shouldtheybecome
available
Other:(listbelow)

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities:

Selectallthatapply

Seekdesignationofpublichousingforfamilieswithdisabilities
Carryoutthomodificationsneededinpublichousingbasedonthesection504Needs
AssessmentforPublicHousing
Applyforspecial-purposevoucherstargetedtofamilieswithdisabilities,should
theybecomeavailable
Affirmativelymarkettolocalnon-profitagenciesshatassistfamilieswith
disabilities
Other:(listbelow)

Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousingneeds

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesandethnicitieswith
disproportionateneeds:
Selectifapplicable

Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousing
needs
Other:(listbelow)

Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing

Selectallthatapply

Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyor
minorityconcentrationandassistthemtolocatethoseunits

Market the section 8 program to owners outside of areas of poverty/minority concentrations
 Other: (list below)

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	240,245.00	
b) Public Housing Capital Fund	266,071.00	
c) HOPEVIR revitalization		
d) HOPEVIDemolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,683,051.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-sufficiency Grants		
h) Community Development Block Grant		

i)HOME		
OtherFederalGrants(listbelow)		
2. PriorYearFederalGrants(unobligatedfunds only)(listbelow)		
2002CapitalFunds	266,071.00	
Sub-total	7,635,438.00	
3.PublicHousingDwellingRentalIncome	634,550.00	Publichousingoperations
4.Otherincome (listbelow)	15,050.00	
InterestonGeneralfundsInvestments: 5,050.00		Publichousingoperations
OtherIncome:Legalfees,maintenancecharges totenants,latefees,NSFcheckcharges,etc. 10,000.00		Publichousingoperations
5.Non-federalsources (listbelow)		
Sub-total	649,600.00	
Totalresources	8,285,038.00	

3.PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

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

(1) Eligibility

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

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

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

Other: (describe) **When name has been reached on waiting list.**

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)

Credit check,

Drug treatment center check,

Social Security Number check,

Sex-offender check,

Citizenship/legal status check

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

The PHA does not operate site-based waiting lists

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is,

they are not part of a previously-HUD-approved site-based waiting list plan)?
N/A
If yes, how many lists?

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? *N/A*
PHA main administrative office
All PHA development management offices
Management offices at developments with site-based waiting lists
At the development to which they would like to apply
Other (list below)

(3) Assignment

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

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

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

(4) Admissions Preferences

a. Incometargeting:

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 transfer take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points 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

1 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 the jurisdiction
Those enrolled currently in educational, training, or upward mobility programs
1 Household that contributes to meeting income goals (broad range of incomes)
1 Household that contributes 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)

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HUD 50075

OMB Approval No: 2577-0226

Expires: 03/31/2002

ThePHA-residentlease
ThePHA'sAdmissionsand(Continued)Occupancypolicy
PHAbriefingseminarsorwrittenmaterials
Othersource(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
Anytime family composition changes
At family request for revision
Other (list) *Within 30 days of occurrence*

(6) Deconcentration and Income Mixing

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

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

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

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 its **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

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

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

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

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

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

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

List (any applicable) developments below:

B. Section 8

Exemptions: 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)

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)

With assigned Authorization for Release for Release of Information form; mailing address of resident (last on file), current and prior landlord name and address

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

➤ *Extenuating circumstances (death, illness)*

- Request for Lease Approval submitted and unit disapproved by PHS
- Family size or other requirements make finding unit difficult
- Weather conditions
- Structural conditions

(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 this 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 points 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

1 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
- 1 Household that contributes to meeting income goals (broad range of incomes)
- 1 Household that contributes 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 the 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 plan 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 preference 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)

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

- Through published notices
- Other (list below)

- Church advertisements*
- Anti-poverty agencies*
- Community action program*
- Office of Aging*

4.PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- 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)

N/A

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

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

N/A

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

f. Rentre-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
Anytime the family experiences an income increase
Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____

Other (list below) ***Tenants must report all changes within 30 days of occurrence and after verification, the PHA will determine if change will result in an adjustment to rent.***

- g. Yes/No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and

phasing in of rent increases in the next year?

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

- At or above 90% but below 100% of FMR
- 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)

N/A

- 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(listbelow)

(2)MinimumRent

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

[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.

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	200	30
Section 8 Vouchers	643	200
Section 8 Certificates	55	550
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs (list individually)	N/A	N/A

C.ManagementandMaintenancePolicies

ListthePHA'spublichousingmanagementandmaintenancepolicydocuments,manualsandhandbooks thatcontaintheAgency'srules,standards,andpoliciesthatgovernmaintenanceandmanagementofpublic housing,inclodingadescriptionofanymeasuresnecessaryfortheventionoreradicationofpest infestation(whichincludescockroachinfestation)andthepoliciesgoverningSection8management.

(1)PublicHousingMaintenanceandManagement:(listbelow)

➤ *WorkOrderSystem*
➤ *PestEradicationPolicy*
➤ *MaintenancePlan*
➤ *UniformInspectionSystem*
➤ *AdmissionsandOccupancyPolicy*
➤ *FairHousingPolicy*
➤ *GrievanceProcedures*
➤ *TenantSelectionandAssignmentPlan*
➤ *CommunityServicePlan*
➤ *HandicappedPolicy*
➤ *TerminationandEviction*
➤ *TransferandTransferWaitingList*
➤ *ResidentInitiative*
➤ *Section3Plan*
➤ *PetPolicyforFamilies*
➤ *PetPolicyforElderly*

(2) Section8Management:(listbelow)

➤ *Section8AdministrativePlan*
➤ *SEMAPProcedures*

6. PHA Grievance Procedures

[24CFRPart903.79(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. Public Housing

1. Yes/No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFRPart966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below: *N/A*

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

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

B. Section 8 Tenant-Based Assistance

1. Yes/No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24CFR982?

If yes, list additions to federal requirements below: *N/A*

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

PHA main administrative office
Other (list below)

7. Capital Improvement Needs

[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.

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **ny084b01**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **ny084c01**

2001 Performance and Evaluation Report - **ny084n01**

-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 there)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved

HOPEVI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes/No: a) Has the PHA received a HOPEVI 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 HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name: *N/A*

2. Development (project) number:

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

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes/No: c) Does the PHA plan to apply for a HOPEVI revitalization grant in the Plan year?

If yes, list development name/s below:

Yes/No: d) Will the PHA be engaging in any mixed-financed 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

[24CFR Part 903.79(h)]

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

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

2. Activity Description *N/A*

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition 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:	
6. Coverage fraction (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

[24CFR Part 903.79(i)]

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

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

2. Activity Description *N/A*

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 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:	<input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one)	<input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24CFR Part 903.79(j)]

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

A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act

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

2. Activity Description *N/A*

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? 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)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

See Voluntary Conversion Required Initial Assessment - attachment ny084101

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. Yes/No: Does the PHA administer any home ownership programs administered by the PHA under an approved section 5(h) home ownership program (42 U.S.C. 1437c(h)), or an approved HOPEI program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any home ownership programs under section 5(h), the HOPEI 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 *N/A*

Yes/No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 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: HOPEI 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) Approved; included in the PHA's Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) Part of the development Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description: *N/A*

a. Size of Program

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

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

- 25 or fewer participants
- 26-50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24CFR Part 903.79(1)]

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 – N/A

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)

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

B. Services and programs offered to residents and participants N/A

(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 home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any program 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

At the time of PHA Plan preparation, the Community Service Requirement remains suspended until further notice from HUD.

13.PHASafetyandCrimePreventionMeasures – N/A

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmayskiptocomponent15.HighPerformingandsmallPHAsatareparticipating inPHDEPandaresubmittingaPHDEPPlanwiththisPHAPlanmayskiptosub-componentD.

A.Needformeasurestoensurethesafetyofpublichousingresidents – N/A

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents(select allthatapply)

- Highincidenceofviolentand/or drug-relatedcrimeinsomeorall ofthePHA'sdevelopments
- Highincidenceofviolentand/or drug-relatedcrimeintheareassurroundingoradjacenttothe PHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower-levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsduetoperceivedand/or actuallevelsofviolentand/or drug-relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactionstoimprovesafetyof residents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround”publichousing authority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrugprograms
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear –N/A

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake: (selectallthatapply)

- Contractingwithoutsideand/orresidentorganizationsforthe provisionofcrime-and/or drug-preventionactivities
- CrimePreventionThroughEnvironmentalDesign
- Activities targetedtoat-riskyouth,adults,orseniors
- VolunteerResidentPatrol/BlockWatchersProgram
- Other(describellow)

2.Whichdevelopmentsaremostaffected?(listbelow)

C.CoordinationbetweenPHAandthepolice – N/A

1.DescribethecoordinationbetweenthePHAandtheappropriatepoliceprecinctsfor carryingoutcrimepreventionmeasuresandactivities:(selectallthatapply)

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 *(no longer required)*

PHA eligible for FY2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY2001 in this PHA Plan?

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

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

Pet Ownership Policy (family) – ny084i01

15. Civil Rights Certifications

[24CFR Part 903.79(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. 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)? **N/A**

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.

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 Housing Asset Management Table? **optional Public**

18. Other Information

[24CFRPart903.79(r)]

A. Resident Advisory Board Recommendations

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

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

Provided below:

- Install indoor/outdoor carpeting in hallways
- Replace existing windows with new ones
- Additional parking needed on-site
- Supervision and programs for children

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)

RHA will research cost search for avenues to include items requests in the future.

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

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

1. Consolidated Plan jurisdiction: (provide name here) ***County of Rockland/Town of Ramapo***

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

The PHA has based its statement of needs of families in the jurisdiction on the 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.

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

Other: (list below)

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

- *Housing rehabilitation assistance for extremely low-income, low and moderate-income households. Activities will be undertaken consortium-wide to maintain existing housing stock.*
- *Provision of housing and support services for others with special needs. Rockland County will continue to provide assistance to senior citizens and other special needs population through a range of CDBG public service activities.*

D. Other Information Required by HUD

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

**PHA Plan
Table Library**

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

Annual Statement *See attachment ny084b01*

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 Measures	

AnnualStatement *Seeattachmentny084b01*

CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
HA-WideActivities	<i>FYB2003AnnualPlanfortheHousingAuthorityoftheTownofRamapo,</i>	<i>Page</i>	<i>57</i>

--	--	--	--

Annual Statement *See attachment ny084b01*

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 years. 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
<i>See attachment ny084c01</i>			
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 <i>Component 7a</i> Development Activities <i>Component 7b</i> Demolition/ disposition <i>Component 8</i> Designated housing <i>Component 9</i> Conversion <i>Component 10</i> Home-ownership <i>Component 11a</i> Other (describe) <i>Component 17</i>	

Attachment:ny084a01

**DECONCENTRATIONANDINCOMETARGETINGPOLICY
FOR THE
HOUSINGAUTHORITYOF THECITYOF
RAMAPO,NEWYORK**

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

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of Ramapo, NY (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic deconcentration.

Implementation may include one or more of the following options:

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

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- Mass Media advertising/Public service announcements; and
- Giveaways.

B. Income Targeting

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

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

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

PROGRAM TABLES START HERE

Annual Statement /Performance and Evaluation Report

Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: amapo Housing Authority	Grant Type and Number: Capital Fund Program No: NY36P08450103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
---	--	-------------------------------------

Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report for Program Year Ending

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds	0.00			
2	1406 Operating Expenses	0.00			
3	1408 Management Improvements	55,000.00			
4	1410 Administration	26,200.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	38,200.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	35,000.00			
10	1460 Dwelling Structures	0.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	100,000.00			
13	1475 Nondwelling Equipment	25,056.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant (sums of lines 2-20)	#####			
22	Amount of line 21 Related to LBP Activities	0.00			

23	Amount of Line 21 Related to Section 504 Compliance	0.00			
24	Amount of Line 21 Related to Security - Soft Costs	20,000.00			
25	Amount of Line 21 Related to Security - Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	0.00			

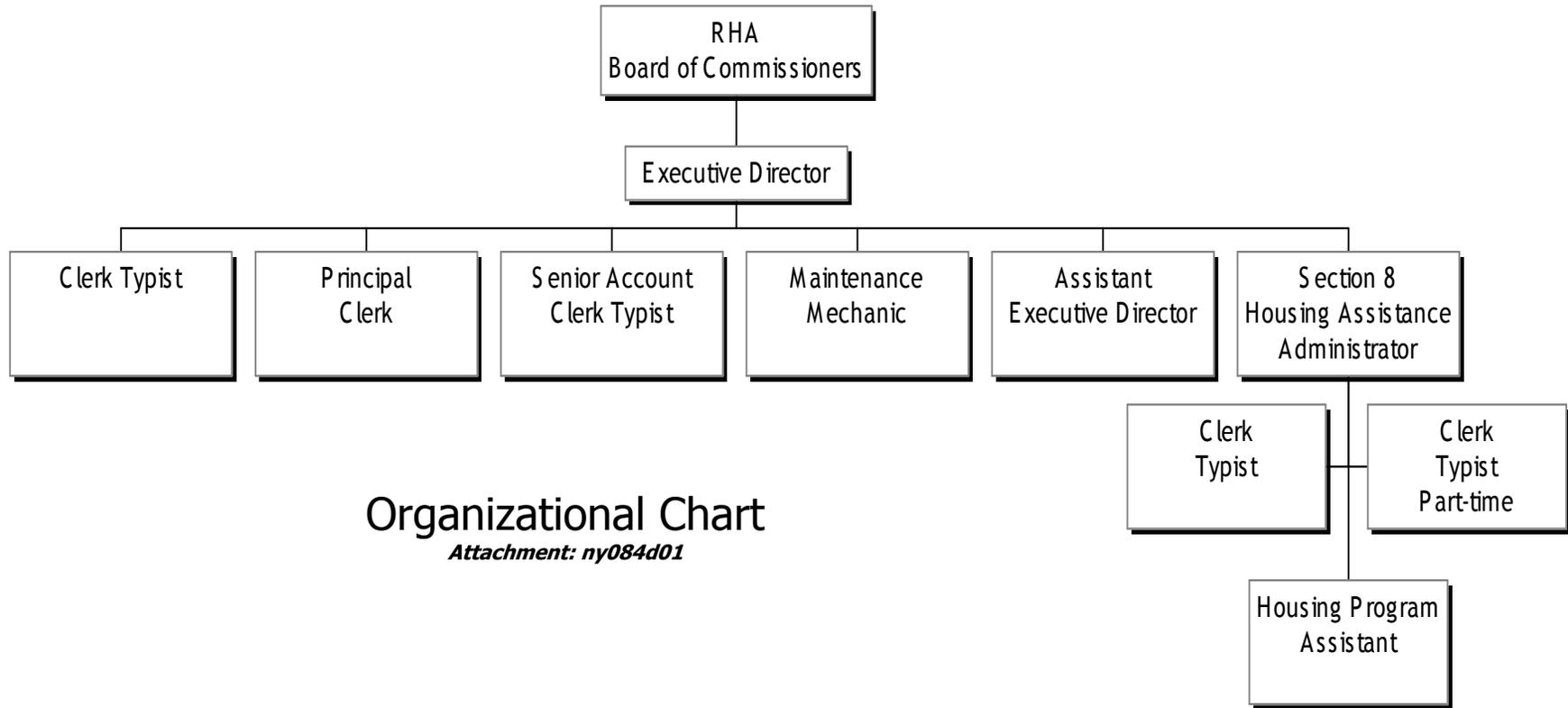
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**Annual Statement/Performance and Evaluation Report and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part II: Supporting Pages

PHA Name: amapo Housing Authority		Grant Type and Number: Capital Fund Program No: NY36PO8450103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NY 84-2	Computer Upgrading	1408		5,000.00				
	Security Services	1408		20,000.00				
	Resident Initiative Coordinator	1408		30,000.00				
	Total 1408			55,000.00				
	Administration (Staff time)	1410		26,200.00				
	Total 1410			26,200.00				
	A/E Services	1430		10,000.00				
	Updating 5-year Plan	1430		1,200.00				
	Planning Fee	1430		2,000.00				
	Modernization Coordination Services	1430		25,000.00				
	Total 1430			38,200.00				
	Reconstruct sidewalks	1450		35,000.00				
	Total 1450			35,000.00				
	Create C.B. Building	1470		100,000.00				
	Total 1470			100,000.00				

Town of Ramapo Housing Authority



Organizational Chart

Attachment: ny084d01

भ्वनेपदह ।नजीवतपजल वजीम ज्वूद वत्तिंचव
Attachment: ny084e01

।ण नइेजंदजपंस कमअपंजपवद तिवउ जीम 5.लमंत च्संदरू

- ।दल बींदहम जव जीम डपेपवद ैजंजमउमदजय
- 50: कमसमजपवद तिवउ वत ककपजपवद जव जीम हवंसे दक वइरमबजपअमे ैवसमय दक
- 50: वत उवतम कमबतमेंम पद जीम नंदजपपिंइसम उमेंनतमउमदज विंदल पदकपअपकनंस हवंस वत वइरमबजपअमण

ठण ैपहदपपिबंदज ।उमदकउमदज वत डवकपपिबंजपवद जव जीम ।ददनंस च्संदरू

- ।दल पदबतमेंम वत कमबतमेंम वअमत 50: पद जीम निदके चतवरमबजमक पद जीम थपदंदबपंस त्मेवनतबम ैजंजमउमदज दकध्वत जीम ब्वपजंस थनदक च्त्तवहतंतउ ।ददनंस ैजंजमउमदजय
- ।दल बींदहम पद चवसपबल वत चतवबमकनतम जीज तमुनपतमे तमहनसंजवतल 30.कंल चवेजपदहय
- ।दल नइेउपेपवद जव भ्व जीज तमुनपतमे मचंतंजम दवजपपिबंजपवद जव तमेपकमदजे ैनबी भ्वचम टए च्चइसपब भ्वनेपदह ब्वदअमतेपवदए कमउवसपजपवदध्वपेचवेपजपवदए क्मेपहदंजमक भ्वनेपदह वत भ्वउमवूदमतीपच चतवहतंउेय दक
- **Any change inconsistent with the local, approved Consolidated Plan.**

Housing Authority of the Town of Ramapo

Required Attachment ny084f01: Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board: ***Paul Van Dunk***

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

Elected

Appointed

C. The term of appointment is (include the date term expires): ***July 2002 to July 2004***

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

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

Other (explain):

B. Date of next term expiration of a governing board member: ***July 2002 - July 2007***

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Chris St. Lawrence, Supervisor of the Town of Ramapo

Edward Friedman, Councilman

David Stein, Esq. – Council

Fran Hunter, Council

Harry Reiss, Council

HOUSING AUTHORITY OF THE TOWN OF RAMAPO

Required Attachment ny084g01: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

AnnAli

StanleyAllen

VanPolk

RitaGalin

JerryPooler

StanleyGreenberg

HOUSING AUTHORITY OF THE TOWN OF RAMAPO

Progress Statement

Attachment:ny084h01

During FY 2002, the Housing Authority of the Town of Ramapo achieved all the objectives listed in the Mission Statement. This includes not only recognizing that its residents are the ultimate customers, but also helping residents by providing programs and housing related services as needed.

Attachment:NY084i02

**PETOWNERSHIP
(FAMILY)
FOR
THEHOUSINGAUTHORITYOFTHE
TOWNOFRAMAPO,NEWYORK**

PET OWNERSHIP

OVERVIEW

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

The Housing Authority of the Town of Ramapo, New York (herein referred to as PHA) will notify eligible new and current residents of their right to own pets subject to the PHA's rules and will provide them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

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

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

- F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;
- G. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.**

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HOUSING AUTHORITY OF THE TOWN OF RAMAPO, NY

Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.

2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owners shall have only a small cat or dog. The animal's weight shall not exceed *twenty (20) pounds*. The animal's height shall not exceed *fifteen (15) inches*. Such limitations do not apply to a **service animal** used to assist a disabled resident.
4. Pet owners shall license their pets (if required by state or local law) yearly with the Town of Ramapo, New York or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. The pet owner must also carry renter's liability or other form of liability insurance which covers household pets. Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.
5. No pet owners shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owners shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished.
7. All cats shall be declawed. Proof of compliance shall be furnished to management.
8. The pet owners shall house the pet inside the pet owner's dwelling unit. The pet owners shall keep a cat or dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owners shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
9. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.
10. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
12. Residents shall provide the PHA a color photograph of the pet(s).

13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
14. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
15. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.
16. No residents shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
17. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
18. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
19. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
20. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
21. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.

22. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
23. No pet owners shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
24. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, displays symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left unattended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
25. Each pet owner shall pay a refundable pet deposit of \$ _____. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacement to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.
26. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.
27. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.
28. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such actions shall constitute having a pet without permission of the PHA.
29. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet,

the alternate custodians shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.

30. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pet sexcept one as soon as the baby 's are able to survive on their own (a maximum of six (6) weeks).
31. Pet Violation Procedures: Resident agree to comply with the following:
- a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
 - (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
 - (4) State that the pet owner 's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner 's lease or both.
 - b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.
 - c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:

- (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.
 - (2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).
 - (3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
 - d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhuman manner. In such cases paragraph 24 shall apply.
32. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
33. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENTFORCAREOFPET

InaccordancewiththePetPolicyoftheHousingAuthorityoftheTownofRamapo,NY
andtheAddendumtotheResidentialDwellingLeaseAgreementdated _____
between:

THEHOUSINGAUTHORITYOFTHETOWNOFRAMAPO,NY
38PondviewDrive
Suffern,NY10901

AND,

_____ (Resident'sName)

_____ (Resident'sAddress)

Iherebyagreethatshould _____ become
incapableofcaringfor _____ a _____
(NameofPet) (TypeofPet)

foranyreasonwhatsoever,Iwillassumefullresponsibilityforremovalofthepetfrom
thepremisesandforthecareandwellbeingoftheanimal.

Further,thepetshallnotbepermittedtoreturntothepremisesuntilapprovalisgivenby
theHousingAuthorityoftheTownofRamapo,NY.

AcopyoftheAddendumtotheResidentialDwellingLeaseAgreementisattached.

Signature

Swornandsubscribedbefore
methis _____ dayof
_____, _____.

NotaryofPublic

MyCommissionExpires:

PETPOLICYADDENDUM

Ihavereadandunderstandtheabovepetownershiprulesandagreetoabidebythem.

Resident'sSignature

PHASTaffmember'sSignature

Date

Date

TypeofAnimalandBreed

NameofPet

DescriptionofPet(color,size,weight,sex,etc.)

Thealternatecustodianformypetis:

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

Resident's Signature

Date

Refundable

Damage Deposit

Amount Paid

Date

HOUSING AUTHORITY OF THE TOWN OF RAMAPO

Attachment:ny084k01

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

Removed Community Service Policy – not required at this time

Significant Amendment or Modification to the Annual Plan

Changed In Part

From:

Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.

To:

Any change inconsistent with the local, approved Consolidated Plan.

Housing Authority of the Town of Ramapo
Attachment: ny084101

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments

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

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

Catamount	NY084-1	19 units
Pondview	NY084-2	31 units

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

Catamount	NY084-1	60 disabled/elderly
Pondveiw	NY084-2	90 disabled/elderly

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

One assessment is conducted for each development in A. above.

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

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

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

N/A

Housing Authority of the Town of Ramapo
Attachment: ny084m01

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

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

ROGRAM TABLES START HERE

Annual Statement /Performance and Evaluation Report

Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Ramapo Housing Authority	Grant Type and Number: Capital Fund Program No: NY36P08450101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserved for Disasters/Emergencies Revised Annual Statement/Revision Number 2
 Performance and Evaluation Report for Program Year Ending 6/30/02 Final Performance and Evaluation Report for Program Year Ending

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	55,000.00	45,000.00	45,000.00	42,870.00
4	1410 Administration	26,200.00	25,000.00	25,000.00	25,000.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	38,200.00	32,000.00	32,000.00	22,709.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	10,000.00	9,763.00	9,763.00
10	1460 Dwelling Structures	115,000.00	133,209.00	131,305.00	121,534.00
11	1465.1 Dwelling Equipment-Nonexpendable	25,056.00	18,000.00	10,000.00	6,687.00
12	1470 Nondwelling Structures	20,000.00	13,297.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	2,950.00	2,950.00	2,950.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	#####	#####	#####	#####
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00

24	Amount of Line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	10,000.00	10,000.00	0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

PHA Name: amapo Housing Authority		Grant Type and Number: Capital Fund Program No: NY36PO8450101 Replacement Housing Factor Grant No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NY 84-1	Security Services	1408		5,000.00	0.00	0.00	0.00	
(Catamount)	Resident Initiative Coordinator	1408		20,000.00	20,000.00	20,000.00	20,000.00	
NY 84-2	Security Services	1408		5,000.00	0.00	0.00	0.00	
(Pondview)	Resident Initiative Coordinator	1408		20,000.00	20,000.00	20,000.00	20,000.00	
	Upgrade Computer Software	1408		5,000.00	5,000.00	5,000.00	2,870.00	
	Total 1408			55,000.00	45,000.00	45,000.00	42,870.00	
	Staff time devoted to CFP	1410		25,000.00	25,000.00	25,000.00	25,000.00	
	Newspaper advertisements/printings	1410		1,200.00	0.00	0.00	0.00	
	Total 1410			26,200.00	25,000.00	25,000.00	25,000.00	
	A/E Services	1430		10,000.00	0.00	0.00	0.00	
	Updating 5-year Plan	1430		1,200.00	5,000.00	5,000.00	4,042.00	
	Modernization Coordination Services	1430		25,000.00	25,000.00	25,000.00	16,667.00	
	Preparation of 2000 CFP Application	1430		2,000.00	2,000.00	2,000.00	2,000.00	
	Total 1430			38,200.00	32,000.00	32,000.00	22,709.00	
	Paving of North Road (Gate to Bridge)	1450		0.00	10,000.00	9,763.00	9,763.00	
	Total 1450			0.00	10,000.00	9,763.00	9,763.00	
	Re-point Brick at various locations			20,000.00	0.00	0.00	0.00	
	Replace Living Room floors as needed			20,000.00	0.00	0.00	0.00	
	Replace Boiler Rooms	1460	2	75,000.00	75,000.00	75,000.00	65,229.00	
	Kitchen/Bathroom Rehab	1460		0.00	31,019.00	31,019.00	31,019.00	

