

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

# ErieCountyPHA ConsortiumPlans

5 Year Plan for Fiscal Years 2000 – 2004  
Annual Plan for Fiscal Year 2003

OMB Approval No: 2577-0226

Expires: 03/31/2002

**NOTE: THIS PHA PLAN TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

OMB Approval No: 2577-0226

Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHAName:** ErieCountyPHAConsortium

**PHANumber:** NY091

**PHAFiscalYearBeginning:** 01/2003

**Public Access to Information**

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

- Main administrative office of the PHA's agent, Belmont Shelter Corp.
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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



**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000-2004**  
[24CFR Part 903.5]

**A.Mission**

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

\_\_\_\_\_ 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.

XX The PHA's mission is:

As stated in the Erie County PHA Consortium's Policy Statement (12/76), "Operation of the Erie County cooperative program for Section 8 Existing Housing" shall be guided by the following objectives:

- A) To provide housing assistance to low income families and elderly or handicapped households in keeping with the Erie County Housing Assistance Plan goals for Section 8 Existing Housing assistance,
- B) To provide relatively equal geographic access to the program for all residents of the Erie County consortium area,
- C) To encourage the greatest possible locational choice in housing for its residents throughout Erie County,
- D) To promote greater administrative efficiencies than would be possible under individual municipal participation,
- E) To establish close working relationships between landlords, the Administering Agency, and municipalities as well as sensitive, fair procedures for working with applicants for assistance,
- F) To determine the extent of need for rental assistance and the degree to which the existing housing supply satisfies the demand,
- G) To safeguard the anonymity of those being assisted,
- H) To utilize the full HUD allocation within a one-year period,
- I) To maintain a high degree of renter/landlord satisfaction (95%) as measured by an annual review or survey.

**B.Goals**

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

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

XX PHA Goal: Expand the supply of assisted housing

Objectives:

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

XX PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction: (see PHA Mission, item I, above)
- Concentrate one effort to improve specific management functions: (e.g., voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

XX PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling: see Executive Summary
- Conduct outreach efforts to potential voucher landlords

- xx Increase voucher payment standards
- xx Implement voucher homeownership program: see Sec. 11, pt. B
- \_\_\_\_\_ Implement public housing or other homeownership programs:
- \_\_\_\_\_ Implement public housing site-based waiting lists:
- \_\_\_\_\_ Convert public housing to vouchers:
- xx Other: (list below)

Maintain *Housing Resource Room*, to provide mobility counseling in addition to regular tenant briefings.

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

N/A PHA Goal: Provide an improved living environment

Objectives:

- \_\_\_\_\_ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- \_\_\_\_\_ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- \_\_\_\_\_ Implement public housing security improvements:
- \_\_\_\_\_ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- \_\_\_\_\_ Other: (list below)

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

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

Objectives:

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

through the FSS Program.

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

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

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

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

xx Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The HA will provide owners with information and referral to Community Development offices as a means of funding accessibility features.

\_\_\_\_\_ Other: (list below)

### **Other PHA Goals and Objectives: (list below)**

#### **PHA Accomplishments:**

- The PHA, in November 2000, reviewed its use of the former Federal Preferences for admission to the Section 8 Program and in light of the statutory requirement that 75% of admissions are at or below 30% of median area income, use of the preferences were deemed redundant and therefore, eliminated.
- In Fiscal Year 2000 the PHA received new funding for 535 Section 8 Housing Choice Vouchers.
- The PHA implemented, in 2001, an area-wide exception Payment Standard policy to increase the accessibility of recipients of Section 8 Housing Choice Vouchers to housing in very low-poverty areas.
- Section 8 utilization rate increased to more than 98% for 2001 and this rate is expected to be maintained for the 2002 fiscal year.

- PHA received funding to hire a second full-time FSS coordinator to assist with the promotion of self-sufficiency and asset development of assisted households.
-

**AnnualPHAPlan**  
**PHAFiscalYear2003**

[24CFRPart903.7]

**AnnualPlanType:**

Select which type of Annual Plan the PHA will submit.

\_\_\_ **StandardPlan**

**StreamlinedPlan:**

\_\_\_ **HighPerformingPHA**

\_\_\_ **SmallAgency(<250PublicHousingUnits)**

xx **AdministeringSection8Only**

\_\_\_ **TroubledAgencyPlan**

**ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

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

BelmontShelterCorp,asagentfortheErieCountyPHAConsortium,hasprepared thisagencyplaninaccordancewithSection511oftheQualityHousingandWork ResponsibilityAct(QHWRA)of1998andtheensuingHUDrule,24CFRPart903. AsthePHAisresponsibleforadministeringSection8Programonly,thisisa streamlinedplan.

ThePHAhasidentifiedandintendstomeetthefollowinggoals,aspartoftheannual planningprocessandinthepursuitofitsmission.

**Goal1-StrategiesforAddressingHousingNeeds:**

- MaintainorincreaseSection8lease-upratesbyestablishingpaymentstandards that will enablefamielstorentthroughoutthejurisdiction.Paymentstandardsarecurrentlyset between100%and110%oftheFMR.Theexceptionpaymentstandards(110%ofFMR) enablefamiliesgreateraccesstohousinginhighercost,low-povertyareas.
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamiliesassistedbythe PHA,regardlessofunitsizerequired.PHAemploysafull-timeRelocationSpecialisttoassist harder-to-housefamilies.
- MaintainorincreaseSection8lease-upratesbymarketingtheprogramtoowners,particularly thoseoutsideareasofminorityandpovertyconcentration.PHAemploysfull-timeLandlord OutreachSpecialisttomarketprogramstoownersinanefforttoaccomplishthisgoal.

**Goal2-StrategiesforIncreasingtheNumberofAffordableHousingUnits:**

- ThePHAwillapplyforadditionalSection8unitsshouldtheybecomeavailable.Applications forfundingprovidedanadditional535vouchersinFY2000.
- ThePHAisHUD-certifiedasaHomeownershipCounselingAgency,andreceivesHUDfunds tocarryoutcounselingactivitiesinthearea.

### Goal3-StrategiesforTargetingAssistancetoSpecificFamilyTypes:

- ThePHAwillcontinuetoapplyforspecial-purposevoucherstargetedtotheelderly,veterans, homeless,familieswithmemberswithdisabilities,familieswithchildreninfostercareand familiesaffiliatedwithWelfare-to-WorkPrograms,shouldtheybecomeavailable.
- ThePHAhasadoptedinterimre-examinationpolicies thatsupportandencouragework.
- ThePHAwillcontinuetomarketitsprograms incommunitynewspapersandto localagencies thatassistfamilieswithdisabledandelderlymembersandfamiliesofracesandethnicities withdisproportionatehousingneeds.

### Goal4-StrategiestoAffirmativelyFurtherFairHousing:

- ThePHAwillcontinuetocounselfamiliesatalltenantbriefingsandonanas-neededbasis,as tothelocationofunitsoutsideofareasofpovertyorminorityconcentration,andwillassist theminaccessingthoseunits.
- ThePHAwillcontinuetoworkwiththeGreaterBuffaloCommunityHousingCentertoassist voucherrecipientsinmovingtolow-povertyareas.
- ThePHAemploysafull-timeLandlordOutreachSpecialisttomarkettheSection8programto owners,particularlythosewithpropertiesoutsideofareasofpoverty/minorityconcentration.
- PHAstaffmembersparticipatewithand/orareboardmembersoforganizationspromotingfair housinginthecommunity,includingHousingOpportunitiesMadeEqualandtheErieCounty FairHousingPartnership.

### Goal5-StrategiestoPromoteSelf-Sufficiency:

- ThePHAhasreceivedfundingfortwofull-timeCoordinatorsfortheFamilySelf-Sufficiency Program,whichwillhelpthePHAmee goalspecifiedintheFSSActionPlan(seeSection8 AdministrativePlan).
- ThePHAwillsubmitanapplicationforfundingfortheWelfare-to-WorkVoucherProgram,if fundingisappropriated,andwillcoordinateitseffortswiththoseofthelocalTANFagencyin promotingself-sufficiencyofassistedfamilies.
- ThePHAisaHUDcertifiedHousingCounselingAgency,enablingthePHAtoassistlowto moderateincomefamilieswithhomeownership.

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 file name in parentheses in the space to the right of the title.

Required Attachments:

N/A Admissions Policy for Deconcentration

N/A FY2000CapitalFundProgramAnnualStatement  
N/A Mostrecentboard-approvedoperatingbudget(RequiredAttachmentforPHAs thataretroubledoratriskofbeingdesignatedtroubledONLY)

OptionalAttachments:

- \_\_\_\_\_ PHAManagementOrganizationalChart
- \_\_\_\_\_ FY2000CapitalFundProgram5YearActionPlan
- \_\_\_\_\_ PublicHousingDrugEliminationProgram(PHDEP)Plan
- xx \_\_\_\_\_ CommentsofResidentAdvisoryBoardorBoards(mustbeattachedifnot includedinPHAPlantext)(A)
- \_\_\_\_\_ Other(Listbelow,providingeachattachmentname)

**SupportingDocumentsAvailableforReview**

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.

Applicable & On Display	SupportingDocument	ApplicablePlan Component
xx	PHAPlanCertificationsofCompliancewiththePHAPlans andRelatedRegulations	5YearandAnnualPlans
xx	State/LocalGovernmentCertificationofConsistencywith theConsolidatedPlan	5YearandAnnualPlans
xx	FairHousingDocumentation: RecordsreflectingthatthePHAhasexamineditsprograms orproposedprograms,identifiedanyimpedimentstofair housingchoiceinthoseprograms,addressedoris addressingthoseimpedimentsinareasonablefashionin viewoftheresourcesavailable,andworkedorisworking withlocaljurisdictionstoimplementanyofthejurisdictions initiativesoaffirmativelyfurtherfairhousingthatrequire thePHA'sinvolvement.	5YearandAnnualPlans
xx	ConsolidatedPlanforthejurisdiction/sinwhichthePHAis located(whichincludestheAnalysisofImpedimentstoFair HousingChoice(AI)andanyadditionalbackupdatato supportstatementofhousingneedsinthejurisdiction	AnnualPlan: HousingNeeds

N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
xx	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; <i>Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development. check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
xx	Section 8 rent determination (payment standard) policies. <u>XX</u> Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
N/A	Public housing grievance procedures check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures

xx	Section 8 informal review and hearing procedures <u>XX</u> Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved 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
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
xx	Policies governing any Section 8 Homeownership program <u>XX</u> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
xx	FSS Action Plan/s for public housing and/or Section 8 <u>XX</u> check here if included in the Section 8 Administrative Plan	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Accessi-bility	Size	Location
Income ≤ 30% of AMI	33,244	5	5	5	3	3	5

Income>30% but<=50%of AMI	16,750	5	5	5	2	3	5
Income>50% but<80%of AMI	8,401	3	3	3	1	2	4
Elderly	16,960	5	5	4	4	1	3
Familieswith Disabilities	5,919*	5	5	5	5	1	5
white/non-Hisp.	39,521	3	3	3	3	3	1
Black/non-Hisp.	16,446	5	5	5	3	5	5
Hispanic	2,919	5	5	5	3	5	5
Otherminority	1,667	5	5	5	3	5	5

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: Erie County Five Year Consolidated Plan/Action Plan 2001-2002  
Consolidated Plan, Amherst, Tonawanda, Cheektowaga Consortium- 2000-2005, and 2001 Annual Plan  
City of Buffalo, Interim Consolidated Plan- 2000-2002
- 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)  
\*Mainstream Housing Opportunities For Persons with Disabilities, Section 8 Application for Funding 2000.

**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.

<b>Housing Needs of Families on the Waiting List</b>
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	12,355		17.81%
Extremely low income <=30% AMI	9,542	77.23%	
Very low income (>30% but <=50% AMI)	2,813	22.77%	
Low income (>50% but <80% AMI)	0	0	
Families with children	6,818	55.18%	
Elderly families	1,176	9.52%	

Familieswith Disabilities	3,841	31.09%	
white/notHispanic	5,982	48.42%	
Hispanic	855	6.92%	
Black/notHispanic	6,174	49.97%	
AmericanIndian	186	1.51%	
Asian/PacificIsl.	13	0.11%	

Characteristicsby BedroomSize (PublicHousing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			

Isthewaitinglistclosed(selectone)?    xxNo Yes  
Ifyes:  
Howlonghasitbeenclosed(#ofmonths)?  
DoesthePHAexpectreopenthelistinthePHAPlanyear?NoYes  
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed?NoYes

## C.StrategyforAddressingNeeds

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

### (1)Strategies

#### **Need:Shortageofaffordablehousingforalleligiblepopulations**

#### **Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:**

Select all that apply

- Employeffectivemaintenanceandmanagementpoliciestominimize thenumberofpublichousingunitsoff-line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixed financedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection 8replacementhousingresources
  
- Maintainorincreasesection8lease-upratesbyestablishingpaymentstandards thatwillenablefamielstorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardlessofunitsizerequired
- Maintainorincreasesection8lease-upratesbymarketingtheprogranto owners,particularlythoseoutsideofareasofminorityandpoverty concentration
- Maintainorincreasesection8lease-upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocesstoensure coordinationwithbroadercommunitystrategies
- Other(listbelow):
  - Educateownersatsemi-annualseminarsineffectiveandlegaltenantscreening practicesandprovideperspectivelandlordswithcurrentaddress,current landlordandpreviouslandlord(whenpossible)ofassistedfamiliesin accordancewithHUDregulations.

#### **Strategy2:Increasethenumberofaffordablehousingunitsby:**

Select all that apply

Applyforadditionalsection8unitsshouldtheybecomeavailable

Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed-financehousing

PursuehousingresourcesotherthanpublichousingorSection8tenant-based assistance.

Other:(listbelow)

- UtilizeHUD-certificationasHomeownershipCounselingAgencytoassistlow &moderateincomefamiliesinbuyinghomes.

**Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian**

**Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI**

Select all that apply

ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow 30%ofAMIinpublichousing

ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIintenant-basedsection8assistance

Employadmissionspreferencesaimedatfamilieswiththeconomichardships

Adoptinterimre-examinationpoliciesthatsupportandencouragework

Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian**

**Strategy1:Targetavailableassistancetofamiliesatorbelow50%ofAMI**

Select all that apply

Employadmissionspreferencesaimedatfamilieswhoareworking

Adoptinterimre-examinationpoliciesthatsupportandencouragework

Other:(listbelow)

**Need:SpecificFamilyTypes:TheElderly**

**Strategy1:Targetavailableassistancetotheelderly:**

Select all that apply

Seekdesignationofpublichousingfortheelderly

Applyforspecial-purposevoucherstargetedtotheelderly,shouldtheybecome

available

xx Other:(listbelow)

- HA will maintain *Hope for Elderly Independence* (HEI) set-aside vouchers for frail-elderly applicants after initial ACC expires

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other:(listbelow)
- Collaborate with the Greater Buffalo Community Housing Center to assist new voucher recipients to move to low-poverty areas.

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

- None

**(2) Reasons for Selecting Strategies**

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

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

**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 supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

**FinancialResources:  
PlannedSourcesandUses**

<b>Sources</b>	<b>Planned\$</b>	<b>PlannedUses</b>
<b>1. FederalGrants(FY2003 grants)</b>		
a) PublicHousingOperatingFund	0	
b) PublicHousingCapitalFund	0	
c) HOPEVIRevitalization	0	
d) HOPEVIDemolition	0	
e) AnnualContributionsfor Section8Tenant-Based Assistance	18,188,617	
f) PublicHousingDrug EliminationProgram (includinganyTechnical Assistancefunds)	0	
g) ResidentOpportunityand Self-SufficiencyGrants	0	
h) CommunityDevelopment BlockGrant	0	
i) HOME	0	
OtherFederalGrants(listbelow)		
HopeforElderlyIndependence	200,000	ErieCo.supportive services
<b>2.PriorYearFederalGrants (unobligatedfundsonly)(list below)</b>	0	

<b>3.PublicHousingDwellingRental Income</b>	0	
<b>4.Otherincome</b> (listbelow)		
HAreserves	1,946,267	Sect.8Tenant-Based Assistance
FSSCoordinator(2positions)	91,136	salary&benefits
<b>4.Non-federalsources</b> (listbelow)	0	
<b>Totalresources</b>	20,426,020	

**3.PHAPoliciesGoverningEligibility,Selection,andAdmissions**

[24CFRPart903.79(c)]

**A.PublicHousing**

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

**(1)Eligibility**

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- \_\_\_ When families are within a certain number of being offered a unit: (state number)
- \_\_\_ When families are within a certain time of being offered a unit: (state time)
- \_\_\_ Other: (describe)

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

- \_\_\_ Criminal or Drug-related activity
- \_\_\_ Rental history
- \_\_\_ Housekeeping
- \_\_\_ Other (describe)

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

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

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

## (2) Waiting List Organization

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

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

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

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

c. If the PHA 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**

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

2. \_\_\_ Yes \_\_\_ No: Are any or all of the PHA's site-based waiting lists new for the

upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?  
If yes, how many lists?

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies

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

a. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability

- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists
- If selected, list targeted developments below:  
  
 Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments

If selected, list targeted developments below:

\_\_\_\_ Other (list policies and development targeted below)

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

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

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

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation

\_\_\_\_\_ Criminal and drug-related activity, more extensively than required by law or regulation

\_\_\_\_ More general screening than criminal and drug-related activity (list factors below)

\_\_\_\_ Other (list below)

b. \_\_\_\_ Yes xx No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

d. \_\_\_\_ Yes xx No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

\_\_\_\_ Criminal or drug-related activity

xx Other (describe below)

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

### **(2) Waiting List Organization**

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

\_\_\_\_ None

\_\_\_\_ Federal public housing

xx Federal moderate rehabilitation

xx Federal project-based certificate program

\_\_\_\_ Other federal or local program (list below)

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

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

xx Other (list below)

- Applicants may request an application by phone or mail and complete the application process through the mail. Applicants need not visit the PHA's agent's office to apply for Section 8 assistance.

### **(3) Search Time**

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

If yes, state circumstances below:

**As specified in HA's Administrative Plan (Chapter 8, Section F), a family may request an extension of the voucher time period. All requests for extensions must be received prior to the expiration date of the voucher. Extensions are permissible at the discretion of the HA up to a maximum of 60 days, primarily for reasons as described in Admin. Plan. Families with a household member with a disability may be granted extensions up to 120 days, as a reasonable accommodation.**

**(4) Admissions Preferences**

a. Incometargeting

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

b. Preferences

1. xx Yes \_\_\_ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of 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)
- xx Victims of domestic violence ( **for Family Unification Program participation** )
- \_\_\_ Substandard housing
- xx Homelessness ( **for vouchers initially targeted to homeless persons** )
- \_\_\_ 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
- xx Veterans and veterans' families ( **for VASH program participation** )
- xx Residents who live and/or work in your jurisdiction
- \_\_\_ Those enrolled currently in educational, training, or upward mobility programs
- \_\_\_ Household that contribute to meeting income goals (broad range of incomes)
- \_\_\_ Household that contribute to meeting income requirements (targeting)

\_\_\_ Those previously enrolled in educational, training, or upward mobility programs

\_\_\_ Victims of reprisals or hate crimes

xx \_\_\_ Other preference(s) (list below)

- Frail elderly, families with children in foster care, persons with disabilities and homeless veterans receive a preference in selection, but **only to the extent that targeted vouchers are available** .

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

\_\_\_ 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

\_\_\_ Household that contributes to meeting income goals (broad range of incomes)

\_\_\_ Household that contributes to meeting income requirements (targeting)

\_\_\_ Those previously enrolled in educational, training, or upward mobility programs

\_\_\_ Victims of reprisals or hate crimes

3 \_\_\_ Other preference(s) (list below)

- **Certain applicants receive preference in selection for targeted vouchers, but only to the extent that those vouchers are available** .

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

xx \_\_\_ Date and time of application

\_\_\_ Drawing (lottery) or other random choice technique

5.IfthePHAplanstoemploypreferencesfor“residentstholiveand/orworkinthe jurisdiction”(selectone)

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

6.Relationshipofpreferencesto incometargeting requirements:(selectone)

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

### **(5)SpecialPurposeSection8AssistancePrograms**

a.Inwhichdocumentsorotherreferencematerialsarethepoliciesgoverning eligibility,selection,andadmissionstoanyspecial-purposesection8program administeredbythePHAcontained?(selectallthatapply)

- TheSection8AdministrativePlan  
 Briefingsessionsandwrittenmaterials  
 Other(listbelow)

a. HowdoesthePHAannouncetheavailabilityofanyspecial-purposesection8 programstothe public?

- Throughpublishednotices  
 Other(listbelow)
- ThePHA’sextensivewaitlistensuresufficientqualifiedapplicantswithout muchoutreach;noticeofspecialpurposevouchersissenttoWLapplicants.
  - Informationalnoticesaredistributedtokeyareaagencies.
  - HousingCounselorsandHousingResourceRoomCoordinatorandstaff informapplicantsofopportunities thatmaybeavailablethrough special-purposeSection8Programs.

### **4.PHARentDeterminationPolicies**

[24CFRPart903.79(d)]

#### **A.PublicHousing**

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

#### **(1)IncomeBasedRentPolicies**

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 :

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

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

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

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

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

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

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

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

e. Ceiling rents

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

- \_\_\_ Yes for all developments
- \_\_\_ Yes but only for some developments
- \_\_\_ No

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

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

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

- \_\_\_ Market comparability study
- \_\_\_ Fair market rents (FMR)
- \_\_\_ 95<sup>th</sup> percentile rents

- 75percentofoperatingcosts
- 100percentofoperatingcostsforgeneraloccupancy(family)developments
- Operatingcostsplusdebt-service
- The "rentalvalue "oftheunit
- Other(listbelow)

f. Rentre-determinations :

1. Between incomere examinations, 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)

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)

\_\_\_\_\_ A tor above 90% but below 100% of FMR

100% of FMR

Above 100% but at or below 110% of FMR ( **asan area-wide exception, for areas of very low poverty** ) .

Above 110% of FMR (if HUD approved; describe circumstances below)

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

FMRs are adequate to ensure success among assisted families in the PHA 's segment of the FMR area

The PHA has chosen to serve additional families by lowering the payment standard

Reflects market or submarket

Other (list below)

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

FMRs are not adequate to ensure success among assisted families in the PHA 's segment of the FMR area

Reflects market or submarket

To increase housing options for families

Other (list below)

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

Annually

Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

- The PHA will approve payment standards up to 110% of FMR for families with a member who has a disability and who are experiencing difficulty in locating suitable and accessible housing.
- The PHA has increased the payment standard to 110% of FMR in high cost areas of the County, with HUD approval, in order to expand the availability of decent affordable housing.

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[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:

#### **1) PHA Consortium**

The Consortium, through its steering committee, makes major policy decisions for program operation, participates in periodic review of the program, provides space in municipal buildings as needed on an intermittent basis, and is generally helpful to the Administering Agency (i.e. in outreach to landlords and tenants).

#### **2) Erie County CDH Housing Steering Committee**

This advisory committee is responsible for review of the program and makes policy recommendations to the PHA Consortium from time to time.

#### **3) Applicant PHA**

The "Applicant PHA", the Town of Amherst, is responsible for signing the application for Section 8 funds, signing the Annual Contributions Contract with the U.S. Department of Housing and Urban Development, signing the contract with the Administering Agency, and adopting the Administrative Plan, all on behalf of the PHA Consortium.

#### **4) Administering Agency**

Belmont Shelter Corp. is the Administering Agency under contract to the Town of Amherston behalf of the PHA Consortium. As such, its responsibilities are to prepare the application(s) for Section 8 program funds, work with HUD and the Erie County Department of Planning (D/P) in preparing the ACC, administer the program in keeping with HUD requirements and the policies established by the Consortium, submit reports as requested by the Consortium, provide information relative to periodic review of the program upon request and establish accounting procedures with HUD and the Applicant PHA, for operation of the program.

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

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

## **B. HUD Programs Under PHA Management**

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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	N/A	N/A
Section 8 Vouchers	3190	409
Section 8 Certificates	0	0
Section 8 Mod Rehab	213	48

Special Purpose Section 8 Certificates/Vouchers (list individually)		
Family Unification	488	56
Homeless Set-aside	225	40
Hope for Elderly Indep.	150	30
Mainstreaming Persons with Disabilities	236	28
Project-based Assist.	Incl. w/vouchers	
Veterans Admin. Supportive Hsg. (VASH)	23	10
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs (list individually)	N/A	

### **C. Management and Maintenance Policies**

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

(1)PublicHousingMaintenanceandManagement:(listbelow)

(2)Section8Management:(listbelow)

- **Section8AdministrativePlan**

## **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. PublicHousing**

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

If yes, list additions to federal requirements below:

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 applicantstotheSection8tenant-basedassistanceprogramand informalhearingproceduresforfamiliesassistedbytheSection 8tenant-basedassistanceprograminadditiontofederal requirementsfoundat24CFR982?

If yes, list additionstofederalrequirementsbelow:

- **TheHAreservestherighttobenotifiedinadvanceifthefamilyintendsto berepresentedbylegalcounsel,advocate,oranotherparty;haveits attorneypresent;andhavestaffpersonsandotherwitnessesfamiliarwith thecasepresent.**

2. WhichPHAofficeshouldapplicantSORassistedfamiliescontacttoinitiatethe informalreviewandinformalhearingprocesses?(selectallthatapply)

PHA'sagent's,BelmontShelterCorp.,mainadministrativeoffice  
 Other(listbelow)

## **7. Capital Improvement Needs**

[24CFRPart903.79(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: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

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

Select one:

TheCapitalFundProgramAnnualStatementisprovidedasanattachmentto thePHAPlanatAttachment(statename)

-or-

\_\_\_\_\_ TheCapitalFundProgramAnnualStatementisprovidedbelow:(ifselected,  
copytheCFPAnnualStatementfromtheTableLibraryandinsertthere)

**(2)Optional5-YearActionPlan**

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization

grantinthePlanyear?  
Ifyes,listdevelopmentname/sbelow:

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**

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.)**

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition	
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY)

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

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

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

[24 CFR Part 903.79(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

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:

<p>2.Designationtype:</p> <p><input type="checkbox"/> Occupancybyonlytheelderly</p> <p><input type="checkbox"/> Occupancybyfamilieswithdisabilities</p> <p><input type="checkbox"/> Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities</p>
<p>3.Applicationstatus(selectone)</p> <p><input type="checkbox"/> Approved;includedinthePHA'sDesignationPlan</p> <p><input type="checkbox"/> Submitted,pendingapproval</p> <p><input type="checkbox"/> Plannedapplication</p>
<p>4.Datethisdesignationapproved,submitted,orplannedforsubmission: <u>          (DD/MM/YY)</u></p>
<p>5.Ifapproved,willthisdesignationconstitutea(selectone)</p> <p><input type="checkbox"/> NewDesignationPlan</p> <p><input type="checkbox"/> Revisionofapreviously-approvedDesignationPlan?</p>
<p>1. Numberofunitsaffected:</p> <p>7.Coverageofaction(selectone)</p> <p><input type="checkbox"/> Partofthedevelopment</p> <p><input type="checkbox"/> Totaldevelopment</p>

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24CFRPart903.79(j)]

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

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD 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 as streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description

information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved): <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved): <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved): <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

**11.HomeownershipProgramsAdministeredbythePHA**

[24CFRPart903.79(k)]

**A.PublicHousing**

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

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  
 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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)

5. Numberofunitsaffected:  
6.Coverageofaction:(selectone)  
 Partofthedevelopment  
 Totaldevelopment

**B.Section8TenantBasedAssistance**

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 24CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

- The PHA will require that the family participate in the Family Self-Sufficiency Program for a minimum of six (6) months prior to commencement of the Home Ownership Assistance Payment. Elderly and disabled families are exempt from this requirement as are those families whom may have already graduated from FSS.
- Families will also be required to complete a homeownership counseling program which covers the HUD-required curriculum.

## **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**

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target support 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

- PartnertoadministeraHUDWelfare-to-Workvoucherprogram  
 Jointadministrationofotherdemonstrationprogram(FamilyUnification  
 Program)  
 Other(describe)

**B. Servicesandprogramsofferedtoresidentsandparticipants**

**(1)General**

a.Self-SufficiencyPolicies

Which,ifanyofthefollowingdiscretionarypolicieswillthePHAemployto  
 enhancetheeconomicandsocialself-sufficiencyofassistedfamiliesinthe  
 followingareas?(selectallthatapply)

- Publichousingrentdeterminationpolicies  
 Publichousingadmissionspolicies  
 Section8admissionspolicies  
 Preferenceinadmissiontosection8forcertainpublichousingfamilies  
 Preferencesforfamiliesworkingorengagingintrainingoreducation  
 programsfornon-housingprogramsoperatedorcoordinatedbythe  
 PHA  
 Preference/eligibilityforpublichousinghomeownershipoption  
 participation  
 Preference/eligibilityforsection8homeownershipoptionparticipation  
 Otherpolicies(listbelow)

b.EconomicandSocialself-sufficiencyprograms

Yes  No:DoesthePHAcoordinate,promoteorprovideany  
 programstoenhancetheeconomicandsocial  
 self-sufficiencyofresidents?(If "yes",completethe  
 followingtable;if "no"skiptosub-component2,Family  
 SelfSufficiencyPrograms.Thepositionofthetablemay  
 bealteredtofacilitateitsuse.)

**ServicesandPrograms**



b. \_\_\_ Yes xx No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

- The PHA received funds, in FY '00, & FY '01, that allow for a full-time FSS Coordinator. Beginning in FY '02, funding has been allocated for two full-time FSS coordinator positions. Both positions are currently filled and these persons will concentrate on increasing enrollment by targeting recruitment efforts to participating families, with an emphasis on contacting those who are under-employed, recently unemployed or near completion of a training or higher education program.

### **C. Welfare Benefit Reductions**

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

### **13. PHA Safety and Crime Prevention Measures**

[24CFR Part 903.79(m)]

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

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

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

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

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

\_\_\_\_\_ Safety and security survey of residents

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

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

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

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

- \_\_\_\_\_ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- \_\_\_\_\_ Crime Prevention Through Environmental Design
- \_\_\_\_\_ Activities targeted to at-risk youth, adults, or seniors
- \_\_\_\_\_ Volunteer Resident Patrol/Block Watchers Program
- \_\_\_\_\_ Other (describe below)

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

**C. Coordination between PHA and the police**

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

- \_\_\_\_\_ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- \_\_\_\_\_ Police provide crime data to housing authority staff for analysis and action
- \_\_\_\_\_ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- \_\_\_\_\_ Police regularly testify in and otherwise support eviction cases
- \_\_\_\_\_ Police regularly meet with the PHA management and residents



## **17.PHA Asset Management**

[24CFR Part 903.79(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 **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24CFR Part 903.79(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?

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

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

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

\_\_\_\_ Provided below:

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

\_\_\_\_ Considered comments, but determined that no changes to the PHA Plan were necessary.

\_\_\_\_ The PHA changed portions of the PHA Plan in response to comments

\_\_\_\_ List changes below:

\_\_\_\_ Other: (list below)

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

1.  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:

**Erie County Five Year Consolidated Plan/Action Plan - 2001-2002**

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Applying for additional Section 8 Rental Vouchers, if funding is authorized, as a means to assist very low income households; including funding targeting special needs populations and persons receiving TANF.
  - HA will maintain *Hope for Elderly Independence* (HEI) set-aside after initial ACC expires
  - HA will provide renter and home ownership counseling services to low and very low income consortium residents to ensure geographic choice, to prevent homelessness, and to make referrals for supportive services.
- \_\_\_\_\_ Other: (list below)

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

- Funding of programs to assist the homeless and for the prevention of homelessness which will ensure the adequacy of existing funding of Section 8 Program targeting the homeless.
- The rehabilitation of existing renter-occupied low income housing with HOME and/or CDBG funds will ensure that low income housing will remain in standard condition.
- Support applications for funding for additional Section 8 Rental Vouchers, if funding becomes available.
- Support Housing Opportunities Made Equal in recording and investigating reports of housing discrimination and in providing paralegal counseling to victims of housing bias therefore enabling the HA a point of referral for discrimination complaints.

■

1. Consolidated Plan jurisdiction:

**Consolidated Plan, Amherst, Tonawanda, Cheektowaga Consortium-  
2000-2005**

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Applying for additional Section 8 Rental Vouchers, if funding is authorized, as a means to assist low income consortium households.
  - HA will maintain *Hope for Elderly Independence* (HEI) set-aside after initial ACC expires
  - HA will apply for additional vouchers, if funding is authorized, for the Mainstreaming Persons with Disabilities targeted Section 8 Program.
  - HA will provide renter and home ownership counseling services to low and very low income consortium residents to ensure geographic choice, to prevent homelessness, and to refer for support services.
- Other: (list below)

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

- Funding of programs to assist the homeless and for the prevention of homelessness which will ensure the adequacy of existing funding of Section 8 Program targeting the homeless.
- The rehabilitation of existing renter-occupied low income housing through the Community Development Block Grant Program will ensure that low income housing will remain in standard condition.
- Support applications for funding for additional Section 8 Rental Vouchers, if funding becomes available.

1. Consolidated Plan jurisdiction:

**City of Buffalo, Interim Consolidated Plan 2000-2002**

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- HA will maintain *Hope for Elderly Independence* (HEI) asset-aside after initial ACC expires.
  - HA will apply for additional vouchers, if funding is authorized, for the Mainstreaming Persons with Disabilities targeted Section 8 Program.
  - HA will apply for Section 8 Rental Vouchers through the Welfare-to-Work Program should funding be authorized.
  - HA has received HUD certification as a Housing Counseling Agency, which will enable HA to assist residents by providing 1<sup>st</sup> time home buyer and foreclosure prevention counseling.
- Other: (list below)

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

- Funding of programs to assist the homeless and for the prevention of homelessness which will ensure the adequacy of existing funding of Section 8 Program targeting the homeless.
- The rehabilitation of existing greener-occupied low income housing through the Community Development Block Grant Program will ensure that low income housing will remain in standard condition.
- Support applications for funding for additional Section 8 Rental Vouchers, if funding becomes available.
- Support Housing Opportunities Made Equal in recording and investigating reports of housing discrimination and in providing paralegal counseling to victims of housing bias therefore enabling the HA a point of referral for discrimination complaints.

#### **D. Other Information Required by HUD**

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

ThePHA,inresponseto24CFR903.7(r),hasdefined“substantialdeviation”and  
“significantamendmentormodification”tothe5-YearandAnnualAgencyPlanas:

DiscretionarychangesintheplansorpoliciesofthePublicHousingAgencythat  
fundamentallychangethemission,goals,objectivesorplansoftheagencyandwhich  
requireformalapprovalofthePHA’sSteeringCommitteeandreviewbytheResident  
AdvisoryBoard.

## **Attachments**

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

**RESIDENT ADVISORY BOARD MEMBERS:**

TENANT\_FUL

Camille Daniels  
Christiel Mendes  
Gail Shepard  
Patrice R. Spears  
Stefan Winston  
Yolanda M. Soto  
Chandra D. Pierce Johnson  
Shirley Padilla  
Limary Morales  
Sandra Robinson  
Denai Bowman  
Andrea Stewart  
Angela D. Jones  
Linda L. Hall  
Tata Jefferson  
Sharon A. Anderson  
Sabrina L. Nicholson  
Monica M. Mylers  
Francisca M. Rosa  
Bridget James  
Ronnie L. McCrimager  
Angelique Houston  
Jemei Loatman  
Michelle G. Harris  
Jackqueline Ross  
Charles S. Cichon  
Donald Drozdiel  
Sally Bauer  
Rochelle M. Nati  
Kelly York  
Patricia Ramos  
Evelyn Neill  
Jean L. DiCioccio  
John Cassatta  
Deborah Terkula  
Lillian L. Martin  
Marisa A. Dryja

**PHA Plan  
Table Library**

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

**Annual Statement**









**CapitalFundProgram(CFP)PartI:Summary**

CapitalFundGrantNumberFFYofGrantApproval:

(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	<b>AmountofAnnualGrant(Sumoflines2-19)</b>	
21	Amountoffline20RelatedtoLBPActivities	
22	Amountoffline20RelatedtoSection504Compliance	

23	Amountoffline20RelatedtoSecurity	
24	Amountoffline20RelatedtoEnergyConservation Measures	

**AnnualStatement**

**CapitalFundProgram(CFP)PartII:SupportingTable**











General Development Main Activity Categories  
Development Activities  
HA-Wide Activities  
Estimated  
Cost

**AnnualStatement**

**CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

## 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.

<b>Optional 5-Year Action Plan Tables</b>
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Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Totalestimatedcostovernext5years</b>		

# Optional Public Housing Asset Management Table

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

<b>Public Housing Asset Management</b>
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<b>Development Identification</b>	<b>Activity Description</b>
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Name,  
Number, and  
Location

Number and  
Type of units  
Capital Fund Program  
Parts II and III

*Component 7a*  
Development  
Activities

*Component 7b*  
Demolition/  
disposition

*Component 8*  
Designated housing

*Component 9*  
Conversion

*Component 10*  
Home-ownership

*Component 11a*  
Other (describe)

*Component 17*

