

# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008  
Annual Plan for Fiscal Year 2004

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

**PHA Plan  
Agency Identification**

**PHA Name:** **New Rochelle Municipal Housing Authority**

**PHA Number:** **NY88**

**PHA Fiscal Year Beginning: (mm/yyyy) 07/2004**

**Public Access to Information**

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

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

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

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

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

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

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

**Annual PHA Plan  
PHA Fiscal Year 2004**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

*Not Applicable – refer to PIH Notice 99-51 Page 3 Section III, D*

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

<b>Table of Contents</b>		<u>Page #</u>
1. Housing Needs		10
2. Financial Resources		17
3. Policies on Eligibility, Selection and Admissions		18
4. Rent Determination Policies		26
5. Operations and Management Policies		31
6. Grievance Procedures		33
7. Capital Improvement Needs		34
8. Demolition and Disposition		36
9. Designation of Housing		37
10. Conversions of Public Housing		38
11. Homeownership		40
12. Community Service Programs		42
13. Crime and Safety		45
14. Pets		47
15. Civil Rights Certifications (included with PHA Plan Certifications)		53
16. Audit		54
17. Asset Management		55
18. Other Information		56

## Attachments

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

### Required Attachments:

- Admissions Policy for Deconcentration  
*Not applicable at this time because family incomes at both developments are within acceptable range.*
- FY 2004 Capital Fund Program Annual Statement  
**Attachment**  
***A. Capital Fund Program Annual Statement***
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan  
**Attachment**  
***B. Capital Fund Program 5 Year Action Plan***
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)  
**Attachment**  
***C. Resident Comments***
- Other (List below, providing each attachment name)  
**Attachment**  
***D. Income, Exclusion from Income, and Deductions from Income***  
***E. Statement of Progress of Agency Plan Goals***  
***F. Resident Membership of the PHA Governing Board***  
***G. Membership of the Resident Advisory Board***  
***H. REAC Follow Up Plan***  
***I. P/E Report (2002 CFP) – 12/31/2003***  
***J. P/E Report (2003 CFP) – 12/31/2003***

## Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
X	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,249	5	5	4	4	4	4
Income >30% but <=50% of AMI	1,511	4	5	4	3	4	3
Income >50% but <80% of AMI	576	4	4	3	3	4	3
Elderly	3,375	4	4	4	4	2	3
Families with Disabilities	N/A	4	4	3	4	3	3
Race/Ethnicity (white)							
Race/Ethnicity (black)	N/A	4	4	3	3	3	3
Race/Ethnicity (hispanic)	N/A	4	4	3	3	3	3
Race/Ethnicity (other)							

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 *Westchester County Consortium*  
Indicate year: 1995-1999
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing - <b>Family</b>			
<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	260		
Extremely low income <=30% AMI	253	97%	
Very low income (>30% but <=50% AMI)	5	2%	
Low income (>50% but <80% AMI)	2	1%	
Families with children	256	98%	
Elderly families	4	2%	
Families with Disabilities	4	2%	
Race/ethnicity White)/Hispanic	94	36%	
Race/ethnicity Black)/Hispanic	166	64%	
Race/ethnicity Hispanic)	84	32%	
Race/ethnicity Other)	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0%	
2 BR	260	100%	
3 BR	0	0%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 7 Months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>
--

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing - *Senior*  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	514		
Extremely low income <=30% AMI	441	85%	
Very low income (>30% but <=50% AMI)	71	14%	
Low income (>50% but <80% AMI)	2	1%	
Families with children	0	0%	
Elderly families	334	65%	
Families with Disabilities	180	35%	
Race/ethnicity (white)	161	31%	
Race/ethnicity (black)	309	60%	
Race/ethnicity (hispanic)	38	8%	
Race/ethnicity (other)	6	1%	

Characteristics by  
Bedroom Size (Public  
Housing Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

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

If yes:

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

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	178		
Extremely low income <=30% AMI	151	85%	
Very low income (>30% but <=50% AMI)	27	15%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	111	62%	
Elderly families	15	8%	
Families with Disabilities	26	15%	
Race/ethnicity (white)/Hispanic	53	30%	
Race/ethnicity (black)/Hispanic	124	70%	
Race/ethnicity (hispanic)	27	15%	
Race/ethnicity (other)	1	5%	

Characteristics by  
Bedroom Size (Public  
Housing Only)

1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

How long has it been closed (# of months)? 50 Months

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

#### **Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**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 vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	784,323	
b) Public Housing Capital Fund (based on 2003 CFP grant amount)	921,470	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,401,895	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants	200,000	
h) Community Development Block Grant		
i) HOME	50,000	
Other Federal Grants (list below):		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) (as of 12/31/2003)</b>		
2003 CFP (501)	664,214	Modernization
2003 CFP (502)	160,685	Modernization
<b>3. Public Housing Dwelling Rental Income</b>		
Rental	2,095,400	Operations
<b>4. Other income (list below)</b>		
Investment Income	10,000	Operations
Other Income	172,000	Operations
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>7,459,987</b>	<b>Modernization &amp; Operations</b>

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

**(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
  - When families are within a certain time of being offered a unit: (state time)  
**2 Months**
  - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
  - Rental history
  - Housekeeping
  - Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
  - PHA development site management office
  - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

***The PHA has no site based waiting list.***

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

**(4) Admissions Preferences**

- a. Income targeting:
  - Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
  - Emergencies
  - Overhoused
  - Underhoused

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

**1** Date and Time

Former Federal preferences:

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

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)

**(2) Waiting List Organization**

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

*If attempts to find units did not produce results.*

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

**1** Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- Date and time of application
- Drawing (lottery) or other random choice technique

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)

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

- Through published notices  
 Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

***The HA’s Admission and Continued Occupancy Policy, Section 13.3 Minimum Rent addresses hardship exemption in the following way:***

*“If the family requests a hardship exemption, the Housing Authority will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.*

A. *A hardship exists in the following circumstances:*

- 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;*
- 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;*
- 3. When the income of the family has decreased because of changed circumstances, including loss of employment;*

4. *When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;*

5. *When a death has occurred in the family.*

B. *No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.*

C. *Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will be not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.*

D. *Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.*

E. *Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.*

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

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

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

***The HA has set flat rents at the Section FMR levels.***

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  
 75 percent of operating costs  
 100 percent of operating costs for general occupancy (family) developments  
 Operating costs plus debt service  
 The "rental value" of the unit  
 Other (list below)

f. Rent re-determinations:

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

- Never  
 At family option

- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)
  - A. *A family member is added through birth, adoption or court awarded custody.*
  - B. *A household member is leaving or left the family.*

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

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA’s segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard

- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

***Same "Hardship Policy" as Public Housing. Refer to Section 4 "PHA Rent Determination Policies" question 3 on page 28 for policy text.***

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:  
*7 members of Board Commission*  
*2 elected resident commissioners*  
*Authority Executive Director*  
*6 administrative staff*  
*Maintenance – 1 supervisor, 11 maintenance workers*

**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	543	5%
Section 8 Vouchers	201	3%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually) HOME	240	0%
Senior Citizen ROSS	253	5%
Department of Education Computer Technology Center	543	5%

**C. Management and Maintenance Policies**

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

**(1) *Public Housing Maintenance and Management:***

- *Admission and Continued Occupancy Policy*
- *Blood-Borne Diseases Policy*
- *Capitalization Policy*
- *Check Signing Authorization Policy*
- *Criminal, Drug Treatment Policy*
- *Deconcentration Policy*
- *Disposition Policy*
- *Drug-Free Workplace Policy*
- *Equal Housing Opportunity Policy*
- *Ethics Policy*
- *Facilities Use Policy*
- *Fund Transfer Policy*
- *Grievance Procedure*
- *Hazardous Materials Policy*
- *Investment Policy*
- *Maintenance Policy*
- *Natural Disaster Guidelines*
- *Pest Control Policy*
- *Procurement Policy*
- *Public Housing Lease*
- *Section 3 Policy*

**(2) *Section 8 Management***

- *Section 8 Administrative Plan*

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

## A. Capital Fund Activities

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

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

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

Select one:

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

**Attachment**

***A. Capital Fund Program Annual Statement***

-or-

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

### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

**Attachment**

***B. Capital Fund Program 5-Year Action Plan***

-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 grant in the Plan year?

If yes, list development name/s below:

***NY88-4: Hartley Houses***

***The PHA may apply for a HOPE VI demolition grant depending upon readiness to meet filing deadlines and published selection criteria.***

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

***NY88-4: Hartley Houses***

***– Continuing planning stage and best efforts to file application for tax credits and/or other funding sources.***

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:

***No, other than possible Application for HOPE VI Demolition.***

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to

component 9; if “yes”, complete one activity description for each development.)

**Demolition Application**

– ***May apply for HOPE VI demolition funding.***

**Disposition Application**

***-Expect to file for portion (or all) of Hartley Houses***

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:	<b><i>Hartley Houses</i></b>
1b. Development (project) number:	<b><i>NY88-4</i></b>
2. Activity type:	Demolition <input checked="" type="checkbox"/> <b><i>May file revised Demolition application</i></b> Disposition <input checked="" type="checkbox"/> <b><i>Intend to file Disposition application for at least portion of site to be developed first.</i></b>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> <b><i>Demolition application currently off-line from processing</i></b> Planned application <input checked="" type="checkbox"/> <b><i>Disposition application for at least portion of site</i></b>
4. Date application approved, submitted, or planned for submission:	<b><i>(03/22/2004)</i></b>
5. Number of units affected:	<b><i>240 units Over 6 Years (48 units for first 2.5 years, 192 for next 2.5 to 3.5 years)</i></b>
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development ( <b><i>or current year</i></b> ) <input type="checkbox"/> Total development ( <b><i>for later year</i></b> )
7. Timeline for activity:	<b><i>Pending application approval guidelines</i></b> a. Actual or projected start date of activity: <b><i>07/15/2005 (for Phase I)</i></b> b. Projected end date of activity: <b><i>07/15/2007 (for Phase I)</i></b>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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: Hartley Apartments & Bracey Apartments	
1b. Development (project) number: NY88-4 & NY88-3	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input checked="" 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 checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input checked="" type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

--

**B. Voluntary Conversion Initial Assessments**

- a) How many of the PHA’s developments are subject to the Required Initial Assessments?  
*Two (2)*
  
- b) How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?  
*Two (2)*
  
- c) How many Assessments were conducted for the PHA’s covered developments?  
*Two (2)*
  
- d) Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:  
*None*

<b>Development Name</b>	<b>Number of Units</b>

- e) If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

<b>C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937</b>
---

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<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"/> HOPE I <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. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component

12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip

to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Job Skills Development	100	First come, first serve	Family Sites	Public Housing
ROSS	253	Open enrollment	H.A. Community Rooms Senior Citizens	Public Housing

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 04/15/04)
Public Housing		
Section 8	68	60

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

If no, list steps the PHA will take below:

*N/A The HA is maintaining the minimum program size by HUD.*

**C. Welfare Benefit Reductions**

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

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

*NY88-3    Bracey Apartments    100 units*  
*NY88-4    Hartley Homes            240 units*

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

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

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

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

NY88-3 Bracey Apartments 100 units

NY88-4 Hartley Homes 240 units

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

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

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

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

NY88-3 Bracey Apartments 100 units

NY88-4 Hartley Homes 240 units

**D. Additional information as required by PHDEP/PHDEP Plan**

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

N/A

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

**14. Pet Policy**

[24 CFR Part 903.7 9 (n)]

**PET RULES FOR SENIOR CITIZEN AND FAMILY BUILDINGS**

I. The New Rochelle Municipal Housing Authority (the “Housing Authority”) hereby adopts the following Pet Rules (the “Pet Rules” or “Rules”) to govern the registration, ownership and care of pets by residents of the Housing Authority.

These Rules supersede any pet rules previously adopted by the Housing Authority. The effective date of these rules is July 1, 2001.

I. Pets Permitted.

- a. Only one (1) common household pet is permitted for each dwelling unit, subject to these Rules. The lease holder/head of household of the dwelling unit will be deemed the owner of any pet located in the dwelling unit and will be fully responsible for such pet (the “tenant”, “tenant owner” or “pet owner”).
- b. For purposes of these Rules, common household pets are defined as and shall be limited to dogs, cats, caged birds and fish.
- c. No pet may exceed eighteen inches in height or weigh more than twenty-five pounds when fully grown. No fish tank with a capacity of more than ten (10) gallons is permitted.
- d. Any animal deemed by the Housing Authority to be potentially harmful to the health or safety of others, including but not limited to attack or fight trained dogs will not be allowed. For purposes of this Rule, the following breeds/types of dogs are presumed to be dangerous and not permitted: pit bulls, German police dogs, rottweilers, Doberman pinschers and any other type or breed of dog not permitted under state or local law or ordinance.

II. Registration and Licensing.

- a. The tenant owner must register all pets with the Housing Authority at its offices located at 50 Sickles Ave., New Rochelle, NY. Each pet must be registered before it is brought onto the property or premises of the Housing Authority. This registration will and must be updated annually during the tenant’s annual rectification review. Such registration must include the following:
  1. A certificate signed by a licensed veterinarian or a State or local authority empowered to inoculate animals (or an agent designated by such authority) stating that the pet has received all inoculations required by applicable State and local law and is scheduled to receive any additional inoculations at the appropriate age of the pet;
  2. A picture of the pet;
  3. Documentation that the pet is licensed in accordance with applicable state and local laws, regulations and ordinances;
  4. The name, address and telephone number of one or more responsible adults who will care for the pet in the event of the absence or incapacity of the pet owner;
  5. A completed and signed Authorization/Pet Ownership Form in the form annexed to these Rules, and a countersigned copy of these Rules stating that the tenant understands and agrees to abide by these Rules

6. The Housing Authority may refuse to register a pet or refuse to permit a pet's ownership by a tenant to continue if the tenant pet owner fails to provide complete pet registration information or fails annually to update the pet registration during the annual tenant rectification.
7. The Housing Authority may also refuse to register a pet or refuse to permit a pet's ownership by a tenant to continue if the Housing Authority reasonably determines, based on the pet owner's habits and practices, that the pet owner will be or is unable to keep the pet in compliance with the Pet Rules and other lease obligations. The pet's temperament may be considered as a factor in determining the prospective pet owner's ability to comply with the Pet Rules and other lease obligations.

#### IV. Inoculations and Health Care Requirements.

- a. In addition to the registration requirements as set forth in Section III above, The tenant owner must, on request of the Housing Authority, provide written verification that the pet has received the following shots/treatments:
  1. Dogs:
    - (a) Distemper, hepatitis, leptospirosis (two Types), parovirus, parasite influenza, kennel cough. The Housing Authority understands that such inoculations are administered in one shot each month until the dog reaches four (4) months of age, and annually thereafter;
    - (b) Rabies inoculations with one shot at six (6) months of age and every three months thereafter;
    - (c) A blood test for heartworm and medication (liquid or pill) for all dogs once each year. Such medication should be given to dogs from May to December each year;
    - (d) Periodic veterinary checking and treatment for ear mites.
  2. Cats:
    - (a) Panleukopenia (feline distemper) calici virus, rhinotrachitis. The Housing Authority understands that these shots are to be administered annually;
    - (b) Rabies – the Housing authority understands that these shots are administered annually or every three years, depending upon vaccine need and any vaccine is only good for one year if the cat is under one year of age;
    - (c) Veterinary checking and treatment for ear mites.
  3. For Dogs and Cats – any other inoculations or treatments prescribed by state or local law or ordinance.

### III. Additional Care/Hygiene Requirements for Dogs and Cats.

- a. All dogs and cats must be properly bathed and cared for , including the following:
  1. Proper periodic treatment for odors/dermatitis (skin problems) including the use of flea/tick sprays or powders as needed;
  2. Frequent brushing for hygienic purposes;
  3. Toe nails should be periodically clipped by a veterinarian or pet groomer, an cats should be provided with a scratching post by owner;
  4. Tenant must use bleach or other strong disinfect in the event that the tenant's pet urinates, sprays or defecates in an apartment or other indoor area;
  5. All pets must have an annual check up and receive an updated certificate of inoculation by a licensed veterinarian or State or Local official and such certificate shall be presented by the tenant owner to the Housing Authority at the time of the annual rectification of the tenant.
- b. Spaying or Neutering;
  1. All cats and dogs must be spayed or neutered before they become six (6) months old and the tenant owner must promptly furnish the Housing Authority with documentation from a licensed Veterinarian that such pet has been spayed or neutered as the case may be.

### IV. Standards of Pet Care.

- a. Pet Waste.
  1. Pet owners may not exercise pets or allow the deposit of pet waste on Housing Authority property, except as provided in Section (a)(4) below with respect to cats.
  2. All animal waste must be cleaned promptly by the owner and discarded in a sanitary manner.
  3. Tenants shall be responsible for the immediate removal of dog feces dropped anywhere by placing same in a bag or small container and disposing of the same properly and as prescribed by applicable local ordinance.
  4. With respect to cats:
    - (a) Tenants owning a cat shall provide a waterproof tray for the animal's use in the tenant's apartment. Waste is to be separated from kitty litter daily, placed in a properly wrapped trash bag, and properly disposed of. Kitty litter is to be changed twice weekly and disposed of in

properly wrapped trash bags. Under no circumstances is kitty litter to be flushed in the toilet. Properly wrapped litter should be double bagged and placed in the proper trash container.

- b. No pet may be left unattended by the tenant or a responsible adult household member of the tenant for a period of more than twelve (12) consecutive hours.
- c. Leash and Muzzle Regulations and Limited Areas of Pet Access:
  - 1. All dogs and cats must be appropriately restrained and under the control of a responsible individual over the age of eight (8) when outside the tenant owner's apartment on a leash no longer than four feet in length.
  - 2. Dogs must be muzzled at all times when outside the tenant owner's apartment.
  - 3. Dogs and cats are not allowed in any community room, laundry room, hallways, offices or any other common area in any Housing Authority building except as needed for ingress and egress into and out of the building in which the tenant owner resides.
- d. Noise.
  - 1. The tenant owner is responsible for controlling any pet noise. No excessive pet noise will be tolerated and may be grounds for the removal of the pet or termination of the pet owner's tenancy.

VII. Liability and Financial Responsibility.

- a. The tenant owner is responsible for and shall be liable for any and all damages caused by that tenant's pet, and agrees to assume full and complete financial responsibility for the pet.

#### Inspections of Pet Owner's Apartments

- a. The Housing Authority, upon no less than 24 hours notice to the tenant, may inspect the tenant owner's apartment on no less that a bi-annual basis to determine whether the tenant is in compliance with these Pet Rules, and the Tenant owner agrees to permit such inspections.

#### Visiting Pets.

- a. Only pets registered in accordance with these Pet Rules are permitted on the property or premises of the Housing Authority. No visiting pets whatsoever are allowed for any period of time.

#### VIII. Removal of Pets.

- a. The Housing Authority, or an appropriate community authority, may require the removal of any pet from the Housing Authority property or premises if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety or other occupants of the Housing Authority or of other persons in the community where the project is located.

#### IX. Pet Deposit.

- a. At the time of pet registration, the tenant owner is required to deposit with the Housing Authority the sum of \$300.00 as a refundable pet deposit. The pet deposit will be used by the Housing Authority, if necessary, to pay all reasonable expenses directly attributable to the presence of the pet in the project, including, but not limited to, the cost of repairs and replacements to, and fumigation of, the tenant's dwelling unit or damage done to other premises of the Housing Authority.
- b. The Housing Authority will refund to the tenant the unused portion of the pet deposit within sixty (60) days after the tenant moves out of the Housing Authority or no longer owns or keeps a pet.
- c. Tenant may pay the entire pet deposit at the time of registration or may, at the tenant's option, pay in installments, with an initial payment of \$100.00 and \$100 per month for each month thereafter.

#### X. Violation of Pet Rules.

- a. The tenant owner's violation of any of these Pet Rules shall be grounds for the removal of the pet from the premises and/or the termination of the pet owner's tenancy.
- b. If the Housing Authority determines that the tenant owner is in violation of any of the Pet Rules, the Housing Authority will so notify the tenant, in

writing of such violation. The tenant shall have ten (10) days from the date of such notification to cure such violation and demonstrate to the satisfaction of the Housing Authority that such violation has been cured.

- c. If the Housing Authority determines that the violation has not been cured, then the Housing Authority may commence the appropriate proceedings to remove the pet or terminate the tenancy of the tenant owner, at its sole option and discretion.

XI. Miscellaneous Rules.

- a. All dogs must wear a tag bearing the tenant owner's name, telephone number and the date of the latest rabies inoculation. All cats must wear a tag bearing the tenant owner's name and telephone number.
- b. No pet may be kept or bred for any commercial purpose or for any illegal purpose.
- c. Should the Housing Authority determine that any tenant pet owner is engaged in animal abuse or neglect, then the Housing Authority may immediately act to have such animal removed from the tenant's dwelling unit and notify the Humane Society or the appropriate authority.

XII. Exclusions.

- a. This policy does not apply to animals that are used to assist persons with disabilities. Such assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units in a decent, safe and sanitary manner and to refrain from disturbing their neighbors.

I hereby certify that I have received a copy of the foregoing Pet Rules. I have read them, I understand their contents, and I understand that I must abide by them and that I am bound by their requirements.

Date:

Name and Address:

Type of pet to register:

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
***Attachment***  
***C. Resident Comments***  
 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)  
***Self-nomination through circulation of nominating petitions.***
  - 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)

***Public Housing adult residents***

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)

***City of New Rochelle, Westchester County, New York State***

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

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)

***Provide Section 8 vouchers and public housing units to qualified low income persons.***

Other: (list below)

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

***The City's Consolidated Plan supports the PHA Plan with the following actions and commitments: \$50,000 was awarded the New Rochelle Municipal Housing Authority in 2004 from the Community Development Block Grant for project implementation costs for the Hartley House redevelopment project. A contribution of \$150,000 from the HOME program for Hartley Redevelopment. The City also amended its 2002-2004 Consolidated Plan with city council action to include the Hartley Redevelopment project.***

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

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

***Our definition of "substantial deviation" and "significant amendment or modification" are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.***

## **Attachments**

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

- A. Capital Fund Program Annual Statement
- B. Capital Fund Program 5 Year Action Plan
- C. Resident Comments
- D. Income, Exclusion from Income, and Deductions from Income
- E. Statement of Progress of Agency Plan Goals
- F. Resident Membership of the PHA Governing Board
- G. Membership of the Resident Advisory Board
- H. REAC Follow Up Plan
- I. P/E Report (2002 CFP) – 12/31/2003
- J. P/E Report (2003 CFP - 501) – 12/31/2003

**Attachment A.**

**2004 CAPITAL FUND PROGRAM**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>					
<b>Part I: Summary</b>					
<b>PHA Name:</b> New Rochelle Municipal Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>NY36P088-501-04</b> Replacement Housing Factor Grant No: <b>N/A</b>			<b>Federal FY of Grant:</b> <b>2004</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	91,470			
3	1408 Management Improvements Soft Costs	40,000			
	Management Improvements Hard Costs				
4	1410 Administration	60,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	95,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	530,000			
11	1465.1 Dwelling Equipment—Nonexpendable	15,000			
12	1470 Nondwelling Structures	70,000			
13	1475 Nondwelling Equipment	20,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHA Name: <b>New Rochelle Municipal Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NY36P088-501-04</b> Replacement Housing Factor Grant No: <b>N/A</b>		Federal FY of Grant: <b>2004</b>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	<b>921,470</b>			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: <b>New Rochelle Municipal Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NY36P088-501-04</b> Replacement Housing Factor Grant No: <b>N/A</b>				Federal FY of Grant: <b>2004</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide	Operations	1406		91,470				
HA Wide	Management Improvement	1408		40,000				
HA Wide	Administrative Fees	1410		60,000				
HA Wide	A/E Service	1430.1		50,000				
HA Wide	Management Consultation	1430.2		45,000				
HA Wide	Appliances	1465.1		15,000				
HA Wide	Office Equipment	1475.1		10,000				
HA Wide	Maintenance Equipment	1475.2		10,000				
			<b>Sub- Total</b>	<b>321,470</b>				
NY88-1	Common Area Upgrade	1460		30,000				
NY88-2	Common Area Upgrade	1460		50,000				
NY88-3	Common Area Upgrade	1460		60,000				
NY88-4	Common Area Upgrade	1460		25,000				
NY88-1	Misc. Dwelling Unit Upgrade	1460		25,000				
NY88-2	Misc. Dwelling Unit Upgrade	1460		25,000				
NY88-3	Misc. Dwelling Unit Upgrade	1460		20,000				
NY88-4	Misc. Dwelling Unit Upgrade	1460		20,000				
NY88-2	Kitchen Upgrade	1460	20 units	100,000				
NY88-3	Kitchen Upgrade	1460	20 units	100,000				
NY88-2	Electrical Upgrade	1460		50,000				

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

PHA Name: <b>New Rochelle Municipal Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NY36P088-501-04</b> Replacement Housing Factor Grant No: <b>N/A</b>				Federal FY of Grant: <b>2004</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NY88-2	Heating Upgrade	1460		25,000				
		<b>1460</b>	<b>Sub-total</b>	<b>530,000</b>				
NY88-1	Maintenance Shop Upgrade	1470		10,000				
NY88-2	Maintenance Shop Upgrade	1470		10,000				
NY88-3	Maintenance Shop Upgrade	1470		10,000				
NY88-1	Security Camera System	1470		10,000				
NY88-2	Security Camera System	1470		10,000				
NY88-3	Security Camera System	1470		10,000				
NY88-4	Security Camera System	1470		10,000				
		<b>1470</b>	<b>Sub-total</b>	<b>70,000</b>				
			<b>Total</b>	<b>921,470</b>				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

<b>PHA Name:</b> New Rochelle Municipal Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: NY36P088-501-04 Replacement Housing Factor No:					<b>Federal FY of Grant:</b> 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA Wide	18 Months After ACC Approval			36 Months After ACC Approval				
NY88-1	18 Months After ACC Approval			36 Months After ACC Approval				
NY88-2	18 Months After ACC Approval			36 Months After ACC Approval				
NY88-3	18 Months After ACC Approval			36 Months After ACC Approval				
NY88-4	18 Months After ACC Approval			36 Months After ACC Approval				

**Attachment C.**

**CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN**

**Part I: Summary**

PHA Name <b>New Rochelle Municipal Housing Authority</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name /HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: <b>NY36P088-501-04</b> PHA FY: <b>2004</b>	Work Statement for Year 3 FFY Grant: <b>NY36P088-501-05</b> PHA FY: <b>2005</b>	Work Statement for Year 4 FFY Grant: <b>NY36P088-501-06</b> PHA FY: <b>2006</b>	Work Statement for Year 5 FFY Grant: <b>NY36P088-501-07</b> PHA FY: <b>2007</b>
NY88-1	Annual Statement	0	50,000	70,000	225,000
NY88-2		0	50,000	150,000	75,000
NY88-3		0	150,000	260,000	275,000
NY88-4		600,000	350,000	120,000	25,000
<b>Sub-total:</b>		<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
1406		91,470	91,470	91,470	91,470
1408		40,000	40,000	40,000	40,000
1410		60,000	60,000	60,000	60,000
1430		95,000	95,000	95,000	95,000
1465		15,000	15,000	15,000	15,000
1475		20,000	20,000	20,000	20,000
<b>Sub-Total</b>		<b>321,470</b>	<b>321,470</b>	<b>321,470</b>	<b>321,470</b>
Total CFP Funds (Est.)		<b>921,470</b>	<b>921,470</b>	<b>921,470</b>	<b>921,470</b>
Total Replacement Housing Factor Funds					

## CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN

### Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2005</u> FFY Grant: NY36P088-501-05 PHA FY: 2005			Activities for Year : <u>2006</u> FFY Grant: NY36P088-501-06 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	NY88-1			NY88-1	Misc. Dwelling Unit Upgrade	50,000
					<b>Sub-total</b>	<b>50,000</b>
	NY88-2			NY88-2	Misc. Dwelling Unit Upgrade	50,000
					<b>Sub-total</b>	<b>50,000</b>
	NY88-3			NY88-3	Misc. Dwelling Unit Upgrade	50,000
					Kitchen Upgrade (20 units)	100,000
					<b>Sub-total</b>	<b>150,000</b>
	NY88-4	Dwelling Units Reconstruction (Senior Conversion)	600,000	NY88-4	Site Improvement	350,000
		<b>Sub-total</b>	<b>600,000</b>		<b>Sub-total</b>	<b>350,000</b>
	<b>Total CFP Estimated Cost</b>		<b>600,000</b>			<b>600,000</b>

## CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN

### Part II: Supporting Pages—Work Activities

Activities for Year : <u>2007</u> FFY Grant: NY36P088-501-07 PHA FY: 2007			Activities for Year : <u>2008</u> FFY Grant: NY36P088-501-08 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
NY88-1	Misc. Dwelling Unit Upgrade	70,000	NY88-1	Misc. Dwelling Unit Upgrade	25,000
				Façade Improvement	100,000
				Roof Upgrade	100,000
	<b>Sub-total</b>	<b>70,000</b>		<b>Sub-total</b>	<b>225,000</b>
NY88-2	Misc. Dwelling Unit Upgrade	50,000	NY88-2	Misc. Dwelling Unit Upgrade	25,000
	Façade Improvement	100,000		Elevators	50,000
	<b>Sub-total</b>	<b>150,000</b>		<b>Sub-total</b>	<b>75,000</b>
NY88-3	Misc. Dwelling Unit Upgrade	60,000	NY88-3	Misc. Dwelling Unit Upgrade	25,000
	Façade Improvement	100,000		Elevators	50,000
	Site Improvement	100,000		Window Replacement	200,000
	<b>Sub-total</b>	<b>260,000</b>		<b>Sub-total</b>	<b>275,000</b>
NY88-4	Misc. Dwelling Unit Upgrade	120,000	NY88-4	Misc. Dwelling Unit Upgrade	25,000
	<b>Sub-total</b>	<b>120,000</b>		<b>Sub-total</b>	<b>25,000</b>
<b>Total CFP Estimated Cost</b>		<b>600,000</b>			<b>600,000</b>

**Attachment C.**

**RESIDENT COMMENTS**

The Housing Authority received several comments of support for a Hope VI Demolition application for NY88-4 (Hartley).

HA Response:

The Housing Authority supports this effort. However, residents were made aware that funding cutbacks make further Hope VI grant programs unlikely.

The Housing Authority received comments that PHDEP elimination hurts security.

HA Response:

The Housing Authority cited federal funds cutbacks and encouraged residents to contact Congress for restoration of funding.

**Attachment D.**

**INCOME, EXCLUSIONS FROM INCOME, AND  
DEDUCTIONS FROM INCOME**

(FROM ADMISSION AND CONTINUED OCCUPANCY POLICY, SECTION 11.0)

**11.0 Income, Exclusions From Income, and Deductions From Income**

To determine annual income, the Housing Authority counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Housing Authority subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

**11.1 Income**

Annual income means all amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- C. Are not specifically excluded from annual income.

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the

operation by the family.

- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
- D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. Welfare assistance.
  - 1. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
    - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
    - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount

calculated under this requirement is the amount resulting from one application of the percentage.

2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
  3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

## 11.2 Annual income

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;

- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
1. Amounts received under training programs funded by HUD;
  2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
  3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
  4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
  5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
  6. Temporary, nonrecurring or sporadic income (including gifts);
  7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;
10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
  - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
    - i. Is authorized by a Federal, State or local law;
    - ii. Is funded by the Federal, State or local government;
    - iii. Is operated or administered by a public agency; and
    - iv. Has as its objective to assist participants in acquiring employment skills.
  - b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
  - c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
11. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:
  - a. Families whose income increases as a result of employment

of a family member who was previously unemployed for one or more years.

- b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
- c. Families who are or were, within 6 months, assisted under a State TANF program.

(While HUD regulations allow for the housing authority to offer an escrow account in lieu of having a portion of their income excluded under this paragraph, it is the policy of this housing authority to provide the exclusion in all cases.)

- 12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- 13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- 14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- 15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
  - a. The value of the allotment of food stamps
  - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
  - c. Payments received under the Alaska Native Claims Settlement Act
  - d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes
  - e. Payments made under HHS's Low-Income Energy Assistance Program

- f. Payments received under the Job Training Partnership Act
- g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
- h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
- i. Amount of scholarships awarded under Title IV including Work Study
- j. Payments received under the Older Americans Act of 1965
- k. Payments from Agent Orange Settlement
- l. Payments received under the Maine Indian Claims Act
- m. The value of child care under the Child Care and Development Block Grant Act of 1990
- n. Earned income tax credit refund payments
- o. Payments for living expenses under the Americorps Program
- p. Additional income exclusions provided by and funded by the Housing Authority

The Housing Authority will not provide exclusions from income in addition to those already provided for by HUD.

### 11.3 Deductions from annual income

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.

- D. For any elderly or disabled family:
1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
  2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
  3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.
- E. Child care expenses.

**Attachment E.**

**STATEMENT OF PROGRESS OF  
AGENCY PLAN GOALS**

**1. Goal**

Expand the supply of assisted housing.

**Progress**

The Housing Authority will seek HOME funds from the City of New Rochelle for planning purposes.

**2. Goal**

Improve the quality of assisted housing.

**Progress**

The Housing Authority continues to run a most successful capital fund program & PHDEP program. The quality of the housing continues to improve.

**3. Goal**

Increase assisted housing choices.

**Progress**

The Housing Authority staff continues to counsel residents and applicants, with substantial results, regarding housing choices.

**4. Goal**

Provide an improved living environment.

**Progress**

Due to a comprehensive approach at PHA management, ROSS, resident participation and capital fund spending, our environment continues to improve.

**5. Goal**

Promote self-sufficiency and asset development of assisted household.

**Progress**

Our staff continues an active and successful self-sufficiency program for our residents. Progress is good.

**6. Goal**

Ensure equal opportunity and affirmatively further fair housing.

**Progress**

The Housing Authority has been successful in managing all programs in full compliance with equal opportunity and fair housing guidelines.

**Attachment F.**

**RESIDENT MEMBERSHIP OF  
THE PHA GOVERNING BOARD**

The following are resident members of the PHA Governing Board:

Larry Mosely, Sr.

Carl Carson

**Attachment G.**

**MEMBERSHIP OF THE RESIDENT ADVISORY BOARD**

**NY881 : Queens City Towers**

Jacqueline White  
50 Sickles Ave., Apt. 41  
New Rochelle, NY 10801

**NY882 : LaRochelle Manor**

Hazel Jokenin  
111 Lockwood Ave., Apt.801  
New Rochelle, NY 10801

**NY883 : Bracey Apartments**

Bessie Tillman  
345 Main Street, Apt. 5J  
New Rochelle, NY 10801

**NY884 : Hartley Homes**

Beverly Scott  
81 Winthrop Ave., Apt. C1  
New Rochelle, NY 10801

Larry Mosley  
80 Winthrop Ave., Apt. C3  
New Rochelle, NY 10801

**Section 8**

Gwen Goodyear Ford  
23 Clinton Avenue  
New Rochelle, NY 10801

## **Attachment H.**

### **REAC FOLLOW UP PLAN**

This is a required attachment to our Agency Plan. The following 3 factors need to be addressed:

#### **Communication**

The Housing Authority has always had an open door policy regarding resident-authority communications. Any resident can meet with and see authority staff simply by calling the office for an appointment. The Housing Authority has open planning meetings and open monthly board meetings. Housing Authority staff will continue to advise all residents that their comments and ideas are welcome and encourage full communication efforts. This communication initiative will take place during all residents re-certifications and during any interaction between staff and residents. The Housing Authority welcomes and values communication and will continue its efforts to advance results in this area. The Newsletter is issued regularly.

#### **Safety**

The Housing Authority staff meets frequently with police officials and security staff so that resident security concerns are effectively addressed. Current measures to further address their concerns are:

1. Supplemental Police Services Agreement
2. Security Guard service
3. Improvements in resident/police efforts through community policing
4. An increased effort at better communication between staff and residents.
5. The employment of an anti-drug/security coordination firm.
6. Installation of video camera surveillance system.

PHDEP cutbacks have hurt our security efforts. The Housing Authority continues to look for creative long term approaches to address the need for resident safety.

#### **Neighborhood Appearance**

The Housing Authority continues its most successful comprehensive Capital Fund Program. This continues to improve neighborhood appearance. Further, the Housing Authority has made an additional effort in instructing maintenance staff in better grounds upkeep. Through open authority meetings, residents are advised to report any littering and/or vandalism to authority staff or police officials. A towing Company has been

contracted with to keep parking lots clear of abandoned cars. Closer attention to graffiti removal has occurred.

**Attachment I**

**2002 P/E REPORT FOR PERIOD ENDED 12/31/2003**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>					
<b>Part I: Summary</b>					
<b>PHA Name:</b> New Rochelle Municipal Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>NY36P088-501-02</b> Replacement Housing Factor Grant No: <b>N/A</b>		<b>Federal FY of Grant:</b> <b>2002</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: #2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2003 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	100,000	100,000	100,000	100,000
3	1408 Management Improvements Soft Costs	45,000	42,300	42,300	38,050
	Management Improvements Hard Costs				
4	1410 Administration	60,000	60,000	60,000	60,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	69,922	55,729	55,729	15,029
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	629,994	658,442	658,442	453,470
11	1465.1 Dwelling Equipment—Nonexpendable	25,000	22,916	22,916	22,916
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	50,000	40,529	40,529	40,529
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	<b>979,916</b>	<b>979,916</b>	<b>979,916</b>	<b>729,994</b>

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

<b>PHA Name:</b> New Rochelle Municipal Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>NY36P088-501-02</b> Replacement Housing Factor Grant No: <b>N/A</b>		<b>Federal FY of Grant:</b> <b>2002</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: #2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2003 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: <b>New Rochelle Municipal Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NY36P088-501-02</b> Replacement Housing Factor Grant No: <b>N/A</b>				Federal FY of Grant: <b>2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
HA Wide	Operations	1406		100,000	100,000	100,000	100,000	Completed	
HA Wide	Management Improvement	1408		45,000	42,300	42,300	38,050	Completed	
HA Wide	Administrative Fees	1410		60,000	60,000	60,000	60,000	Completed	
HA Wide	A/E Service	1430.1		24,922	10,729	10,729	3,779	Work in Process	
HA Wide	Management Consultation	1430.2		45,000	45,000	45,000	11,250	Work in Process	
HA Wide	Appliances	1465.1		25,000	22,916	22,916	22,916	Completed	
HA Wide	Office Equipment	1475.1		10,000	2,323	2,323	2,323	Completed	
HA Wide	Maintenance Equipment	1475.2		15,000	7,736	7,736	7,736	Completed	
HA Wide	Truck	1475.7		25,000	30,470	30,470	30,470	Completed	
			<b>Sub-Total</b>	<b>349,922</b>	<b>321,474</b>	<b>321,474</b>	<b>276,524</b>		
NY88-1	01: VCT & Sub-flooring	1460		70,000	70,000	70,000	16,044	Work in Process	
NY88-1	01: VCT & Sub-flooring	1460		48,000	48,000	48,000	0	Work in Process	
NY88-3	01: Kitchen Upgrade	1460	30 units	87,078	72,889	72,889	72,889	Completed	
NY88-3	01: Roofing & Signage	1460		25,000	25,000	25,000	25,000	Completed	
NY88-1,2,3,4	01: Misc. Improvement (COs)	1460		0	54,197	54,197	0	Work in Process	
NY88-1,2,3	Elevator Upgrade	1460		150,000	19,975	19,975	14,575	Work in Process	
NY88-1,2,3,4	Dwelling Units Upgrade	1460		60,956	177,491	177,491	134,072	Work in Process	
NY88-1,2,3,4	Security Equipment Upgrade	1460		40,000	0	0	0	Priority Changed	
NY88-3	Facade & Roof	1460		95,000	95,000	95,000	95,000	Completed	
NY88-1,2	Corridor & Stair Painting	1460		53,960	53,960	53,960	53,960	Completed	
NY88-4	Emergency Boiler Upgrade	1460		0	41,930	41,930	41,930	Completed	
			<b>Sub-Total</b>	<b>629,994</b>	<b>658,442</b>	<b>658,442</b>	<b>453,470</b>		
			<b>Total</b>	<b>979,916</b>	<b>979,916</b>	<b>979,916</b>	<b>729,994</b>		

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

<b>PHA Name:</b> New Rochelle Municipal Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: <b>NY36P088-501-02</b> Replacement Housing Factor No:				<b>Federal FY of Grant:</b> <b>2002</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	12/31/2003		12/31/2003	06/30/2005			
NY88-1	12/31/2003		12/31/2003	06/30/2005			
NY88-2	12/31/2003		12/31/2003	06/30/2005			
NY88-3	12/31/2003		12/31/2003	06/30/2005			
NY88-4	12/31/2003		12/31/2003	06/30/2005			

**Attachment J**

**2003 P/E REPORT FOR PERIOD ENDED 12/31/2003**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: <b>New Rochelle Municipal Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NY36P088-501-03</b> Replacement Housing Factor Grant No: <b>N/A</b>			Federal FY of Grant: <b>2003</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: #1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2003 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	70,000	70,000	27,025	27,025
3	1408 Management Improvements Soft Costs	20,000	20,000	19,546	15,796
	Management Improvements Hard Costs				
4	1410 Administration	50,000	50,000	50,000	12,500
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	90,000	90,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	500,785	500,785	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	10,000	10,000	0	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	20,000	20,000	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	<b>760,785</b>	<b>760,785</b>	<b>96,571</b>	<b>55,321</b>

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

<b>PHA Name:</b> New Rochelle Municipal Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>NY36P088-501-03</b> Replacement Housing Factor Grant No: <b>N/A</b>	<b>Federal FY of Grant: 2003</b>
--	--	--

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: #1)  
 Performance and Evaluation Report for Period Ending: 12/31/2003  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: <b>New Rochelle Municipal Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>NY36P088-501-03</b> Replacement Housing Factor Grant No: <b>N/A</b>				Federal FY of Grant: <b>2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide	Operations	1406		70,000	70,000	27,025	27,025	Work in Process
HA Wide	Management Improvement	1408		20,000	20,000	19,546	15,796	Work in Process
HA Wide	Administrative Fees	1410		50,000	50,000	50,000	12,500	Work in Process
HA Wide	A/E Service	1430.1		45,000	45,000	0	0	Planning Phase
HA Wide	Management Consultation	1430.2		45,000	45,000	0	0	Planning Phase
HA Wide	Appliances	1465.1		10,000	10,000	0	0	Planning Phase
HA Wide	Office Equipment	1475.1		10,000	10,000	0	0	Planning Phase
HA Wide	Maintenance Equipment	1475.2		10,000	10,000	0	0	Planning Phase
			<b>Sub-Total</b>	<b>260,000</b>	<b>260,000</b>	<b>96,571</b>	<b>55,321</b>	
NY88-1	C-#1: Windows	1460		150,000	150,000	0	0	Planning Phase
NY88-2	C-#1: Windows	1460		150,000	150,000	0	0	Planning Phase
NY88-3	C-#1: Apt. Floors	1460		75,000	75,000	0	0	Planning Phase
NY88-3	C-#1: Kitchen	1460	25 units	125,785	125,785	0	0	Planning Phase
			<b>Sub-Total</b>	<b>500,785</b>	<b>500,785</b>	<b>0</b>	<b>0</b>	
			<b>Total</b>	<b>760,785</b>	<b>760,785</b>	<b>96,571</b>	<b>55,321</b>	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

<b>PHA Name:</b> New Rochelle Municipal Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: <b>NY36P088-501-03</b> Replacement Housing Factor No:					<b>Federal FY of Grant:</b> <b>2003</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	09/16/2005			09/16/2007			
NY88-1	09/16/2005			09/16/2007			
NY88-2	09/16/2005			09/16/2007			
NY88-3	09/16/2005			09/16/2007			
NY88-4	09/16/2005			09/16/2007			