

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

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# Spring Valley Housing Authority

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## Housing Authority Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2007

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: Spring Valley Housing Authority**

**PHA Number: NY056**

**PHA Fiscal Year Beginning: 07/2007**

**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)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: (as they become available)
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
    - The PHA will work with the Village Government to further promote Decent, safe and affordable housing
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
    - yearly, over next 5yrs.
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
    - Yearly, over next 5 years.
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

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

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

- PHA Goal: Promote self-sufficiency and assist development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

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

**Annual PHA Plan**  
**PHA Fiscal Year 2007**  
[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.

The Spring Valley Housing Authority has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of this Annual Plan is to provide a framework for local accountability and easily identifiable source by which housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will ensure that our residents will receive the best customer service.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy is the primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, grievance procedures, etc.

The most important challenges to be met by the Spring Valley Housing Authority during FY 2007 include:

- Improvement of the physical conditions of the housing developments through the Capital Funds activities.
- To improve the financial situation of the SVHA

### **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.

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#### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2007 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 2007 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)
- Other (List below, providing each attachment name)

### 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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
	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 type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A & O Policy	
x	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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 under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	1,519	5	5	4	3	3	3
Income >30% but <=50% of AMI	1,129	5	5	4	3	3	3
Income >50% but <80% of AMI	727	5	5	4	3	3	3
Elderly	443	5	5	4	3	3	3
Mobility & self Care Limitations	851	5	5	4	3	3	3
White Non-Hisp.	1,650	5	5	4	3	3	3
Black Non_Hisp	2,088	5	5	4	3	3	3
Hispanic	662	5	5	4	3	3	3
Native American Non-Hisp.	4	5	5	4	3	3	3
Pacific Isl. Non-Hispanic	0	0	0	0	0	0	0

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Asians Non-Hisp	325	5	5	4	3	3	3

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	72		
Extremely low income <=30% AMI	53	74	
Very low income (>30% but <=50% AMI)	17	24	

<b>Housing Needs of Families on the Waiting List</b>			
Low income (>50% but <80% AMI)	2	3	
Families with children	59	82	
Elderly families	13	18	
Mobility & self Care Limitations	4	6	
White Non-Hisp.	1	1	
Black Non_Hisp	69	96	
Hispanic	2	3	
Native American Non-Hisp.	0	0	
Pacific Isl. Non-Hispanic	0	0	
Asian – NonHisp.	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	15	21	
2 BR	23	32	
3 BR	26	36	
4 BR	7	10	
5 BR	1	1	
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)? 28 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" 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			

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**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)
  - The Spring Valley Housing Authority owns and manages Harvest House (51 units) that is specifically used to house the elderly and those with disabilities.

**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 2007 grants)</b>		
a) Public Housing Operating Fund	161,000.00	
b) Public Housing Capital Fund	196,428.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
NY36P056501-05	47,900.90	
NY36P056501-06	196,428.00	
<b>Subtotal</b>	<b>601,756.90</b>	
<b>3. Public Housing Dwelling Rental Income</b>	745,680.00	Operations/Tenant Services
<b>4. Other income (list below)</b>		
Interest	1,500.00	Operations Public Housing
Other Income	7,200.00	
<b>Fees</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>1,356,136.90</b>	Public Housing operations

### **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) (*Within 3, per unit size*)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

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

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.

## 2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 1 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
- Within 10 days of occurrence

**(6) Deconcentration and Income Mixing**

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

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

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

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments

- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

## **B. Section 8**

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)

- Resident mailing address  
 Current and Prior landlords name and mailing address.

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**Proof that the participant has attempted to locate housing in the area and was unsuccessful.**

**(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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- Veterans and veterans' families
- Residents who live and/or work in 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:

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:

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

The Spring Valley Housing Authority does not plan to implement any deductions and/or exclusions

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)\_\_\_\_\_
- Within 10 days of occurrence

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)  
FMR's

## **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)

**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:
  - The Spring Valley Housing Authority has an Executive Director, a Occupancy Specialist and a senior clerck.

**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	146	15-20
Section 8 Vouchers		

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)		

### 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: (list below)
  - *ACOPS*
  - *Maintenance Policy*
  - *Pest Eradication Policy*
- (2) Section 8 Management: (list below)

## 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) ny056a01

-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 ny056b01

-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:

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development
7. Timeline for activity:
a. Actual or projected start date of activity:
b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[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:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway	
<input type="checkbox"/> Assessment results submitted to HUD	

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

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

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

**11. 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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

- Client referrals
- 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. )



- 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)

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

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

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

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

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

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

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

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

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

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

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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)
- Provided below:

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

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

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

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

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

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance  
 Any adult member of a resident or assisted family organization  
 Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)  
 Representatives of all PHA resident and assisted family organizations  
 Other (list)
  - Residents of Public Housing, 18 years or older

**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: **Rockland County**

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)

Other: (list below)

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

**D. Other Information Required by HUD**

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

## Attachments

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

# PHA Plan Table Library

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

### Annual Statement Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**


**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Operations Mgmt. Improv. Administration Fees & Cost		

Dwell. Structures Dwelling Equip. NonDwell. Equip. Contingencies		
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## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



**Annual Statement CFP 2007**

HA Name: <b>SPRING VALLEY HOUSING AUTHORITY</b>	Comprehensive Grant Program: <b>NY36P056501-07</b>	<b>2007</b>
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<input checked="" type="checkbox"/> <b>Original Annual Statement</b>	Reserve for Disasters/Emergencies.	Revised Annual Statement/Revision Number
Final Performance and Evaluation Report.		Performance and Evaluation Report for Program Year Ending.

<b>TOTAL ESTIMATED COST</b>	<b>TOTAL ACTUAL COST (2)</b>
-----------------------------	------------------------------

Line No.	Summary by Development Account	Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not to exceed 20% of line 20)	\$58,928.00			
3	1408 Management Improvements	\$18,000.00			
4	1410 Administration	\$19,600.00			
5	1411 Audit				
6	1415 Liquidated damages				
7	1430 Fees and Costs	\$40,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvements	\$20,000.00			
10	1460 Dwelling Structures	\$34,200.00			
11	1465.1 Dwelling Equipment - Nonexpandable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (May not to exceed 8% of line 20)	\$5,700.00			
20	Amount of Annual Grant (Sum of lines 2 - 19)	<b>\$196,428.00</b>			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director & Date:	Signature of public Housing Director/Office of Native American Programs Administrator & Date:
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1- To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2- To be completed for the Performance and Evaluation Report.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program (CFP) PART III: Implementation Schedule  
**Spring Valley Housing Authority**  
**(CFP2007)**

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

OMB Approval No. 2577-0157 (exp. 11/30/2008)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Operations PHA-Wide	07/17/09			07/17/11			
Management Improvements	07/17/09			07/17/11			
Administration PHA - Wide	07/17/09			07/17/11			
Fees & Costs PHA - Wide	07/17/09			07/17/11			
Site Improvements PHA Wide	07/17/09			07/17/11			
Dwelling Structures PHA Wide	07/17/09			07/17/11			
Contingency PHA Wide	07/17/09			07/17/11			

Signature of Executive Director & Date:

X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

1 To be Completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be Completed for the Performance and Evaluation Report.

**Five-Year Action Plan**

Part I: Summary  
Capital Fund Program (CFP)

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

Submission (6/1/96)

OMB Approval No. 2577-0157 (Exp.7/31/98)

H A Name: <b>SPRING VALLEY HOUSING AUTHORITY</b>		Locality: (City/County & State) <b>Spring Valley, New York</b>		Original	Revision No. _____
A. Development Number/Name  Spring Valley Housing Authority	Work Statement for Year 1 2007	Work Statement Year 2 FFY: __ 07 __	Work Statement Year 3 FFY: __ 08 __	Work Statement Year 4 FFY: __ 09 __	Work Statement Year 5 FFY: __ 10 __
<b>NY056</b>	See Annual Statement				
B. Physical Improvements Subtotal		\$ 44,228.00	\$ 44,228.00	\$ 34,228.00	\$ 34,228.00
C. Management Improvement		\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
D. HA-Wide Nondwelling Structures & Equipment		\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00
E. Administration		\$ 19,600.00	\$ 19,600.00	\$ 19,600.00	\$ 19,600.00
F. Other		\$ 50,700.00	\$ 50,700.00	\$ 50,700.00	\$ 50,700.00
G. Operations		\$ 58,900.00	\$ 58,900.00	\$ 58,900.00	\$ 58,900.00
H. Demolition					
I. Replacement Reserve					
J. Mod Used for Development					
K. Total CGP Funds	<b>\$ 196,428.00</b>	<b>\$ 196,428.00</b>	<b>\$ 196,428.00</b>	<b>\$ 196,428.00</b>	
L. Total Non-CGP Funds					
M. Grand Total	<b>\$ 196,428.00</b>	<b>\$ 196,428.00</b>	<b>\$ 196,428.00</b>	<b>\$ 196,428.00</b>	
Signature of Executive Director:		Date	Signature of Public Housing/Director of Native American Programs Administra	Date:	

**Five-Year Action Plan**  
**Part III: Supporting Pages**  
Physical Needs  
Capital Fund Program (CFP)

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

Annual Statement for Year 1 2007	Work Statement for Year 2 FFY: 2008			Work Statement for Year 3 FFY: 2009		
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Cost
See Annual Statement	<b>Operations</b>			<b>Operations</b>		
	Operations		58,900.00	Operations		58,900.00
	<b>Subtotal Account # 1406</b>		<b>58,900.00</b>	<b>Subtotal Account # 1406</b>		<b>58,900.00</b>
	<b>1408 Management Improvements</b>			<b>1408 Management Improvements</b>		
	Tenant Advisor		18,000.00	Tenant Advisor		18,000.00
	<b>Total Account #1408</b>		<b>18,000.00</b>	<b>Total Account #1408</b>		<b>18,000.00</b>
	<b>1410 Administration</b>			<b>1410 Administration</b>		
	Staff Salaries (percentage of prorated salaries)		19,600.00	Staff Salaries (percentage of prorated salaries)		19,600.00
	<b>Subtotal Account # 1410</b>		<b>19,600.00</b>	<b>Subtotal Account # 1410</b>		<b>19,600.00</b>
	<b>1430 Fees &amp; Costs</b>			<b>1430 Fees &amp; Costs</b>		
	A/E Services		10,000.00	A/E Services		10,000.00
	Modernization Consultant Fee		25,000.00	Modernization Consultant Fee		25,000.00
	<b>Total Account # 1430</b>		<b>35,000.00</b>	<b>Total Account # 1430</b>		<b>35,000.00</b>
<b>1460 Dwelling Structures</b>			<b>1460 Dwelling Structures</b>			
Bath Renovation		44,228.00	Bath Renovation (continued)		44,228.00	
<b>Subtotal Account # 1460</b>		<b>44,228.00</b>	<b>Subtotal Account # 1460</b>		<b>44,228.00</b>	
<b>1475 Non-Dwelling Equipment</b>			<b>1475 Non-Dwelling Equipment</b>			
Tools & Equipment		5,000.00	Tools & Equipment		5,000.00	
<b>Subtotal Account # 1475</b>		<b>5,000.00</b>	<b>Subtotal Account # 1475</b>		<b>5,000.00</b>	
<b>1502 Contingency</b>			<b>1502 Contingency</b>			
Contingency		15,700.00	Contingency		15,700.00	
<b>Subtotal Account # 1502</b>		<b>15,700.00</b>	<b>Subtotal Account # 1502</b>		<b>15,700.00</b>	
<b>Grand Total CFP 2008</b>		<b>\$196,428.00</b>	<b>Grand Total CFP 2009</b>		<b>\$196,428.00</b>	
	Subtotal of Estimated Cost		<b>\$196,428.00</b>	Subtotal of Estimated Cost		<b>\$196,428.00</b>

**Five-Year Action Plan**  
**Part III: Supporting Pages**  
 Physical Needs  
 Capital Fund Program (CFP)

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

Work Statement for Year 4 FFY: 2010			Work Statement for Year 5 FFY: 2011		
Development Number/Name/General Description	Quantity	Estimated	Development Number/Name/General Description	Quantity	Estimated
<b>Operations</b>			<b>Operations</b>		
Operations		58,900.00	Operations		58,900.00
<b>Subtotal Account # 1406</b>		<b>58,900.00</b>	<b>Subtotal Account # 1406</b>		<b>58,900.00</b>
<b>1408 Management Improvements</b>			<b>1408 Management Improvements</b>		
Tenant Advisor		18,000.00	Tenant Advisor		18,000.00
<b>Total Account #1408</b>		<b>18,000.00</b>	<b>Total Account #1408</b>		<b>18,000.00</b>
<b>1410 Administration</b>			<b>1410 Administration</b>		
Staff Salaries (percentage of prorated salaries)		19,600.00	Staff Salaries (percentage of prorated salaries)		19,600.00
<b>Subtotal Account # 1410</b>		<b>19,600.00</b>	<b>Subtotal Account # 1410</b>		<b>19,600.00</b>
<b>1430 Fees &amp; Costs</b>			<b>1430 Fees &amp; Costs</b>		
A/E Services		10,000.00	A/E Services		10,000.00
Modernization Consultant Fee		25,000.00	Modernization Consultant Fee		25,000.00
<b>Total Account # 1430</b>		<b>35,000.00</b>	<b>Total Account # 1430</b>		<b>35,000.00</b>
<b>1460 Dwelling Structures</b>			<b>1460 Dwelling Structures</b>		
Kitchen and Bathroom Renovation		34,228.00	Kitchen and Bathroom Renovation		34,228.00
<b>Subtotal Account # 1460</b>		<b>34,228.00</b>	<b>Subtotal Account # 1460</b>		<b>34,228.00</b>
<b>1465 Dwelling Equipment</b>			<b>1465 Dwelling Equipment</b>		
Refrigerators, Stoves, Hoods		10,000.00	Refrigerators, Stoves, Hoods		10,000.00
<b>Subtotal Account # 1475</b>		<b>10,000.00</b>	<b>Subtotal Account # 1475</b>		<b>10,000.00</b>
<b>1475 Non-Dwelling Equipment</b>			<b>1475 Non-Dwelling Equipment</b>		
Tools & Equipment		5,000.00	Tools & Equipment		5,000.00
<b>Subtotal Account # 1475</b>		<b>5,000.00</b>	<b>Subtotal Account # 1475</b>		<b>5,000.00</b>
<b>1502 Contingency</b>			<b>1502 Contingency</b>		
Contingency		15,700.00	Contingency		15,700.00
<b>Subtotal Account # 1502</b>		<b>15,700.00</b>	<b>Subtotal Account # 1502</b>		<b>15,700.00</b>
<b>Grand Total CFP 2010</b>		<b>\$196,428.00</b>	<b>Grand Total CFP 2010</b>		<b>\$196,428.00</b>
Subtotal of Estimated Cost		<b>\$196,428.00</b>	Subtotal of Estimated Cost		<b>\$196,428.00</b>

See  
Annual  
Statement





**Annual Statement CFP 2006**

HA Name: <b>SPRING VALLEY HOUSING AUTHORITY</b>		Comprehensive Grant Program: <b>NY36P056501-06</b>		<b>2006</b>	
Original Annual Statement Reserve for Disasters/Emergencies.		Revised Annual Statement/Revision Number			
Final Performance and Evaluation Report.		<b>X Performance and Evaluation Report for Program Year Ending: 12/31/2006</b>			

TOTAL ESTIMATED COST			TOTAL ACTUAL COST (2)		
Line No.	Summary by Development Account	Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not to exceed 20% of line 20)	\$68,000.00	\$68,000.00	\$0.00	\$0.00
3	1408 Management Improvements	\$18,000.00	\$18,000.00	\$0.00	\$0.00
4	1410 Administration	\$19,642.00	\$19,642.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated damages				
7	1430 Fees and Costs	\$33,000.00	\$33,000.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvements	\$17,000.00	\$17,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$33,286.00	\$33,286.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpandable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$7,500.00	\$7,500.00	\$0.00	\$0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (May not to exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2 - 19)	<b>\$196,428.00</b>	<b>\$196,428.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director & Date:			Signature of public Housing Director/Office of Native American Programs Administrator & Date:		

1- To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2- To be completed for the Performance and Evaluation Report.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program (CFP) PART III: Implementation Schedule  
**Spring Valley Housing Authority**  
**(CFP2006)**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB Approval No. 2577-0157 (exp.11/30/2008)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Operations PHA-Wide	07/17/08			07/17/10			
Management Improvements	07/17/08			07/17/10			
Administration PHA - Wide	07/17/08			07/17/10			
Fees & Costs PHA - Wide	07/17/08			07/17/10			
Dwelling Structures PHA-Wide	07/17/08			07/17/10			
Nondwelling Equipment	07/17/08			07/17/10			

Signature of Executive Director & Date:

X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

1 To be Completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be Completed for the Performance and Evaluation Report.

**Annual Statement CFP 2005**

HA Name: <b>SPRING VALLEY HOUSING AUTHORITY</b>		Comprehensive Grant Program: <b>NY36P056501-05</b>		<b>2005</b>	
Original Annual Statement Reserve for Disasters/Emergencies. Final Performance and Evaluation Report.		Revised Annual Statement/Revision Number <b>X Performance and Evaluation Report for Program Year Ending 12/31/06</b>			

TOTAL ESTIMATED COST				TOTAL ACTUAL COST (2)	
Line No.	by Development Account	Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not to exceed 20% of line 20)	\$74,020.00	\$74,020.00	\$74,020.00	\$74,020.00
3	1408 Management Improvements	\$18,000.00	\$18,000.00	\$18,000.00	\$12,109.80
4	1410 Administration	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
5	1411 Audit				
6	1415 Liquidated damages				
7	1430 Fees and Costs	\$38,000.00	\$33,002.79	\$28,000.00	\$12,498.00
8	1440 Site Acquisition				
9	1450 Site Improvements	\$16,970.00	\$16,970.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$35,000.00	\$39,370.00	\$13,441.89	\$13,441.89
11	1465.1 Dwelling Equipment - Nonexpandable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$7,500.00	\$8,127.21	\$8,127.21	\$8,127.21
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (May not to exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2 - 19)	<b>\$209,490.00</b>	<b>\$209,490.00</b>	<b>\$161,589.10</b>	<b>\$140,196.90</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director & Date:			Signature of public Housing Director/Office of Native American Programs Administrator & Date:		

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Fund Expended (2)	
PHA Wide	<b>OPERATIONS</b>	<b>1406</b>						
	Operations			\$74,020.00	\$74,020.00	\$74,020.00	\$74,020.00	100% Complete
	<b>Total Account # 1406</b>			<b>\$74,020.00</b>	<b>\$74,020.00</b>	<b>\$74,020.00</b>	<b>\$74,020.00</b>	
PHA Wide	<b>Management Improvements</b>	<b>1408</b>						
	Tenant Advisor			\$18,000.00	\$18,000.00	\$18,000.00	\$12,109.80	67% Complete
	<b>Total Account # 1408</b>			<b>\$18,000.00</b>	<b>\$18,000.00</b>	<b>\$18,000.00</b>	<b>\$12,109.80</b>	
	<b>Administration</b>	<b>1410</b>						
PHA Wide	Staff Salaries			\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	100% Complete
	<b>Total Account # 1410</b>			<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	
	<b>Fees and Costs</b>	<b>1430</b>						
PHA Wide	A/E Services			\$10,000.00	\$5,002.79	\$0.00	\$0.00	No Activity
	Modernization Coordinator			\$25,000.00	\$25,000.00	\$25,000.00	\$12,498.00	50% Complete
	Apartment Inspections			\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	100% Obligated
	<b>Total Account # 1430</b>			<b>\$38,000.00</b>	<b>\$33,002.79</b>	<b>\$28,000.00</b>	<b>\$12,498.00</b>	
	<b>Site Improvements</b>	<b>1450</b>						
NY56-2	Parking Lot Improvement			\$16,970.00	\$16,970.00	\$0.00	\$0.00	No Activity
	<b>Total Account # 1460</b>			<b>\$16,970.00</b>	<b>\$16,970.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Dwelling Structures</b>	<b>1460</b>						
	Apartment Painting			\$12,000.00	\$11,720.00	\$0.00	\$0.00	No Activity
	Heating Valve and Pipe Replacement			\$23,000.00	\$23,000.00	\$8,791.89	\$8,791.89	38% Complete
	Roof Repairs			\$0.00	\$2,700.00	\$2,700.00	\$2,700.00	100% Complete
	Electrical Lines for Electric Stoves			\$0.00	\$1,950.00	\$1,950.00	\$1,950.00	100% Complete
	<b>Total Account # 1460</b>			<b>\$35,000.00</b>	<b>\$39,370.00</b>	<b>\$13,441.89</b>	<b>\$13,441.89</b>	
PHA Wide	<b>Nondwelling Equipment</b>	<b>1475</b>						
	Equipment			\$7,500.00	\$8,127.21	\$8,127.21	\$8,127.21	100% Complete
	<b>Total Account # 1475</b>			<b>\$7,500.00</b>	<b>\$8,127.21</b>	<b>\$8,127.21</b>	<b>\$8,127.21</b>	
	<b>GRAND TOTAL CFP 2005</b>			<b>\$209,490.00</b>	<b>\$209,490.00</b>	<b>\$161,589.10</b>	<b>\$140,196.90</b>	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

X

1 To be Completed for the Performance and Evaluation Report or a Revised Annual Statement  
 2 To be Completed for the Performance Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program (CFP) PART III: Implementation Schedule  
**Spring Valley Housing Authority**  
**(CFP2005)**

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

OMB Approval No. 2577-0157 (exp. 11/30/2008)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Operations PHA-Wide	09/13/07			09/13/08			
Management Improvements	09/13/07			09/13/08			
Administration PHA - Wide	09/13/07			09/13/08			
Fees & Costs PHA - Wide	09/13/07			09/13/08			
Dwelling Structures NY42-1/3/6	09/13/07			09/13/08			
Nondwelling Equipment	09/13/07			09/13/08			

Signature of Executive Director & Date:

X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

1 To be Completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be Completed for the Performance and Evaluation Report.

HA Name: <b>VILLAGE OF SPRING VALLEY HOUSING AUTHORITY</b>			Comprehensive Grant Program: <b>NY36P056501-04</b> <span style="float:right"><b>2004</b></span>		
Original Annual Statement Reserve for Disasters/Em			Revised Annual Statement/Revision Number ____		
<b>X Final Performance and Evaluation Report.</b>			Performance and Evaluation Report for Program Year Ending		
TOTAL ESTIMATED COST			TOTAL ACTUAL COST (2)		
Line No.	by Development Account	Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not to exceed 20% of line 20)	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00
3	1408 Management Improvements	\$20,000.00	\$9,195.28	\$9,195.28	\$9,195.28
4	1410 Administration	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
5	1411 Audit				
6	1415 Liquidated damages				
7	1430 Fees and Costs	\$43,000.00	\$44,184.60	\$44,184.60	\$44,184.60
8	1440 Site Acquisition				
9	1450 Site Improvements	\$52,020.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$12,000.00	\$86,140.12	\$86,140.12	\$86,140.12
11	1465.1 Dwelling Equipment - Nonexpandable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$12,500.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (May not to exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2 - 19)	<b>\$219,520.00</b>	<b>\$219,520.00</b>	<b>\$219,520.00</b>	<b>\$219,520.00</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director & Date:			Signature of public Housing Director/Office of Native American Programs Administrator & Date:		

**FFY 2004**

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Fund Expended (2)	
PHA Wide	<b>OPERATIONS</b>							
	Operations Max 20 %			\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	Completed
	<b>Total Account # 1406</b>			<b>\$60,000.00</b>	<b>\$60,000.00</b>	<b>\$60,000.00</b>	<b>\$60,000.00</b>	
	<b>Management Improvements</b>							
	Tenant Advisor			\$18,000.00	\$9,195.28	\$9,195.28	\$9,195.28	Completed
	Computer Software			\$2,000.00	\$0.00	\$0.00	\$0.00	No activity
	<b>Total Account # 1408</b>			<b>\$20,000.00</b>	<b>\$9,195.28</b>	<b>\$9,195.28</b>	<b>\$9,195.28</b>	
	<b>Administration</b>							
	Staff salaries			\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	Completed
	<b>Total Account # 1410</b>			<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	
	<b>Fees and Costs-</b>							
	A/E Fees			\$10,000.00	\$0.00	\$0.00	\$0.00	No activity
	Modernization Coordination Services			\$30,000.00	\$40,534.60	\$40,534.60	\$40,534.60	Completed
	Apartment Inspections			\$3,000.00	\$3,650.00	\$3,650.00	\$3,650.00	Completed
	<b>Total Account # 1430</b>			<b>\$43,000.00</b>	<b>\$44,184.60</b>	<b>\$44,184.60</b>	<b>\$44,184.60</b>	
	<b>Site Improvement</b>							
	Catch Basins			\$12,000.00	\$0.00	\$0.00	\$0.00	No activity
	Resurface parking lot			\$16,767.00	\$0.00	\$0.00	\$0.00	No activity
	Landscaping			\$4,000.00	\$0.00	\$0.00	\$0.00	No activity
	Sewer line Repair			\$9,253.00	\$0.00	\$0.00	\$0.00	No activity
	Dumpster Area Improvement			\$10,000.00	\$0.00	\$0.00	\$0.00	No activity
	<b>Total Account # 1450</b>			<b>\$52,020.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Dwelling Structure</b>							
	Apartment painting			\$12,000.00	\$0.00	\$0.00	\$0.00	No activity
	Boiler Replacement			\$0.00	\$65,112.60	\$65,112.60	\$65,112.60	Completed
	Hot Water Heater			\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	Completed
	Stair Repairs			\$0.00	\$520.00	\$520.00	\$520.00	Completed
	Apartment Renovations			\$0.00	\$5,507.52	\$5,507.52	\$5,507.52	Completed
	<b>Total Account # 1460</b>			<b>\$12,000.00</b>	<b>\$86,140.12</b>	<b>\$86,140.12</b>	<b>\$86,140.12</b>	
	<b>NonDwelling Equipment</b>							
	Computers			\$5,000.00	\$0.00	\$0.00	\$0.00	No activity
	New Furniture			\$7,500.00	\$0.00	\$0.00	\$0.00	No activity
	<b>Total Account # 1475</b>			<b>\$12,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Grand Total CFP 2004</b>			<b>\$219,520.00</b>	<b>\$219,520.00</b>	<b>\$219,520.00</b>	<b>\$219,520.00</b>	

Signature of Executive Director & Date:  
 X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:  
 X

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program (CFP) PART III: Implementation Schedule  
**VILLAGE OF SPRING VALLEY HOUSING AUTHORITY**  
**(CFP2004)**

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Operations PHA-Wide	9/13/06		5/24/06	9/13/08		8/22/06	
Management Improvements	9/13/06		5/24/06	9/13/08		8/22/06	
Administration	9/13/06		5/24/06	9/13/08		8/22/06	
Fees and Costs	9/13/06		5/24/06	9/13/08		8/22/06	
Site Improv	9/13/06		5/24/06	9/13/08		8/22/06	
Dwelling Structures	9/13/06		5/24/06	9/13/08		8/22/06	
NonDwelling Improvement	9/13/06		5/24/06	9/13/08		8/22/06	

Signature of Executive Director & Date:

X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

1 To be Completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be Completed for the Performance and Evaluation Report.



## SPRING VALLEY HOUSING AUTHORITY

### DECONCENTRATION AND INCOME TARGETING POLICY

#### DECONCENTRATION

1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.
2. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:
  - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
  - B. To accomplish the goals of:
    - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
    - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income. the housing authority's Tenant Selection and Assignment Plan.

#### INCOME TARGETING

1. Objective: As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA

operates. Depending on the availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing **on an annual basis** may be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

2. Actions: In order to implement the income targeting program, the following policy is adopted:
  - A. The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
  - B. After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.

## Spring Valley Housing Authority

### Required Attachment D : Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board:

- 1) Alice Sterling
- 2) Betty Watkins

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): 2 years

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

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

B. Date of next term expiration of a governing board member: 6/31/2007

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

## PET OWNERSHIP

# SPRING VALLEY HOUSING AUTHORITY

## PET OWNERSHIP

### PET OWNERSHIP

Housing Authority residents who are elderly and/or handicap are permitted to own and keep pets in their dwelling units. The Spring Valley Housing Authority notifies eligible new residents of that right and provides them copies of the Authority's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the Authority's developments for the elderly or handicapped, the PHA will notify all such residents that:

- A. elderly or handicapped residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish in their dwelling units, in accordance with PHA pet ownership rules;
- B. animals that are used to assist the handicapped are excluded from requirements pertaining to pet ownership;
- C. residents may request a copy of PHA pet ownership rules or proposed amendments to the rules at any time; and,
- D. if the dwelling lease of an elderly or handicapped resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the Authority's pet ownership rules shown below.

## PET OWNERSHIP

### **SPRING VALLEY HOUSING AUTHORITY**

#### Pet Ownership Rules

1. Common household pet means a domesticated cat, dog, bird, fish in aquariums. These definitions do not include any wild animal, bird or fish.
2. Each household shall have only one pet (except fish).
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed 20 pounds. The animal's height shall not exceed sixteen (16) inches. Such limitations do not apply to a seeing-eye dog used to assist a handicapped or disabled resident.
4. Pet owners shall license their pets yearly with the Village of Spring Valley. The pet owner must show the Authority proof of annual rabies and distemper booster inoculations.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished.
7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird shall confine the bird to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
8. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.

## PET OWNERSHIP

9. No pet owner shall keep a vicious or intimidating pet on the premises. If the pet owner declines, delays or refuses to remove the pet from the premises, the Authority shall do so, in order to safeguard the health and welfare of other residents.
10. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the Authority shall do so.
11. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated container outside the building where the pet owner lives.
12. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated container outside the building where the pet owner lives.
13. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the Authority.
14. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
15. Authority staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The Authority shall accept no responsibility for the pet under such circumstances.

## PET OWNERSHIP

16. Each pet owner shall pay a pet deposit of \$100.00. There is no pet deposit for fish or birds. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The Authority shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The Authority shall refund the unused portion of the pet deposit to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.
17. All residents, including the elderly, handicapped and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the Authority.
18. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from Authority premises.
19. Should any pet housed in the Authority's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one.
20. If a resident, including a pet owner, breaches any of the rules set forth above, the Authority may revoke the pet permit and evict the resident or pet owner.
21. Resident must furnish proof of liability insurance in the amount of \$100,000 to cover bodily harm to individuals, or for any damages to Housing Authority buildings and property caused by the pets.



Village of Spring Valley Housing Authority  
Proposed Budget Executive Summary  
June 30, 2008

	Last Year's Actual 6/30/06	Current Budget 6/30/07	Proposed Budget 6/30/08
<b>Income</b>			
Rental income	720,203	745,680	762,490
Investment income	4,870	1,500	1,200
Other income	82,301	7,200	7,200
Operating subsidy	150,917	161,000	301,500
<b>Total Income</b>	<b>958,291</b>	<b>915,380</b>	<b>1,072,390</b>
<b>Expenditures</b>			
Administration	178,389	190,890	199,990
Tenant services	260	1,050	1,050
Utilities	309,634	265,010	265,410
Maintenance & operation	323,421	289,710	316,010
Protective services			
General expense	212,619	270,490	283,770
Nonroutine & equipment			
Prior year adjustment			
<b>Total Expenditures</b>	<b>1,024,323</b>	<b>1,017,150</b>	<b>1,066,230</b>
<b>Net Surplus ( Deficit)</b>	<b>( 66,032)</b>	<b>( 101,770)</b>	<b>6,160</b>

# Operating Budget

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

OMB Approval No. 2577-0026 ( Exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project ( 2577-0026 ), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	b. Fiscal Year Ending June 30, 2008	c. No. of months ( check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other ( specify)	d. Type of HUD assisted project ( s)  01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership
e. Name of Public Housing Agency / Indian Housing Authority ( PHA/IHA) Village of Spring Valley Housing Authority			
f. Address ( city, State, zip code) 76 Gesner Drive Spring Valley, NY 10977			

g. ACC Number NY 625	h. PAS / LOCCS Project No. NY056 001 07J	i. HUD Field Office New York, N.Y.
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j. No. of Dwelling Units 146	k. No. of Unit Months Available 1,752	m. No. of Projects 3
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Line No.	Acct. No.	Description ( 1 )	Actuals Last Fiscal Year 2006 PUM ( 2 )	[ X ] Estimates [ ] or Actual Current Budget Yr. 2007 PUM ( 3 )	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM ( 4 )	Amount ( to nearest \$10) ( 5 )	PUM ( 6 )	Amount ( to nearest \$10) ( 7 )
Homebuyers Monthly Payments for:								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total	Break-Even Amount ( sum of lines 010, 020, and 030)						
050	7716	Excess ( or deficit ) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	409.61	424.05	433.16	758,890		
080	3120	Excess Utilities	1.46	1.57	2.05	3,600		
090	3190	Nondwelling Rental						
100	Total	Rental Income ( sum of lines 070, 080, and 090)	411.07	425.62	435.21	762,490		
110	3610	Interest on General Fund Investments	2.78	0.86	0.68	1,200		
120	3690	Other Income	46.98	4.11	4.11	7,200		
130	Total	Operating Income ( sum of lines 100, 110, and 120)	460.83	430.59	440.01	770,890		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	60.24	66.74	67.03	117,430		
150	4130	Legal Expense	15.13	13.70	14.61	25,600		
160	4140	Staff Training	0.48					
170	4150	Travel	2.11	3.14	7.13	12,500		
180	4170	Accounting Fees	4.32	5.00	5.00	8,760		
190	4171	Auditing Fees	2.85	2.85	2.85	5,000		
200	4190	Other Administrative Expenses	16.70	17.52	17.52	30,700		
210	Total	Administrative Expense ( sum of line 140 thru line 200)	101.83	108.95	114.15	199,990		
Tenant Services:								
220	4210	Salaries						
230	4220	Recreation, Publications and Other Services	0.15	0.60	0.60	1,050		
240	4230	Contract Costs, Training and Other						
250	Total	Tenant Services Expense ( sum of lines 220, 230, and 240)	0.15	0.60	0.60	1,050		
Utilities:								
260	4310	Water	24.84	27.40	27.40	48,000		
270	4320	Electricity	56.72	34.06	34.06	59,680		
280	4330	Gas	60.19	64.21	64.21	112,500		
290	4340	Fuel						
300	4350	Labor	11.06	6.75	6.98	12,230		
310	4390	Other utilities expense	23.92	18.84	18.84	33,000		
320	Total	Utilities Expense ( sum of line 260 thru line 310)	176.73	151.26	151.49	265,410		

Line No.	Acct. No.	Description ( 1 )	Actuals Last Fiscal Year 2006 PUM ( 2 )	[ X ] Estimates [ ] or Actual Current Budget Yr. 2007 PUM ( 3 )	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM ( 4 )	Amount ( to nearest \$10 ) ( 5 )	PUM ( 6 )	Amount ( to nearest \$10 ) ( 7 )
Ordinary Maintenance and Operation:								
330	4410	Labor	29.69	28.43	28.49	49,910		
340	4420	Materials	17.64	12.56	12.56	22,000		
350	4430	Contract Costs	137.27	124.37	139.33	244,100		
360	Total Ordinary Maintenance & Operation Expense ( lines 330 to 350)		184.60	165.36	180.37	316,010		
Protective Services:								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract Costs						
400	Total Protective Services Expense ( sum of lines 370 to 390)							
General Expense:								
410	4510	Insurance	35.17	45.95	47.26	82,800		
420	4520	Payments in Lieu of Taxes	23.43	27.44	28.37	49,710		
430	4530	Terminal Leave Payments						
440	4540	Employee Benefit Contributions	55.24	69.59	74.92	131,260		
450	4570	Collection Losses	7.51	11.42	11.42	20,000		
460	4590	Other General Expense						
470	Total General Expense ( sum of lines 410 to 460)		121.35	154.40	161.97	283,770		
480	Total Routine Expense ( sum of lines 210, 250, 320, 360, 400, and 470)		584.66	580.57	608.58	1,066,230		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	Total Operating Expense ( sum of lines 480 and 490)		584.66	580.57	608.58	1,066,230		
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance						
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Betterments and Additions						
540	Total Nonroutine Expenditures ( sum of lines 510, 520, and 530)							
550	Total Operating Expenditures ( sum of lines 500 and 540)		584.66	580.57	608.58	1,066,230		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts						
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
580	Total Operating Expenditures, including prior year adjustments and other expenditures ( line 550 plus or minus line 560 plus line 570)		584.66	580.57	608.58	1,066,230		
590	Residual Receipts ( or Deficit ) before HUD Contributions and provision for operating reserve ( line 130 minus line 580)		( 123.83 )	( 149.98 )	( 168.57 )	( 295,340 )		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects: Current Year						
610	8011	Prior Year Adjustments - ( Debit ) Credit						
620	Total Basic Annual Contribution ( line 600 plus or minus line 610)							
630	8020	Contributions Earned - Operating Subsidy: Current Year ( before year-end adjustments)	86.14	91.89	172.09	301,500		
640	Mandatory PFS Adjustments ( net ) :							
650	Other ( specify ) :							
660	Other ( specify ) :							
670	Total Year-end Adjustments/Other ( plus or minus lines 640 thru 660)							
680	8020	Total Operating Subsidy - current year ( line 630 plus or minus line 670)	86.14	91.89	172.09	301,500		
690	Total HUD Contributions ( sum of lines 620 and 680)		86.14	91.89	172.09	301,500		
700	Residual Receipts ( or Deficit ) ( sum of line 590 plus line 690)							
	Enter here and on line 810		( 37.69 )	( 58.09 )	3.52	6,160		

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	PHA/IHA-Leased Housing - Section 23 or 10( c ) 50% of Line 480, column 5, form HUD-52564		

		Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE ( date) June 30, 2005	137,806	
790		Provision for Operating Reserve - Current Budget Year ( check one) [ X ] Estimated for FYE 6/30/2007 [ - ] Actual for FYE	( 101,770)	
800		Operating Reserve at End of Current Budget Year ( check one) [ X ] Estimated for FYE 6/30/2007 [ - ] Actual for FYE	36,036	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE 6/30/2008 Enter Amount from line 700	6,160	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE 6/30/2008 ( Sum of lines 800 and 810)	42,196	
830		Cash Reserve Requirement - 50% of line 480	533,115	

Comments:

PHA/IHA Approval Name Keith Burrell

Title Executive Director

Signature \_\_\_\_\_

Date\_\_\_\_\_

Field Office Approval Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date\_\_\_\_\_

Operating Budget  
Schedule of All Positions and Salaries

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

OMB Approval No. 2577-0026 ( exp. 10/31/97)

Name of Housing Authority Village of Spring Valley Housing Authority			Locality Spring Valley, NY				Fiscal Year End June 30, 2008					
Position Title and Name By Organizational Unit and Function			Present Salary Rate As of ( date) 03/23/2007	Requested Budget Year			Allocation of Salaries by Program					
				Salary Rate	Estimated Payment		Management	Modernization	Development	Section 8 Programs	Other Programs	Longevity
No. Months	Amount	( 6)	( 7)		( 8)	( 9)						
( 1)	( 1a)	( 2)	( 3)	( 4)	( 5)	( 6)	( 7)	( 8)	( 9)	( 10)	( 11)	( 12)
<b>ADMINISTRATION</b>												
Executive Director	Keith Burrell	AN-T	50,000	12	55,000	50,000	5,000					Allocated to ongoing Capital programs
Senior Account Clerk / Typist	Rachanna Patel	AN-T	37,534	12	39,411	34,411	5,000					Allocated to ongoing Capital programs
Clerk / Typist	Lisa Spiteri	AN-T	29,064	12	30,517	30,517						
Resident Advisor	Abbye Binger	AN-T	13,000	12	13,000		13,000					
Provision for compensated absences		AN-T			2,500	2,500						
					140,428	117,428	23,000					
<b>MAINTENANCE</b>												
Maintenance Mechanic	Unfilled	M	50,605	12	53,135	53,135						
Assistant Maintenance Mechanic	Eric DeCosta	M		12								
Assistant Maintenance Mechanic	Unfilled	M		12								
					53,135	53,135						
Overtime		M				8,000						Allocated 20% to utilities.
Utility Labor Allocation		U				( 12,227)						
Provision for compensated absences		M				1,000						
						49,908						

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Executive Director or Designated Official Date

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. ( 18U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729,3802)

Operating Budget  
Schedule of Nonroutine Expenditures

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

OMB Approval No. 2577-0026 ( Exp. 10/31/97)

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Local Housing Authority Village of Spring Valley Housing Authority	Locality Spring Valley, NY	Fiscal Year Ending June 30, 2008
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Work Project Number ( 1 )	Extraordinary Maintenance and Betterments and Additions ( Excluding Equipment Additions)					Equipment Requirements				
	Description of Work Project ( List Extraordinary Maintenance and Betterments and Additions separately ) ( 2 )	Housing Project Number ( 3 )	Total Estimated Cost ( 4 )	Percent Complete Current Budget Year End ( 5 )	Requested Budget Year		Description of Equipment Items ( List Replacements and Additions separately ) ( 8 )	Requested Budget		
					Estimated Expenditure In Year ( 6 )	Percent Complete Year End ( 7 )		No. of Items ( 9 )	Item Cost ( 10 )	Estimated Expenditure In Year ( 11 )

Operating Budget  
 Schedule of Administration  
 Expense Other Than Salary

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

OMB Approval No. 2577-0026 ( Exp. 10/31/97)

Public Reporting Burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project ( 2577-0026 ), Washington, D.C. 20503. Do not send the completed form to either of the above addressees.

Name of Housing Authority: Village of Spring Valley Housing Authority		Locality: Spring Valley, NY			Fiscal Year End: June 30, 2008	
( 1 ) Description		( 2 ) Total	( 3 ) Management	( 4 ) Development	( 5 ) Section 8	( 6 ) Other
1	Legal Expense ( see Special Note in Instructions)	25,600	25,600			
2	Training ( list and provide justification)					
3	Travel					
	Trips To Conventions and Meetings ( list and provide justification)	11,400	11,400			
4	Other Travel:					
	Outside Area of Jurisdiction					
5	Within Area of Jurisdiction	1,100	1,100			
6	Total Travel	12,500	12,500			
7	Accounting	8,760	8,760			
8	Auditing	5,000	5,000			
9	Sundry					
	Rental of Office Space					
10	Publications	1,300	1,300			
11	Membership Dues and Fees ( list organization and amount)	1,000	1,000			
12	Telephone, Fax, Electronic Communications	14,700	14,700			
13	Collection Agent Fees and Court Costs	2,200	2,200			
14	Administrative Services Contracts ( list and provide justification)	4,000	4,000			
15	Forms, Stationary and Office Supplies	4,500	4,500			
16	Other Sundry Expense ( provide breakdown)	3,000	3,000			
17	Total Sundry	30,700	30,700			
18	Total Administration Expense Other Than Salaries	82,560	82,560			

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
 ( 18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

Justification/Breakdown:

3. Travel - Trips to conventions and meetings:

Organization/Location	No. of Persons Attending	Aggregate Days of Travel	Total Cost of Each Trip	Total Cost
NYSARHO convention	1	6	2,200	4,400
PHADA convention	1	4	875	3,500
Various HUD seminars & workshops	2	7	500	3,500
				11,400

11. Membership Dues and Fees:

NYSARHO	275
NAHRO	300
PHADA	300
Other & local	125
	1,000

14. Administrative Service Contracts:

Computer service	2,400
Office equipment - fax, postage meter, etc.	600
Photocopier	1,000

16. Other Sundry Expense:

Water cooler	200
Postage & overnight service	1,150
Classified advertising	1,150
All other - sundry	500
	3,000

Instructions for Preparation of Form HUD-52571

Prepare this form to reflect detailed estimates of Administration Expense, other than salaries, and the distribution to all programs administered by the Housing Authority.

The identification boxes in the upper right hand corner are self-explanatory.

1. Legal Expense: Enter in Column ( 2 ) , Line 1 the estimated cost of legal service. Enter in Columns ( 3 ) through ( 6 ) the pro rata shares of amounts in Column ( 2 ) chargeable to programs administered by the Housing Authority.

Special Note: The amount entered on Form HUD-52564 should also include salaries of Staff Attorneys as shown on Form HUD-52566 and included on line for "Other" in the Summary of Staffing and Salary Data section of Form HUD-52573.

2. Training: List and provide justification for all training.

Travel Expense: Justification must be provided for travel.

3. Trips to Conventions and Meetings: Under Justification/Breakdown, List each convention and meeting to be attended by commissioners and staff, with the location. Enter the number of persons expected to attend and show the aggregate number of travel days and the estimated total cost of each trip including subsistence allowance, cost of transportation, and reimbursable miscellaneous expenses. Enter the sum of the total costs of all trips in Column ( 2 ) . Enter in Columns ( 3 ) through ( 6 ) the pro rata shares of amounts in Column ( 2 ) chargeable to programs administered by the Housing Authority.

4. Other Travel Outside Area of Jurisdiction: Enter in Column ( 2 ) , Line 4 the estimated cost for travel by commissioners and staff, including subsistence, transportation, and reimbursable miscellaneous expenses. Follow instructions 3 above for columns ( 3 ) through ( 6 ) .

5. Other Travel: Within Area of Jurisdiction: Enter in Column ( 2 ) , Line 5 the estimated cost for travel, including fixed monthly allowances for reimbursement on a mileage basis for use of privately owned automobiles; and reimbursement for authorized use of local public transportation. Follow instructions 3 above for columns ( 3 ) through ( 6 ) .

6. Total Travel: Sum Lines 3, 4 and 5 for Columns ( 2 ) through ( 7 ) and enter total for each on line 6 "Total Travel."

7 thru 16. Accounting, Auditing and Sundry: Enter the estimated total for all programs in Column ( 2 ) for each item of expense in Lines 7 through 16. In Columns ( 3 ) through ( 6 ) enter the pro rata share of amounts show in Column ( 2 ) chargeable to all programs administered by the Housing Authority.

14. Administrative Services Contracts: List and provide justification for all contracts ( excluding accounting contracts ) .

16. All Other Sundry Expense: List all items identified under this expense.

18. Total Administration Expense Other Than Salaries:

Add the amounts on the following Lines:

Line 1	Legal Expense
Line 2	Training
Line 6	Total Travel
Line 7	Accounting
Line 8	Auditing
Line 17	Total Sundry

On Line 18 enter the appropriate totals in Columns ( 2 ) through ( 6 ) . The amount shown in Column ( 3 ) , lines 1, 2, 6, 7, 8 and 17 should be carried forward to Lines 150 through 200 of Form HUD-52564, Operating Budget.

**Operating Budget  
Summary of Budget Data  
and Justifications**

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

OMB Approval No. 2577-0026 ( Exp. 10/31/97)

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Name of Local Housing Authority: Village of Spring Valley Housing Authority	Locality: Spring Valley, NY	Fiscal Year Ending: June 30, 2008
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**Operating Receipts**

**Dwelling Rental:** Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Total rent roll ( as of 2/1/07)	63,241
	X <u>12</u>
	<u>758,892</u>

**Excess Utilities:** ( Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other." Under item 2, explain basis for determining excess utility consumption. For example, Gas: individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas [ ] Electricity [ ] Other [ ] ( Specify) \_\_\_\_\_

2. Comments

Total rent roll ( as of 2/1/07)	300.00
	X <u>12</u>
	<u>3,600</u>

**Non-dwelling Rent:** ( Not for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

N/A

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated investment income 1,200

Other Comments on Estimates of Operating Receipts: Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Charges to tenants and misc income - commissions ( laundry, telephone) , etc. 7,200  
7,200

**Operating Expenditures**

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column ( 1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column ( 1) , form HUD-52566.
- Column ( 2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50%, respectively. Thus, the equivalent full-time positions is two. ( 8/10+7/10+5/10) .
- Column ( 3) Enter the portion of total salary expense shown in Column ( 5) or Column ( 6) , form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column ( 4) Enter the portion of total salary expense shown in Column ( 5) or Column ( 10) , form HUD-52566, allocable to Section 23 Leased housing in management.
- Column ( 5) Enter the portion of total salary expense shown in Column ( 5) or Column ( 7) , form HUD-52566, allocable to Modernization programs ( Comprehensive Improvement Assistance Program or Comprehensive Grant Program) .
- Column ( 6) Enter the portion of total salary expense shown in Column ( 5) or Column ( 9) , form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation-Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of Positions ( 1)	Equivalent Full-Time Positions ( 2)	HUD-Aided Management Program			
			Management ( 3)	Sec 23 Leased Housing Only ( 4)	Modernization Programs ( 5)	Section 8 Program ( 6)
Administration - Nontechanical Salaries 1	4	3	117,428		23,000	
Administration - Technical Salaries 1						
Ordinary Maintenance and Operation - Labor 1	3	1	49,908		0	
Utilities - Labor 1		0	12,227			
Other ( Specify ) ( Legal, etc.) 1						
Extraordinary Maintenance Work Projects:2						
Betterments and Additions Work Projects:2						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column ( 3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 ( Section 23 Leased Housing Budget) , the amount of salary expense shown in Column ( 4) on the corresponding line above.  
 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates ( form HUD-52158) and justify all deviations from these rates.

No positions added or abolished. No increases provided.

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry; In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

No substantial increase.

82,560

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

Water & Sewer  
Electricity  
Gas  
Sewer Tax

48,000  
59,680  
112,500  
33,000

253,180

Ordinary Maintenance & Operation - Materials: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

Unchanged over CBY

22,000

Ordinary Maintenance & Operation - Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Sanitation  
Elevator  
Security system  
Fire alarm  
Equipment repairs  
Exterminator  
Maintenance contract  
All other - routine

30,000  
12,300  
8,800  
13,000  
15,000  
9,000  
144,000  
12,000

244,100

Insurance: Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

General liability	20,000
Property	44,000
Workers compensation	7,500
Automobile	6,000
Public officials	5,000
Bond	300
	<u>82,800</u>

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

FICA	15,967
Health insurance	87,600
Dental & vision insurance	3,360
Life insurance	3,000
Retirement	15,000
Disability insurance	500
Unemployment insurance	1,500
Retirees' medicare	4,800
	<u>131,727</u>

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Anticipated write-off of vacated arrears.	<u>20,000</u>
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Extraordinary Maintenance, Replacement of Equipment, and Betterments: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD-52567.	Extraordinary maintenance	=====
	Replacement of equipment	=====
	Betterments and additions	=====

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation ( OMO) . Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year ( RBY) . Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

None.

# **SPRING VALLEY HOUSING AUTHORITY**

## **Advisory Board membership**

- Alice Sterling
- Betty Watkins