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

PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012
Annual Plan for Fiscal Year 2008

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: West New York Housing Authority **PHA Number:** NJ30

PHA Fiscal Year Beginning: October 2008

PHA Programs Administered:

☐**Public Housing and Section 8** ☐**Section 8 Only** ☐**Public Housing Only**

Number of public housing units:714 Number of S8 units: Number of public housing units:
Number of S8 units:477

☐PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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 2008 - 2012
[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: **100**
- ☒ Reduce public housing vacancies: **Maintain at zero**
- ☒ Leverage private or other public funds to create additional housing opportunities: **Dollar for dollar**
- ☒ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) **to 100%**
- ☒ Improve voucher management: (SEMAP score) **to 100%**
- ☒ Increase customer satisfaction: **Maintain at 95% - 100%**
- ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) **Reduce Public Housing unit turn-around time**
- ☒ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:

form **HUD 50075** (03/2006)

☐ 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: **100% effort**
☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **100% effort**
☒ Implement public housing security improvements: **100% of needed 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 asset development of assisted households
Objectives:
☒ Increase the number and percentage of employed persons in assisted families: **100 % of total**
☒ Provide or attract supportive services to improve assistance recipients' employability: **by 100%**
☒ 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: **Maintain at 100%**
- ☒ 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: **Maintain at 100%**
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **Maintain at 100%**
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

☐ **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.

See attachment A: Executive Summary

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:

☒B Admissions Policy for Deconcentration
☒C FY 2008 Capital Fund Program Annual Statement and PLEs for open programs
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
☒G List of Resident Advisory Board Members
☒H List of Resident Board Member
☒N Community Service Description of Implementation
☒M Information on Pet Policy
☒S Section 8 Homeownership Capacity Statement, if applicable
☒T Description of Homeownership Programs, if applicable

Optional Attachments:

☒R PHA Management Organizational Chart
☒D FY 2008 Capital Fund Program 5 Year Action Plan
☒Q Public Housing Drug Elimination Program (PHDEP) Plan
☒F Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☒ Other (List below, providing each attachment name)

Attachment E: Progress Report on CFP Leveraging Program

Attachment I: Five Year Plan Progress Statement

Attachment J: Summary of Policy and Program Changes

Attachment K: Consistency with Consolidated Plan

Attachment L: PHA Criteria for Amendments to Plan

Attachment O: Follow-Up Plan: Safety Section

Attachment P: Follow-Up Plan: Neighborhood Appearance Section

Attachment R: PHA Management Organization Chart

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	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
X	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted 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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	**2700**	**5**	**5**	**4**	**5**	**4**	**3**
Income >30% but <=50% of AMI	**1792**	**5**	**5**	**4**	**5**	**4**	**3**
Income >50% but <80% of AMI	**2254**	**4**	**4**	**4**	**4**	**4**	**3**
Elderly	**2670**	**4**	**4**	**4**	**4**	**3**	**3**
Families with Disabilities	**N/A**	**5**	**4**	**4**	**5**	**3**	**3**
Race/Ethnicity	**2263**	**3**	**4**	**4**	**4**	**3**	**3**
Race/Ethnicity	**130**	**4**	**4**	**4**	**4**	**4**	**3**
Race/Ethnicity	**8174**	**4**	**4**	**4**	**4**	**4**	**3**
Race/Ethnicity	**212**	**3**	**4**	**4**	**4**	**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: **1999 Hudson County Plan**

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

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
☐ Section 8 tenant-based assistance
☒ Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	**2,430**		**41**
Extremely low income <=30% AMI	**1,826**	**75**	
Very low income (>30% but <=50% AMI)	**531**	**22**	
Low income (>50% but <80% AMI)	**73**	**3**	
Families with children	**1158**	**48**	
Elderly families	**647**	**27**	
Families with Disabilities	**175**	**7**	
Race/ethnicity/Wht.	**30**	**1.2**	
Race/ethnicity/Blk.	**11**	**0.8**	
Race/ethnicity/Hisp	**2,389**	**98**	
Race/ethnicity/Other	**0**	**0**	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	**812**	**33**	**26**
2 BR	**756**	**31**	**12**
3 BR	**451**	**19**	**3**
4 BR	**375**	**15**	**0**
5 BR	**36**	**2**	**0**
5+ BR	**0**	**0**	**0**

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

If yes:

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

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

☒ Section 8 tenant-based assistance

☐ Public Housing

☐ Combined Section 8 and Public Housing

☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	**156**		**6-10**
Extremely low income <=30% AMI	**50**	**32**	
Very low income (>30% but <=50% AMI)	**66**	**42**	
Low income (>50% but <80% AMI)	**40**	**26**	
Families with children	**109**	**70**	
Elderly families	**35**	**8**	
Families with Disabilities	**12**	**22**	
Race/ethnicity/Wht.	**15**	**10**	

Housing Needs of Families on the Waiting List			
Race/ethnicity/Blk.	**3**	**2**	
Race/ethnicity/Hisp	**138**	**88**	
Race/ethnicity/Other	**0**	**0**	
Characteristics by Bedroom Size (Public Housing Only)	**N/A**	**N/A**	**N/A**
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

How long has it been closed (# of months)?**48**

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☒ Reduce turnover time for vacated public housing units

☒ Reduce time to renovate public housing units

☐ Seek replacement of public housing units lost to the inventory through mixed finance development

☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- [x] Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- [x] Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- [x] Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- [x] Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- [x] 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

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

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

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

- [ ] Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- [ ] 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
- [x] 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

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2007 grants)**		
a) Public Housing Operating Fund	**2,481,360**	
b) Public Housing Capital Fund	**1,486,510**	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	**4,166,108**	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	**2,651,200**	**Public Housing Operations**
4. Other income (list below)		
Interest, management fees, other	**346,800**	**Public Housing Operations**
4. Non-federal sources (list below)		
Total resources	**11,131,978**	

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) **2**

☐ 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)
Non-Residents who work in jurisdiction of PHA

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 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

1 Involuntary Displacement – Residents and victims of Federal declared disasters
2 Victims of domestic violence - Residents
3 Disabled or health impaired local residents
4 Residents who live and work in the jurisdiction
5 Residents who live in the jurisdiction
6 Involuntary Displacement – Non-Residents
7 Victims of domestic violence – Non-Residents
8 Non-Residents who work in the jurisdiction

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: 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)

☒ Criminal or drug-related activity
☐ Other (describe below)

(2) Waiting List Organization

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

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

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

☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(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)

1 Involuntary Displacement – Residents and victims of Federal declared disasters
2 Victims of domestic violence - Residents
3 Residents who live and work in the jurisdiction
4 Residents who live in the jurisdiction
5 Involuntary Displacement – Non-Residents
6 Victims of domestic violence – Non-Residents
7 Non-Residents who work in the jurisdiction

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)

1 Involuntary Displacement – Residents and victims of Federal declared disasters
2 Victims of domestic violence - Residents
3 Disabled or health impaired local residents
4 Residents who live and work in the jurisdiction
5 Residents who live in the jurisdiction
6 Involuntary Displacement – Non-Residents
7 Victims of domestic violence – Non-Residents
8 Non-Residents who work in the jurisdiction

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
☐ Other (describe below)

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

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

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

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

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

f. Rent re-determinations:

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

☒ Never
☐ At family option
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies**.**

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

☐ At or above 90% but below100% 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. **See Attachment R**
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	**714**	**41**
Section 8 Vouchers	**477**	**10**
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)

Admissions and Continued Occupancy Policy
Maintenance Policy
Pest Control Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

See attachments C, D and E

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **Attachment C: FY 2008 Capital Fund Program Annual Statement**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development
   - ☐ Revitalization Plan submitted, pending approval
   - ☐ Revitalization Plan approved
   - ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ 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.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission:
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 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.

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

Conversion of Public Housing Activity Description
1a. Development name:**Palisade Gardens** 1b. Development (project) number: **NJ 30-1**
2. What is the status of the required assessment? ☐ Assessment underway ☒ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☒ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☒ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

Conversion of Public Housing Activity Description

1a. Development name:**Parkeast Gardens**
1b. Development (project) number: **NJ 30-2**

2. What is the status of the required assessment?

- ☐ Assessment underway
- ☒ Assessment results submitted to HUD
- ☐ Assessment results approved by HUD (if marked, proceed to next question)
- ☐ Other (explain below)

3. ☐ Yes ☒ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☒ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

Conversion of Public Housing Activity Description
1a. Development name:**Sunshine Gardens** 1b. Development (project) number: **NJ 30-3**
2. What is the status of the required assessment? ☐ Assessment underway ☒ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☒ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) ☐ Units addressed in a pending or approved demolition application (date submitted or approved: ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ☐ Requirements no longer applicable: vacancy rates are less than 10 percent ☒ Requirements no longer applicable: site now has less than 300 units ☐ Other: (describe below)
1a. Development name:**Pizzuto Building** 1b. Development (project) number: **NJ 30-4**
2. What is the status of the required assessment? ☐ Assessment underway ☒ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☒ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)

form **HUD 50075** (03/2006)

☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) ☐ Units addressed in a pending or approved demolition application (date submitted or approved: ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ☐ Requirements no longer applicable: vacancy rates are less than 10 percent ☒ Requirements no longer applicable: site now has less than 300 units ☐ Other: (describe below)

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

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

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.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

form **HUD 50075** (03/2006)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2008 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Palisades Gardens NJ 30-1
Parkeast Gardens NJ 20-2

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)

Palisades Gardens NJ 30-1
Parkeast Gardens NJ 20-2

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)

Palisades Gardens NJ 30-1
Parkeast Gardens NJ 20-2

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds. **N/A**

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2005 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)]

See Attachment M

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: **Attachment F: Comments of Resident Advisory Board**

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)
Residents comments were reflected in the PHA Plan

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.) **See Attachment H**

3. Description of Resident Election Process

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

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **Hudson County, NJ**

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)

The modernization, renovation, and improvement of West New York's existing public housing stock, an increase in affordable housing resources via application for additional Housing Choice Vouchers, and the affirmative enforcement of all fair housing rules, regulations, and laws pertaining to admission to and occupancy of the Public Housing and Section 8 assisted housing under the jurisdiction of the Housing Authority.

☐ Other: (list below)

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

The Housing Authority's PHA Agency Plan initiatives (see above) are consistent with and support the County of Hudson's Consolidated Plan in that the Consolidated plan calls for an increase in affordable housing resources via rehabilitation of existing housing stock where feasible, the construction of new housing and the affirmative enforcement of all fair housing laws.

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	**Amount of Annual Grant (Sum of lines 2-19)**	
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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

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

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years		

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		**Activity Description**						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	Other (describe) *Component 17*

Attachment A

EXECUTIVE SUMMARY

The West New York Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

As indicated, the Authority has adopted the following mission of HUD: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The plans, statements and policies set forth and/or referenced in this Plan all lead toward the accomplishment of the Authority's goals and objectives as outlined under the 5-Year Plan. The highlights of the major initiatives of the Authority's Agency Plan are as follows:

1. The Authority seeks to continue its outreach program to attract new landlords to participate in the Section 8 program.
2. The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.
3. The Authority seeks to employ effective maintenance and management policies to minimize the number of public housing units off-line.
4. The Authority seeks to renovate/modernize public housing sites.
5. The Authority seeks to continue to improve upon its efforts to assist residents in obtaining needed education, job training, and employment opportunities.

Attachment B

Admissions Policy for Deconcentration

DECONCENTRATION POLICY

It is the West New York Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bring higher income families into lower income development and lower income families into higher income developments. Toward this end, we will skip families on the waiting lists to reach other families with lower of high income. We will accomplish this is an uniform and non-discrimatory manner.

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income residents will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of families on the applicable waiting list(s). Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to be implemented.

DECONCENTRATION INCENTIVES

The Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner.

Component 3, (6) Deconcentration and Income Mixing

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

ATTACHMENT C

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	Grant Type and Number Capital Fund Program Grant No: NJ 39P03050108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008

☒ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50,000			
3	1408 Management Improvements	75,000			
4	1410 Administration	52,822			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	81,042			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	733,393			
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	1499 Development Activities				
19	1501 Collaterization or Debt Service	494,253			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,486,510			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	75,000			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	210,000			

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK		**Grant Type and Number** Capital Fund Program Grant No: NJ 39P03050108 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA - Wide	Operation resupplement income	1406		50,000				
HA - Wide	Management Improvements:							
	Security Patrols	1408		75,000				
HA-Wide	Administration	1410		52,822				
HA-Wide	A/E Services	1430		60,882				
HA-Wide	CFP Coordination Services	1430		20,160				
HA-Wide	Site Improvements	1450		33,393				
HA-Wide	Structural Upgrades	1460		400,000				
HA-Wide	Mechanical Upgrade	1460		300,000				
HA-Wide	Debt Service	1501	1	494,253				
Total				1,486,510				

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	**Grant Type and Number** Capital Fund Program No: NJ 39 P03050108 Replacement Housing Factor No:	**Federal FY of Grant: 2008**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA – Wide	6/12/10			6/12/12			
NJ 30-1 Palisade Gardens	6/12/10			6/12/12			
NJ 30-2 Parkeast Gardens	6/12/10			6/12/12			
NJ 30-3 Sunshine Gardens	6/12/10			6/12/12			
NJ 30-4 Pizzuto Building	6/12/10			6/12/12			
NJ 30-5 McGowan Building	6/12/10			6/12/12			
NJ 30-6 Otis Gardens	6/12/10			6/12/12			
NJ 30-7 F.D.R. Building	6/12/10			6/12/12			
NJ 30-8 Kennedy Tower	6/12/10			6/12/12			

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	Grant Type and Number Capital Fund Program Grant No: NJ 39 P03050107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006

☐Original Annual Statement ☐Reserve for Disasters/ Emergencies ☒Revised Annual Statement (revision no: 1)
☒Performance and Evaluation Report for Period Ending: 6/30/08 ☐Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	71,960		0	0
3	1408 Management Improvements	75,000		0	0
4	1410 Administration	52,822		52,822	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	81,042		32,340	2,340
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	630,428.96		0	0
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	1499 Development Activities				
19	1501 Collaterization or Debt Service	497,144.04		497,144.04	247,097.66
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,408,397		582,306.04	249,437.66
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	75,000.00		0	0
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	210,000		0	0

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK		**Grant Type and Number** Capital Fund Program Grant No: NJ 39 P03050107 Replacement Housing Factor Grant No:				**Federal FY of Grant: 2007**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations Supplement Income	1406		71,960			0	Pending
HA-Wide	Management Improvements	1408						
HA-Wide	Security Patrols	1408		75,000				
HA-Wide	Administration	1410		52,822		52,822	0	Underway
HA-Wide	A/E Services	1430		60,882		32,340	2,340	Pending
HA-Wide	CFP Coordinating Services	1430		20,160		0	0	Pending
HA-Wide	Site Improvements	1450						
HA-Wide	Structural Upgrades	1460		400,000		0	0	Pending
HA-Wide	Mechanical Upgrades	1460		230,428.96		0	0	Pending
HA-Wide	Debt Service	1501		497,144.04		497,144.04	247,096.66	Underway
Total				1,408,397		582,306.04	249,437.66	

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	**Grant Type and Number** Capital Fund Program No: NJ 39 P03050107 Replacement Housing Factor No:	**Federal FY of Grant: 2007**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	9/12/09			9/12/11			

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	**Grant Type and Number** Capital Fund Program Grant No: NJ 39 P03050106 Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2006**

☐**Original Annual Statement** ☐**Reserve for Disasters/ Emergencies** ☒**Revised Annual Statement (revision no: 2)**
☒**Performance and Evaluation Report for Period Ending: 6/30/08** ☐**Final Performance and Evaluation Report**

Line No.	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost**	
		Original	**Revised**	**Obligated**	**Expended**
1	Total non-CFP Funds				
2	1406 Operations	25,000	0		
3	1408 Management Improvements	75,000	75,000	75,000	52,770.53
4	1410 Administration	52,822	52,768.50	52,768.50	52,768.50
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	81,992.20	111,381.70	111,381.70	91,221.70
8	1440 Site Acquisition				
9	1450 Site Improvement	33,320	29,848	29,848	0
10	1460 Dwelling Structures	687,890	687,026	687,026	334,141.66
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	1499 Development Activities				
19	1501 Collaterization or Debt Service	493,484.80	493,484.80	493,484.80	493,484.80
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,449,509	1,449,509	1,449,509	1,024,387.19
22	Amount of line 21 Related to				

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	**Grant Type and Number** Capital Fund Program Grant No: NJ 39 P03050106 Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2006**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no: 2)**
☒ **Performance and Evaluation Report for Period Ending: 6/30/08** ☐ **Final Performance and Evaluation Report**

Line No.	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost**	
		Original	**Revised**	**Obligated**	**Expended**
	LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	75,000	75,000	75,000	52,770.53
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	210,000	210,000	210,000	210,000

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK		**Grant Type and Number** Capital Fund Program Grant No: NJ 39 P03050106 Replacement Housing Factor Grant No:				**Federal FY of Grant: 2005**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operation Supplement Income	1406		25,000	0			
HA-Wide	Management Improvement	1408		75,000	75,000	75,000	52,770.53	Underway
HA-Wide	Administration	1410		52,822	52,768.50	52,768.50	52,768.50	Complete
HA-Wide	A/E Services Consulting Fees	1430		81,992.20	111,381.70	111,381.70	91,221.70	Underway
HA-Wide	Site Improvements	1450		33,320	29,848	29,848	0	Underway
HA-Wide	Structural Upgrades	1460		487,026	487,026	487,026	0	Underway
HA-Wide	Mechanical Upgrades	1460		200,000	200,000	200,000	200,000	Underway
HA-Wide	Debt Service	1501		493,484.80	493,484.80	493,484.80	493,484.80	Complete
Total				1,449,509	1,449,509.00	1,449,509	1,024,387.19	

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	**Grant Type and Number** Capital Fund Program No: NJ 39 P03050106 Replacement Housing Factor No:	**Federal FY of Grant: 2006**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ 30-1 Palisade Gardens	7/17/07			7/17/2010			
NJ 30-2 Parkeast Gardens	7/17/07			7/17/2010			
NJ 30-3 Sunshine Gardens	7/17/07			7/17/2010			
NJ 30-4 Pizzuto Building	7/17/07			7/17/2010			
NJ 30-5 McGowan Building	7/17/07			7/17/2010			
NJ 30-6 Otis Gardens	7/17/07			7/17/2010			
NJ 30-7 F.D.R. Building	7/17/07			7/17/2010			
NJ 30-8 Kennedy Tower	7/17/07			7/17/2010			

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	Grant Type and Number Capital Fund Program Grant No: NJ 39 P03050105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 1)
☒ Performance and Evaluation Report for Period Ending: 6/30/08 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	25,000	0		
3	1408 Management Improvements	87,000	74,951.13	74,951.13	74,951.13
4	1410 Administration	52,822	62,690.44	62,690.44	62,690.44
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	77,283	79,923.65	79,923.65	79,923.65
8	1440 Site Acquisition				
9	1450 Site Improvement	186,200	23,771	23,771	23,771
10	1460 Dwelling Structures	579,294.91	245,886.19	245,886.19	738,680.13
11	1465.1 Dwelling Equipment—Nonexpendable	4,000	0		
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000	29,377.50	29,377.50	29,377.501
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service	494,233.09	494,233.09	494,233.09	494,233.09
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,510,833	1,510,833	1,510,833	1,503,626.94
22	Amount of line 21 Related to LBP Activities				

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	Grant Type and Number Capital Fund Program Grant No: NJ 39 P03050105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no: 1)**
☒ **Performance and Evaluation Report for Period Ending: 6/30/08** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	75,000	74,951.13	74,951.13	74,951.13
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	240,000		240,000	240,000

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK		**Grant Type and Number** Capital Fund Program Grant No: NJ 39 P03050105 Replacement Housing Factor Grant No:				**Federal FY of Grant: 2005**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operation Resupplement Income	1406		25,000				
HA-Wide	Management Improvement Security Technical Upgrades Training Commissioner & Staff	1408 1408 1408 1408		75,000 7,000 5,000	74,951.13 0 0	74,951.13 0 0	74,951.13	Complete
HA-Wide	Program Administration	1410		52,822	62,690.44	62,690.44	62,690.44	Complete
HA-Wide	A/E Services	1430		57,123	70,123.65	70,123.65	70,123.65	Complete
HA-Wide	Coordinating Services	1430		20,160	9,800	9,800	9,800	Complete
HA-Wide	Replace Stove/Refrigerators	1465.1	111	4,000	0			
HA-Wide	Maintenance and office equipment/furniture	1475		5,000	29,377.50	29,377.50	29,377.50	Complete
HA-Wide	Debt Service	1501		494,233.09	494,233.09	494,233.09	494,233.09	Complete
HA-Wide	Boilers and Heating Plant Upgrades	1460		325,000	352,838.32	352,838.32	352,838.32	Complete
NJ 30-4	Parking lot with gate access	1450	100% Bldg Site	186,000				
HA-Wide	Site Improvements	1450		0	23,771	23,771	23,771	Complete

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK		**Grant Type and Number** Capital Fund Program Grant No: NJ 39 P03050105 Replacement Housing Factor Grant No:				**Federal FY of Grant: 2005**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operation Resupplement Income	1406		25,000				
HA-Wide	Management Improvement Security Technical Upgrades Training Commissioner & Staff	1408 1408 1408 1408		75,000 7,000 5,000	74,951.13 0 0	74,951.13 0 0	74,951.13	Complete
HA-Wide	Program Administration	1410		52,822	62,690.44	62,690.44	62,690.44	Complete
HA-Wide	Painting Interior	1460		0	74,789.24	74,789.24	74,789.24	Complete
HA-Wide	Mechanical Upgrades in Boiler rooms	1460		254,294.91	7,206.06	7,206.06	0	Underway
HA-Wide	Floor Tiling	1460		0	68,504.24	68,504.24	68,504.24	Complete
HA-Wide	Elevator Upgrades	1460		0	112,417.30	112,417.30	112,417.30	Complete
HA-Wide	Electrical Upgrades	1460		0	23,979.87	23,979.87	23,979.87	Complete
NJ 30-6 Otis Gardens	Solarium Upgrades	1460		0	44,732.06	44,732.06	44,732.06	Complete
NJ 30-4 Sunshine	Entry System Upgrades	1460		0	12,376	12,376	12,376	Complete
NJ 30-2	Asbestos Abatement	1460		0	1,200	1,200	1,200	Complete
HA-Wide	Security Cameras	1460		0	47,843	47,843	47,843	Complete

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	**Grant Type and Number** Capital Fund Program No: NJ 39 P03050105 Replacement Housing Factor No:	**Federal FY of Grant: 2005**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ 30-1 Palisade Gardens	8/17/07			8/17/09			
NJ 30-2 Parkeast Gardens	8/17/07			8/17/09			
NJ 30-3 Sunshine Gardens	8/17/07			8/17/09			
NJ 30-4 Pizzuto Building	8/17/07			8/17/09			
NJ 30-5 McGowan Building	8/17/07			8/17/09			
NJ 30-6 Otis Gardens	8/17/07			8/17/09			
NJ 30-7 F.D.R. Building	8/17/07			8/17/09			
NJ 30-8 Kennedy Tower	8/17/07			8/17/09			

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	Grant Type and Number Capital Fund Program Grant No: NJ 39 P03050104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no: 2)
☒ Performance and Evaluation Report for Period Ending: 6/30/08 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	60,000	3,284.95	3,284.95	3,284.95
3	1408 Management Improvements	87,000	99,820.83	99,820.83	99,820.83
4	1410 Administration	60,000	59,238.67	59,238.67	59,238.67
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	75,360	81,980.19	81,980.19	81,980.19
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000			
10	1460 Dwelling Structures	980,015.31	1,081,733.67	1,081,733.67	1,081,733.67
11	1465.1 Dwelling Equipment—Nonexpendable	3,000	3,692	3,692	3,692
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	54,200	0		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service	246,500.69	246,500.69	246,500.69	246,500.69
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,576,251	1,576,251	1,576,251	1,576,251
22	Amount of line 21 Related to				

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	Grant Type and Number Capital Fund Program Grant No: NJ 39 P03050104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no: 2)
☒ Performance and Evaluation Report for Period Ending: 6/30/08 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	75,000	89,720.87	89,720.87	89,720.87
25	Amount of Line 21 Related to Security – Hard Costs	166,000	201,030	201,030	201,030
26	Amount of line 21 Related to Energy Conservation Measures	129,820	278,560	278,560	278,560

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK		**Grant Type and Number** Capital Fund Program Grant No: NJ 39 P03050204 Replacement Housing Factor Grant No:				**Federal FY of Grant: 2004**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operation Resupplement Income	1406		60,000	3,284.95	3,284.95	3,284.95	Complete
HA-Wide	Management Improvement Security Technical Upgrades Training Commissioner & Staff	1408 1408 1408		75,000 7,000 5,000	89,720.81 8,812.02 1,288	89,720.81 8,812.02 1,288	89,720.81 8,812.02 1,288	Complete Complete Complete
HA-Wide	Program Administration	1410		60,000	59,238.67	59,238.67	59,237.67	Complete
HA-Wide	A/E Services	1430		55,375	61,820.19	61,820.19	61,820.19	Complete
HA-Wide	Consultant Services	1430		20,160	20,160	20,160	20,160	Complete
HA-Wide	Site Improvements	1450	2 sites	10,000	0			
HA-Wide	Dwelling Equipment Stove/Refrigerators	1465.1	7	3,000	3,692	3,692	3,692	Complete
HA-Wide	Non-Dwelling Equipment Maintenance	1475		54,200	0			
NJ 30- 1,3,4,5	Window Replacement	1460	192	129,820	113,348	113,348	113,348	Complete
NJ 30-1,3,4,5	Upgrade Elevators	1460	8	0	22,370	22,370	22,370	Complete
HA-Wide	Bldg. Masonry and Chimney Restoration	1460		0	158,185.44	158,185.44	158,185.44	Complete
HA-Wide	Security Cameras	1460		0	11,840	11,840	11,840	Complete
NJ 30-5,8	Roof Replacements	1460		0	263,600	263,600	263,600	Complete

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK		**Grant Type and Number** Capital Fund Program Grant No: NJ 39 P03050204 Replacement Housing Factor Grant No:				**Federal FY of Grant: 2004**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operation Resupplement Income	1406		60,000	3,284.95	3,284.95	3,284.95	Complete
HA-Wide	Management Improvement Security Technical Upgrades Training Commissioner & Staff	 1408 1408 1408		 75,000 7,000 5,000	 89,720.81 8,812.02 1,288	 89,720.81 8,812.02 1,288	 89,720.81 8,812.02 1,288	 Complete Complete Complete
HA-Wide	Program Administration	1410		60,000	59,238.67	59,238.67	59,237.67	Complete
HA-Wide	A/E Services	1430		55,375	61,820.19	61,820.19	61,820.19	Complete
NJ 30-8	Emergency Generators	1460		0	14,236.41	14,236.41	14,236.41	Complete
HA-Wide	Boiler Room Upgrades	1460		0	135,685.22	135,685.22	135,685.22	Complete
HA-Wide	Electrical Upgrades	1460		0	21,507.66	21,507.66	21,507.66	Complete
NJ 30-5,8	Solarium Upgrade	1460		0	340,960.94	340,960.94	340,960.94	Complete
HA-Wide	Retire of debt service	1501			246,500.69	246,500.69	246,500.69	Complete

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

PHA Name: HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK	**Grant Type and Number** Capital Fund Program No: NJ 39 P03050104 Replacement Housing Factor No:	**Federal FY of Grant: 2004**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ 30-1 Palisade Gardens	9/13/06			9/13/08			
NJ 30-2 Parkeast Gardens	9/13/06			9/13/08			
NJ 30-3 Sunshine Gardens	9/13/06			9/13/08			
NJ 30-4 Pizzuto Building	9/13/06			9/13/08			
NJ 30-5 McGowan Building	9/13/06			9/13/08			
NJ 30-6 Otis Gardens	9/13/06			9/13/08			
NJ 30-7 F.D.R. Building	9/13/06			9/13/08			
NJ 30-8 Kennedy Tower	9/13/06			9/13/08			

Capital Fund Program Five-Year Action Plan
Part I: Summary **ATTACHMENT D**

PHA Name: West New York Housing Authority				☒**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012
	Annual Statement				
HA WIDE		Operations; supplement income	Operations; supplement income	Operation; supplement income	Operations; supplement income
HA WIDE		Management Improvement: Security Guards Technical System Upgrades Staff & Commissioners Training	Management Improvement: Security Guards Technical System Upgrades Staff & Commissioners Training	MngmntImprovement: Security Guards Techn System Upgrades Staff & Commissioners Training	Mngmnt Improvement: Security Guards Technical System Upgrades Staff & Commissioners Training
HA WIDE		Administration of Program	Administration of Program	Administration of Program	Administration of Program
HA WIDE		CFP A/E SERVICES	CFP A/E SERVICES	CFP A/E SERVICES	CFP A/E SERVICES
HA WIDE		CFP CONSULTANTS SERVICES	CFP CONSULTANTS SERVICES	CFP CONSULTANTS SERVICES	CFP CONSULTANTS SERVICES
HA WIDE		SITE IMPROVEMENTS	SITE IMPROVEMENTS	SITE IMPROVEMENTS	SITE IMPROVEMENTS
HA WIDE		Mechanical upgrades of Buildings Systems	Mechanical upgrades of Buildings Systems	Mechanical upgrades of Buildings Systems	Mechanical upgrades of Buildings Systems
HA WIDE		Structural Upgrades of Buildings	Structural Upgrades of Buildings	Structural Upgrades of Buildings	Structural Upgrades of Buildings
HA WIDE		Dwelling Equipment Replacement	Dwelling Equipment Replacement	Dwelling Equipment Replacement	Dwelling Equipment Replacement
HA WIDE		Non-Dwelling Equipment	Non-Dwelling Equipment	Non-Dwelling Equipment	Non-Dwelling Equipment
CFP Funds Listed for 5-year planning		**$1,486,510**	**$1,486,510**	**$1,486,510**	**$1,486,510**
Replacement Housing Factor Funds		**$0**	**$0**	**$0**	**$0**

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year:_2___ FFY Grant: 2009 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2010 PHA FY: 2010		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	HA WIDE	Operations, Supplement Income	110,000	HA WIDE	Operations, Supplement Income	110,000
Annual	HA WIDE	MngmntImprovements Security Guards Technical System Upgrades	75,000 7,000 5,000	HA WIDE	MngmntImprovements Security Guards Technical System Upgrades	75,000 7,000 5,000
Statement	HA WIDE	Administration of Program	67,626	HA WIDE	Administration of Program	67,626
	HA WIDE	CFP A/E Services	55,375	HA WIDE	CFP A/E Services	55,375
	HA WIDE	CFP Consultant Services	20,160	HA WIDE	CFP Consultant Services	20,160
	HA WIDE	Site Improvements	58,500	HA WIDE	Site Improvements	58,500
	HA WIDE	Mechanical Upgrades of Building Systems	279,292	HA WIDE	Mechanical Upgrades of Building Systems	275,632
	HA WIDE	Structural Upgrades of Buildings	300,073	HA WIDE	Structural Upgrades of Buildings	400,073
	HA WIDE	Dwelling Equipment Replacements	8,000	HA WIDE	Dwelling Equipment Replacements	8,000
	HA WIDE	Non-Dwelling Equipment Replacement	7,000	HA WIDE	Non-Dwelling Equipment Replacement	7,000
	HA WIDE	Retirement of MOD Bond Debt	493,484	HA WIDE	Retirement of MOD Bond Debt	497,144
	Total CFP Estimated Cost		**$1,486,510**			**$1,486,510**

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year:4 FFY Grant: 2011 PHA FY: 2011			Activities for Year: 5 FFY Grant: 2012 PHA FY: 2012		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	HA WIDE	Operations, Supplement Income	110,000	HA WIDE	Operations, Supplement Income	110,000
Annual	HA WIDE	Management Improvements Security Guards Technical System Upgrades	75,000 7,000 5,000	HA WIDE	Management Improvements Security Guards Technical System Upgrades	75,000 7,000 5,000
Statement	HA WIDE	Administration of Program	67,626	HA WIDE	Administration of Program	67,626
	HA WIDE	CFP A/E Services	55,375	HA WIDE	CFP A/E Services	55,375
	HA WIDE	CFP Consultant Services	20,160	HA WIDE	CFP Consultant Services	20,160
	HA WIDE	Site Improvements	58,500	HA WIDE	Site Improvements	58,500
	HA WIDE	Mechanical Upgrades of Building Systems	277,782	HA WIDE	Mechanical Upgrades of Building Systems	275,956
	HA WIDE	Structural Upgrades of Buildings	300,073	HA WIDE	Structural Upgrades of Buildings	300,073
	HA WIDE	Dwelling Equipment Replacements	8,000	HA WIDE	Dwelling Equipment Replacements	8,000
	HA WIDE	Non-Dwelling EqpntReplacement	7,000	HA WIDE	Non-Dwelling EqpntReplacement	7,000
	HA WIDE	Retirement of MOD Bond Debt	494,994	HA WIDE	Retirement of MOD Bond Debt	496,820
	Total CFP Estimated Cost		**$1,336,437**			**$1,336,437**

ATTACHMENT E: **CFP BOND LEVERAGING PROGRAM QUATERLY PROGRESS REPORT FOR THE 1ST QUARTER ENDING 3/31/08**

WEST NEW YORK HOUSING AUTHORITY
QUARTELY LEVERAGING PROGRESS REPORT
QUARTER ENDED MARCH 31, 2008

CAPITAL PROJECT	PROJECT COST ESTIMATE (BUDGET)	REVISIONS	FUNDS OBLIGATED	FUNDS EXPENED	SCHEDULE DATE OF COMPLETION	EXPLANATION OF DELAYS
ADMINSTRATION	$50,000	0	$50,000	0		
A&E FEES	$500,000	0	$500,000	0		
MASONRY RESTORATION	$33,500	0	$33,500	0		
EGS PROBE FEE	$3,310	0	$3,310	$3,310		
COMMUNITY ROOM RENOVATIONS	$2,232,000	0	$2,232,000	$2,362,995		
BATHROOM RENOVATION AND MODERNIZATION	$1,085,000	0	$1,085,000	$727,639		
ROOF REPLACEMENTS	$136,120	0	$136,120	$136,120		
SITE IMPROVEMENTS	$422,000	0	$422,000	$368,277		
BOILER UPGRADE	$479,847	0	$479,847	$447,987		
MASONRY RESTORATION	$1,058,000	0	$1,058,000	$1,021,500		
DOOR HARDWARE REPLACEMENT	$493,975	0	$493,975	$461,664		
BOND LEVERAGING FEES	$173,597	0	0	0		
TOTAL	$6,667,349	0	$6,493,752	$6,072,715		

PREPARED BY WILLIAM KATCHEN **DATE PREPARED: 5/15/08**

Attachment F

RESIDENT ADVISORY BOARD COMMENTS

Resident Comments:

Residents supported the Authority's proposed capital funding activities

Authority's Response:

The resident concerns were incorporated into the FY 2008 5-Year Action Plan for capital funding activities.

Note: During the subject meeting PHA representatives set forth the purpose of the PHA's Agency Plan; and discussed the revisions made in the Agency Plan since FY 2007.

Attachment G

LIST OF MEMBERS OF RESIDENT ADVISORY BOARD

Palisade Gardens:	Mr. Francis Beeg 4911 Palisade Avenue
Parkeast Gardens:	Mr. Thomas Loughran 5806 Park Avenue
Pizzuto Building:	Mrs. Karen Pizzuto 590 – 62nd Street
Kennedy Tower:	Mrs. Henrietta Barron 430 – 62nd Street

Attachment H

RESIDENT MEMBERSHIP ON THE PHA GOVERNING BOARD

The West New York Housing Authority is aware of the recently enacted HUD regulations requiring PHA's to include at least one resident on their governing board. The following resident has been appointed:

Irene Fernandez
Term: 02/26/07 to 10/02/09
Appointed by: Local Governing Body

Attachment I

Five-Year Plan Progress Statement

The West New York Housing Authority has made the following progress in meeting its stated mission and goals as expressed in the previously submitted Agency Plan for FY 2007:

- The Authority has completed necessary improvements/renovations in accordance with its Five Year Plan for Capital Fund spending.
- The Authority has reduced its Public Housing vacancy rate to 0%.
- The Authority has received special grants from the State of New Jersey Department of Human Services for Welfare-To-Work related social service support and job training activities.
- The Authority received a special grant from the State of New Jersey Department of Labor for establishing a Resident Employment Center in a public housing project site.

Attachment J

Summary of Policy and Program Changes

The West New York Housing Authority has made the following changes to its policies and programs since submission of its FY 2007 PHA Agency Plan:

1. The Authority amended its Section 8 Administrative Plan to reflect HUD mandated changes in the policies and procedures pertaining to admission of students to the Section 8 Housing Choice Voucher.

2. The Authority amended its form of Public Housing Dwelling Lease to provide for the inclusion thereunder of HUD mandated lease provisions pertaining to the Violence Against Women Act.

3. The Authority has amended its Pet Policy to reflect HUD mandated changes pertaining to animals used to assist disabled person residing in Public Housing units owned and managed by the Authority.

4. The Authority has amended its policy pertaining to criminal records keeping to reflect HUD mandated changes concerning same.

5. The Authority has amended its Public Housing Admissions and Continued Occupancy Policy to reflect the inclusion thereunder of terms and conditions for occupancy of Public Housing dwelling units by police officers in order to provide added security for residents.

Attachment K

CONSISTENCY WITH CONSOLIDATED PLAN

The West New York Housing Authority's Agency Plan is consistent with the Hudson County Consolidated Plan in that:

1. The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.

2. The Authority intends to make continued efforts to attract potential landlords to participate in Section 8 Program.

3. The Authority seeks to minimize public housing vacancies via effective maintenance and management policies.

4. The Authority seeks to renovate/modernize public housing sites.

5. The Authority seeks to continue and improve upon its efforts to assist residents in obtaining needed education, job training, and employment opportunities.

Attachment L

PHA CRITERIA FOR AMENDMENTS TO PLAN

Pursuant to applicable HUD regulations, a PHA may change or modify its Annual and Five-Year Plans and the policies described therein. However, any "significant amendment or modification" to the Annual Plan and any "substantial deviations" from the Five-Year Plan would require that the PHA submit a revised Plan that has met full public process requirements, including Resident Advisory Board review.

The West New York Housing Authority will consider the following to be "significant amendments or modifications":

- Changes to rent or admissions policies or organization of the waiting list;
- Changes to operations and management policies
- Changes to grievance procedures
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

The West New York Housing Authority will consider the following to constitute a "substantial deviation" from the Five-Year Plan:

- Any modification to the PHA's mission statement or any substantial modification to the PHA's goals and/or objectives.

An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered substantial deviations or significant amendments by the Authority.

Attachment M

SUMMARY OF PET POLICY

In accordance with the new HUD regulations, implementing Section 31 of the U.S. housing Act of 1937, the West New York Housing Authority has adopted a formal Pet Policy permitting public housing residents in general occupancy developments to own pets. As expressed in the said Pet Policy, pet ownership is subject to the following "reasonable requirements":

1. Limitations on the size of the pet and the number of pets permitted in a given unit
2. Issuance of a pet permit and payment of fee
3. Procurement of an insurance policy for liability and property damage
4. Registration of pet with the municipality
5. Posting of security deposit for damage caused by pet to the unit
6. Inspection of unit, upon notice, to ensure compliance

Attachment N

RESIDENT COMMUNITY SERVICE REQUIREMENT

Pursuant to Section 12(c) of the U.S. Housing Act of 1937, each adult resident of public housing must participate in eight (8) hours of community service and/or economic self-sufficiency activities per month, unless they meet the criteria for an exemption. In response to the implementation of Section 12(c), the West New York Housing Authority has taken the following administrative steps, subject to HUD requiring such action:

1. The Housing Authority's Admissions and Occupancy Policy included its full policy on community service requirement.

2. The Housing Authority shall identifies all adult family members who are not exempt from the community service requirement. The Housing Authority notifies such family members of the community service requirement and of the categories of individuals who are exempt from the requirement.

3. The Housing Authority coordinates with social service agencies, local schools, and the appropriate Human Resources Office in identifying volunteer community service programs.

4. The Housing Authority assigns family members to a volunteer coordinator who assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator track the family member's progress monthly and meet with the family members as needed to best encourage compliance.

Attachment O

WEST NEW YORK HOUSING AUTHORITY
RESIDENT SURVEY FOLLOW-UP PLAN – SAFETY SECTION

The following corrective action is being taken to address problem areas identified by the aggregate results of our first annual Resident Service and Satisfaction Survey – Safety Section.

The West New York Housing Authority (WNYHA) administers an ongoing Public Housing Security and Drug Elimination Program. Under such program we use a comprehensive security and preventive-based approach to attack drug-related crime and other types of crime in our Public Housing developments, and to improve the overall living environment within such areas.

We use private security patrols and community policing patrols to assure the safety of residents in our housing developments. In addition, we provide our on-site drug prevention activities and drug awareness education programming. We also emphasize training and employment of residents, and provide community space for resident educational, training, social and recreational activities.

Our private security guard patrols have proven effective in deterring drug-related crime in and around our targeted housing developments.

Our on-site Drug Prevention Program is designed to provide public housing youths (including young adults) with alternatives to involvement in drug-related behavior. The results of this program have been most positive.

The effectiveness of our community policing efforts in controlling drug-related crime in the targeted areas is evidenced by the decrease in crime therein over the past four years. The community policing patrols are being provided by the West New York Police Department on the peripheries of all of our public housing developments. This police presence serves as a major deterrent to drug-related criminal activity in the targeted areas. The community policing patrols are coordinated with and enhance the Housing Authority's security patrols.

In addition to said community policing patrols, the West New York Police Department (WNYPD) also continues to supply the Authority's residents with vehicular patrols on the peripheries of the housing developments, investigative services, undercover operations, and response to calls for police services as a result of illegal activity, real or apparent; juvenile aid services; on-site drug awareness and crime prevention educational services; provision of necessary assistance to the Authority in the enforcement of its "One Strike and You're Out Policy"; and provision of assistance to Crime Watch Program groups.

In addition to security patrol services, the Authority's security guards also provide guard services at building entrances, including checking the identification of persons seeking to enter the premises.

The goals of the security patrol are as follows:

- To increase the residents' perception of personal safety
- To deliver security services consistent with the needs of the community
- To identify and report crime and disorder problems to the WNYPD
- To engage the community in priority setting and eliminate citizen apathy in reporting crimes and disorders to the police
- To assist the Authority in the enforcement of its "One Strike and You're Out Policy"
- To increase protection and services to residents, especially women, children, and the elderly

Our Drug Prevention Program is designed to provide activities that serve as alternatives to involvement in drug-related activity and to educate our residents about the damaging effects of drug abuse. The activities under this program include the use of family sites for career counseling, job training and job opportunity referral services provided in cooperation with the County of Hudson JPPA and Welfare-to-Work programs, and the State of New Jersey Unemployment Division; continuation of ESL classes at all of our housing sites; continuation of parenting workshops at family sites; continuation of recreation and cultural activities provided in cooperation with the Board of Education and Recreation Department of West New York; and continued referral of young people in need of drug counseling services and/or drug rehabilitation treatment to agencies and organizations which provide such services.

Our Resident Services Coordinator develops support groups of parents for the purpose of engaging them, along with the young people, identifying and changing the factors present in public housing that lead to drug-related problems, addressing the causes and effects of illegal drug usage and assisting them in making informed decisions regarding drug use and the dangers associated with the same. They are assisted by drug education professionals from The West New York Alliance, West New York Police Department and the West New York Outreach Program.

Drug education and other program information is distributed at meetings, workshops and other resident gatherings.

Our Resident Services Coordinator works closely with the Hudson County Office of Employment and Training with regard to the provision of career counseling, job training, and job opportunity services, and also with the West New York Alliance and the West New York Outreach Program with regard to the provision of drug awareness education and drug-related counseling and referral services.

Many Housing Authority residents are on public assistance. The Authority has expanded its efforts to assistthese residents in accessing education, employment and training opportunities. In addition to the activities mentioned above, our Resident Services Coordinator is currently in the process of developing working relationships with relevant service providers. Positive relations have already been established with the Board of Education and other municipal agencies, the Hudson County Schools of Technology, the Job Training Partnership Act Administrator, Hudson County Community College, Work First New Jersey (TANF) and local employers.

The Authority operates a computer learning and community center, located at our Pizzuto Building family site.

The Authority's resident job training and employment activities are coordinated with empowerment, self-sufficiency and welfare-to-work efforts and reforms. Job training components offered under the Authority's Drug Prevention Program provides Housing Authority residents with the opportunity to interact directly with private sector businesses, thereby increasing their job placement opportunities and providing tangible benefits to the targeted population and the community as a whole.

Our Drug Elimination Program/Security Coordinator continues to promote tenant workshops; act as an intermediary between tenants, Housing Authority staff, and police and security forces; assist in eviction of residents involved with drugs; disseminate program-related information materials; provide necessary assistance to residents in the implementation of their crime watch activities; train and supervise security patrols; compile crime statistics for evaluation purposes; and monitoring drug elimination activities.

The West New York Police Department tracks crime in our public housing developments. Crime reduction in public housing is analyzed and evaluated on a comparison of statistics provided to us by the WNYPD on the following:

Part 1 Crime Statistics:

- Murder
- Robbery
- Burglary
- Motor Vehicle Theft
- Arson
- Rape
- Assault
- Larceny
- Domestic Violence

Part 2 Crime Statistics – Narcotics

- Possession

- Distribution/Manufacture
- Criminal Mischief
- Weapons Violations
- Trespassing

In addition to crime statistics, the Authority maintains, analyzes and evaluates the following information:

- Calls for service
- Resident survey data
- Vandalism
- Number of evictions for drug-related activity
- Number of applicants screened out for drug-related activity

The following considerations are included as part of our evaluation process:

1. If narcotics violations go up or down, does it mean that (1) the problem is being reduced or (2) enforcement has lessened or increased or (3) the dealers/users have become more cautious (gone indoors, etc.).

2. Does an increase in calls for service mean that (1) the problems have increased or (2) residents have a better rapport with the police.

3. Is there any change in the type of drugs confiscated?

4. Do increases or decreases in domestic violence reflect (1) increased substance abuse or (2) increased reporting and police response.

5. What are the age and gender statistics for narcotics violations?

6. Is violent crime increasing or decreasing? Is the change due to increasing crime, increased deterrence, increased apprehension, etc.

In addition to the above components, the Authority's comprehensive anti-crime strategy includes the continued administration of our screening, leasing and eviction policies, in accord with the Authority's "One Strike and You're Out Policy".

The Housing Authority's "One Strike and You're Out Policy" and our new Admission Policy, Dwelling Lease and Applicant Screening and Eviction Procedures are designed to assure the rejection of applicants for admission to public housing who have a history of drug abuse or other involvement in drug-related criminal activity, and to provide for the eviction of existing residents found to be involved in such activity.

The screening procedures include review of police records to determine the existence of drug-related or other criminal history; if same is found, admission is denied. As a condition of application, all applicants are required to sign a form giving the Housing

Authority expressed approval to do a police background check on the adult members of their households.

The Housing Authority has entered into a collaborative relationship with the New Jersey State Police regarding access to criminal conviction records of applicants to determine their suitability for residency in public housing. The Authority is currently in the process of obtaining approval to access FBI criminal history records.

The Housing Authority also reviews police files on a periodic basis to determine if any of its existing tenants have criminal histories. If any member(s) of a resident household is found to be engaged in criminal activity, including drug-related activity upon or near public housing, eviction proceedings are instituted immediately, in accord with the applicable provisions of the dwelling lease.

The Authority continues to serve notice on all of its employees regarding the prohibitions under its Drug-Free Workplace Policy, specifying the actions that will be taken against employees for violation of such prohibitions.

The Authority continues to maintain a strong on-site management presence. The Authority views such presence as a critical element in preventing drug addicts from entering vacant units and damaging them, thereby increasing the turnaround time on same. Authority management personnel walk the project sites on a daily basis. While doing so they check to see that vacant units are properly secured and take appropriate action where same is found not to be the case (i.e. instruct the maintenance staff to secure the unit and where applicable have police remove unauthorized occupants).

Housing Managers oversee the selection of new residents and perform home visits and inspections. While making home inspections they observe activities and make note of problems as well as opportunities to reward desirable behavior. They work closely with the tenant associations and involve them in management decisions related to the development of management policies and procedures that affect them directly. They assist residents in the development of community partnerships involving, among others, the West New York Police Department and social, health, and other resident services agencies. They refer residents in need of human services to the appropriate service agencies and are involved along with tenant association representatives, in the planning, development, implementation and monitoring of resident service programs, projects, and activities.

Our managers will continue to communicate clear expectations and consequences to residents concerning: (1) payment of rent on time; (2) zero tolerance for drug abuse; (3) responsibility for care of Housing Authority property; (4) responsibility for conduct of children and guest(s).

The Authority's comprehensive strategy for eliminating drug-related crime and associated problems within its targeted housing developments also includes the following additional components/activities:

1. The applicant repaired/replaced security fencing within its housing developments and installed burglarproof door locks and bolts therein with HUD CGP funds.

2. The applicant installed video-controlled entry doors within its senior citizen housing with state grant funds.

West New York Housing Authority residents and their tenant associations played a key role in planning, designing, and developing the West New York Housing Authority Security and Drug Elimination Strategy and will continue to play an active role in implementing same.

The components of the Security and Drug Elimination Strategy set forth above were developed by the Housing Authority in close cooperation with all members of the Security and Drug Elimination Work Team. The work group was responsible for providing input and other necessary assistance with regard to: (1) collection, compilation, and interpretation of demographic data, crime statistics, and other information concerning drug-related crime and associated problems; (2) identification of drug-related crime and associated problems within targeted areas; (3) assessment and prioritization of resident needs for services and resources adequate to address drug-related crime; (4) review of the Housing Authority management practices and determination of needed changes to ensure that these practices adequately address drug-related crime and associated problems; (5) evaluation of the drug elimination strategy of the Housing Authority and local law enforcement agency, and determination of needed changes to ensure that such strategies adequately address drug-related problems specific to the targeted housing developments; (6) defining drug elimination goals; and (7) developing a comprehensive action plan for the public housing community.

Attachment P

WEST NEW YORK HOUSING AUTHORITY
RESIDENT SURVEY FOLLOW-UP PLAN – NEIGHBORHOOD APPEARANCE SECTION

The following corrective action has been implemented to address problem areas identified by the aggregate results of our first annual Resident Services and Satisfaction Survey Neighborhood Appearance Section:

Development of property Maintenance Performance Standards and Goals

The Maintenance Department of the Housing Authority is responsible for managing the function in the most cost effective manner possible while maximizing the useful life of the Authority properties and providing the best service to the Authority residents.

Our Director of Maintenance has been assigned the task of establishing measures that will allow the effectiveness of maintenance systems and activities to be properly evaluated. In establishing these standards, the Authority takes into consideration certain factors:

1. Local housing codes
2. HUD Housing Quality Standards
3. Public Housing Assessment System (PHAS) standards
4. Housing Authority collective bargaining agreements
5. Housing Authority job descriptions

These standards and the goals established with regard to same are used to evaluate current operations and performance, and to develop strategies to improve performance and meet the standards that have been set.

Inspection Program

The Housing Authority's goals of efficiency and cost-effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This program calls for the inspection of all areas of the Authority's facilities – the dwelling units, the grounds and building exteriors, and major service systems.

A. Dwelling Unit Inspections

- To assure that all dwelling units comply with standards set by HUD and local codes; and
- To assure that the staff of the Housing Authority knows at all times the condition of each unit for which it is responsible.

For all non-emergency inspections, the resident will be given at least two (2) days written notice of the inspection.

Our Housing Inspector will continue to perform the unit inspection program of the Authority in cooperation with Maintenance Department staff personnel. During each inspection, the maintenance staff performs specified preventive and routine maintenance tasks. Any other work items are converted to a work order within twenty-four hours of the completion of the inspection. The maintenance staff endeavors to complete all inspection-generated work items within 30 days of the inspection.

The Housing Inspector and the staff are responsible for monitoring the condition of dwelling units. Whenever a maintenance staff member enters a dwelling unit for any purpose, such as completing a resident request for service or accompanying a contractor, he or she records on an inspection form any required work he or she sees while in the apartment. These work items are converted to a service request within twenty-four hours of delivery.

B. Building and Grounds Inspections

Regular inspections of the grounds and building exteriors are required to maintain the curb appeal of the property. This curb appeal is required to maintain the attractiveness of the property for both current and prospective residents. Our inspection procedures specify the desired condition of the areas to be inspected.

Building and grounds inspections cover these areas:

1. Hallways
2. Stairwells
3. Community room and other common space such as kitchens or public restrooms
4. Laundry facilities
5. Lobbies
6. Common entries
7. Basements
8. Grounds
9. Porches or patios
10. Parking lots
11. Sidewalks and fences
12. Lawns, shrubs and trees
13. Trash compactors or collection areas, including checking for pick-up of large items for disposal (on an as-needed basis)
14. Building foundations
15. Graffiti (removal is required within twenty-four hours)

An inspection form has been developed for common areas and building exteriors and grounds. The staff member responsible for the inspection notes all deficiencies on the form and ensures that these deficiencies are recorded on a work order within twenty-four

hours of the inspections. The Housing Authority will complete all inspection-generated work items within thirty (30) days of the inspection.

Housing Authority staff members shall also report any needed work that they see in the regular course of their daily activities.

C. Systems Inspection

The regular inspection of all major systems is fundamental to a sound maintenance program. Our major systems inspection program overlaps with the preventive maintenance program in some areas. To the extent that inspections, in addition to those required for scheduled service intervals, are needed, they will be a part of the inspection schedule. Any work items identified during an inspection will be converted to a work order within twenty-four hours and are to be completed within thirty (30) days.

D. Landscaping and Grounds

The Housing Authority has developed a routine maintenance schedule for the maintenance of the landscaping and grounds of our properties that is designed to ensure their continuing attractiveness and marketability.

Routine grounds maintenance includes numerous activities:

1. Litter control
2. Lawn care
3. Maintenance of driveways, sidewalks and parking lots
4. Care of flower beds, shrubbery and trees
5. Maintenance of playgrounds, benches and fences
6. Snow removal (when required)

Our Director of Maintenance is responsible for implementation and supervision of our routine maintenance tasks under the Authority's maintenance plan that includes:

1. Clearly articulated standards of appearance for the grounds that acknowledges, but is not limited to, HUD and local code standards
2. A list of tasks that are required to maintain the standard and the frequency with which tasks must be performed
3. The equipment, materials, and supplies required to perform the tasks and a schedule of their procurement
4. A separate snow removal plan, including a schedule for preparing equipment for the season and the procurement of other necessary materials and supplies.

E. Building Exteriors and Interior Common Areas

The appearance of the outside of the Authority buildings, as well as their common areas, is important to their marketability. Therefore, the Housing Authority has established a routine maintenance schedule to ensure that they are always maintained in good condition. The components to be maintained include:

1. Lobbies
2. Hallways and stairwells
3. Elevators
4. Public restrooms
5. Lighting fixtures
6. Common rooms and community spaces
7. Exterior porches and railings
8. Building walls
9. Windows

Our Director of Maintenance has developed a routine maintenance schedule for building exteriors and interior common areas. The schedule is based on the following:

1. A clearly articulated standard of appearance for the building
2. A list of tasks required to maintain that standard
3. The frequency with which the tasks must be performed
4. A list of materials, equipment and supplies required to perform the tasks.

F. Interior Painting

The appearance and condition of the paint request. These standards include the period of time that has elapsed since the last time the unit was painted. Alternatives for performance of work are included, including the conditions under which a resident will be allowed to paint his or her own unit.

Contracting for Services

The Housing Authority will continue to contract for maintenance services when it is in the best interests of the Authority to do so. When the employees of the Authority have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When the employees of the Authority have the skills to do the work required, but there is more work than there is time available to complete it, the Housing Authority will determine whether it is more cost effective to use a contractor to complete the work. If the Authority staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the Authority will decide whether it will be cost effective to train a staff member to complete the work.

Once the decision has been made to hire a contractor, the process set out in the Housing Authority Procurement Policy will be used. Our Director of Maintenance will work with

the Procurement Department to facilitate the contract award. The Director will be responsible for the contributions of the Maintenance Department to this process. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications, the easier it will be for the Authority to get the work product it requires.

Preparation of Vacant Units for Reoccupancy

It is the policy of the Housing Authority to reoccupy vacant units as soon as possible. The policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit.

Our Director of Maintenance has been assigned the task of developing and implementing a system that ensures an average turn-around time of seven (7) calendar days. He has been directed to develop and implement a system that can perform the following tasks:

1. Forecast unit preparation needs based on prior years' experience;
2. Estimate both the number of units to be prepared and the number of hours it will take to prepare them; and
3. Control work assignments to ensure prompt completion.

Our Director of Maintenance has been given the authority to create special teams for vacancy turnaround or to hire contractors when required to maintain Authority goals.

Our Director of Maintenance is responsible for maintaining a monthly register of vacancies to help trace each unit that becomes vacant and to provide milestone data about occupancy, cost and maintenance requirements. The key maintenance milestones include the date tenants move out, the date the Maintenance Department is notified of the vacancy, the date the unit is inspected, the date maintenance work is commenced on the unit, and the date a new lease is signed for the unit. A review of the ledger lets the Executive Director and Housing Manager know at a glance whether excessive vacancy losses reflect a maintenance problem or an administrative problem. The ledger serves as a convenient reference document for obtaining information on the number of units being worked on, the status of such work, and the turnaround time required for all units completed that month.

Pest Control Extermination

The Housing Authority recognizes the importance of pest and vermin control in providing a living environment of adequate health and safety for its residents. To achieve

this control, the Authority has adopted the following pest control policy that is being implemented by our Director of Maintenance:

The Housing Authority is making every effort to provide a healthy and pest-free environment for its residents. The Authority determines which pests, if any, infest its properties and then provides the best possible treatment for the eradication of those pests.

Our Director of Maintenance determines the most cost-effective way of delivering the treatments whether by contractor or licensed Authority personnel.

The extermination plan begins with an analysis of the current condition at each property. Our Director of Maintenance ensures that an adequate schedule for treatment is developed to address any existing infestation. Special attention is paid to cockroaches. The schedule includes frequency and locations of treatment.

Resident cooperation with the exterminating plan is essential. All apartments in a building must be treated for the plan to be effective. Residents are given information about the extermination program at the time of move-in. All residents are informed at least one week in advance and again twenty-four hours before treatment. The notification is given in writing and includes instructions that describe how to prepare the unit for treatment. If necessary, the instructions are bilingual.

Housekeeping Standard House Rules

In our effort to improve the livability and conditions of Housing Authority property, we have established the following uniform standards for resident maintenance:

Standard for Unit Housekeeping:

A. General

1. Walls: should be clean and free of dirt, grease, holes, cobwebs, and fingerprints
2. Floors: should be clean, clear, and free of hazards
3. Ceilings: should be clean and free of cobwebs
4. Windows: should be clean and not nailed shut; shades should be intact
5. Woodwork: should be clean and free of dust, gouges, and scratches
6. Doors: should be clean and free of grease and fingerprints; doorstops should be present; locks should be operational
7. Heating Unit: should be dusted and access uncluttered
8. Trash: should be disposed of properly and not left in the dwelling unit
9. Entire dwelling units should be free of rodent and insect infestation

B. Kitchen

1. Stove: should be clean and free of food and grease

2. Refrigerator: should be clean; freezer door should close properly and freezer should have no more than one inch of ice
3. Cabinets: should be clean and neat; cabinet surfaces and countertops should be free of grease and spilled food
4. Exhaust Fan: should be free of grease and dust
5. Sink: should be clean and free of grease and garbage; dirty dishes should be washed and put away in a timely manner
6. Food Storage Areas: should be neat and clean, without spilled food
7. Trash: should be stored in covered container until removed to the disposal area

C. Bathroom

1. Toilet and Tank: should be clean and odor-free
2. Tub and Shower: should be clean and free of excessive mildew and mold; where applicable, shower curtains should be in place and of adequate length
3. Lavatory: should be clean
4. Floor: should be clean and dry

D. Storage

1. Linen Closet: should be neat and clean
2. Other Closets: should be neat and clean; no highly flammable materials should be stored in dwelling unit
3. Other Storage Areas: should be clean, neat and free of hazards

Standard for Building and Grounds Maintenance:

A. The following standards apply only when are noted is for the exclusive use of residents:

1. Yards: should be free of debris, trash, and abandoned cars; exterior walls should be free of graffiti
2. Porches (front and rear): should be clean and free of hazards; any items stored on the porch shall not impede access to the dwelling unit
3. Steps (front and rear): should be clean and free of hazards
4. Sidewalks: should be clean and free of hazards
5. Storm Doors: should be clean, with glass and screens intact
6. Parking Lot: should be free of abandoned cars; there should be no car repairs in the lots
7. Hallways: should be clean and free of hazards
8. Stairwells: should be clean and uncluttered
9. Laundry Areas: should be clean and neat; lint from dryers should be removed after use
10. Utility Room: should be free of debris, motor vehicle parts, and flammable materials

Attachment Q

GOALS AND OBJECTIVES OF PUBLIC HOUSING DRUG ELILMINATION PROGRAM AND SUMMARY OF PROGRAM ACTIVITIES

The West New York Housing Authority's broad goals and objectives are:

1. To reduce the reported number of crime incidents in and around the targeted public housing developments through the provision of continued security patrols assisted by community policing efforts;
2. To increase resident awareness of drug-related criminal activity by increasing resident participation in drug prevention education sessions;
3. To increase public housing youth participation in our computer learning center activities, and other educational job training and job opportunity program efforts.

The above-stated goals for plan activities are in accord with our program objectives that are:

1. Establishment of increased visible security;
2. Reduction of crime incidents in and around the targeted areas;
3. Development of a drug education and prevention program which promotes ongoing awareness among public housing youth, actively alters the environment factors that contribute to participation in drug use and associated criminal activity, and provides education, training and job opportunities for residents;
4. Increase the number of arrests associated with drug-related crime;
5. Restore a sense of security and peace of mind to public housing residents, especially members of the senior community, women and young children;
6. Improve relations between the public housing community, the West New York Police Department, fostering cooperation, trust and greater personal contact; and
7. Offer positive life alternatives to resident teens through education, recreation, and drug awareness workshops.

The Housing Authority of West New York continues to use a comprehensive security and preventive-based approach to attack drug-related crime problems. We continue to use private security patrols to secure our housing developments. We are continuing our Drug Prevention activities and Drug Awareness Education Programming. We continue to emphasize training and employment of residents and provision of community space for resident education under our Drug Prevention Program.

Attachment R

ORGANIZATIONAL CHART

Board of Commissioners
|
|

Executive Director ------ 3rd Party Contractors:
Legal Counsel
Fee Accountant
Fiscal Auditor
Housing Consultant(s)
|
|

Public Housing Management Support Staff	PH Tenant Services Support Staff	PHA Maintenance Support Staff	Section 8 Administrative Support Staff

Attachment S

SECTION 8 HOMEOWERSHIP CAPACITY STATEMENT

The PHA has demonstrated its capacity to administer the Section 8 Homeownership Program by: 1) establishing a minimum homeowner downpayment requirement of at leat 3% of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources; 2) requiring that financing for purchase of a home under the Section 8 Homeownership Program will be provided, insured or guaranteed by the State or Federal government, and requiring that purchasers comply with secondary mortgage market requirements or generally accepted private sector underwriting standards; and 3) by demonstrating its relevant experience re successful administration of Public Housing and Section 8 rental assistance program.

Attachment T

DESCRIPTION OF HOMEOWNERSHIP PROGRAM

The PHA is limiting the number of families participating in its Section 8 Homeownership Program to 25.

The PHA's eligibility criteria for participation in the subject program is in accord with the HUD criteria for same.

Financing for purchase of a home under the subject program must:

1. Be provided, insured, or guaranteed by the State or Federal government;
2. comply with secondary mortgage underwriting requirements; or
3. comply with generally accepted private sector underwriting standards

The applicant family must demonstrate the financial capacity to pay the Housing Authority's established minimum homeowner downpayment of 3% of the purchase price for participation in the Homeownership Program. At least one percent of the purchase price must come from the family's personal resources.