

6.0 (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The following are the specific locations where the public may obtain copies of the 2012 Annual Plan:

- Administrative Office – 2 Cleveland Avenue, Suite A, New Square, NY 10977

6.0 PHA Plan Elements

903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures *REVISIONS*

A. Public Housing *NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING*

B. Section 8

Section 8 HCV policies that govern participant eligibility and selection for assistance (including preferences), and procedure for maintaining waiting list.

(1) Eligibility

The PHA conducts screening to the extent of:

- Criminal or Drug-related activity only to the extent required by law or regulation
- Sex Offenders

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- State law enforcement agencies

The PHA shares the following information with prospective landlords:

- Damage to units (with signed release of information)
- Resident name and last known address in PHA file
- Current and previous landlords names and addresses

(2) Waiting List Organization

The Housing Authority of the Village of New Square's waiting list for the section 8 tenant-based assistance is not merged with any other program waiting list:

Participants may apply for admission to section 8 tenant-based assistance at:

- PHA main administrative office

(3) Search Time **REVISION**

The PHA does give thirty (30) day extensions on standard 60-day period to search for a unit.

(4) Preferences

The PHA does 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 the median area income.

The PHA plans to employ the following admission preferences for admission to section 8 tenant-based assistance:

<u>Priority</u>	<u>Preference</u>
<u>1</u>	- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
<u>2</u>	- Substandard housing
<u>2</u>	- High rent burden (rent is >50 percent of income)
<u>1</u>	- Residents who live and/or work in the jurisdiction

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

The preference “residents who live and/or work in the jurisdiction” has previously been reviewed and approved by HUD.

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements.

(5) Special Purpose Section 8 Assistance Programs

The policies governing eligibility, selection and admissions to any special-purpose section 8 program administered by the PHA are contained in the following documents or other reference materials:

- The Section 8 Administrative Plan
- Briefing sessions and written materials

The PHA announces the availability of any special-purpose section 8 program to the public through:

- Published notices

6.0 903.7(2) Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2012 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,649,106.00	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
5. Non-federal sources (list below)		
Total resources	\$8,649,106.00	

903.7 (3) Rent Determination Policies ***NO REVISION***

A. Public Housing *NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING*****

B. Section 8 Tenant-based Assistance

(1) Payment Standards

The PHA’s payment standard is:

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

If the payment standard is lower than FMR, why has the PHA selected this standard?

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

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The PHA reevaluates the payment standards for adequacy annually and considers the following factors in its assessment of the adequacy:

- Success rates of assisted families

(2) Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies:

1. The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:
 - a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - b. The family income has decreased due to changed circumstances such as separation, divorce, and abandonment;
 - c. One or more family members have lost employment;
 - d. The family would be evicted as a result of imposing the minimum rent requirement;
 - e. There has been a death in the family; or
 - f. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent not to rent based on the statutory formula for determining the Total Tenant Payment (TTP).

2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:
 - a. If the hardship is determined to be temporary, minimum rent may be suspended; during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.
 - b. In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
 - c. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.

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- d. Note that the PHA can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent.
- 3. Hardship determinations are subject to the PHA’s Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

903.7(4) Operation and Management ***NO REVISION***

(1) PHA Management Structure

- a. A brief description of the management structure and organization of the PHA

The Executive Director directs the day-to day management and operation of the Housing Authority with the assistance of the following staff.

- Executive Assistant
- Bookkeeper
- Legal Consultant

- b. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	N/A
Section 8 Vouchers	670	5
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

- c. Management and Maintenance Policies

The PHA has adopted the following policies that contain the Agency’s rules, standards, and policies that govern management, operation, and maintenance of the Public Housing and Section 8 assistance programs.

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Public Housing Management: *NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING*

Section 8 Management:

- Section 8 Administrative Plan

903.7(5) Grievance Procedures *NO REVISION*

A. Public Housing *NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING*

B. Section 8 Tenant-Based Assistance

The PHA has not 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.

Section 8 applicants or assisted families who desire to initiate the informal review and informal hearing process should contact the following:

- PHA main administrative office

903.7(6) Designated Housing for Elderly and Disabled Families *NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING*

903.7(7) Community Service and Self-Sufficiency *REVISIONS*

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

1. The PHA has not 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.)
2. Other coordination efforts between the PHA and TANF agency include:
 - 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

B. Services and programs offered to residents and participants by the Housing Authority of the Village of New Square are as follows:

(1) General

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a. Self-Sufficiency Policies

The PHA will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas:

- Section 8 admissions policies
- Preference/eligibility for section 8 homeownership option participation

b. Economic and Social self-sufficiency programs

The PHA does not coordinate, promote or provide any services or programs for residents and participants.

(2) Family Self Sufficiency programs **REVISIONS**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 07/01/11)
Public Housing	N/A	N/A
Section 8	30	22

C. Welfare Benefit Reductions

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:

- Informing residents of new policy on admission and reexamination

D. Community Service Requirement **NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**

903.7(8) Safety and Crime Prevention **NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**

903.7(9) Pets **NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**

6.0 903.7(10) Civil Rights Certification ***NO REVISION***

The PHA has examined its programs and proposed programs to identify any impediments to fair housing choices, has addressed those impediments in a reasonable fashion, and is working with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing. The PHA assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The PHA has taken the following specific actions to Affirmative Further Fair Housing in its Section 8 assistance programs.

The PHA will not, on the grounds of race, color, creed, sex religion, age, disability, national origin or familial status:

- Deny a person or family admission to housing or assistance;
- Provide housing which is different than that provided others, except for elderly and/or disabled where accessibility features may be required;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with housing programs;
- Treat a person differently in determining eligibility or other requirements for admission or assistance;
- Deny any person access to the same level of services provided to others;
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

The PHA will not intimidate, threaten or take any retaliatory action against any applicant, or participant because of a person's participation in civil rights activities or assertions of civil rights.

HUD Fair Housing Posters are posted at the PHA main administrative office.

The PHA will ensure accessibility to offices to afford persons with disabilities the opportunity to apply for admission or assistance to the Section 8 programs.

The PHA will make sure that all employees of the PHA are familiar with non-discrimination requirements, especially those employees who are involved in the admissions process.

The PHA prominently displays a fair housing poster at each office where applications are taken.

The PHA's policies and practices are designed to provide assurance that all persons with disabilities will be provided reasonable accommodations so that they can fully access and utilize the housing programs and related services.

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The PHA will identify and eliminate situations and /or practices that create barriers to equal housing opportunity for all.

The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.

903.7(11) Fiscal Year Audit *REVISION*

The most recent fiscal audit was submitted to HUD, there were some findings but all have been resolved.

903.7(12) Asset Management *NOT APPLICABLE*

903.7(13) Violence Against Women Act (VAWA) *NO REVISION*

The Housing Authority of the Village of New Square has incorporated in its PHA Plan goals and objectives, and policies and procedures the applicable provisions of the Violence Against Women and Reauthorization Act of 2005 (VAWA) to support or assist victims of domestic violence, dating violence, or stalking.

The PHA goal to provide an improved living environment is being met by the PHA by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.

Towards its effort to meet the PHA goal to promote self-sufficiency and asset development of assisted households the PHA is partnering with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again. Among these is the Rafuah Health Center who will present and provide access to the Section 8 participants the following goals and programs:

In addition, the PHA has amended its policies and procedures to include language and applicable provisions of the VAWA. It is the PHA's intent to maintain compliance with all applicable requirements imposed by VAWA.

The PHA efforts may include to:

- Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking;
- Create and maintain collaborative partnerships between PHA, victim service providers, law enforcement authorities, and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence, or staking (whether actual or imminent threat) who are assisted by PHA;
- Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by PHA; maintain compliance with all applicable requirements imposed by VAWA.

6.0	<ul style="list-style-type: none"> ▪ Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by PHA. <p>The Housing Authority of the Village of New Square shall train its staff on the required confidentiality issues imposed by VAWA.</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>a. HOPE VI or Mixed Finance Modernization or Development <i>NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</i></p> <p>b. Demolition and/or Disposition <i>NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</i></p> <p>c. Conversion of Public Housing <i>NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</i></p> <p>d. Homeownership</p> <p>1. <u>Public Housing</u> <i>NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</i></p> <p>2. <u>Section 8 Tenant Based Assistance</u></p> <p>The PHA does plan to administer a homeownership program for section 8.</p> <p>Program Description:</p> <p>The PHA will limit the number of families participating in the Section 8 homeownership option to 26-50 participants.</p> <p>The PHA has not established eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria.</p> <p>e. Project-based Vouchers</p> <p>Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.</p>

8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. <i>NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</i></p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. <i>NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</i></p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <i>NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING</i></p>
8.3	<p>Capital Fund Financing Program (CFFP). <i>N/A</i> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location, 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”. <i>NOT APPLICABLE – PHA IS HIGH PERFORMER/SECTION 8 ONLY</i></p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. <i>NOT APPLICABLE – PHA IS HIGH PERFORMER/SECTION 8 ONLY</i></p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested. <i>NOT APPLICABLE – PHA IS HIGH PERFORMER/SECTION 8 ONLY</i></p> <p>(a) Progress in Meeting Mission and Goals. PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: <u>Standard and Troubled PHAs complete annually</u> Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. PHA must provide the definition of “significant amendment” and “substantial deviation/modification”. (Note: <u>Standard and Troubled PHAs complete annually</u>; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)</p> <p>(c) PHA’s must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. <i>N/A</i></p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <ul style="list-style-type: none"> ▪ Provided as attachment ny138b01 <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) <i>N/A</i></p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) <i>N/A</i></p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) <i>N/A</i></p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) <i>N/A</i></p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <ul style="list-style-type: none"> ▪ Provided as attachment ny138a01 <p>(g) Challenged Elements – NO ELEMENTS CHALLENGED</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) <i>N/A</i></p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) <i>N/A</i></p>
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Attachment: ny138a01
Housing Authority of the Village of New Square
Resident Advisory Board Consultation Process and Comments – FYB 2012

1. Resident notification of appointment to the Advisory Board

At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board
October 25, 2011

2. Resident Advisory Board Selection

Selection made from resident/participant response **October 28, 2011**

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan

Notify Resident Advisory Board of scheduled meeting **October 28, 2011**

Hold Resident Advisory Board meeting **November 2, 2011**

4. Notification of Public Hearing

Schedule date for Public Hearing and place ad **September 23, 2011**

Notify Resident Advisory Board **November 2, 2011**

Hold Public Hearing meeting **November 30, 2011**

5. Documentation of resident recommendations and PHA's response to recommendations

**Resident Advisory Board Meeting
November 2, 2011**

COMMENTS/RECOMMENDATIONS:

Resident Advisory Board was advised of the PHA's ongoing efforts to produce additional affordable housing opportunities in the Village.

Unfortunately the Village application for a tax credit allocation was not approved and it will be resubmitted as a tax exempt fund deal.

The Board's primary focus was to encourage the provision of new, affordable housing through any means.

The Board was strongly supportive of the growing Homeownership Program.

PHA RESPONSES:

The Housing Authority will continue to explore all avenues for new affordable housing. It will apply to the NYS Housing Finance Agency (HFA) for tax exempt financing for 63 affordable four bedroom apartments.

It will continue to encourage, support and manage the Homeownership Program.

It will continue to explore new resources of funding for affordable housing.

**Public Hearing Meeting
November 30, 2011**

Twenty five people attended the Public Hearing.

Affordability and availability remains the main subject of interest. Question regarding new Section 8 vouchers, homeownership and FSS were raised.

In response the PHA described the application process for the 30 or 33 units that were not approved by the relevant agencies. Instead there will not be an application for 63 units under the NYS Housing Finance Agency (HFA) Tax Exempt Bonds Program.

Homeownership and FSS continues to be active and expanding.