

PHAPlans

5YearPlanforFiscalYears2000 -2004
AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan
Agency Identification**

PHAName: PortJervisCommunityDevelopmentAgency

PHANumber: NY134

PHAFiscalYearBeginning: October1,2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

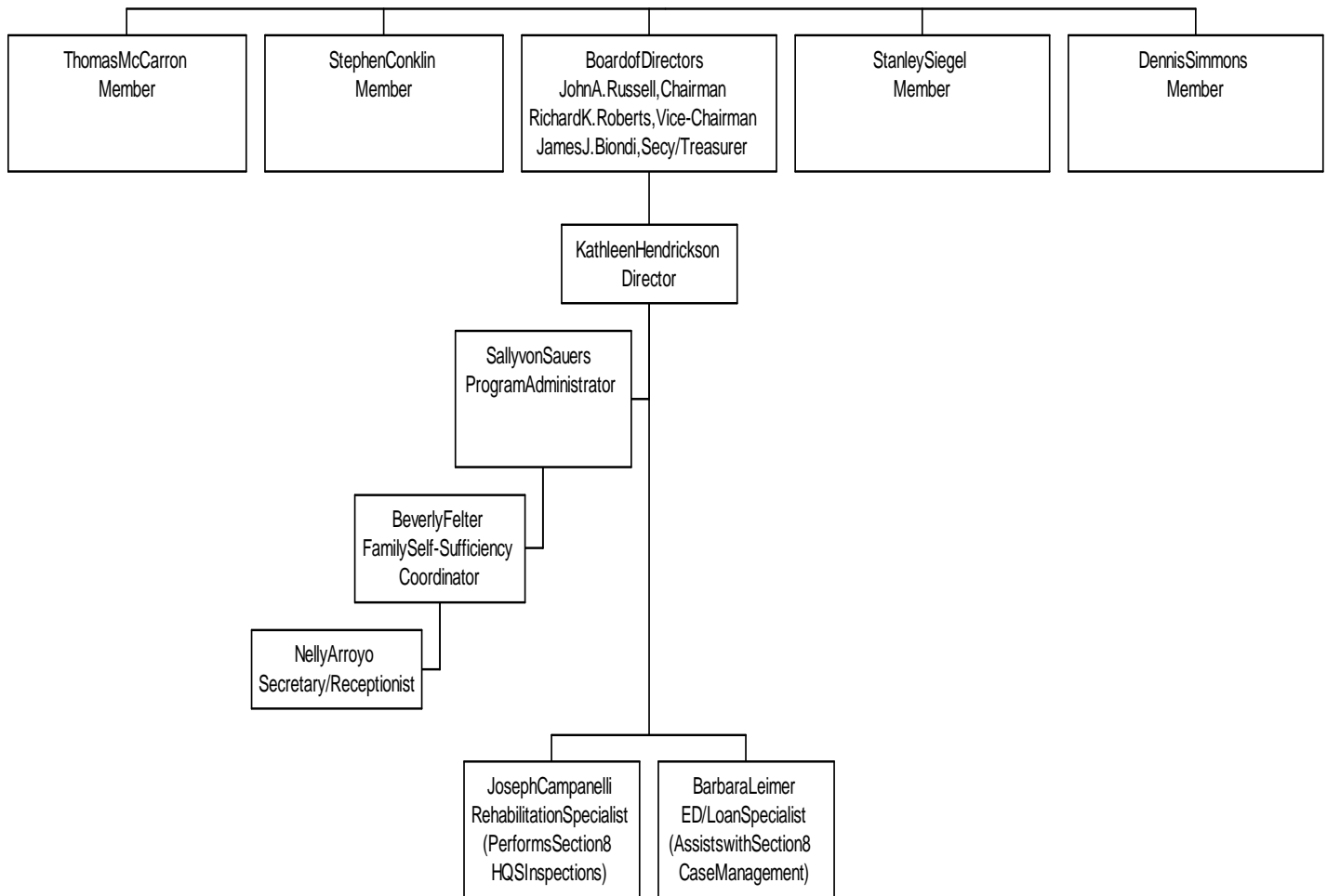
The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- 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)
 1. **City Hall –Municipal Building –Office of City Clerk-Treasurer**
 2. **Port Jervis Public Library –138 Pike Street, Port Jervis, New York**

PortJervisCommunityDevelopmentAgency



City of Port Jervis
Port Jervis Community Development Agency
PHA Management Organization Chart

5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
[24CFRPart903.5]

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.
- X The PHA's mission is: (state mission here)

The mission of the Port Jervis Community Development Agency is to develop and administer programs which will promote and expand affordable housing and employment opportunities, improve public facilities and enhance handicapped accessibility for the principal benefit of Low and Moderate income persons and families.

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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

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

- X PHA Goal: Expand the supply of assisted housing
Objectives:
- X Apply for additional rental vouchers: **a minimum of ten (10) new incremental vouchers per annum.**
- Reduce public housing vacancies:
- X Leverage private or other public funds to create additional housing opportunities: **including the Small Cities CDBG and HOME programs and private investment to maximize funding sources for the expansion of affordable housing.**
- X Acquire or build units or developments: **by taking inventory of all available land and vacant structures, outreach potential owners/developers, mitigate zoning and code violation issues and utilize this data to further develop city -wide affordable housing plan for the benefit of Low and Moderate income residents.**

X Other(listbelow)

Leverageofotherlocal/state/federalhousingprogramsavailablein thecommunity,e.g.,LIHTC,HOME,NYSHousingTrustFundand SmallCitiesCDBG,forrehabilitationofexistinghousingstockand/or developmentofnewaffordablehousingunits

X PHAGoal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score)

X Improve voucher management: (SEMAP score) **Increase to and maintain a minimum 95% lease up rate through aggressive enrollment combined with over issue of Housing Choice Vouchers in family categories experiencing high turnover rates.**

X Increase customer satisfaction: **through improved delivery of services by housing and social service referral agencies and specific in-house management functions including fast-track lease-up process, quick turnaround on housing unit inspections and close communication with other PHAs for enhanced portability services.**

X Concentrate one effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspection s)

Renovate or modernize public housing units:

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

X Other:(listbelow)

1. **Maintain close communication with the City Building Department regarding the elimination of health and safety hazards in the City's existing rental housing stock, e.g. effective and targeted code enforcement**

2. **Leverage other local/state/federal housing programs and offer tax incentives/rebates/credits for the improvement of existing rental housing stock which will: (a) remove architectural barriers to upgrade existing rental housing units for occupancy by disabled/handicapped LMI tenants; (b) encourage energy conservation improvements to reduce the cost of utilities paid by LMI tenants; and (c) eliminate lead-based paint and asbestos hazards.**

X PHAGoal: Increase assisted housing choices

Objectives:

X Provide voucher mobility counseling: **as part of the Section 8 family participant's enrollment and recertification process with increased cooperation among neighboring PHAs.**

- X Conduct outreach efforts to potential voucher landlords: **through other PJCD A program contacts and continued promotion of an updated list of safe, decent and affordable properties to be made available to Section 8 family participants.**
- X Increase voucher payment standards: **as needed, based on an annual review of current rents and Section 8 tenant family TTPs.**
- X Implement voucher homeownership program: **through the participation of a local non-profit housing corporation, namely the Regional Economic Community Action Program (RECAP), and cooperative agreements with other area non-profit housing providers, i.e., Rural Opportunities, Inc., Cornell Cooperative Extension, and the Rural Development Advisory Corporation, to mobilize housing resources and link Section 8 family participants with homeownership programs and opportunities.**
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- X Other: (list below)
 1. **Partner with local non-profit housing providers and other community-based organizations to promote homeownership opportunities through such programs as the NYSAffordable Housing Corporation (AHC), HUD-funded HOME, Small Cities CDBG and other housing programs administered through the NYSDivision of Housing & Community Renewal (NYSDHCR)**
 2. **Link the City's Section 8 Family Self-Sufficiency program with expansion of homeownership opportunities in assisting families to achieve financial independence and reach their goal of permanent, affordable housing through the participation of private lenders, i.e., SONYMA, Fannie Mae and other affordable mortgage programs.**
 3. **Continue participation in the Orange County Housing Consortium in collaboration with other county agencies and area-wide housing providers to promote increased housing choice among LMI families, particularly special needs families and persons, i.e., homeless, family victims of domestic violence, disabled/handicapped, frail elderly and other at-risk members of the city's population, to ensure they are provided equal access in the private housing market. The Orange County Housing Consortium is an active participant in the HUD SuperNofaprocess to access federal funds for special needs housing, LMI transitional and permanent housing and expansion of homeownership opportunities.**

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

- X PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designated developments or buildings for particular resident groups (elderly, persons with disabilities)
- X Other: (list below)
- 1. **Continue an active outreach program to expand assisted housing in all three (3) of the City's census tracts through increased participation of rental property owners, managers, developers and area realtors**
- 2. **Invite the participation of landlords with properties in higher income neighborhoods through Small Cities CDBG program targeting efforts**
- 3. **Continue to link the availability of housing rehabilitation program funding of the Small Cities CDBG and HOME programs with implementation of PJCDA's Affirmative Marketing Policies which ensures outreach and first right of refusal for occupancy rehabilitated housing by Section 8 -assisted families.**

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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families **through continued marketing and monitoring of PJCDA First Consideration Agreements entered into with for-profit companies that receive Small Cities CDBG funding assistance for business start-up and expansion. LMI persons, particularly Section 8 assisted families and persons, are given first right of refusal in the creation of new jobs.**
- X Provide or attract supportive services to improve assistance recipients' employability: **through the provision of job training assistance and skills development offered at the City's Economic Resource Development Complex (Orange Works Career Center), a public/private partnership between Orange County Community College and job service providers. The City's career center was spearheaded with a Small Cities CDBG Grant which provided the necessary seed capital for the project. Priority assistance is granted to LMI persons, unemployed residents and family participants of the Section 8 and Family Self-Sufficiency programs.**

- X Provide or attract supportive services to increase independence for the elderly or families with disabilities. **through ongoing cooperation and referrals by the Orange County Office for the Aging, Social Security and VA offices and the Western Orange County Independent Living Center.**
- X Other: (list below)
- 1. **Encourage the creation of WBE/MBE and LMI microenterprise businesses through the City's Business Orientation and Survival Skills (BOSS) program offering education, small business development services, shared office and administrative staff at reduced rents and technical assistance/mentorship of the Tri -State Chamber of Commerce SCORE program and Small Business Development Center (SBDC).**
- 2. **Promote increased participation in the Section 8 Family Self - Sufficiency program with priority afforded to welfare -dependent households, chronically unemployed families and under -employed persons by assisting them with securing support services, job skills training and education which will help in transitioning these families from public subsidy programs to the workplace.**

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

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

Other PHA Goals and Objectives: (list below)

As the designated Fair Housing Office of the City of Port Jervis, PJCDA will continue administration of all programs and services in strict accordance with Federal Fair Housing and Equal Housing Opportunity laws, regulations and executive orders. Furthermore, PJCDA will ensure compliance with the City's Fair Housing Plan and PJCDA's Fair Housing & Equal Housing Opportunity Plan, adopted and reaffirmed by City Common Council. In cooperation with other community-based housing organizations, PJCDA will employ the practices and policies of the Agency's adopted Affordable Housing Plan created for the purpose of

expanding housing opportunities for the benefit of the City's Low and Moderate income citizens, minority families and disabled/handicapped persons, all of whom represent our most vulnerable residents in the private housing market.

The specific Goals and Objectives of PJCDA in furthering fair housing and equal opportunity areas follow:

1. Educating Section 8 participant families and owner participants regarding fair housing practices and laws through the Agency's outreach program which includes family interviews and owner briefings
2. Maintaining a close working relationship with realtors and property owners/managers and documenting any instances of housing discrimination complaints with follow-up assistance for families filing written complaints
3. Targeting PJCDA housing programs, particularly financing and funding assistance programs, on the basis of affirmative housing marketing strategies for Low and Moderate income persons, families, minorities and persons with disabilities
4. Utilizing the financial resources of PJCDA programs to increase handicapped-accessibility in the City's existing housing stock and public facilities
5. Promoting new housing development for increased affordable housing choice among the city's seniors (55+ years of age and older) particularly frail elderly and mobility impaired seniors. Water's Edge Senior Campus (120 units) and the HUD funding award of fifteen (15) incremental Housing Choice Vouchers for persons with disabilities are cited as two (2) successful strategies spearheaded by PJCDA and its housing provider partners
6. Working with other non-profit agencies and lending institutions to increase public awareness regarding affordable mortgage products, homebuyer counseling services and sponsorship of first-time homebuyer workshop to increase the likelihood that Low and Moderate income families, minorities and Section 8/FSS families will achieve the dream of homeownership in their community with priority afforded to housing located in non-LMI neighborhoods of the City to ensure the highest possible economic integration and deconcentration of LMI families

AnnualPHAPlan
PHAFiscalYear2000
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

HighPerformingPHA

SmallAgency(<250PublicHousing Units)

AdministeringSection8Only

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

ThePortJervisCommunityDevelopmentAgency(PJCDA)istheCity’s designatedadministratoroffederal,stateandlocally -fundedprogramsfor housing,publicimprovementsandeconomicdevelopmentfortheprincipal benefitofLowandModerateincomecitizensinthecommunity.Ascontainedin thisPHA5 -YearPlan,theprimarypurposesofPJCDAindeliveringhousing servicestothecommunityareasfollows:

- 1. ToimproveandenhancethequalityoflifeforPortJerviscitizens throughtherehabilitationofexistingstock,newhousing development,promotionofhomeownershipopportunitiesand implementationofvitalprograms,servicesandplanningstrategies whichwillaidinthe preservation,conservationandrestorationof cityneighborhoods;and**
- 2. Toincreasethesupplyofsafe,decentandaffordablehousingwith priorityaffordedtoLowandModerateincomeresidents, senior citizens,disabled/handicappedpersons,specialneeds personsand familiesandallotherresidentswhoareatriskofbeingdenied equalandfairaccesstotheprivatehousingmarket;and**
- 3. Toexpandandenhanceopportunitiesforhomeownership, particularlyfirst -timehomebuyersandLMIpersonsandfamilies whoexperienceobstaclesintheprivatehomebuyermarket;and**

4. To educate consumers, housing providers, realtors, lending institutions, housing advocates, human service agencies and other community-based organizations regarding fair housing laws and initiatives to promote equal housing opportunity in both the private and public housing markets; and
5. To aid in the elimination of slum and blighting conditions through the restoration of substandard, vacant and abandoned housing structures and/or demolition of dilapidated, unsafe and hazardous structures which can be replaced with newly constructed, affordably-priced housing; and
6. To foster the revitalization of older, neglected neighborhoods and predominantly LMI neighborhoods, by encouraging private investment leveraged with public/non-profit housing programs and subsidies; and
7. To outreach and make available housing counseling services for citizens who are at risk of homelessness to mediate and prevent the loss of permanent housing by any resident, particularly LMI persons and families, senior citizens, minority families and special needs families (e.g. domestic violence) who are the most vulnerable citizens in a housing crisis; and
8. To link public assistance families and family participants of the Section 8 and Family Self-Sufficiency program to education, job skill training, family counseling and other vital support services which will assist persons of Low and Moderate income to transition from welfare and other public subsidy dependency to the private job market; and
9. To identify and assess the needs and hardship of Low and Moderate income families and provide an effective, on-going support system to assist families and persons to achieve stability and economic independence.

PJCDA will utilize all community-based resources including the HUD-funded Section 8, Small Cities CDBG and HOME programs for housing, public improvements and economic development to achieve the goals and objectives of the PHA's 5-year plan.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

Table of Contents

	<u>Page#</u>
Annual Plan	
ii Executive Summary	1-2
iii Table of Contents	3-6
1. Housing Needs	6-13
2. Financial Resources	13-14
3. Policies on Eligibility, Selection and Admissions	19-22
4. Rent Determination Policies	25-26
5. Operations and Management Policies	27-28
6. Grievance Procedures	29
7. Capital Improvement Needs	N/A
8. Demolition and Disposition	N/A
9. Designation of Housing	N/A
10. Conversions of Public Housing	N/A
11. Homeownership	36
12. Community Service Programs	
36-39	
13. Crime and Safety	N/A
14. Pets (Inactive for January 1 PHAs)	N/A
15. Civil Rights Certifications (included with PHA Plan Certifications)	41
16. Audit	41
17. Asset Management	N/A
18. Other Information	43-46

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 filename in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY2000 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- X PHA Management Organizational Chart PHA Identification Section, Page 2
- FY2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- X Other (List below, provide in each attachment name)

Supporting Documents Available for Review

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

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
	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X- Attachment C and D	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 jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	5 Year Plan
	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
	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 - Attachment A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A&O Policy	
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	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
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X-Attach.B	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	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
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	E. Job Connections Program Plan - A Local Initiative for Job Readiness & Employment - City of Port Jervis F. Affordable Homeownership Program Plan - City of Port Jervis	

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

The Port Jervis Community Development Agency conducted a comprehensive analysis of community and economic development needs in April 2003. Each year, this analysis is performed and the findings are filed with the New York State Governor's Office for Small Cities in connection with the proposed FY 2003 Small Cities Community Development Block Grant (CDBG) Program. The Community Assessment for 2003 was also made available to the public during the citizen participation process and comment period. The 2003 Community Description and Assessment of Needs remain on file at the offices of PJCDA for review by the public, on request.

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

FamilyType	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income<=30% ofAMI 694	4	4	4	3	3	5	4
Income>30%but <=50%ofAMI 420	3	3	3	3	3	4	3
Income>50%but <80%ofAMI 661	3	3	4	3	3	3	3
Elderly 541	4	4	4	3	5	3	4
Familieswith Disabilities 312	4	4	4	3	5	3	4
Race/Ethnicity 71-Black	4	4	4	3	3	4	4
Race/Ethnicity 113-Hispanic	3	4	4	3	3	3	3
Race/Ethnicity 10-AI	2	2	2	2	2	2	2
Race/Ethnicity 13-AP	2	2	2	2	2	2	2
OtherRace 34	2	2	2	2	2	2	2

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.)

- X Consolidated Plan of the Jurisdiction/s
Indicate year: **2003 – Orange County**
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset: **2000 U.S. Census Data**
- American Housing Survey data
Indicate year:
- X Other housing market study
Indicate year: **2000 – Waverly Research Group**
- X Other sources: (list and indicate year of information)
1996 Senior Citizens Housing Report – prepared by the Orange County Office of the Aging .

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.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	178		25%
Extremely low income <= 30% AMI	113	45%	
Very low income (>30% but <=50% AMI)	65	37%	
Low income (>50% but <80% AMI)	-0-	-0-	
Families with children	99	56%	
Elderly families	26	15%	
Families with Disabilities	52	29%	
Race/ethnicity	Hispanic: 55	31%	
Race/ethnicity	African-Amer. -27	15%	
Race/ethnicity	Pac Island/Native Amer. -1	1%	
Race/ethnicity	White-143	80%	
Characteristics by Bedroom Size (Public Housing Only)	N/A		
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> 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.

PJCDA will increase the Section 8 lease up rate through improved software applications, upgrade to equipment, staff training, case management services and expeditious outreach and enrollment processes. Home ownership opportunities for families participate in the Section 8 and Family Self-Sufficiency programs will be delivered with the participation of the Regional Economic Community Action Program (RECAP), Cornell Cooperative Extension and the Rural Development Advisory Corporation with the assistance of or down payment and closing costs and first-time home buyer counseling and budget services. In accordance with the Affordable Homeownership Plan, PJCDA and its housing partners will identify available land and/or existing housing units for potential homeownership, provide home buyer services and credit counseling and link qualified families to low cost, long-term mortgage financing through local SONYMA lenders, Rural Development FmHA and the assistance of the NYS Affordable Housing Corporation (AHC). PJCDA will also work closely with the City of Port Jervis regarding the availability of tax-foreclosed properties and/or otherwise condemned and abandoned housing units for purchase, rehabilitation and addition to the inventory of first-time home buyer housing.

Additionally, through its ongoing participation in the HUD-funded HOME and Small Cities CDBG programs, PJCDA will continue to link rehabilitated rental housing units at affordable rents to Section 8 families on its waiting list and invite Section 8 owners to participate in these programs to upgrade their rental units to higher and improved housing quality standards.

(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 financed development
- Seek replacement of public housing units lost to the inventory through Section 8 replacement housing resources
- X Maintain or increase Section 8 lease -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase Section 8 lease -uprates 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
- X Other (list below)

- **Continue to leverage other City housing programs, e.g., Small Cities CDBG and HOME programs, to increase the number of quality, affordable housing units**
- **Coordinate activities through non -profit community -based housing providers, to increase awareness of housing needs and develop innovative strategies in the public and private sectors to address identified community needs.**

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- X Other: (list below)
 - **Encourage participation in the Family Self-Sufficiency program to obtain support services, education and job training opportunities to improve economic stability**
 - **Promote homeownership opportunities to assist families in transitioning from public subsidies to owning their own homes**

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
- X Apply for special purpose voucher targeted to the elderly, should they become available
- X Other: (list below)
 - **Target assistance to frail and mobility impaired elderly residents through the development of affordable, assisted living units**

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
- X Apply for special purpose voucher targeted to families with disabilities, should they become available

- X Affirmatively market to local non-profit agencies that assist families with disabilities
- X Other: (list below)
 - **Continue an aggressive program of targeted rehabilitation assistance for ADA -improvements to increase the availability of handicapped - accessible, affordable housing for persons with disabilities.**

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

- X 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

- X Counsel Section 8 tenants to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X 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:

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

- Priorities as identified in the PJCDA Affordable Housing Plan
- Priorities as identified in the FY2003 Assessment of Community Needs

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	-0-	
b) Public Housing Capital Fund	-0-	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,163,878	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	-0-	
i) HOME	\$51,000	LMI homeowner rehabilitation activities
Other Federal Grants (list below)	-0-	N/A
PJCDA Housing Rehabilitation Revolving Loan/Grant Program	\$48,000	Provide loans, deferred loans and grants to upgrade LMI housing
2. Prior Year Federal Grants (unobligated funds only) (list below)	-0-	N/A
3. Public Housing Dwelling Rental Income	-0-	N/A

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)	-0-	N/A
4. Non-federal sources (list below)	\$15,000	Facade Loan Program
Program Income - former UDAGs		
Total resources	\$2,132,406	Section 8, Small Cities CDBG and HOME

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(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 days of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences:(select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 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 ensure that the PHA will meet income targeting requirements

(5)Occupancy

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

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

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

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

(6)Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

- Not applicable: results of analysis did not indicate 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 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 and drug-related activity only to the extent required by law or regulation
- X 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. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

d. X 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
- X Other (describe below)
Names, addresses and telephone numbers of previous landlords (references) for past records of tenancy.

(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)

- X None
- Federal public housing
- 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)

- X PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below: **Iffamilies are experiencing undue hardships, e.g. families with disabled/handicapped members or family emergencies (death, illness or other extenuating circumstance beyond the family's control).**

(4) Admissions Preferences

a. Income targeting

X 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 X 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
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 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
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes to meeting income requirements (targeting)

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- X 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 preference to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- X 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 admission to any special purpose Section 8 program administered by the PHA contained? (select all that apply)

- X The Section 8 Administrative Plan
- X 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?

- X Through published notices
- X Other (list below)
 - **Press releases to the media**
 - **Public announcements at televised City Common Council meetings**

4. PHARentDeterminationPolicies

[24CFRPart903.79(d)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub -component 4A.

(1)IncomeBasedRentPolicies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

2. Yes No: Has the PH A 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 exclusion 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. Rentre -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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

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

(2) Flat Rents

1. In setting the market -based flat rents, what source 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: PHA 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 standard and policies .

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

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

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

- ThePHAhaschosentoserveadditionalfamiliesbyloweringthepayment standard
- X Reflectsmarketorsubmarket
- X Other(listbelow)

OrangeCountyFMRbasisisgenerallyhigherthanlocalmarketrentsforthe Cityo fPort.Jervisand,assuch,ApplicablePaymentStandardsneednotbe greaterthan90 -100%ofFMRtomeettheaffordablehousingneedsofSection8 - assistedfamiliesinthePJCDAJurisdiction.

c.IfthepaymentstandardishigherthanFMR,whyhasthePHA chosenthislevel?
(selectallthatapply)

- FMRsarenotadequatetoensuresuccessamongassistedfamiliesinthePHA's segmentoftheFMRarea
- Reflectsmarketorsubmarket
- Toincreasehousingoptions forfamilies
- Other(listbelow)

d. Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- X Annually
- Other(listbelow)

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadquacyofits payment standard?(selectallthatapply)

- X Successratesofassistedfamilies
- X Rentburdensofassistedfamilies
- X Other(listbelow)
 1. **Changes(increases)intheprivatehousingmarket**
 2. **Changes(increases)intheapplicableFMR**

(2)MinimumRent

a.What amountbestreflectsthePHA'sminimumrent?(selectone)

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

b. YesXNo:HassthePHAadoptedanydiscretionaryminimumrenthardship exemptionpolicies?(ifyes,listbelow)

5. Operations and Management

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- X An organization chart showing the PHA's management structure and organization is attached. **(See Page 2 – PHA Identification Section)**
- X A brief description of the management structure and organization of the PHA follows:

The Port Jervis Community Development Agency - PJCDA (formerly the Port Jervis Urban Renewal Agency), is a quasi-public agency which underwent a legislative name change in 1981. The Agency has been designated by the City of Port Jervis as the administrator of federal, state and locally-funded programs for housing, public infrastructure and economic development.

Governed by a seven (7) member, all-volunteer Board of Directors, the PJCDA has a staff of six (6) including a Director, Program Administrator, Family Self Sufficiency Coordinator, Rehabilitation Specialist, Economic Development/Loan Specialist and a Secretary/Receptionist. The Rehabilitation Specialist performs all Section 8 housing quality standards inspections and the ED/Loan Specialist assists in case management services for the Section 8 Programs. PJCDA also retains the services of a Certified Public Accountant and Attorney providing financial and legal services to the Section 8 programs.

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	-0-	N/A
Section 8 Vouchers	153	15%
Section 8 Certificates	94	N/A -Converted
Section 8 Mod Rehab	5	N/A -Converted
Special Purpose Section 8 Certificates/Vouchers (list individually)	15	5%

Public Housing Drug Elimination Program (PHDEP)	-0-	N/A
Other Federal Programs (list individually)	-0-	N/A

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below): **All policies and procedures governing the PHA's Section 8 Housing Assistance Programs is covered, in detail, in the attached Section 8 Comprehensive Administrative Plan (Attachment A).**

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant -Based Assistance

1. X 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 24CFR 982?

If yes, list addition to federal requirements below: **The PHA’s procedures for Informal Reviews and Hearings are covered, in detail, in the Agency’s Section 8 Comprehensive Administrative Plan as attached to this document.**

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

- X PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(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 as Attachment (state name

-or-

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

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

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI 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 HOPEVI Revitalization grant in the Plan year?

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant -Based Assistance

[24 CFR Part 903.79(j)]

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

**A. Assessment of Reasonable Revitalization Pursuant to section 202 of the
FY1996 HUD Appropriations Act**

HUD

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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

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

- 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.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. Yes No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skipto component11B.)

2.ActivityDescription

- Yes No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optionalPublicHousing AssetManagementTable**?(If“yes”,skipto component12.If “No”,completetheActivityDescriptiontablebelow.)

PublicHousingHomeowners hipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6.Coverageofaction:(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

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 detailed description is provided in the PJ CDA proposed Affordable Homeownership Program Plan as included in this Annual Plan under attachments.**

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:

- **Potential homeowners must agree to participate in homeownership counseling and credit workshops and demonstrate the financial capacity to undertake proposed housing payments including mortgage, property taxes and utilities**
- **Successful candidates must be qualified by a SONYMA, Fannie Mae, FmHA or conventional mortgage lender**

12. PHA Community Service and Self - Sufficiency Programs

[24 CFR Part 903.79(1)]

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

A.PHACoordinationwiththeWelfare(TANF)Agency

1.Cooperativeagreements:

Yes XNo:Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportives services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed ?

2.OthercoordinationeffortsbetweenthePHAandTANFagency(selectallthat apply)

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

- **Job Connections program between PJ CDA and various job service providers and human service agencies. Description of program is included in this Annual Plan as an attachment**
- **First Consideration Agreements, as executed with for-profit business borrowers of the Small Cities CDBG loan program where priority in all new jobs created is given to LMI persons with specific outreach to family participants of the City's Section 8 and Family Self-Sufficiency programs**
- **Joint membership in the newly-formed Orange County Housing Consortium where county-wide agencies, organizations and service providers partner services, resources and funding for the benefit of lower income families and persons, with priority afforded to homeless families and those at risk of homelessness.**

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 home ownership option participation
- Preference/eligibility for Section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

X Yes No: Does the PHA coordinate, promote or provide any program 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)
<i>Family Self-Sufficiency Program</i>	25	<i>Waiting List</i>	<i>PHA Main Office</i>	<i>Section 8 participants</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 10/01/02)
Public Housing	-0-	-0-
Section 8	25	11

b. Yes X 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 plan to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

- Letters have been forwarded to all current participants in the PJCDAs Section 8 program
- To date, twelve (12) families/persons have responded and requested FS -S services where processing will begin for program enrollment and execution of Service Plans and FS -S Contracts of Participation.

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
- X Informing residents of new policy on admission and reexamination
- X Actively notifying residents of new policy at times in addition to admission and reexamination.
- X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- X 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 903.79(m)]

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

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

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

- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments

- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- Other (describe below)

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action

- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(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

[24CFR Part 903.79(q)]

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

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

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached as Attachment (File name)
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here): **Orange County**

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

- X The PHA has based its statement of needs of families in the jurisdiction on the need expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

The overall goals and objectives of the Orange County Housing and Community Development Plan are to strengthen partnerships within the County among all levels of government and the private sector, including for-profit and not-for-profit organizations, to provide decent housing, to establish and maintain a suitable living environment and to expand economic opportunities for our citizens.

Other: (list below)

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

- **Improvement of residential areas through rehabilitation of existing housing and, when possible, the combination of rehabilitation with other physical improvements in defined target neighborhoods, particularly in lower income and older areas of the County**
- **Concentration of funding in neighborhoods in such a way as to gain the greatest impact and benefit from the funding available. In this regard, federal funds will be used to leverage as much state aid and private sector investment in these areas as is practical and possible**
- **Improvement of the living and physical environment of lower income families throughout the County**
- **Provide rental housing opportunities for low income and very low income renters and those at risk of becoming homeless**
- **Assist senior citizens and low income homeowners to preserve and upgrade their housing units**
- **Provide rental subsidies for low income renters**
- **Increase the availability of housing suitable for large families**
- **Expand housing resources and support services necessary to move families and individuals from homelessness to permanent, affordable housing**
- **Provide housing opportunities for senior citizens, the handicapped and other special needs population, e.g., family victims of domestic violence**
- **Increase the availability of accessible, subsidized rental units for seniors, families and persons with disabilities**
- **Provide additional lead-safe housing**
- **Increase first-time homebuyer education and counseling services**
- **Provide homeowner/landlord education and training to assist first-time homebuyers or low income owners of multi-family housing**

- **Provide access to educational, capacity building, health and recreational programs and activities for the benefit of Low and Moderate income individuals and families**
- **Provide job readiness and job skill training**
- **Provide access to capital for small and medium sized businesses, particularly WBE, MBE and micro enterprise businesses**
- **Provide a clearinghouse or “One Stop Shop” for economic development and business assistance.**

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.

- A. Section 8 Housing Programs – Comprehensive Administrative Management Plan – City of Port Jervis
- B. Family Self-Sufficiency (FSS) Action Plan – City of Port Jervis Job
- C. Fair Housing Plan – City of Port Jervis
- D. Fair Housing & Equal Housing & Opportunity (FHEHO) Plan – City of Port Jervis
- E. Job Connections Program Plan – A Local Initiative for Job Readiness & Employment – City of Port Jervis
- F. Affordable Homeownership Program – City of Port Jervis

PHA Plan Table Library

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

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 -Nonexpedable	
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	

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement
CapitalFundProgram(CFP)PartIII: ImplementationSchedule**

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

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal 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				

PORT JERVIS COMMUNITY DEVELOPMENT AGENCY

Exchange Plaza, 17 - 19 Sussex Street

P.O. Box 1002

Port Jervis, New York 12771

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SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Comprehensive Administrative Management Plan

ADOPTED: August 1, 1979

REVISION NO. 7 July 1, 2003

PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
Section 8 Housing Choice Voucher Program

Comprehensive Administrative Management Plan

I. STATEMENT OF OVERALL APPROACH AND STRATEGY

Since 1979, the Port Jervis Community Development Agency (PJCD A) has been serving as the local administrator of the City of Port Jervis Section 8 Housing Programs. As of July 1, 2003, PJCD A administers 327 Section 8 Housing Choice Vouchers providing rental assistance to Very Low Income (less than 50% of Area Median - Orange County) families residing in the Port Jervis community.

As an important component of its Section 8 Program, 25 Section 8 Housing Choice Vouchers are administered under the City of Port Jervis Family Self - Sufficiency (FS -S) Program. The FS -S program links the rents subsidies of Very Low Income (VLI) families with supportive services including job training, education, family/career counseling, parenting skills, child care, transportation and affordable access to health care services. The goals of the FS -S program is to empower VLI families to achieve family stability and financial independence through housing assistance, as combined with support services.

The Section 8 Program is consistent with the City's housing goals. The program also complements other City housing efforts including code enforcement, Community Development Block Grant (CDBG) funding, HOME Program and future housing rehabilitation and Section 8 program which create affordable, decent, safe, and sanitary housing for the City's Low and Moderate (LMI) Income families, with priority afforded to our most vulnerable citizens, i.e., those with incomes less than 50% of the Orange County Area Median Income.

PJCD A seeks to ensure, through this Comprehensive Administrative Management Plan, that VLI families will be financially able to move into or continue to live in decent, safe and sanitary housing with the assistance of the Section 8 Program. Moreover, the objective of assuring adequate housing conditions for families receiving Section 8 assistance addresses the needs of residents of the entire City by:

- increasing the supply of decent housing for VLI and extremely VLI families;
- providing rents subsidies making good housing affordable;
- assuring the deconcentration of housing for persons of Low (LI) and Very Low incomes (VLI);
- expanding housing choice among VLI tenant families, homeowners and first time homebuyers; and
- promoting fair housing practices for the benefit of all citizens, with priority afforded to LMI and minority families who are the most likely citizens to experience exclusion from the private housing market.

Outreach methods developed by PJCD A are utilized to inform and invite applicants from all segments of the community, specifically LMI families and persons who are generally *priced out* of the private housing market and often fall victim to rent hardship during times of critical housing shortages.

The City also provides assistance to applicants by establishing contact with area property owners/managers, local Realtors, non-profit housing providers and other community-based organizations to identify available rental units.

PJCDA, on behalf of the City, operates the Section 8 Housing Program in accordance with applicable 24 CFR HUD regulations and in strict compliance with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title I of the Americans with Disabilities Act and the City of Port Jervis Fair Housing and Equal Housing Opportunity Plan (EHOP). Additionally, the City's Section 8 Housing Program complies with Section 3 of the Housing and Urban Development Act.

II. ADMINISTRATION OF PROGRAM FUNCTIONS

Section 8 Program functions performed by PJCDA are designed to:

- A. provide outreach to families and property owners/managers;
- B. determine eligibility, select families, provide assistance to families with special needs and conduct rulings for denying program admissions;
- C. verify income, assets, family composition, allowances, and other pertinent data to determine an applicant's total tenant payment (TTP);
- D. brief approved applicants on their rights and responsibilities as program participants and issue Section 8 Housing Choice Vouchers;
- E. determine the quality of housing selected by program participants;
- F. establish and maintain policies regarding Section 8 assistance in special housing types;
- G. establish procedures and policies for disapproval of owner participants;
- H. prepare and issue HUD Lease Addendums and Housing Voucher Contracts on behalf of participant families;
- I. process rent subsidy payments to owners of assisted units;
- J. follow a program of annual and interim evaluations and provide ongoing assistance to participant households regarding housing, educational, social, health and economic issues and make referrals to other social service agencies, as appropriate;
- K. review and approve annual rent adjustments based on tests of rent reasonableness;
- L. monitor the PHA's Housing Voucher Payment Standards to ensure they are at appropriate levels for participant families;
- M. terminate ineligible households not meeting eligibility criteria for continued program participation and/or due to non-compliance of HUD program regulations;

- N. establish reimbursement policies for overpayments made by PJCDA on behalf of participant families;
- O. render assistance to families relocating to other housing units within the City of Port Jervis and outside the City to other PHA jurisdictions in accordance with the provisions of portability;
- P. receive and act on complaints and appeals from participant households;
- Q. monitor and assess program performance;
- R. ensure compliance with fair housing and equal opportunity laws and provisions;
- S. achieving outstanding housing performance and goals

III. SPECIAL PURPOSES FUNDING

- A. Section 8 Funding
- B. Other Federal/State Programs

IV. PROGRAM STAFFING AND POLICIES

- A. Section 8 Staff and Job Responsibilities
- B. PJCDA Board of Directors and Program Oversight

A. OUTREACH TO FAMILIES & PROPERTY OWNERS/MANAGERS

1. Outreach to Very Low Income Families

A **Preliminary Application Form** and **Tenant Handbook** (included in this Plan as **Exhibits I and II**) has been prepared to aid in the outreach to Very Low Income (VLI) families needing housing assistance and to brief families on the rules and regulations of program application, eligibility and participation. The application form is used to collect the necessary data pertaining to income, assets, family composition, and allowances and deductions for determining eligibility. The application form also contains other data that will determine a family's need for special assistance.

In accordance with newly enacted HUD regulations, PJCDA will give priority to families and persons with total household income that are at or below 30% of Area Median Income. Furthermore, PJCDA will conduct special outreach and direct contact to achieve a minimum 75% applicant pool of families having the greatest financial need, e.g., less than 30% of Orange County Median Income.

As an active member of the Orange County Housing Consortium, PJCDA maintains a network of social service agencies and housing providers to increase public awareness of the Section 8 Program and provide an ongoing referral system to continually attract the public's attention to the benefits of Section 8 housing assistance. The number and nature of the pre-applications received are monitored to ensure all VLI families are provided the opportunity to apply and a reasonable waiting list is maintained. PJCDA maintains an open application policy and will not close its waiting list to applicants at any time. However, in an effort to keep the waiting list active and current, PJCDA will purge the wait list on a minimum annual basis.

PJCDA staff assist Section 8 applicant and participant families with finding and securing safe, decent and affordable housing, negotiating fair and reasonable rents, ensuring the removal of impediments for the benefit of handicapped/disabled renters and counseling families regarding their rights and responsibilities under Federal Fair Housing Law.

2. Outreach to Minority Residents in the Community

One element of the monitoring process is to review the applications received to determine whether they are representative of the various ethnic and minority groups residing in the City of Port Jervis. Should minorities appear under-represented, special outreach methods are developed and implemented, i.e., additional contacts with area Realtors, housing and social service agencies, local church groups and other community-based organizations to broaden the PJCDA's outreach network, increase awareness among the City's minority population and encourage minority VLI families to apply. In providing assistance to non-English speaking members of the community, PJCDA employs a bilingual Section 8 staff person.

3. Outreach to Persons With Disabilities

An important element of the PJCDA's outreach program is the promotion of housing choice for Section 8-assisted families with disabilities. Special efforts are made to assist disabled/handicapped families and persons in securing housing that is free of architectural barriers including units that are equipped with:

- Ramps, safety bars, ADA-compliant doors, kitchen and bath facilities
- Special devices for the hearing and/or sight impaired; and
- Safety mechanisms, e.g. intercom system, pull cords and other devices to aid frail elderly and wheelchair-dependent persons in the event of an emergency

PJCDA will link disabled/handicapped families with units that are specially --equipped to their needs through contacts with area property owners, managers, local Realtors, Office of the Aging, Western Orange County Independent Living Center, and other community based organization that may be aware of the availability of special housing to accommodate disabled/handicapped persons and families. PJCDA will also endeavor to place hearing and sight-impaired persons in units containing smoke-detecting alarm devices which can alert these families for quick response of fire and degress in the instances of a fire emergency.

In accordance with the City's Fair Housing and Equal Opportunity Plan, PJCDA targets its Section 8 Housing Program, services and activities to expand housing choice and promote fair housing practices for the benefit of all Port Jervis citizens, with priority afforded to Very Low Income persons, minority families, and persons with disabilities of whom represent the most likely segments of the local population to experience hardships in the private housing market.

The PJCDA's outreach program is adjusted, when necessary, to ensure a consistent flow of applications and to maintain a sufficient and adequate waitlist.

4. Outreach to Property Owners & Local Realtors

PJCDA also maintains a vast network of investor owners and real estate brokers who list their rental units for occupancy by VLI tenant family participants of the City's Section 8 Program. Section 8 staff maintain close communications with area property owners/managers and Realtors to draw their attention to the Section 8 Program and solicit their participation. These contacts are made to brief owners and Realtors on the:

- functions of the Section 8 Program;
- benefits provided to owner participants;
- benefits and services provided to VLI families and;
- rights and responsibilities of owners as program participants.

Special efforts are also made to contact owners/managers and listing real estate agents of rental properties located outside the areas of low-income concentration to allow for economic integration of the Section 8 Program.

To intensify owner outreach, special summary handbooks, specifically addressed to owners, are distributed to area property owners and managers. In conjunction with tenant family briefings as discussed in **Part E of this Plan**, the owner handbooks contain a special section covering Fair Housing Law and the penalties for violation. Included in this Plan under **Exhibit III** is a copy of the **PJCDA Section 8 Program Owner Handbook**.

Owners are advised that screening and selection of Section 8 tenants is the responsibility of the owner and PJCDA cannot offer assistance regarding the suitability

of Section 8 families as prospective tenants. However, owners can request from PJCDA the family's current address and documented information pertaining to prior landlords and past tenancies under the Section 8 Program and this information will be furnished to prospective owner participants, on request. Furthermore, families will be advised of PJCDA sharing this information with prospective owner participants.

Additionally, investor owners and rental property managers are encouraged to participate in all programs of PJCDA including: (a) Section 8; (b) Small Cities CDBG; (c) HOME; (d) Rural Development 504; and (e) the FmHA -515 program to increase the availability of safe, decent and affordable housing for lower income tenant families.

B. DETERMINE ELIGIBILITY AND SELECT FAMILIES

As previously noted, preliminary applications are used to collect the information necessary to determine a family's eligibility for housing assistance under the Section 8 Housing Program. Preliminary applications are made available at the offices of PJCDA or mailed directly to applicants, on request. Upon receipt, preliminary applications are date/time stamped and allocated an amount to record and establish the order of all incoming applications. Section 8 staff also review the information contained in all applications and make final rulings on income eligibility in accordance with HUD regulations. Applications are then logged, as appropriate, and entered into the PHA Application/Waitlist Software Program. PJCDA also maintains an archive record log of applications received for Section 8 assistance.

All applicants receive written notification of their eligibility. Eligible families are placed on the active waiting list on a first-come, first-serve basis. Special preference is allotted to persons and families with reported incomes at or below 30% of Orange County Area Median Income (extremely Low Income). Special notation is also made to identify the type of household, i.e., elderly, disabled, handicapped and family. Ineligible households are also advised, in writing, stating the reason(s) for their ineligibility and notifying them of their right to appeal PJCDA's decision through the process of an Informal Review.

All eligible families are contacted, in writing, at the time a Section 8 Housing Choice Voucher becomes available and PJCDA reaches their name on the active waiting list. Families with incomes less than 30% of Area Median Income are given priority. To ensure applicant information contained in the PJCDA's records is current, applicants are briefed to report any changes in address and/or telephone numbers to safeguard their active status on the waiting list. Families are also briefed to report any changes in income, assets and family composition. Should an applicant family fail to respond (within the prescribed timeframe) when contacted for enrollment, the application will be placed in PJCDA's inactive files. Once an application is ranked *inactive* the family loses their original place on the waiting list and must re-apply to the program and be placed back on the waitlist for housing assistance.

1. Family Income and Eligibility

In accordance with HUD program regulations as stipulated in Handbook 7420.7, families and persons applying for Section 8 assistance must meet the income eligibility criteria at the time of application. Gross annual income for the entire household must be at or below the most recently published HUD Very Low Income (VLI) guidelines, i.e., 50% and 30% of Orange County Area Median Income. Moreover, families with gross annual

incomes at or below 30% of Area Median Income will receive priority on the PJCDA's waiting list to achieve a minimum 75% of its annual enrollment for families having the greatest need, i.e., *extremely low income* families.

Eligible allowances and approved deductions will only be applied after the applicant family meets the VL income guidelines based on the annual gross income for the total number of household members. Included in this Plan under **Exhibit IV** is a list of the types of incomes that will be included, and incomes that are excluded when determining gross annual household income.

When determining household type, the following definitions will be applied in accordance with HUD regulations:

- a. **Elderly Family** where the head of household, spouse or co-head of household is at least sixty-two (62) years of age, handicapped or disabled;
- b. **Handicapped Persons** having a physical or mental impairment which is: (i) expected to be of long continued and indefinite duration; (ii) substantially impedes the person's ability to live independently and/or; (iii) would be improved by more suitable housing conditions. Any family member who is handicapped qualifies the family as a *handicapped* family;
- c. **Disabled Persons** having a disability as specified in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 102(b)(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 (42 U.S.C. 6001(7)). Any family member who is disabled qualifies that family as a *disabled* family.
- d. **Section 223 of the Social Security Act defines disability** :
 - the inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve (12) months; or
 - the case of an individual who has attained the age of 55 and is blind (as defined in Section 416(i)(1) of this title) and, by reason of such blindness, is unable to engage in substantial gainful activity requiring skills or abilities comparable to those of gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.
- e. **Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act** defines disability as: "a disability attributable to mental retardation, cerebral palsy, epilepsy or another neurological condition of an individual found by the Secretary of Health, Education, and Welfare to be closely related to mental retardation or to require treatments similar to that required for mentally retarded individuals, which disability originates before such individual attains age twenty-two (22), which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual.

- f. **Displaced Person** are persons who have been displaced due to a government action or where the dwelling unit has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under federal disaster relief laws. This includes fire, flood, other natural disaster and a condemnation/violation order issued by the City Building Department.
- g. **Remaining Member of a Tenant Family** is a family member of an assisted tenant family who remains in the unit when other members of the family have moved out (with the exception of live-in aides). PJCD A reserves the right to determine what family members receive continued housing assistance in the event of a family break-up.
- h. **Live-In Aides** are persons who reside with a disabled and/or handicapped person and meet the following criteria:
- is determined to be essential to the care and well-being of the person;
 - is not obligated for the person's support;
 - would not be living in the assisted unit except to provide necessary support and care giving services
- i. **Single Persons** are Very Low Income individuals, living alone, who do not meet the HUD definition of Elderly, Handicapped, Disabled or Live-in Aide.

NOTE: Single persons who are pregnant or in the process of securing legal custody of minor dependent(s) under eighteen (18) years of age are eligible as families, providing the minor children are part of the household at the time of program enrollment.

- j. **Near-Elderly Persons** are defined as Very Low Income individuals, living alone, who are at least fifty (50) years of age but less than sixty-two (62) years old.
- k. **Family** is defined as a minimum of two (2) individuals living in the same household regardless of blood relation or marriage. A family qualifies for Section 8 assistance if the combined household income is at or below the HUD Very Low Income guidelines for the household size.

2. Tenant Selection and Special Assistance

Eligible households are contacted for enrollment on a first-come, first-serve basis in accordance with the date and time the application was received by PJCD A. As previously mentioned, families with incomes at or below 30% of AMI will be contacted before all other eligible VLI families on the waiting list. The PJCD A Section 8 office will maintain an accurate and current waiting list and families will be contacted for enrollment based on the established waitlist order.

PJCD A will provide special assistance to families facing rental hardship and/or extenuating circumstances, which impeded their ability to secure or continue living in safe, decent and sanitary housing. Special assistance includes:

- intensive outreach to property owners and Realtors listing available rental units with PJCDA and;
- referral to other housing providers and human service agencies to link the family to necessary support services.

Special assistance families include the following:

- a. Families currently living in substandard housing;
- b. Families involuntarily displaced under the following conditions:
 - a natural disaster, i.e. fire, flood, etc., that has resulted in extensive damage to or has destroyed the rental unit causing it to be uninhabitable or substandard;
 - an action by an agency of the United States, State/ or Local government in connection with code enforcement, public improvement or development;
 - an action by a property owner which results in the applicant having to vacate the rental unit. Such action must be beyond the applicant's ability to control or prevent and where the applicant has met all previously imposed conditions of occupancy.
- c. Homeless families with no permanent domicile who are living in temporary housing, e.g., emergency shelter, hotel, motel, etc., where the family lacks a fixed, regular and adequate nighttime residence;
- d. Families who are victims of domestic violence and/or abuse where actual or threatened physical violence is directed against one (1) or more of the applicant's family members by a spouse or other member of the household and/or where the applicant lives in a rental unit with an individual who engages in such violence.

3. Denials for Program Admission

PJCDA maintains policies regarding families who are denied admission to the Section 8 Program. PJCDA reserves the right to deny admission to applicant families who:

- owe monies to PJCDA due to program fraud and abuse or other violation of the Section 8 Program which has caused an overpayment of the family's Housing Assistance Payment (HAP) by PJCDA;
- are evicted from Public Housing or other federal/state assisted housing program;
- fail to sign and submit program participation forms including consent/authorization to release information or other documentation as required to determine a family's eligibility;
- have committed fraud, bribery, drug -related activity or other corrupt criminal act in connection with a federally -assisted housing program;
- are found subject to a lifetime sex offender registration required under a state sex offender registration program; and

- where there is a reasonable cause to believe that a member of the Section 8 assisted household has a pattern of substance abuse, e.g. drugs or alcohol, which interferes with the health, safety and/or right to peaceful enjoyment of the premises by other residents living in or near the Section 8 -assisted family.

Applicant families will be notified of their denial for Section 8 program admission, in writing, stating the reasons for denial and advising of the family's right to be granted an Informal Hearing. In all instances of denials for program admission, families are entitled to an Informal Hearing of the PJCD A finding and will be assisted in filing a written request for a review of the PHA's determination. Informal Hearings pertinent to Section 8 Program admission denials will conform to the policies and procedures as outlined in more detail under **Part O of this Plan**.

C. VERIFICATION OF INCOME AND DETERMINATION OF TOTAL TENANT PAYMENT (TTP)

In accordance with the procedures and priorities as outlined in **Part B of this Plan**, eligible families are contacted for enrollment and issued Section 8 Housing Choice Vouchers depending on program availability.

As part of the enrollment process, Section 8 staff request appropriate documentation as verification of family composition, income, assets, and allowances/deductions. Verifications include third-party written verification as provided by employers and other agencies, i.e., Department of Social Services, Social Security Administration, etc., as appropriate. Other acceptable means of verification include official documents pertaining to income and assets, i.e., IRStax forms, W-2 forms, bank statements, passbooks and 1099 forms.

For families choosing to remain in their current unit while receiving Section 8 assistance, PJCD A staff also verify the family's residency, current rent, utility costs and payment of a security deposit, if applicable. Once all verifications have been obtained, the family's Total Tenant Payment (TTP) will be determined and the Section 8 Housing Choice Voucher is readied for issue.

Section 214 of the Housing & Community Development Act of 1980, as amended, prohibits Section 8 rental assistance for persons who are not U.S. citizens, nationals or possess eligible immigration status. As such, applicant families must also provide PJCD A with the evidence of required eligible status per the following:

- signed declaration of U.S. citizenship (by birth or naturalization); or
- signed declaration of eligible immigration status.
- For non-citizens, 62 years of age and older, proof of age is also required.

As required by HUD, all non-U.S. citizen applicants must be verified through the *Automated Status Verification System (ASVS)* prior to program enrollment. The system is accessed via the U.S. Department of Justice, Immigration and Naturalization Service.

Tenant families must provide all documentation requested for verification of income, assets and family composition in a timely manner. Furthermore, any and all information relative to a family's eligibility must be disclosed. Failure to disclose appropriate

information and/or providing false information to PJCD A constitutes program fraud and will cause denial and/or termination of housing assistance.

D. BRIEFING OF HOUSEHOLDS AND PROGRAM ENROLLMENT

1. Enrollment Interview Process

During the enrollment interview, Section 8 staff will brief families on their rights and responsibilities as Section 8 program participants. The enrollment interview is conducted at the offices of PJCD A. However, home visits are arranged for those families, i.e., frail elderly, disabled or handicapped, who are unable to attend an on-site interview. As more fully described under **Family Obligations** included in this Plan as **Exhibit V**, the briefing will include the following:

- Income eligibility, eligible allowances and/or deductions and determination of the family's STTP;
- Terms and conditions of the Residential Lease and HUD Lease Addendum;
- HUD Housing Quality Standards (HQS) for assisted units including the regulations governing lead-based paint abatement and asbestos hazards;
- Searching for suitable housing, HUD occupancy standards, review of HUD-approved utility allowances and Housing Choice Voucher Payment Standards;
- Fair housing and discrimination and the procedure for filing complaints;
- Family moves and the HUD regulations governing portability of Section 8 rental subsidy assistance;
- Program requirements regarding annual and interim recertifications, initial, annual and complaint HQS inspections, reporting changes in income, assets and household composition to PJCD A, and the regulations regarding program termination.

As previously mentioned, when briefing families, a Section 8 Tenant Handbook is distributed along with relevant documents pertaining to tenancy, housing search, rent and utility costs. The Tenant Handbook also includes a briefing on fair housing and discrimination, utility allowances, terms and conditions of a lease agreement and compliance of HUD housing quality standards (with emphasis on lead-based paint hazards). Participating families are expected to secure housing on their own. However, where possible, assistance is rendered by Section 8 staff, especially in the case of elderly, disabled, and/or handicapped persons whom may experience difficulties travelling to/from prospective rental units. Furthermore, non-English speaking families are also provided assistance to avoid misunderstandings and/or potential discriminatory practices resulting from language barriers.

2. Issuance/Extension of the Section 8 Housing Choice Voucher

Once the family is admitted to the Program and issued their Section 8 Housing Choice Voucher, they are given a maximum sixty (60) days to select the housing unit they wish

to live in while receiving Section 8 assistance. For the purposes of meeting this requirement, the family must produce a **Request For Tenancy Approval**, executed on or before the expiration date, as satisfactory compliance. The tenant family may choose to remain in their current rental unit or move to another rental unit. An extension of the family's Housing Choice Voucher may be granted up to a maximum of 60 additional days, at the discretion of PJCDA. However, extensions will only be considered where the family maintains close communication with PJCDA and is experiencing difficulties in their search for housing, i.e., death or illness in the family, hard-to-house families and/or families with disabled/handicapped members. Furthermore, PJCDA will request proof of a family's housing search efforts.

Family participants must request extensions of their Housing Choice Voucher, in writing, to PJCDA. However, families will not be granted an extension that exceeds the maximum 120 days except in instances where additional time is necessary to accommodate a household with disabled and/or handicapped members. For families with disabled/handicapped members, PJCDA will allow a maximum of 150 days to secure a suitable housing unit.

Once the family has made their decision regarding the housing unit they wish to live in while receiving Section 8 assistance, PJCDA will execute a Housing Voucher Contract on the tenant family's behalf providing the:

- landlord/property owner agrees to participate in the Section 8 Program and receive housing assistance payments on behalf of the family;
- rental unit complies with HUD requirements of housing quality and occupancy standards;
- gross rent for the Section 8 assisted unit meets the test of rent reasonableness based on comparable rents for similar units in the private rental market.

Since the Section 8 Housing Choice Voucher Program does not impose maximum rent guidelines, participating families are briefed regarding the applicable subsidy level (Voucher Payment Standard) the PHA will pay on their behalf. As such, families may choose a housing unit where the gross rent exceeds the Applicable Payment Standard, however, Section 8 staff will counsel participating household on selecting rental units within their affordability range, particularly in the instances where families will pay a tenant rent greater than 30% of the monthly adjusted income. In accordance with HUD regulations, Housing Choice Voucher families may not select a rental unit where the gross rent will cause the family to pay an amount greater than 40% of their monthly adjusted income and PJCDA will deny approval of housing units where the gross rent causes the family to pay a tenant rent in excess of 40% of their monthly income.

3. Housing Voucher Subsidy/Payment Standards

The family's Section 8 Housing Choice Voucher will indicate the appropriate size rental unit, i.e., number of bedrooms, based on the number of family members in the Section 8 household. This is the size unit the family should be looking for when selecting the housing they wish to live in while receiving Section 8 assistance. The applicable Housing Voucher Subsidy Standard (maximum rent assistance to be paid on the family's behalf) will be based on the family's appropriate unit size. Families may choose to select a

larger rental unit providing the family's tenancy does not exceed 40% of their monthly adjusted income. However, families will be denied approval of a smaller rental unit if HUD occupancy standards are violated due to overcrowded living conditions.

E. HOUSING QUALITY & OCCUPANCY STANDARDS

1. Housing Quality Standards (HQS) Inspections

The Section 8 family should inspect the proposed housing unit first to ensure that it meets the size and needs of the household. As part of the family briefing, the HUD pamphlet ***AGoodPlaceToLive*** will be included in the family's enrollment packet and reviewed so that families understand what to look for and the requirements of housing quality and occupancy standards pertinent to the Section 8 -assisted unit.

A HUD Housing Quality Standards (HQS) inspection is then conducted by the Section 8 Housing Inspector to ensure compliance with decent, safe and sanitary standards and HUD occupancy requirements. The Section 8 Inspector also maintains close liaison with the City Building Official regarding local housing code violations, particularly serious deficiencies which pose a safety and/or health hazard to the Section 8 family. All assisted units must contain working smoke -alarm detecting devices, the type, number, and location of which must comply with New York State Fire Safety Code requirements. Furthermore, all Section 8 -assisted units must be free of any lead -based paint and asbestos hazards in strict accordance with HUD regulations.

Providing the unit is ready and available for inspection, all initial inspections are conducted in a timely manner to avoid delay in the commencement of housing assistance. Inspections must be performed within fifteen (15) days following the receipt of the *Request For Tenancy Approval*. Owners and families are notified, in writing, of repairs necessary to comply with HUD HQS. Furthermore, repairs must be completed prior to the execution of a Housing Voucher Contract. At no time will housing assistance payments be paid for any time period in which the rental unit is not in compliance with HUD Housing Quality Standards (HQS).

Annual inspections are also conducted (concurrent with the tenant family's annual recertification) to ensure assisted units remain in compliance with HUD HQS. At the request of an owner participant and/or Section 8 family, interim or special inspections may be requested to identify and remedy HQS deficiencies which occur during the lease period or to cite damages as caused by the tenant family.

2. Lead-Based Paint Hazards & Abatement

As part of their briefing packet, all family participants will be issued a ***Protect Your Family from Lead in Your Home*** brochure and other lead -based paint hazard information for all units constructed prior to 1978.

Prior to the execution of a Housing Voucher Contract and approval of the Lease and its Addendum, PJCDA must be advised of any potential lead -based paint hazards which may exist in the proposed Section 8 -assisted unit. In the instances of lead -based paint hazards, PJCDA will collect the names and addresses of all children whom may have been affected, i.e., health screenings indicating elevated blood levels. Moreover, inspection reports will be maintained in the PJCDA files for a minimum three (3) year

period and/or indefinitely for cases where chewable surfaces in the unit required testing. Owner certifications must also be executed and maintained in the tenant file, as appropriate.

3. **HUD Occupancy Standards**

Section 8 -assisted units must also meet HUD occupancy standards, as determined by the number of household members who will occupy the unit. Enclosed with this Plan, under **Exhibit VI**, is a guideline for minimum and maximum occupancy ranges based on the number of bedroom/sleeping rooms contained in the rental unit. PJCD A reserves the right to deny approval of a unit due to overcrowding living conditions.

F. **SECTION 8 -ASSISTED HOUSING TYPES**

Generally, all privately owned rental housing units will be approved for assistance under the Section 8 Housing Program providing:

- the owner and family abide by all terms and conditions of the Lease, HUD Lease Addendum and HAP Contract
- the rental unit meets program requirements for HUD housing quality and occupancy standards
- the rent is determined to be reasonable
- there does not exist a conflict of interest regarding the owner, family and/or housing unit.

The types of housing assisted under the Section 8 program include:

- Single and Two-Family homes
- Multi-family apartments (3+ units in a building)
- Garden apartments
- Hi-rise and elevator buildings
- Row-type housing
- Townhouse units
- Condominium units

As previously mentioned, the size of the assisted unit (e.g. number of bedrooms) will coincide with the family's Section 8 Housing Choice Voucher and comply with HUD occupancy standards and Housing Voucher subsidy (payment) standards.

1. **Special Housing Types**

In addition to the housing types mentioned above, PJCD A may also approve the following other specialty types of housing in meeting the affordable housing needs of Section 8 -assisted families:

- Shared housing
- Group homes (particularly for families with special needs, e.g., disabled/handicapped, seniors, and family victims of domestic violence)
- Single Room Occupancy (SRO) units
- Congregate housing

In the instances where families are assisted in special housing types, the following requirements must be met in accordance with HUD regulations:

- a. Separate leases and contracts must be issued for each assisted family and/or person;
- b. HUD housing quality and occupancy standards application to the special housing will also apply;
- c. Applicable Housing Voucher Payment Standards and HUD utility allowances will be used;
- d. Approved rents will be based on the *pro-rata share* of the total gross rent in accordance with the special housing type; and
- e. Approved rents must also meet the test of rent reasonableness.

To qualify for Section 8 assistance, Group Homes must be certified, licensed or similarly approved by the appropriate State agency.

Due to the prohibition of manufactured housing (e.g. mobile homes) in the City of Port Jervis, PJCD will not approve this type of housing for Section 8 assistance to comply with City of Port Jervis Housing Codes and Ordinances.

2. Prohibition Against Duplicate Subsidies

Families will be denied participation in the Section 8 Housing Choice Voucher program if they choose to live in a housing unit subsidized under another local, State or Federal program or if they are receiving benefits under another tenant-based assistance program including:

- Units located within the jurisdiction of a Public or Indian Housing Authority
- Section 236 units
- Section 202 or 811 supportive housing for the elderly and disabled persons
- Rental assistance programs under the FmHA 521 Act 1919
- Section 101 subsidized units
- Rental assistance programs under the former Section 23 Act of 1937
- Section 162 assistance program (e.g. Section 202 non-elderly housing for persons with disabilities)
- Any other local or State rent subsidy program
- Other Section 8 programs, e.g., Section 8 New Construction, Section 8 Substantial Rehabilitation and/or Section 8 Moderate Rehabilitation program units
- Any other duplicative program assisted with Federal, State or local housing subsidies, as determined by HUD.

Housing units assisted under the Low Income Housing Tax Credit (LIHTC) program and families receiving a *shelter allowance* payment through the Department of Social Services (e.g. public assistance families and persons) are eligible for Section 8 tenant-based assistance under the Housing Choice Voucher Program.

G. DISAPPROVAL OF OWNER PARTICIPANTS

In accordance with HUD regulations, PJCD A will not approve an owner for participation in the Section 8 Program under the following conditions:

1. the unit owner is a relative of the Section 8 -assisted family including parents, children, grandparents, grandchildren or siblings unless the assisted unit is required for reasonable accommodation of a disabled/handicapped member of the Section 8 family;
2. there exists a pending Federal action or other government -instituted administrative or judicial action against the owner for violations connected with Fair Housing and/or Federal Equal Opportunity (FEO) laws, rules and regulations;
3. a court or administrative agency has cited the owner for violation of Fair Housing or other FEO requirements;
4. the owner has been cited for violations under a previous or existing Section 8 Housing Voucher Contract;
5. the owner has committed fraud, bribery or other corrupt/criminal act connected with any federally -assisted housing program;
6. the owner has engaged in the sale, use or possession of illegal substances or has been involved in a drug -related or violent criminal activity;
7. where the owner has a history or practice of non -compliance with housing quality standards under the Section 8 program or housing standards for project -based assistance under any federally -assisted housing program;
8. the owner has a history or practice of renting units which fail Federal, State or local housing codes;
9. the owner is delinquent on Federal, State or local real property taxes, fines and/or assessments;
10. PJCD A is notified that the owner participant is debarred, suspended or subject to limited denial of participation in accordance with the regulations contained in 24 CFR Part 24;
11. the owner has a history or practice of failing to terminate the tenancy of families assisted under the Section 8 or other federally -assisted housing program for the following activities:
 - a. threats or interference with the right to peaceful enjoyment and comfort by residents of the leased premises or neighbors residing in the immediate vicinity of the Section 8 -assisted family
 - b. threats to the health, safety and/or welfare of the other residents, employees of the owner or PJCD A, or other members engaged in the management of the assisted housing

- c. drug-related criminal activity or violent criminal activity

These activities apply to all members of the assisted household, guests or other person(s) under the control of any member of the assisted household.

H. REVIEW OF LEASES, EXECUTION OF HUD LEASE ADDENDUMS AND HOUSING VOUCHER CONTRACTS & RENT REASONABLENESS

1. Leases/Addendums/Contracts

Once a rental unit has been selected by the family, inspected and approved by PJCDA, staff will review the proposed lease agreement between the property owner and tenant family for required and prohibitive provisions. In addition, a HUD Lease Addendum will be executed which, in essence, governs the family's tenancy. In most cases, the lease agreement between the owner and tenant family will be a standard New York State Residential Lease adopted by the New York State Department of Housing & Community Renewal (DHCR) and used by most state/local agencies administering the Section 8 Housing Programs. However, owner participants are encouraged to use their own lease format providing it conforms to State and local laws.

The HUD Lease Addendum used is the most recent document issued and approved by the U.S. Department of Housing & Urban Development (HUD). At the time the Lease and its Addendum are prepared and executed, the owner participant and PJCDA enter into a Housing Voucher Contract for a term that will run concurrent with the term of the Lease Agreement and its Addendum. For new lease agreements and contracts, PJCDA requires a minimum one (1) year initial lease term. Furthermore, for all lease agreements (DHCR form or owner standard lease), PJCDA will require a minimum of the following information:

- Name of the Tenant Family and Owner Participant
- Address of the Section 8 -assisted unit
- Breakdown of utilities and appliances as supplied by the owner and/or tenant furnished
- Lease term including the initial period and provisions for the lease renewal.

2. Rent Reasonableness

Prior to approving the family's Lease and Contract, PJCDA will review the rent requested by an owner for fair market comparability and reasonableness based on neighborhood private market rents charged for similar units and previous rents charged by the landlord for the same unit. PJCDA reserves the right to decline a Lease/Contract where the gross rent does not meet the test of rent reasonableness.

In performing the rent comparability analysis, PJCDA will check published listings of available rentals in the community. PJCDA will also contact local Realtors for updated information on current private market rents and exchange information with other rental property managers to determine if the rent charged by the Section 8 owner participant is fair and reasonable. PJCDA will also maintain a *Record Log of Comparable Rents* and update the data for use when conducting the rent reasonableness test for all initial contract rents as well as rent increases requested for Section 8 -assisted units. A record of comparable rents will also be maintained in the PJCDA's Section 8 program database.

3. Security Deposits

Owner participants are entitled to collect a security deposit from a Section 8 -assisted tenant family limited to the amount equal to security deposits collected on behalf of tenants living in unassisted, private market rent units. At all times, Section 8 owner participants must adhere to prevailing market rates when collecting security deposits from Section 8 -assisted families.

Generally, owners will collect an amount equal to one (1) month's rent. Owners may use these security deposits as reimbursement for damages to the rental unit, unpaid tenant rent or other amounts owed under the lease in accordance with New York State and local laws. These security deposits may only be used after the tenant family has vacated the unit and cannot be applied towards any amounts owed under the lease during the family's leased tenancy.

In the instances where an owner will retain all or a portion of the family's security deposit, the owner must:

- provide the tenant family with a written list of the items and amounts charged against the security deposit
- promptly refund any unused portion or balance of the security deposit after appropriated deductions

Should the security deposit be insufficient to cover amounts owed, the owner may seek to collect the remaining balance from the family either through a voluntary agreement with the tenant family or by instituting a court action against the tenant in accordance with State and local laws.

1. HOUSING ASSISTANCE PAYMENTS

Section 8 staff is responsible for processing and issuing monthly housing assistance payments to owner participants. In accordance with HUD regulations, Section 8 staff prepare a monthly HAP payment statement which will accompany each check and ensure that all payments are made in an accurate and timely manner. In accordance with the executed Housing Voucher Contract, HAP payments are issued and mailed to owner participants no later than the 5th day of each month.

PJCDA maintains HUD -approved audit and control practices regarding the use and disbursement of all Section 8 program funds. At the end of each calendar year, owner participants are issued 1099 forms indicating the total amount of HAP Payments (in excess of \$600.00) issued during the preceding year. These 1099 forms are prepared and issued in accordance with HUD regulations as part of the PJCDA's accounting and audit procedures. Monthly housing assistance payments to owner participants are computer-generated using the HUD -approved **Happys** software system.

If an owner breaches or otherwise violates the terms and conditions of the Housing Voucher Contract, including non-compliance with maintaining the Section 8 -assisted unit per HUD housing quality standards, PJCDA reserves the right to abate and/or terminate housing assistance payments. In such instances, the family cannot be required to pay the HAP to the owner directly. Moreover, should HAP payments be abated for 180 days, the Housing Voucher Contract will automatically be terminated by PJCDA.

J. **ANNUAL/INTERIMREVIEWSANDONGOINGASSISTANCETOPARTICIPANT HOUSEHOLDS**

1. **Annual&InterimRecertification**

At the time of initial enrollment, Section 8 staff prepare an archive file for each participant family and establish a chronological system indicating the requirement for a minimum annual recertification of the family's composition, income, assets, and allowable deductions. PJCD A also maintains a computer database of tenant, owner, unit and project data using the HUD -approved **Happy** software. The software program is updated periodically to reflect changes in HUD program regulations.

Annual recertification is based on the tenant family's annual anniversary date of program enrollment and is used to determine a family's continued eligibility for housing assistance. Interim recertifications are conducted, when necessary, to reflect significant changes in household composition, income, assets, and allowances, as reported to PJCD A by the participant family and where such changes occur prior to an annual recertification. Should a Section 8 -assisted family move during the course of a lease term, the new lease/contract date would represent the family's annual anniversary date for recertification.

Section 8 staff is responsible for familiarizing themselves with all participant households and providing assistance to Section 8 families with housing as well as non -housing issues. Staff will observe and document a family's special needs and make referral to other appropriate agencies in seeking solutions to social, educational, economic, health and employment related matters.

Participant families will be notified, in writing, at least 90 -days prior to their annual anniversary date of the need for an annual recertification. During this process, all family income, assets, composition and allowances/deductions will be reevaluated and updated, as necessary, to determine if any changes should be made to the family's portion of the rent. An annual HUD housing quality standards inspection of the Section 8-assisted unit will also be performed as part of the annual review process. Section 8 participant families must cooperate fully in the recertification process. This includes timely response to interview letters and scheduling of appointments, full disclosure of all family, income and assets information and cooperation in the annual HUD HQS inspection process. Should a family fail to respond, unduly delay the process and/or refuse to provide all relevant information for continued eligibility, PJCD A reserves the right to terminate the family's housing assistance, with thirty (30) days advance written notice.

2. **Family Break -Ups and Split Households**

Should a Section 8 -assisted family experience a break -up during the course of tenancy, PJCD A will continue uninterrupted housing assistance on behalf of the family members who remain in the assisted unit. However, PJCD A will conduct an evaluation of the family circumstances regarding the break -up and render a determination of continued housing assistance in the best interests of family stability based on the following criteria:

- a. Families with minor dependent children will receive priority and the Section 8 Housing Choice Voucher will be retained by the parent or guardian granted custodial rights
- b. Elderly, disabled, handicapped or family members with an illness will also be given special consideration in the PHA's decision
- c. Family members forced to flee their unit due to actual or threatened domestic violence or abuse will retain the family's Section 8 Housing Choice Voucher and be given assistance in the search for a new rental unit.

In the case where a disposition of property and/or custody is determined by a court action, e.g., divorce, legal separation, PJCDA will abide by the court's decision as stipulated in the judicial decree. Furthermore, PJCDA will also comply with a Court Order of Protection on behalf of family victims of domestic violence whereby housing assistance will continue for the benefit of the protected family members.

3. **Family Absences from the Section 8 -assisted Unit**

PJCDA will continue uninterrupted housing assistance payments in the instance of a family absence from the Section 8 -assisted unit providing the period away from the unit does not to exceed 180 consecutive days. The following circumstances constitute an *approved* family absence from the unit:

- Vacation and long -term visits (beyond 30 days)
- Medical leave, hospitalization or medical stays in a treatment facility
- Incarceration
- Medical/family leave to care for another family member or relative living outside the Section 8 -assisted unit.

Families and persons who will be absent from the Section 8 -assisted unit must notify PJCDA, in writing, stating the reason for the absence and the length of time they plan to be away. Furthermore, they must contact PJCDA immediately upon their return to the Section 8 -assisted unit. Should the family be absent beyond the 180 -day maximum leave, the Housing Voucher Contract will be terminated and both the family and owner will be advised of the PHA action by written notice.

K. **RENT ADJUSTMENTS**

Owners may request increases in the contract rent on an annual basis. Since Applicable Payment Standards may not necessarily increase to absorb the additional rent requested, owner participants must discuss and negotiate the proposed rent increase with the tenant family directly to assure it is within their affordability range. Tenant families must be provided a minimum 60 -day advance written notice of all rent increases, with a copy furnished to PJCDA.

Rent increases are reviewed by Section 8 staff, tested for rent reasonableness and will be granted based on increases in real property taxes, tax assessments, utilities and other related costs. The cost of capital improvements made to the rental property does not constitute a justification for an annual rent adjustment.

L. REVIEW OF HOUSING VOUCHER PAYMENT STANDARDS

Payment Standards are used to determine the monthly housing assistance payment to be paid by PJCDA to an owner. The *Applicable Payment Standard* or APS represents the maximum monthly subsidy payment made on the family's behalf. The Payment Standard is the lower of the applicable Payment Standard for the family's Housing Choice Voucher or size of the dwelling unit to be occupied by the family.

1. Applicable Payment Standard Schedules

PJCDA has established an Applicable Payment Standard scheduled according to the PHA's jurisdiction, e.g., Orange County Fair Market Rent (FMR) are - Newburgh PMSA. Payment Standard amounts are adopted for each unit size based on the number of bedrooms applicable to the family including: (a) 0 - bedroom; (b) one - bedroom; (c) two - bedroom, (d) three bedroom; (e) four - bedroom; and (f) Five+ bedrooms.

Applicable Payment Standards adopted by PJCDA shall fall within the prescribed 90% to 110% of the published FMR for the appropriate unit size. PJCDA reserves the right to establish a higher scheduled, if necessary, to provide reasonable accommodation for a Section 8 - assisted family with disabled/handicapped members. APS amount higher than the allowable range must be pre - approved by the HUD Public Housing Field Office. For approval, PJCDA must provide the Field Office with program justification for the higher amounts.

2. Reviews and Changes to Applicable Payment Standards

PJCDA monitors its Applicable Payment Standard level on a minimum annual basis in accordance with the following criteria:

- a. Review of individual family APS levels to ensure families are not paying an amount greater than 40% of their monthly adjusted income based on *inadequate* Payment Standards;
- b. Continual monitoring of APS levels at the time of the family's annual and/or interim recertification.

Only when Applicable Payment Standards fall below 90% of the FMR and/or levels are insufficient to meet the family rent subsidy needs will PJCDA adjust its APS levels. Moreover, newly adjusted APS levels will be published and appropriate briefing packets and handbooks will be revised to reflect the new amounts.

M. TERMINATIONS

Owners are briefed to notify PJCDA, in writing, of their intent to evict a Section 8 family or otherwise terminate a Lease Agreement and discontinue the Housing Voucher Contract on behalf of the Section 8 family. The PJCDA must also be notified of any sale, bank foreclosure or transfer of ownership of a property under Housing Voucher Contract and Lease Agreement which could ultimately affect the Section 8 tenant's current and future occupancy of the assisted unit.

Termination of tenancy by an owner may only be done in accordance with the terms and conditions of the Housing Voucher Contract and HUD Lease Addendum that governs the

family's tenancy. In the case of an eviction, the landlord must initiate a court action in accordance with New York State Real Property Law to remove the family from the leased premises.

For participants in a household terminated due to program abuse and/or fraudulent action committed during the course of tenancy and program participation, Section 8 staff must document the termination and maintain records for program purposes. In these instances, families are advised, in writing, of the reasons for termination and afforded the opportunity to appeal the PHA's decision and be granted an Informal Hearing. Further, owners are also notified, in writing, of the date of termination and issuance of the final housing assistance payment.

Families terminated due to ineligibility for continued rent subsidy, (total tenant payment is equal to or greater than the gross rent), are provided a minimum thirty (30) day advance notice of termination of rent subsidy payments. Families are further briefed that the Section 8 Housing Choice Voucher will remain open for a six (6) month period following the date of termination. If, at any time during the six (6) month nonpayment period, the family experiences a change in income, assets, family composition or allowances which adversely affects their ability to make rent payments on their own, they may request an interim evaluation of the new data to determine if housing assistance payments should be reinstated. However, if there are no changes reported during the 6 month period, the family's program participation will be terminated in accordance with HUD regulations. To reinstate rental assistance after program termination, the family must reapply to the Program and wait their turn for another Section 8 Housing Choice Voucher to receive Section 8 assistance.

In all instances of family terminations, eligible households on PJCDA's active waiting list are contacted to fill the vacancies left by families who are terminated or voluntarily move off the Section 8 Program.

N. REIMBURSEMENT FOR PHA OVERPAYMENTS

PJCDA maintains a strict policy of reimbursement for overpayment of housing assistance payment made on behalf of a Section 8 -assisted family. Should a family fail to report income, assets or change in household composition which could ultimately result in a reduced HAP, the family must enter into an Agreement for the Reimbursement of Section 8 Funds in order to continue eligible program participation. This agreement will be in force throughout the family tenancy until all overpaid funds have been sufficiently reimbursed to PJCDA.

PJCDA will endeavor to negotiate a fair and reasonable payment amount which will not cause undue hardship and families will be briefed on their responsibility to honor the obligations of the agreement and remit payments to PJCDA in a timely manner or face program termination. In accordance with the terms of the agreement as included in this Plan under **Exhibit VII**, a failure to remit a payment to PJCDA within thirty (30) days of the due date will cause termination of the family's housing assistance and legal action instituted by PJCDA's counsel.

O. FAMILY MOVES AND PORTABILITY

As previously mentioned, participating families must notify PJCDA of their intention to move within the City of Port Jervis or outside to another PHA jurisdiction in accordance with the portability features of the Section 8 Program. Families are briefed to provide the owner and PJCDA with a minimum thirty (30) days advance written notice of their intent to vacate the unit, dated from the first of the month. For example, if a family makes a decision to move on January 1, the 30-day notice must arrive at the landlord and PHA's location on or before December 1st of the preceding month.

PJCDA reserves the right to restrict family moves to no more than one (1) for each 12-month lease period. PJCDA may allow a move prior to the lease renewal due to extenuating circumstances, i.e., medical reasons, domestic violence, or other circumstance beyond the tenant family's ability to control or prevent.

All amounts due and owing a landlord must be fully paid prior to a tenant family moving to a new unit while receiving Section 8 assistance. PJCDA reserves the right to deny a new contract/lease unless all outstanding tenant rent is paid to the family's current landlord.

1. Family Moves within PJCDA's Jurisdiction

For families who move within the City of Port Jervis, efforts are made to contact the new property owner and invite his/her participation in the program, inspect and approve the new unit, and execute a Housing Voucher Contract, Lease Agreement and HUD Lease Addendum, all within a reasonable time frame to ensure uninterrupted housing assistance.

2. Portability Outside PJCDA's Jurisdiction

For families who elect to move outside the City of Port Jervis, Section 8 staff endeavor to assist the family in its relocation efforts, i.e., communicate with the other receiving PHA to arrange transfer of the Section 8 Housing Choice Voucher for use under the other PHA Program. Portability rules, as mandated by HUD, are an integral part of family briefings as more fully described in **Part E of this Plan**. Under portability rules, the following can occur:

- a. the Section 8 family must select a jurisdiction that operates a tenant-based program
- b. should the Section 8 family reside outside the PJCDA jurisdiction at the time of application, they must be under lease for a minimum 12-month period prior to approving a request for portability outside the City of Port Jervis
- c. if the Section 8 family is a resident of the City of Port Jervis at the time they are contacted for enrollment, the 12-month lease requirement is waived and the family may exercise their option of portability to any other jurisdiction. However, to be admitted to another PHA's program, the family must qualify under the HUD income guidelines applicable to the receiving PHA's jurisdiction.

- d. the housing unit selected in the other PHA jurisdiction must represent permanent housing, i.e., temporary housing such as motels, hotels, or homeless shelters, will not be considered as meeting the test of domicile for the purposes of portability;
- e. the Section 8 family can be absorbed in the receiving PHA's program where by PJCDA will retain its Housing Choice Voucher for reissue to another eligible family on its waiting list;
- f. the Section 8 family can move to a jurisdiction that declines to absorb the PJCDA family. In these instances, the receiving PHA will assist the family and administer the PJCDA's (initial PHA) Housing Choice Voucher on behalf of the family. The receiving PHA will bill PJCDA for its applicable HAP payment and 80% of the PJCDA administrative fee. The initial PHA (PJCDA) will retain 20% of its applicable administrative fee.

For ease of administrative and accounting procedures, PJCDA will maintain a policy of tenant family program absorption for all Section 8 -assisted families whom move into PJCDA's jurisdiction. However, should program availability be limited for absorption, PJCDA reserves the right to administer another PHA's Housing Choice Voucher and opt for portability billing.

P. COMPLAINTS AND APPEALS

PJCDA conducts its programs in accordance with Federal Fair Housing Law and Equal Housing Opportunity and is the appointed Fair Housing Office for the City of Port Jervis. The City's Fair Housing Plan (revised and adopted by the City of Port Jervis Common Council on April 25, 1988) also assures the compliance of Federal Laws and Executive Orders in the administration of all housing program and activities relating to housing and community development.

Complaints from Section 8 households alleging discrimination are referred to PJCDA for investigation, negotiation and filing, if necessary, with the FHEO and HUD Regional Counsel for prosecution. As part of the enrollment briefings outlined in **Part E of this Plan**, families are also notified to file all discrimination complaints with the U.S. Department of Housing & Urban Development (HUD), Fair Housing Division, by completing and submitting a Housing Discrimination Complaint form. PJCDA will assist families in this process.

Complaints/appeals from households resulting from a PJCDA eligibility finding, termination or other PHA decision/action will be granted the rights of the appeal process. Families are notified, in writing, of their right to appeal and have the PJCDA decision reviewed in person with the family at a scheduled meeting. If Section 8 staff are unable to resolve the matter to the family's satisfaction, PJCDA will assist the family in filing a written request for an Informal Hearing to mediate the matter. Families requesting an Informal Hearing must do so, in writing, within ten (10) days following the PJCDA's written notice of termination or other action.

The Informal Hearing will be presided by a Hearing Officer, not part of the PJCDA staff and not involved in the initial decision and/or finding rendered by PJCDA. The Hearing Officer or Arbitrator will render a decision, taking into account:

- alldocumentationcontainedint hetenantfamily'sfile;
- testimonyoftheSection8family;
- applicableHUDprogramregulations;and
- PJCDAAAdministrativePlanpolicies.

Awrittenconfirmationofthedecisionwillbeprovidedtothefamilywithinthirty(30)days followingthedatao ftheInformalHearing.

Q. MONITORANDASSESSPROGRAMPERFORMANCE

Section8staffcontinuallymonitorthenumberofapplicationsreceived,HousingChoice VouchersissuedandHousingChoiceVouchercontractsexecutedonbehalfof participanthouseholds. Internallogsandrecordsaremaintainedforprogramtracking purposesandprogramperformanceisreportedtotheHUDPublicHousingDivision throughtheMTCSandSEMAPreportingsystems.Acomputerdatabaseanddigital recordsarealsofacilitatedbyPJC DAtoenforcetheaccurateandefficient administrationoftheSection8programanddeliveryofprogramservices.Shouldthemi xand/ornumberofapplicationsbeinadequate,PJCDA'soutreachprogramis adjusted.Further,shouldparticipantfamiliesex periencedifficultiesinlocatingsuitable housing,appropriatemeasuresaretakentoimproveprogramleaseup,i.e.,intensify owneroutreachtoidentifyadditionalrentalunitsandcontactwithareaRealtors regardingunadvertisedlistingsforvacantuni ts.

PJCDAtakesadvantageofformaltrainingsessionstokeepabreastofchangesinHUD programregulationsandpolicies.Furthermore,allrelevantdocumentationusedfor programadministrationisreviewedforcurrentdataandinformation.Assuch,PJCD A willreviewthecontentsofitsComprehensiveAdministrativePlan,onanannualbasis,to ensurethatthepoliciesandprocedurescontainedherein,arecurrent,accurateandin strictcompliancewithallHUDregulations. A

R. FAIRHOUSING&EQUAL OPPORTUNITY

TheCityofPort.Jervisconductsitsbusinessandadministersalllocal,stateand federally-assistedprogramsinstriactaccordancewithFederalFairHousingLawand EqualHousingOpportunityforthebenefitofallPort.Jerviscitizens.OnApril25,198 8, theCityre -adoptedit'sFairHousingPlan,approvedbyCityCommonCouncil,toensure thelong -termobjectiveoffollowinganyersonintheCitytoobtainthehousingoftheir choicewithinthis/hereconomicmeansregardlessrace,color,religion,sex ,national origin,maritalorfamilialstatusorphysicalhandicap.AcopyoftheCity'sFairHousing Planisincludedunder **ExhibitVIII**.

Theshort -termobjectiveofthePlanrepresentanongoingeducationalandreferral processamongtheCity'shousing providerstoachievethe longtermgoalsofincreased housingchoiceandopportunityforallCityresidents,withspecialassistanceprovidedto LowandModerateIncomeresidents,minorityfamiliesanddisabled/handicapped residentswhorepresentthemost vulnerablecitizensintheCity'shousingmarket.

InadditiontotheCity'sFairHousingPlan,PJCDAhasalsoadoptedaFairHousing& EqualOpportunity(FHEO)Plan,(**ExhibitIX**),revisedMarch19,1998,toensurethefair treatmentofallfamilypartici pantsintheCity'sSection8housingprogram.

Two(2)membersofthePJCDABoardofDirectorsarebankofficerswithextensive knowledgeregardingfairhousingpracticesincludingFairHousingLawandEqual OpportunitylawsandprovisionsoftheCommunity ReinvestmentAct(CRA)which protectsindividualsagainstdiscriminatorylendingpractices.Inaddition,theCityhas appointedthePJCDADirectorastheFairHousingOfficerresponsibleforenforcement oftheprovisionsoftheCity'sFairHousingPlanandPJCDAsFairHousing&Equal OpportunityPlan.These provisionsincludeoutreachtotheCity'sLow/Modandminority community,liaisonwithlocalendersandRealtors,andresolutionoffairhousing complaintsasfiledwithPJCDAAonbehalfoffamilies andpersonswhoexperienceactual orthreateneddiscriminationduetounfairhousingpractices.

S. OUTSTANDINGHOUSINGPERFORMANCE

TheCityofPortJerviscontinuestomaintainarecordofoutstandinghousing performancewithasolidcommitmenttoourlowandmoderateincomeresidents, minorityfamiliesanddisabled/handicappedresidentsofthecommunity.Inaccordance withtheCity'sFairHousing&EqualOpportunityPlans,theCitytargetsitprograms, servicesandactivitiestoexpandhousingchoiceamongtenants,homeownersandfirst - timehomebuyersthroughthepromotionoffairhousingpracticesforthebenefitofall citizens,withpriorityaffordedtoLow/Modandminorityfamilieswhoarethemostlikely grouptoexperienceexclusionintheprivatehousingmarket.

1. EconomicIntegrationofAssistedHousingforLowandModerateIncome Residents

Basedonthe2000U.S.CensusData,thepercentofLowandModerateIncome(LMI) populationfortheCityofPortJervisreportedat **64.3%**, with **17.5%**persons and **14.2%**familieslivingbelowtheU.S.PovertyLevelin1999.TheCity'ssubsidized housingsitesaredispersedamongthethree(3)censustractsoftheCity.ThePort JervisPublicHousingAuthorityhastwo(2)sitesincluding:(a)fifty(50)unitsat Hillside TerracelocatedinTract22;and(b)twenty -five(25)familyunitsatMinisinkParkin CensusTract23.LocatedontheoutskirtsoftheCity'sCentralBusinessDistrict(CBD) inCensusTract22,isMachackemachVillagewithfifty(50)unitsof subsidizedhousing (Section8NewConstruction)forseniors,disabledandhandicappedpersons.Port JervisTownhouses,aFmHA515 -subsidizedtownhousecomplex,providesforty(40) rentalhousingunitsforLowandModerateincomefamiliesinCensusTract21 ,adjacent toprivately -owned,market -rategardenapartments.WiththeassistanceofFY2000 SmallCitiesCDBGfunding,Water'sEdgeSeniorCampuswasconstructedprovidingan additional120unitsofaffordable seniorhousinglocatedattheconjoiningofCensus Tracts22and23inthesouthernendoftheCity'scommercialdistrict.

OftheCity's **294**leased,Section8 -assistedunits, **87(30%)** arelocatedinCensusTract 21, **165(57%)** areinCensusTract22and **39(13%)** areinCensusTract23,mirroring theoverallpopulationbreakdownsforeachCensusTract.Thisequitabledistributionof Section8residencywithintheCityclearlyevidencesourabilitytopromotehousing choiceandeconomicintegrationoftheCity'sVeryLowIncomefamilies.

2. DeconcentrationofAssistedHousingforMinorityResidents

The2000U.S.Censusalsoreportsa **14.2%** minoritypopulationintheCityofPort Jervis.Minorityresidentsarealsodispersedamonginthethree(3)CityCensusTracts,

in close proportion to the total minority population for the City at -large, i.e., **16.1%** in Census Tract 21, **22.2%** in Census Tract 22 and **13.4%** in Tract 23, as well as non - minority populations for each Census Tract. Of important note is the higher than average percent of minority families residing in Census Tract 21, which has the lowest percentage of Low and Moderate income residents. Minority residents receiving Section 8 assistance account for **12%** of the City's total program participants.

3. Provision of Assisted Housing & Public Facilities for Disabled/Handicapped Residents

An important element of the City's CDBG -assisted programs is the incorporation of handicapped-accessibility improvements for the removal of architectural barriers which impede access to housing and public facilities by the City's handicapped and disabled citizens whom represent **23%** of the total population. With the use of CDBG funds, leveraged with other public/private investment, nearly 30% of the City's rehabilitation activities have improved handicapped -accessibility throughout the City including: (a) ADA-approved elevators in multi -use structures for access to these second and third floor housing units; (b) installation of ramps and safety bars in individual housing units; (c) specially-equipped devices for the sight and hearing impaired in handicapped -accessible units; and (d) approximately 200 curb cuts/ramps as constructed throughout the City to promote handicapped -access for the City's public facilities.

Of the 294 leased families participating in the Section 8 Housing Choice Voucher program, **174 or approximately 60%** represent disabled/handicapped households.

III. **SPECIAL PURPOSES FUNDING**

A. **SECTION 8 FUNDING**

Since inception of the City's Section 8 Program in 1979, PJCDA has successfully secured funding for a total of 327 units to assist Very Low Income families living in the City of Port Jervis. Prior to the HUD Merger Rule of October 1, 1999, PJCDA had a total of 158 Section 8 Certificates, 137 Housing Vouchers and 17 units under the Section 8 Moderate Rehabilitation Program.

During FY 1998, PJCDA received an allocation of fifteen (15) Section 8 Certificates (later converted to Housing Choice Vouchers) dedicated to Very Low Income persons with disabilities. This special purposes funding has allowed PJCDA to target needed housing assistance for the City's disabled, handicapped and frail elderly persons who experience greater hardships in the private rental housing marketplace. Rent subsidies will expand housing choice for these individuals and enable persons with disabilities to secure safe, decent and sanitary housing at affordable rents.

As an integral part of the City's Section 8 Housing Choice Voucher Program, PJCDA also administers a Family Self-Sufficiency (FS-S) Program of twenty-five (25) units. This program helps to empower Very Low Income families to access other critical services including job training, education, childcare, transportation, affordable healthcare, family counseling, parenting skills and gainful employment. Administered by PJCDA, the City's FS-S Program assists Very Low Income families to achieve stability and financial independence through a combination of housing assistance and support services.

B. **OTHER FEDERAL AND STATE ASSISTED HOUSING PROGRAMS**

In addition to the City's Section 8 Housing Choice Voucher Program, PJCDA administers several other state and federally assisted programs for the benefit of the City's Low and Moderate Income (LMI) citizens. The goals of the City's housing programs is to improve the City's existing housing stock, create new affordable housing and expand housing choice and opportunities for all residents, with priority afforded to LMI persons and families. Other programs administered by PJCDA include:

1. HUD-funded HOME program (as an active member of the Orange County HOME Program Consortium);
2. Small Cities Community Development Block Grant (CDBG) Program, administered by the NYS Governor's Office;
3. Programs funded through the USDA Rural Development, i.e., 504 housing rehabilitation program

In recognizing the need to expand housing opportunities for LMI and first-time homebuyers, PJCDA has prepared a comprehensive Affordable Homeownership Plan and invited the Regional Economic Community Action Program (RECAP) to partner with PJCDA for a community-based homeownership program. RECAP, an Orange County not-for-profit Agency, is an experienced housing provider offering downpayment assistance and housing counseling services for LMI, first-time homebuyers.

IV. PROGRAM STAFFING AND ADMINISTRATION

A. SECTION 8 PROGRAM STAFFING & JOB RESPONSIBILITIES

Staffing for the City of Port Jervis Section 8 Programs includes the following personnel:

1. **Director** of the Port Jervis Community Development Agency is responsible for the overall supervision of programs and provides technical guidance to staff members.
2. **Housing Program Administrator** of the Port Jervis Community Development Agency is the principal staff person responsible for day-to-day management of program activities and functions as set forth in this Plan.
3. **Family Self - Sufficiency Coordinator** assists the Housing Program Administrator with the development, implementation, and on-going activities of the Family Self - Sufficiency Program and performs case management duties for the Section 8 Housing Choice Voucher Program.
4. **Rehabilitation Specialist** conducts the Section 8 housing inspections and assists in the compliance of HUD Housing Quality Standards for Section 8 -assisted units.
5. **Economic Development Specialist/Bookkeeper** handles the bookkeeping, general accounting functions and preparation of financial statements/reports in accordance with program requirements. This staff person also assists with application intake and casework duties.
6. **Secretary/Receptionist** assists the Housing Program Administrator and Family Self - Sufficiency Coordinator with reception and administrative duties connected with the Section 8 Housing Programs.

The **PJCDA Director** provides overall supervision and support to staff, secures approval of ACC contracts, monitors program operations, prepares budgets and requisitions, writes, monitors and amends the Comprehensive Administrative Plan and PHA 5 -Year Plan, seeks new funding sources through grant writing, provides advice and direction to the Housing Program Administrator and maintains communications with the PJCDA Board of Directors, City Mayor, and City Common Council on program development and activities.

The **Housing Program Administrator** administers the day-to-day activities of the Section 8 program including program enrollment, monitoring of the waitlist, tracking of program lease up and administrative fees, issuance of Section 8 Housing Choice Vouchers, preparation of HUD reports, contacts with area property owners, tenant groups, and coordination of the program's outreach efforts.

With the assistance of the Family Self - Sufficiency Coordinator, the **Housing Program Administrator** handles application/waitlist/preference procedures, determination of family eligibility, leasing, execution of HAP contracts, and the dissemination of information pertaining to program requirements and activities.

The **Family Self -Sufficiency Coordinator** handles the daily functions of the FS -S Program including enrollment, family briefings, annual/interim recertifications, income verifications, calculation of total tenant payment (TTP), processing and issuing of Housing Assistance Payments (HAPs) to owner participants, maintaining program logs and records, certifying rent reasonableness, providing on -going assistance to participant households, and referral to other social service agencies . The Family Self -Sufficiency Coordinator also performs case management duties and functions under the Section 8 Housing Choice Voucher Program.

The **Rehabilitation Specialist** assists in the inspection process of all leased units for compliance of HUD HQS and occupancy standards. The Rehabilitation Specialist files reports of unit deficiencies with owner participants, conducts re -inspections and special inspections as requested by tenant families and owners, and maintains communications with the City Building Official relating to unit deficiencies which pose a health/safety hazard to Section 8 tenant occupants. The Rehabilitation Specialist also monitors housing units for lead -based paint and asbestos hazard to ensure the Section 8 assisted units are in strict compliance with program requirements.

The **Economic Development Specialist** is responsible for maintaining Section 8 program accounting journals including cash disbursements and receipts, handling monthly bank reconciliations, tracking of wire transfer funds from HUD, liaison with area banks bearing program accounts, and the preparation of monthly financial statements/reports for the PJCD A Board of Directors. The E D Specialist also assists with case management functions of the Section 8 program, assisting the Family Self - Sufficiency Coordinator and Housing Program Administrator.

The **Secretary/Receptionist** assists the Housing Program Administrator and Family Self -Sufficiency Coordinator with collection of data, updating of rent reasonableness log, scheduling of client interviews and HUD HQS inspections, preparation of letters, correspondence and reports and general administrative/reception duties, as directed by the principal staff persons of the Section 8 Housing Programs.

In addition to salaried and contract staff, PJCD A also retains the services of an accountant who will update and transfer the program journals to the General Ledger, prepare 1099 forms for owner participants, prepare and issue Year -End Financial Statements as required by HUD, prepare and file the required GAAP reports and provide assistance to Section 8 staff during audits. PJCD A also retains the services of an attorney who will offer legal counsel/advice, as and when needed for program administration and activities.

B. PROGRAM ADMINISTRATION

The cost for the PJCD A Section 8 Housing Program staff and administration is covered by fees earned based on the number of units leased up for the Program, i.e., number of eligible families under lease and receiving rents subsidies. Administrative fees earned are computed on a monthly basis and used to cover eligible and approved program delivery and operating costs including:

- a. staff salaries and benefits;
- b. equipment and maintenance;
- c. sundries (office supplies, postage, etc.);
- d. accounting and audit costs;

- e. legalexpenses;
- f. otherhousingprogramcostsin supportoftheSection8Program includingrelatedhousingactivitiesandsupportservices.

Allprogramadministrativeexpensesmustbepre -approvedbythePJCDADirector. Further,anysinglepurpose/itemexpensewhichexceeds\$100.00mustreceiveprior approvalbythePJCDABoardofDirectors.

C. PJCDABOARDOFDIRECTORS,AGENCYPOLICIES&PROGRAMOVERSIGHT

PJCDAisgovernedbya7 -memberBoardofDirectors,appointedbytheCi tyMayor, whovolunteertheirtimeandservicetotheAgency.ThePJCDABoardofDirectors directspolicy,approvesbudgetsandexpenses,andisresponsibleforSection8 Programoversightincludingfiscalmanagement,policydecisions,adherencetoHUD regulations,andtechnicalguidancetothePJCDADirectorandAgencystaff.

Eachcalendaryear,thePJCDADirectorpreparesanannualAdministrativeBudgetfor theSection8HousingProgramwhichrunsconcurrentwiththefederalfiscalyearofthe Program, e.g.,October1toSeptember30th.TheBudgetisreviewedandapprovedby thePJCDABoardofDirectorsandperiodicallyreviewedbythePJCDADirectortotrack administrativefeeseanedandexpensesincurredtoensureallprogramexpenditures arewithin budgetlimitations.

Administrativefeeseanedinexcessofprogramexpendituresduringanygivenfiscal yearofthePJCDAIscreditedtotheOperatingReserveAccountinaccordancewith HUDprogramregulations.Thisaccountismonitoredandupdatedann uallybythe PJCDAAccountant,followingpreparationoftheYear -EndFinancialStatements.

OperatingReservefundsmaybeexpendedforeligibleSection8Programcostsand PJCDAhousingpurposes,onlyafterallcurrentfiscalyearadministrativefeesha vebeen exhausted.Further,thePJCDABoardofDirectorsmustgrantwrittenpriorapprovalfor anymoniestobeexpendedfromtheOperatingReserveAccount.

InaccordancewiththeprovisionoftheSingleAuditAct,theSection8Programis auditedona nannualbasisbyanindependentaccountingfirmselectedbytheCityof PortJervisinaccordancewithfederalprocurementrequirements.Acomprehensive auditreportispreparedandsubmittedtotheU.S.DepartmentofHousingandUrban Development,citin ganyauditfindingsorconcerns.PJCDAmustrespondinatimely mannertoanyandallauditfindingsandremedialactionsmustbetakenand documentedtoHUD,asappropriate.