

# Housing Authority of the City of New Haven

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

**July 2000**

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of New Haven

**PHA Number:** CT-04

**PHA Fiscal Year Beginning:** 10/2000

### Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

- 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:

- 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:

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



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

The Housing Authority of the City of New Haven (HANH), in collaboration with the City and other public and private stakeholders, will develop, preserve and manage quality, affordable rental and ownership housing for New Haven, creating communities of choice that nurture economic independence.

**B. Goals**

**I. MAXIMIZE QUALITY AND REACH OF HANH AFFORDABLE HOUSING PROGRAMS**

**A. Improve Maintenance Delivery Systems**

**Revise and re-align Maintenance Department Staffing Pattern to achieve the following:**

1. Develop job classification system that makes possible a maintenance staff with multiple skills capable of completing a full range of basic repairs and unit prep activities.
  2. Develop site-based staffing pattern that addresses each development's unique needs for grounds/custodial activities, routine maintenance, and preventive maintenance programs.
  3. Establish Facilities Maintenance Skills Training Center
    - Design HANH staff training curriculum for Generalist Maintenance Position
    - Design HANH staff training curriculum for Working Foreman
    - Design Apprenticeship Program training curriculum targeted to low-income individuals
- 
1. Re-organize Central Maintenance to assume primary duty for functions and skills not assigned to the developments and to coordinate maintenance delivery across smaller developments (< 25 units) or under contract.
  2. Develop quality control systems to assure that resident satisfaction is high and that HANH is delivering maintenance in a cost-effective manner.

3. Supplement basic staff complement with open purchase contracts to address mismatches in workload and staffing levels.
4. Develop a system of benchmark performance measurements and standards that provides key comparable indicators to private sector real estate standards.
5. Analyze the feasibility of expanded use of private management companies for different components of HANH's portfolio in terms of overall cost effectiveness and complexity of implementation.

**B. Finalize and Implement Development-specific Asset Management Strategies that coordinate physical improvements and redesign, market niche, level of affordability, form of ownership and means required to obtain resources to execute strategy.**

1. Develop Master Plans for family developments including market studies analyzing the feasibility for redevelopment or disposition of two large family developments.
2. Develop Master Plans for elderly/disabled developments including market studies analyzing the feasibility for redevelopment or disposition of up to four elderly/disabled developments.
3. Coordinate HANH portfolio and development-specific asset management strategies with City neighborhood-based planning efforts.
4. Review the existing elderly/disabled component of the portfolio in light of the newly established development-specific waiting lists and current development mixes to determine what if any designation strategy or conversion to general occupancy may be strategically appropriate for the portfolio. The overall purpose of the objective would be to identify specific market niches for the elderly/disabled stock that "right size" the mix of population types among the developments.
5. Develop in-house capacity to work redevelopment pro formas that combine multiple sources of funding, especially pro formas that do not rely on HOPE VI as a major source of funding.
6. Provide ongoing technical assistance to the resident leadership to build capacity among members of the Resident Advisory Board (RAB) to more fully understand asset management and mixed finance technical issues.
7. Identify and coordinate organizational improvements that will assist the Authority in obtaining an agency Standard & Poors'

(S&P) rating under the system developed by S&P for housing agencies in as short a timeframe as feasible.

8. Establish policies and procedures for a Project-based Section 8 Program for which the Authority can issue an RFP on periodic basis. The program's primary function is to assist the Authority with addressing its replacement housing needs that arise as an outgrowth of public housing redevelopment activities.

**C. Implement Service Center to assist applicants and program participants with HANH administrative requirements and processing. Center to also provide ombudsmen role for program participants having bureaucratic difficulties and provide liaison role with resident organizations.**

1. Redesign Main Office 1<sup>st</sup> Floor to provide separate waiting area for Executive Offices and Service Center. Service Center to have private meeting rooms and resource room.
2. Implement applicant and new resident orientation and training programs that are supported by the HANH lease or condition of lease approval.
3. Create Central Files location within Service Center that will contain all applicant and program participant files and information.
4. Implement the use of technology such as scannable forms and electronic records to reduce data inputting needs and paper files.
5. Provide information about HANH programs and the ability to contact HANH staff or submit requests for pre-applications through the internet.
6. Develop comprehensive housing search database covering city and local suburbs that can be accessed via the Internet.

**D. Promote deconcentration of poverty and diversity in all aspects of HANH programs while providing the maximum degree of choice to participants. This will require development of reporting systems that track HANH program demographics by census tract.**

1. Expand development-based waiting lists to HANH family developments (this policy already applies to elderly/disabled housing) thus making all HANH properties developments of choice.
2. Use HANH demographic information to coordinate with City Plan's capacity to create GIS maps and other visual tools to assess the relationship of HANH developments and Section 8 Program utilization to each census tract and neighborhood.
3. Development quarterly reporting system that trends basic demographics for each development and each HANH waiting list.
4. Coordinate with the annual cycle for development of the Housing Agency Plan any modifications to waiting list selection and inter and intra-program transfer policies to promote program diversity.

**E. Develop security strategies for each HANH development that assure stable and safe communities**

1. Implement effective and uniform screening procedures to screen out households that have demonstrated an inability to adhere to a lease or other behaviors that would breach the quiet and peaceful enjoyment of the development or violate HUD's one strike screening standards.
2. Design and implement security hardware installation programs in each of the seven high-rise developments to establish effective defensible perimeters and track activities in the common areas.
3. In collaboration with each family development tenant council and New Haven Police Department, develop a community block watch and expanded security awareness program.
4. Develop rapid intervention tools for problem households including non-trespass orders, mandatory training programs for housecleaning, and court-stipulated agreements.
5. Establish federal and local inter-agency task force to directly address the worst locations of drug and gang activities including use of undercover operations and sweeps.

**F. Create HANH Affiliated Community Housing Development Organization (CHDO) to assist Authority with redevelopment activities.**

1. Incorporate entity and establish a “Blue Ribbon” Board of Directors that combines HANH and City representatives with outside Directors that bring skill sets and networks that can support the major level of redevelopment of HANH’s portfolio that must occur over the next decade.
2. Using HANH’s Asset Management Plan for its portfolio developed for inclusion in its Housing Agency Plan 2000, determine how the CHDO could assist HANH with implementation of neighborhood replacement housing strategies arising out of site specific public housing redevelopment actions.
3. Develop CHDO resource base by transfer of selected assets such as scattered site developments.
4. Establish business plan for CHDO that covers staffing pattern and projections of major activities and milestones for its growth.
5. Determine feasibility of using CHDO to address regional deconcentration of low-income housing and to assist HANH with mobility issues that remain from the CCA lawsuit.

**G. Design and implement homeownership programs using Section 8 subsidies to support mortgage payments as well as the conversion of acquired and new construction scattered sites to homeownership opportunities.**

1. Consult with City and coordinate with CHDO to define a role for HANH using the new statutory ability to use Section 8 to support mortgages. The key issue will be identification of sites and existing residential structures (perhaps tax lien properties) that can provide the “product” for the program. Determine if HANH-owned scattered site developments may be an appropriate starting place.
2. Develop a MOA with the CHDO to take the lead on construction or rehabilitation of home-ownership product for use in a HANH Section 8 Home-ownership Program.
3. Identify a local entity with the ability to provide home-ownership counseling and post-purchase support and contract for these services on a household-by-household basis.



4. Meet with local banks and lenders to explain the new abilities of the Section 8 Program. Determine the feasibility of a loan pool supported by a consortium of banks to share risk and Community Reinvestment Act (CRA) credit.

## **II. IMPROVE MANAGEMENT SYSTEMS**

### **A. Complete transition to new integrated management information system**

1. Harness the full ability of the HANH's integrated software to provide timely and comprehensive reporting on program utilization, performance indicators, income and expense information, changing program demographics, and a variety of operational activities such as rent collection, eviction process, work-orders, etc.
2. Refine and expand Intranet system to facilitate internal communication and access to approved policies, procedures, forms and other management tools.

### **B. Implement and sustain employee evaluation procedures to provide fair and accurate assessments of staff based upon utilization of skills, quality of work, job knowledge, supervisory initiative and aptitude, efficiency of execution, and ability to perform in a manner that supports agency goals and objectives.**

1. Develop policy and procedures for annual and interim employee evaluations.
2. Develop appropriate evaluation criteria for each type of position on an "include but not limited to" basis.
3. Determine the feasibility of a performance based bonus system tied to meeting department goals and objectives and implement such a program if feasible. This system would have to avoid FLSA pay rate complications regarding "quid pro quo" bonus arrangements and also be limited in fiscal years during which the financial position of the Authority makes such payments not prudent.
4. Train supervisors and employees on evaluation system and its objectives.

5. Through collective bargaining efforts, reaffirm a management right to by-pass seniority and probationary appointments when prior employee evaluations indicate an inability by the employee to perform tasks called for in the new position.

### **C. Increase financial accountability of HANH operations and increase reserves**

1. Develop Project-based Budgets (PBB) and reporting for use by Regional Asset Managers. Modify Chart of Accounts as necessary to support PBB.
2. Review and redesign cost allocation policies to conform to new table of organization and operating structure.
3. Refine Departmental Budgets and reporting to better define and clarify HANH overhead factors. Establish monthly review of departmental budgets.
4. Develop Service Contract cycles and bidding systems.
5. Develop system to monitor in-house and contract vacancy turnover programs on both cost and quality.
6. Modernize warehouse and inventory controls to account for decentralized staff materials needs.

### **D. Establish Internal Audit Function**

1. Hire a Performance Auditor assigned to the Office of the Executive Director.
2. Assign the Housing Inspectors and the Work Order Intake staff to the supervision of the Performance Auditor thus turning these functions into tools for quality and enhanced internal controls
3. Develop monthly reports that cover PHAS and SEMAP items to provide a snapshot of agency status vis-à-vis these indicators.
4. Formalize an agency performance reporting system that would compile operational and financial information into a series of monthly, quarterly and semi-annual reports that can support analysis of budgets and internal planning activities.
5. Develop file protocols for each department and program that define the data elements to be retained as part of the agency's official files. This would include whether these data elements are paper or electronic, who has right of access or ability to modify

this information (which therefore include MIS security), and a procedural system for file purging and long term retention of records. This initiative needs to be coordinated with the implementation of a central files system for the Service Center.

6. Develop capacity for random audit of program files for both Section 8 and Public Housing Programs. This refers to file pulls to review regulatory and procedural compliance of 5 to 10% of a program on an annual basis.
7. Implement a Program Fraud initiative to work with HUD and state agencies on the identification of under-reporting of income by program participants and abuses by contractors such as Section 8 Landlords or vendors.
8. Develop annual evaluation plans for the selective review of different HANH program components each quarter. These reviews can range from selective tests to a full review of a specific activity. The Executive Office in consultation with the Finance Committee of the Board of Commissioners would develop these evaluation plans. Depending upon the evaluation objectives, the reviews could be performed by in-house staff or contractors under the supervision of the Executive Office.

## **E. Maximize HANH income streams to support core mission to the maximum extent feasible.**

1. Create system to assess, promote and monitor tenants in transition from welfare-to-work or from marginal employment to a living wage.
2. Coordinate qualified tenants with HANH job opportunities.
3. Conduct recertification of tenant income on a timely basis and revise recertification schedule to coordinate with effective dates for increases in Social Security or welfare payments.
4. Consider utilizing a “broad range of incomes” policy in order to increase average tenant rent.
5. Implement energy system upgrades and controls to maximize cost savings under PFS incentive program. Use creative finance mechanisms such as performance contracting to finance improvements “off-budget”.
6. Expand and refine risk management programs and staff safety training in order to mitigate and lessen insurance claims leading to a reduction of insurance premiums.

7. Identify and develop new revenue producing businesses for the Housing Authority such as bond placement or third party property management contracts.
8. Seek public/private partnerships with community businesses and existing social service providers to leverage HANH resources as well as increase the scope of grantsmanship.
9. Seek corporations or community groups who are interested in “adopting” a HANH development. This relationship is intended to provide for stronger links between HANH communities and the larger New Haven community and could include coordinated recreation, special projects, mentorships or other activities the provide leadership and role models to HANH program participants.

### **III. BUILD COMMUNITY AND SELF-SUFFICIENCY THROUGH HANH PROGRAMS**

#### **A. Improve self-sufficiency efforts to help people in public housing move towards employment and homeownership, through coordination with outside agencies which provide services.**

1. Complete initial needs assessment\perception survey.
2. Develop and implement system to track household job readiness and impediments to employment from the point of unit or subsidy offer through their full period of participation in HANH programs.
3. Develop support systems for the transition from welfare to work or from marginal employment to a living wage including onsite facilities such as daycare facilities and classrooms.
4. Design and implement Individual Savings Accounts (ISA) accounts to assist resident in saving earned monies that would have otherwise gone to pay rent but are exempted under HUD and HANH policies.
5. Design and implement computerized job bank that all HANH program participants can access.
6. Collaborate and coordinate with EZ and City to promote HANH program participants into new job opportunities created through the EZ.

#### **B. Utilize non-profit subsidiary to design, implement and administer all HANH social service programs. These**

**programs are to be supportive in nature and rely on established third party entities to provide direct services.**

1. HANH and non-profit will enter into a MOA to administer HANH funds provided directly to the non-profit.
2. Non-profit will seek funds on HANH's behalf through grantsmanship and partnering. All social service entities seeking access to HANH's developments will have to coordinate with the non-profit.

**C. Strengthen Section 3 efforts**

1. Initiate a public information program on Section 3 and its new importance for organizations that want to do business with the Authority. This public information program should be included in a larger initiative to encourage local businesses to respond to HANH procurements.
2. Seek funds to develop a program to support and assist the creation of resident businesses. Determine if HANH can establish protected markets for certain types of services that can be awarded on a no-bid or limited competition basis for young (< 3 year old) resident companies or new businesses spun off of HANH's training center initiatives. Well-articulated definitions of business status and performance tracking systems are necessary to avoid appearances of favoritism or compromising of performance standards.
3. Determine the feasibility of creating a resident-controlled property management entity. This could be implemented as some form of Resident Management Corporation (RMC) or as an actual business that draws on resident participation across developments or programs.

**D. Improve lease enforcement to build communities**

1. Develop ongoing education programs for residents, law enforcement personnel, and judicial system on HANH lease requirements, federal regulations and the operational issues that HANH must confront to assure its residents their right to quiet and peaceful enjoyment of their housing.
2. Publicize "major" evictions that involve criminal activity that include, drugs, guns and violence.

3. Uniformly prosecute lease infractions as a way of stating “change has begun at HANH”.
4. Enhance and expand community watch initiatives (Rescue Teams, Operations Safe Homes, etc.).

#### **E. Improve HANH’s ability to intervene with at risk families**

1. Create referral process of families falling behind in rent to resident service coordinators.
2. Determine how to replicate the “Extended Family” program at Waverly to at least one other development each year.
3. Increase staff capacity to recognize when social service referrals are necessary.

#### **F. Improve youth programs at HANH**

1. Develop after-school centers at large family developments at the rate of one per year.
2. Coordinate after-school tutorial programs onsite with local universities and the Board of Education.
3. Develop a youth advisory board comprised of at least one youth from each of the smaller family developments and up to three youths from each of the larger developments.

## **VI. STRENGTHEN HANH’S PRESENCE IN THE NEW HAVEN COMMUNITY AS A LEADER ON AFFORDABLE HOUSING ISSUES**

1. Develop a public relations program that provides periodic press releases and arranges for other forms of access to members of the press to make certain that HANH’s turn-around activities are publicly understood.
2. Review Board of Commissioner committee system to determine if jurisdictional overlap is too great vis-a-vis its Five Year Goals and Objectives and revise if necessary to assure that each goal or set of goals has only one lead committee.
3. Increase committee chair role to include periodic attendance at public forums or press briefings at which topics pertinent to their

committee are presented (e.g. a press conference concerning HANH's annual modernization program or Housing Agency Plan submission).

4. Develop an agenda of legislative changes at the federal and state level that would support HANH's turn-around.
5. Convene, with the cooperation of the City, a committee to review the issue of Section 8 utilization and how to reduce the impact of minority and low-income concentration within New Haven. Invite the CHFA and its local Section 8 Program administrator to participate. This could be the first step to a series of regional meetings with other Connecticut Cities and their Housing Authorities on the topic of use of Section 8 to further deconcentration and expand housing opportunities beyond the urban centers.
6. Advocate for a state-level equivalent to the Low Income Housing Tax Credit. This type of initiative has already been implemented or has pending legislation in several states.

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

Standard Plan

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**Not required as of the 10/21/99 issuance of the Final Rule for Housing Agency Plans.**



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### Attachments

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement (in Section 7)**
- Most recent board-approved operating budget (TARC Cleveland has a copy of the most recent FYE 2000 Board-approved budget (revision date 5/4/00))**

#### Optional Attachments:

- PHA Management Organizational Charts (Attachment A)**
- FY 2000 Capital Fund Program 5-Year Action Plan & Twenty Year Asset Management Strategy Information (Attachment B)**
- Public Housing Drug Elimination Program (PHDEP) Plan (Attachment C)**
- Comments of Resident Advisory Board or Boards
- Other:**

**A summary of race and income breakouts for HANH's Public Housing Program (Attachment D)**

**Comments provided by Legal Service of New Haven and HANH  
responses (Attachment E)**

## Supporting Documents Available for Review

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

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

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Acces-s-ibility	Size	Loca-tion
Income <= 30% of AMI	12,822	5	5	5	4	3	2
Income >30% but <=50% of AMI	6,698	5	5	4	4	3	2
Income >50% but <80% of AMI	7,129	4	4	4	4	3	2
Elderly	4,683	4	3	3	3	2	3
Families with Disabilities	4,690	4	5	3	3	3	4
White	10,590	3	3	4	4	3	3
Afro-American	9,387	3	3	4	4	3	3
Hispanic	6,348	3	3	4	4	3	3
Asian	324	3	3	4	4	3	3

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

- Consolidated Plan of the Jurisdiction/s**  
Indicate year: 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset**
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists (as of 5/30/00)**

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> <b>Section 8 tenant-based assistance</b>			
<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	4178		
Extremely low income <=30% AMI	3334	79.9%	
Very low income (>30% but <=50% AMI)	766	18.3%	
Low income (>50% but <80% AMI)	78	1.9%	
Families with children	2,164	51.8%	
Elderly families	577	13.8%	
Families with Disabilities (SSI/SSDI Recipient Households)	1437	34.4%	
<b>White</b>	2273	54.4%	
<b>Black</b>	1387	33.2%	
<b>Amerindian</b>	5	.1%	
<b>Asian</b>	21	.5%	
<b>White-Hispanic</b>	380	9.1%	
<b>Black-Hispanic</b>	64	1.5%	
<b>Amerindian-Hispanic</b>	9	.2%	
<b>Asian-Hispanic</b>	39	.9%	

**Housing Needs of Families on the Waiting List**

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

If yes:

How long has it been closed (# of months)? 22 months

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

**Yes**

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  **Yes (Section 8 SRO)**



Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8			
<input checked="" type="checkbox"/> <b>Public Housing</b>			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,554		> 200 units
Extremely low income <=30% AMI	3,058	86.1%	
Very low income (>30% but <=50% AMI)	418	11.7%	
Low income (>50% but <80% AMI)	78	2.2%	
Families with children	2,377	66.9%	
Elderly families	236	6.6%	
Families with Disabilities (SSI/SSDI Recipient Households)	941	26.4%	
<b>White</b>	759	21.4%	
<b>Black</b>	1742	49.0%	
<b>Hispanic</b>	2	.1%	
<b>Asian</b>	3	.1%	
<b>White-Hispanic</b>	967	27.2%	
<b>Black-Hispanic</b>	73	2.1%	
<b>Amerindian-Hispanic</b>	1	.0003%	
<b>Asian-Hispanic</b>	6	.2%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Yes</b> (In certain bedroom sizes)			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
(elderly/disabled)			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

Other: (list below)

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$ 12,315,656	
b) Public Housing Capital Fund	\$ 6,155,199	
c) HOPE VI Revitalization	\$ 6,700,000	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 27,666,138	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 737,640	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	\$ 30,000	Daycare
i) HOME	N/A	
Other Federal Grants (list below)		
Troubled Agency TAG	\$ 310,000	Operational Improvements
<b>2. Prior Year Federal Grants (unobligated funds only)</b>		
1999 CGP	\$ 3,411,111	Modernization
<b>3. Public Housing Dwelling Rental Income</b>		
Rent Roll & Fees	5,229,239	Operating
<b>4. Other income</b>		
<b>5. Non-federal sources</b>		
<b>Total resources</b>	<b>59,484,449</b>	

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

[24 CFR Part 903.7 9 (c)]

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

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (Select all that apply)

- When families are within a certain number of being offered a unit: varies based on turnover projections; between 20 to 30.**
- When families are within a certain time of being offered a unit:
- 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 [HANH is planning to implement home visits as part of an ACOP update this fiscal year]**
- Other (describe)**

**HANH is working with several resident groups on the establishment of a resident interview process as part of the overall screening process. Should a model for such an interview process be sufficiently developed this fiscal year, HANH will amend its ACOP to reflect this step in the process.**

- 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)

HANH will be reviewing its policy concerning criminal records to determine if obtaining information from enforcement agency databases rather than sources of public information can be implemented in an effective manner.

## **(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** (for family developments only)
- Sub-jurisdictional lists
- Site-based waiting lists** (For elderly/disabled developments only)
- Other (describe)

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

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

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

### **Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?  
Sixteen (16)

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? Sixteen (16)

3.  **Yes**  **No**: May families be on more than one list simultaneously  
If yes, how many lists? Sixteen (16)

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

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

## **(3) Assignment**

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

- One**
- Two
- Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions?

**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)**

#### **Over-housed or under-housed by a degree of two bedrooms.**

c. Preferences

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

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

Former Federal preferences:

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

Victims of domestic violence

Substandard housing

Homelessness

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

Other preferences: (select below)



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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

### (1) Eligibility

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

**The Authority will share prior program history such as damage claims or lease compliance problems known by the Authority.**

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (Select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)**

## Section 8 SRO

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

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

### **(3) Search Time**

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

If yes, state circumstances below:

**Upon request and documentation of efforts made to find housing during the initial 60-day period.**

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

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices**
- Other (list below)

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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



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

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
- If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No**

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage:
- Other (list below)**

**As part of the planned revisions to its ACOP and lease, HANH intends to modify its policy regarding interim recertifications during the fiscal years. This revised policy would require a recertification anytime 1) a new household member is added or 2) a new source of household income is obtained.**

**Households with a total household income below the effective annualized minimum wage (currently \$13,000) would not need to recertify unless they met one of the two conditions stated above. Households above this threshold would have to report for an interim recertification if their annual household income increased 10% or more above the last established baseline.**

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?

**The Authority is interested in implementing ISAs and will research how these savings accounts can be set-up without**

**creating extensive administrative or financial liability to the Authority.**

**(2) Flat Rents**

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

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

# 1. Section 8 Tenant-Based Assistance

## (1) Payment Standards

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket**
- Other (list below)

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

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

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

- Annually**
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

## 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

### A. PHA Management Structure

Describe the PHA's management structure and organization.

- An organization chart showing the PHA's management structure and organization is attached.**
- A brief description of the management structure and organization of the PHA follows:

### 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	2900	10%
Section 8 Vouchers	2,800	3%
Section 8 Certificates	See above	
Section 8 Mod Rehab	80	5%
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	2435	N/A
Other Federal Programs (list individually)	N/A	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)

Work Order Policy and Procedures

HANH Maintenance Plan

HANH Lease

Admissions & Continued Occupancy (ACOP)

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

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



## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **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 here)**

**Capital Fund Program Annual Statement  
Parts I, II, and II**

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

Capital Fund Grant Number: CT26-P00450100 FFY of Grant Approval: (10/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	588,000
3	1408 Management Improvements	588,000
4	1410 Administration	588,000
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	625,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	400,000
10	1460 Dwelling Structures	2,400,000
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	285,000
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	250,000
18	1498 Mod Used for Development	0
19	1502 Contingency	157,174
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>5,881,174</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

**Annual Statement**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide	<b>Administration</b>	1410	<b>\$ 588,000</b>
HA-Wide	<b>Operations</b>	1406	<b>\$ 588,000</b>
HA-Wide	<b>Management Improvements</b>		
HA-Wide	Service Ctr. Operations Manual & Training	1408	\$110,000
HA-Wide	Public Relations Consultant	1408	\$ 30,000
HA-Wide	Internal Reporting System	1408	\$ 50,000
HA-Wide	Implementation Assistance w/ HANH Asset Management Strategy	1408	\$100,000
HA-Wide	Flat Rent Market Study	1408	\$ 50,000
HA-Wide	HANH Benefits/HR Policy Study	1408	\$ 50,000
HA-Wide	Marketing & Briefing Videos	1408	\$ 48,000
HA-Wide	Housing Agency Plan Update/RAB Process	1408	\$ 50,000
HA-Wide	Staff Training	1408	\$ 100,000
	<b>TOTAL</b>		<b>588,000</b>
	<b>Non-dwelling Equipment</b>		
HA-Wide	Service Center Central Files Room	1475	\$ 50,000
HA-Wide	Service Ctr. Computer/Audio-visual/Security	1475	\$35,000
HA-Wide	Asset Manager Vehicles/Laptops/Field Equipment	1475	\$150,000
HA-Wide	Stoves & Refrigerators	1475	\$ 50,000
	<b>TOTAL</b>		<b>\$ 285,000</b>
	<b>Fees &amp; Costs</b>		
CT-4-3 & CT4-17	Quinnipiac/Riverview Master Plan	1430	105,000
CT4-34 & CT40	Eastview Apts/Fairmont Apts. Master Plan	1430	100,000
CT4-35 & CT4-29	McConaughy/Valley Apts Master Plan	1430	100,000
CT4-18, CT4-8, CT4-9 & CT4-10	CB Motley, K. Harvey, Newhall Gardens & Prescott-Bush Master Plan	1430	80,000
CT 4-22	Ruoppollo Manor Master Plan	1430	40,000
PHA-wide	General A/E Service for Health & Safety	1430	100,000
PHA-wide	Engineering Services on Mechanical Systems Repairs	1430	100,000
	<b>TOTAL</b>		<b>\$ 625,000</b>

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
	<b>Site Improvements</b>		
HA-Wide	Misc. Repairs to sidewalks and paving	1450	\$300,000
HA-Wide	Site Fencing	1450	\$100,000
	<b>TOTAL</b>		<b>\$ 400,000</b>
	<b>Structure</b>		
HA-Wide	Vacancy Reduction	1460	\$ 800,000
CT 4-3, CT4-4, CT4-23, CT4-29, CT4-30, CT4-35, CT4-37	Family Development Health & Safety	1460	\$ 600,000
CT4-11, CT4-12 CT4-16, CT4-18, CT4-22, CT4-28, CT4-31	Elderly Disabled high-rise Health & Safety	1460	\$ 450,000
CT4-8, CT4-9, CT4-10, CT4-14, CT4-24, CT4-26, CT4-40	Elderly Disabled low-rise Health & Safety	1460	\$ 350,000
CT4-15, CT4-47, CT4- 50, CT4-51, CT4-52, CT4-55, CT4-56, CT4-57, CT4-58, CT4-60, CT4-61, CT4-63, CT4-64	Scattered Site Health & Safety	1460	\$ 50,000
CT4-28	Elevator Upgrade	1460	\$ 150,000
	<b>TOTAL</b>		<b>\$ 2,400,000</b>
HA-Wide	<b>Relocation</b>	1495.1	<b>\$250,000</b>
HA-Wide	<b>Contingency</b>	1502	<b>\$157,174</b>

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Administration	<b>Quarter ending 3/02</b>	<b>Quarter ending 9/03</b>
Operations	<b>Quarter ending 3/02</b>	<b>Quarter ending 9/03</b>
Management	<b>Quarter ending 3/02</b>	<b>Quarter ending 9/03</b>
Improvements		
Fees & Costs	<b>Quarter ending 3/02</b>	<b>Quarter ending 9/03</b>
Non-dwelling	<b>Quarter ending 3/02</b>	<b>Quarter ending 9/03</b>
Equipment		
Site Improvements	<b>Quarter ending 3/02</b>	<b>Quarter ending 9/03</b>
Structure	<b>Quarter ending 3/02</b>	<b>Quarter ending 9/03</b>
Relocation	<b>Quarter ending 3/02</b>	<b>Quarter ending 9/03</b>

I

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

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

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

b. If yes to question a, select one:

**The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment**

-or-

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

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

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

1. Development name: Elm Haven
2. Development (project) number: CT 4-2
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway**

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

<b>Rockview CT 4-6</b>	<b>Resubmit if unfunded</b>
<b>Brookside CT 4-36</b>	<b>Resubmit if unfunded</b>
<b>McConaughy CT-35</b>	<b>New submission if West Rock Funded</b>

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

**Elm Haven (CT 4-02)**

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

Activities during the fiscal year may include:

**Quinnipiac Terrace (CT 4-03)**  
**Riverview CT 4-17**

Winter Garden CT 4-39

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. [X] 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 [X] 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:	Riverview
1b. Development (project) number:	CT 4-17
2. Activity type:	Demolition [X] Disposition [ ]
3. Application status (select one)	Approved [ ] Submitted, pending approval [ ] Planned application [X]
4. Date application approved, submitted, or planned for submission:	Not known at this time
5. Number of units affected:	12
6. Coverage of action (select one)	[ ] Part of the development [X] Total development
7. Timeline for activity:	a. Actual or projected start date of activity: b. Projected end date of activity:



<b>Demolition/Disposition Activity Description</b>
1a. Development name: Winter Garden 1b. Development (project) number: CT 4-39
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <b>Not known at this time</b>
5. Number of units affected: 34 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>Not known at this time</b> b. Projected end date of activity:

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Quinnipiac Terrace</b> 1b. Development (project) number: <b>CT 4-3</b>
2. Activity type: <b>Demolition</b> <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> <b>Planned application</b> <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <b>Not known at this time</b>
5. Number of units affected: 244 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> <b>Total development</b>
7. Timeline for activity: a. Actual or projected start date of activity: <b>Not known at this time</b> b. Projected end date of activity:

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: <b>Rowe Apartments</b>	
1b. Development (project) number: <b>CT 4-31</b>	
2. Activity type: Demolition <input type="checkbox"/>	Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <b>Not known at this time</b>	
5. Number of units affected: 175	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <b>Not known at this time</b>	
b. Projected end date of activity:	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Ruoppolo Manor	
1b. Development (project) number: CT 4-22	
2. Activity type: Demolition <input checked="" type="checkbox"/>	Disposition <input type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <b>Not known at this time</b>	
5. Number of units affected: 116	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <b>Not known at this time</b>	
b. Projected end date of activity:	

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

[24 CFR Part 903.7 9 (i)]

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

1.  **Yes**  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year?

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<b>C. B. Motley</b>
1b. Development (project) number:	<b>CT 4-18</b>
2. Designation type:	<p><b>Occupancy by only the elderly</b> <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
3. Application status (select one)	<p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p><b>Planned application</b> <input checked="" type="checkbox"/></p>
1. Date this designation approved, submitted, or planned for submission:	<b>Not known at this time</b>
5. If approved, will this designation constitute a (select one)	<p><input checked="" type="checkbox"/> <b>New Designation Plan</b></p> <p><input type="checkbox"/> Revision of a previously approved Designation Plan?</p>
6. Number of units affected:	<b>63</b>
7. Coverage of action (select one)	<p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> <b>Total development</b></p>

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<b>Katherine Harvey Terrace</b>
1b. Development (project) number:	<b>CT 4-8</b>
2. Designation type:	<b>Occupancy by only the elderly</b> <input checked="" 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"/> <b>Planned application</b> <input checked="" type="checkbox"/>
1.	Date this designation approved, submitted, or planned for submission: <b>Not known at this time</b>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> <b>New Designation Plan</b> <input type="checkbox"/> Revision of a previously approved Designation Plan?
6.	Number of units affected: <b>23</b>
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> <b>Total development</b>

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<b>Newhall Gardens</b>
1b. Development (project) number:	<b>CT 4-9</b>
2. Designation type:	<b>Occupancy by only the elderly</b> <input checked="" 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"/> <b>Planned application</b> <input checked="" type="checkbox"/>
1.	Date this designation approved, submitted, or planned for submission: <b>Not known at this time</b>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> <b>New Designation Plan</b> <input type="checkbox"/> Revision of a previously approved Designation Plan?
6.	Number of units affected: <b>36</b>
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> <b>Total development</b>

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<b>Prescott-Bush Mall</b>
1b. Development (project) number:	<b>CT 4-9</b>
2. Designation type:	<b>Occupancy by only the elderly</b> <input checked="" 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"/> <b>Planned application</b> <input checked="" type="checkbox"/>
1.	Date this designation approved, submitted, or planned for submission: <b>Not known at this time</b>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> <b>New Designation Plan</b> <input type="checkbox"/> Revision of a previously approved Designation Plan?
6.	Number of units affected: <b>60</b>
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> <b>Total development</b>

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<b>Rowe Apartments</b>
1b. Development (project) number:	<b>CT 4-31</b>
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> <b>Occupancy by only elderly families and families with disabilities</b> <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> <b>Planned application</b> <input checked="" type="checkbox"/>
1.	Date this designation approved, submitted, or planned for submission: <b>Not known at this time</b>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> <b>New Designation Plan</b> <input type="checkbox"/> Revision of a previously approved Designation Plan?
6.	Number of units affected: <b>175</b>
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> <b>Total development</b>

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <b>Valentina Macri</b>	
1b. Development (project) number: <b>CT 4-26</b>	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
<b>Occupancy by families with disabilities</b> <input checked="" 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"/>	
<b>Planned application</b> <input checked="" type="checkbox"/>	
1. Date this designation approved, submitted, or planned for submission:	
<b>Not known at this time</b>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> <b>New Designation Plan</b>	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected: <b>17</b>	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> <b>Total development</b>	

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

[24 CFR Part 903.7 9 (j)]

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

1.  Yes  **No:** Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act?

2. Activity Description

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

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

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

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



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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

1.  Yes  **No:** Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4).

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?

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

- 25 or fewer participants**  
 26 - 50 participants  
 51 to 100 participants  
 More than 100 participants

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

The exact list of additional criteria is not yet determined but may include:

1. Requirement for more than one year of employment
2. Utilization in New Haven only

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

[24 CFR Part 903.7 9 (l)]

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

***The Housing Authority of the City of New Haven (HANH) currently administers Public Housing Drug Elimination Program (PHDEP) Grants. These grants are used to enhance security and provide support to HANH residents as they seek financial independence.***

***The HANH is committed to the further development of approaches, programs and services that will enhance safety and personal security, and support and encourage economic development and financial independence among all of its residents. The HANH seeks to achieve these objectives through close coordination with community agencies and through grant funding efforts.***

***To the extent that HANH residents are required to perform Community Service under HUD regulations, the Housing Authority will design and Manage Community Service assignments that can be performed with dignity and that will support child education and development, economic opportunities and public safety in and around the Housing Authority's developments.***

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

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes**  **No:** Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method	Access	Eligibility
Employment Service Center		Open	HANH Main Office	All HANH Program Participants
Families F.I.R.S.T.		Open	On-site at Quinnipiac, Farnam and Eastview	Residents of the sites
Day Care Training and Certification Program		Open	On-site at Quinnipiac and Farnam	Residents of the sites
BABES		Open	On-site at Essex Townhouses, Eastview Terrace, Farnam Court,	Residents of the sites
On-site Health Screenings		Open	On-site at 6 developments including: Quinnipiac, Farnam, Eastview, & Brookside	Residents of the sites
Youth Programs—Youth Board, Volunteers to Work, Summer Programs, After School Programs, Boys & Girls Scouts, etc.		Open	On-site at most large family housing developments	Residents of the sites
Adult Education Programs		Open	On-site at most large family housing developments	Residents of the sites
Rescue Patrols		Open	On-site at eight elderly/disabled developments	Residents of the sites
Community Police Substations		Open	On-site at Eastview Terrace, Farnam Court, and Quinnipiac Terrace	N/A

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (Start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing (Proposed Voluntary Program to be set-up during the fiscal year)	100	0
Section 8		

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

### C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies**
- Informing residents of new policy on admission and reexamination**
- Actively notifying residents of new policy at times in addition to admission and reexamination.**

*As appropriate*

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services**
- Establishing a protocol for exchange of information with all appropriate TANF agencies**
- Other: (list below)

HANH will be developing an updated public lease to implement the various new program requirements created by QHWRA.

Action steps to implement the Community Service Requirement will include:

1. Development of a new HANH lease.
2. A public information campaign around the new program requirements including the Community Service Requirement that would use both a newsletter and a development-based meeting process.
3. A survey of the current status of household members in terms of education and job training program participation that would occur as part of the annual recertification process.
4. Development of new resident orientation materials that would describe the Community Service Requirement among other new requirements.

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

[24 CFR Part 903.7 9 (m)]\

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

***The Housing Authority of the City of New Haven (HANH) works closely with the City of New Haven Department of Police Services in order to achieve a safe and secure living environment for HANH residents.***

***In developing policies and procedures, the HANH will, on an ongoing basis, promote initiatives that will support the safety and security of HANH residents.***

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

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

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

***Physical Improvements are needed at many of the developments in order to support public safety along with more police details and/or security.***

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

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



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

***The following developments currently appear to be most affected by crime and drug-related issues:***

***Brookside  
Eastview Terrace  
Farnam Court  
McConaughy Terrace  
Quinnipiac Terrace  
Rockview Circle***

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

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

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

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

***The Housing Authority of the City of New Haven (HANH) plans to continue crime and drug prevention activities system-wide throughout the coming year, with different kinds of initiatives in different locations, based on the local needs.***

**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)

***Coordination between the HANH and the City of New Haven  
Department of Police Services is most evident at the  
following HANH developments:***

***Brookside  
Eastview Terrace  
Farnam Court  
McConaughy Terrace  
Quinnipiac Terrace***

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

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

- Yes**  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes**  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes**  No: This PHDEP Plan is an Attachment. (Attachment Filename: **ct04cver1.doc**)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  **Yes**  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?

**Electronic version only for the fiscal year ending 9/99.**

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?

**Three (3) findings are carried as open from prior years and 2 (new) observations have been added.**

5.  Yes  **No**: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

**Within 60 days of receipt of "hard copy" of the Audit**

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  **No:** Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name) CT04d01  
 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)





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

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

The Housing Authority of the City of New Haven considers a major change in the content of the HAP to consist of one or more the following:

1. Changes in waiting list preference criteria
2. Implementation of program incentives to increase the number of working households in the program.
3. A change in any open Annual Capital Program that crosses the accumulative 20% of total funds threshold.
4. A decision to submit a major application such as a Demolition/Disposition, Allocation for Designated Housing or HOPE VI application that is not already referenced in the Plan.
5. A decision to request a voluntary conversion of public housing to Section 8 Vouchers.

