

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

PHA Plans for the Housing Authority of the Town of Ramapo, NY

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

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the Town of Ramapo

PHA Number: NY084

PHA Fiscal Year Beginning: (mm/yyyy) 01/2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

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

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The Housing Authority of the Town of Ramapo's mission is to serve the needs of low-income, very low-income and extremely low-income families in the Authority's jurisdiction and to (1) increase the availability of decent, safe, sanitary and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability by improving the housing conditions of the low-income families of its community and to enable improvement of the physical conditions of housing developments as well as continually upgrading the management and operations of the agency. It is the mission of the Housing Authority to make necessary resources available, to help each resident by providing programs and housing related services in accordance with HUD requirements and other funding sources to promote PHA goals of self-sufficiency to the best of our ability.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: **When NOFA's are published.**
 - Reduce public housing vacancies:

- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score) **Maintain passing SEMAP score by 10%**
 - Increase customer satisfaction: **This is an ongoing activity.**
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below) **Maintain public housing management: Improve PHAS' score by 10% each fiscal year.**

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling: **To each participant at briefing and with each unit transfer.**
 - Conduct outreach efforts to potential voucher landlords: **Recruit 3 new landlords by 12/31/00.**
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **This is an ongoing activity and is accomplished through the Tenant Selection process.**

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **This is an on going activity and is accomplished through the Tenant Selection process.**
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals – N/A

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **This is an on going activity. The H.A. will refer the participants to the appropriate agency for assistance when this matter is brought to our attention.**
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: **This is an on going activity. The H.A. will continue to upgrade units and improve security at all sites.**
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **The H. A. will refer participants to the appropriate agency for assistance when this matter is brought to our attention.**
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

PHA Strategic Goal: Planning and Administration

- PHA Goal: Make Staff and board members knowledgeable as needed regarding the new housing requirements of the Quality Housing and Work Responsibility Act of 1998 (H.R. 4194); and any other laws and changes as they occur regarding housing community and economic development.

Objectives:

- The Executive Director or designee shall identify and secure available training opportunities for staff and the board as needed. **This is an on going activity.**

- PHA Goal: Provide for the planning process involved in the development, maintenance and revision of the Agency Plan and subsequent plan submission.
Objectives:
 - Utilize funds to coordinate the planning activities for the development of the annual plan, budget, and conduct training, necessary surveys, meetings and reviews. **This will be done by 12/31/01.**
 - Monitor Plan activities on an ongoing basis and provide for plan modifications in accordance with regulatory requirements. **This will be done by 12/31/01.**

- PHA Goal: To provide for administration, management, personnel, supervision, human, economic and community resource management, fiscal management procurement, reporting and auditing activities necessary for the efficient operation of the PHA.
Objectives:
 - The PHA shall provide for staffing, training, equipment, facilities and other related items to ensure the efficient administration, management, supervision, human, economic community resource development, procurement, fiscal management, reporting and auditing of PHA operations. The activities may be budgeted and charged as a direct program cost to a pro-rated basis or as planning and administrative cost as budgeted. **This will be done by 12/31/03.**

- PHA Goal: To develop and expand partnerships and funding resources.
Objectives:
 - The PHA may identify resources to obtain materials and data relative to housing, community and economic development. **This will be done by 12/31/03.**
 - The Executive Director or designee may purchase and/or obtain data and resource material necessary for the PHA to obtain its goals. **This will be done by 12/31/03.**

- PHA Goal: To develop and maintain a comprehensive database consisting of demographic and housing data for the PHA jurisdiction.
Objectives:
- The Executive Director or designee may appoint staff members to gather, input data, and maintain information by county, census data, community profile, participant, and applicant data. **This will be done by 12/31/03.**
 - Appointed staff members may update data as needed or on an annual basis. The data may be provided to the annual housing plan committee, executive director, or housing board to assist with the development of future plans and applications for funding and evaluation. **This will be done by 12/31/03.**
 - Objectives will be measured by the completion of charts or other requested statistical information relative to the agency plan(s) or other data requested. **This will be done by 12/31/03.**
- PHA Goal: To determine the Profit/Loss Ratio of separate activities of the PHA; to determine the feasibility of continuing services, needed program modifications, and/or identify financial needs. This information will be presented during the planning for each annual housing plan.
Objectives:
- The PHA, as needed, may determine the profit/loss ratio's of the programs administered by the PHA. The PHA will review the Profit/Loss statements to determine if anticipated increases in revenue or decreases in expenses are obtained. **This will be done by 12/31/04.**
 - As needed, the PHA may obtain or provide a feasibility study for the continuation of services from each entity and/or programs presented for consideration of funding. This study will be provided to the Executive Director and/or appropriate staff persons to determine the feasibility and/or funding levels of these activities. **This will be done by 12/31/05.**
 - The completion of these objectives will be measured by the completion of the initial profit/loss statement by the Finance Officer and/or completion of the feasibility study. **This will be done by 12/31/05.**
- PHA Goal: To maintain a calendar of reports and evaluation requirements for all funding.
Objectives:
- The Executive Director or designee will ensure that a calendar of reports and evaluations and requirements are established with responsible parties identified, results anticipated and program and reporting requirements are maintained. **This is an on going activity.**
 - The Executive Director or designee may require staff to enter data into the calendar/chart detailing completion of activities/objectives, provide a narrative report monthly detailing activities, identify any constraints to

completion, and measurement tools/methods and outcomes. **This is an on going activity.**

- The Executive Director or designee shall, ensure that program progress is monitored and corrective action taken, plan modifications completed and reports submitted as required. **This is an on going activity.**
- The completion of these objectives shall be measurable by the timely submission of the monthly charts/calendar, narrative reports and the identification of any constraints. **This will be done by 12/31/05.**

- PHA Goal: To provide for the reimbursement of administrative cost associated with the development of the Five-Year or One Year Plan(s).

Objectives:

- The PHA will provide for the reimbursement of administrative cost and cost associated with the development of the Housing Plan(s) from the HUD allocation amount as budgeted. **This is an ongoing activity.**
- Completion of this objective shall be measured by the completion of the repayment as soon as possible upon receipt from HUD funds. **This will be done by 12/31/05.**

- PHA Goal: The Executive Director or designee shall review the annual plan goals, objectives, budgets and prepare needed modifications based upon these reviews and any identified constraints or delays in implementation and submit for approval by the Board of Commissioners.

Objectives:

- Measurable upon completion of reviews and modifications as needed. **This will be done by 12/31/05.**

PHA Strategic Goal: Financial Resources

- PHA Goal: To ensure that resources are managed in a manner which generates a positive cash flow and provides for an accumulation of income over expenses and maintains an adequate reserve account for future housing needs for low-income persons.

Objectives:

- The PHA shall obtain assistance in providing written financial management and investment of funds procedures that comply with applicable regulatory requirements to be approved by the Board of Commissioners. **This is an on going activity.**
- This objective may be measured by the completion of evaluation of said policies and procedures and approval of policies and procedures and/or modifications by the Board of Commissioners. **This will be done by 12/31/05.**

- PHA Goal: The Executive Director or designee will evaluate the income and expenses to ensure a positive cash flow and to insure the anticipated accumulation of reserves for investments are maintained.

Objectives:

 - The PHA may establish a reserve for the repair and replacement of components for housing units and provide for future funding for modernization repairs and replacements and other housing purposes as identified in future years. **This is an on going activity.**
 - The PHA shall continue activities for the Section 8 rental assistance program operations. **This is an on going activity.**
 - The PHA will draw down funds as allowed for investments and/or operations and invest these funds in approved investments according to regulatory requirements, amounts allowed for this purpose and the investments policy of the PHA. **This is an on going activity.**
 - These objectives may be measured by the accumulation of reserves as indicated for future years and/or investments and the establishment of the reserve and the deposit of reserve funds. **This will be done by 12/31/05.**

- PHA Goal: To provide for the continued administration of housing units developed under the 1937 Housing Act according to policies and procedures.

Objectives:

 - The PHA will provide staffing, equipment, insurance, training, facilities and related costs associated with the administration and operation of housing previously developed under the 1937 Housing Act. **This will be done by 12/31/05.**
 - The PHA will establish a comprehensive intake department/system for the processing of applications and admissions of applicants into the appropriate housing program as determined by the program eligibility requirements and service priorities. **This will be done by 12/31/05.**
 - The PHA In-Take Department will provide for program marketing, outreach and the acceptance and processing of applications for services. A pre-application process will be utilized to determine available assistance for each applicant. **This will be done by 12/31/05.**
 - The PHA will provide for the development and maintenance of the waiting list of applicants in accordance with program regulations. **This is an on going activity.**
 - The PHA will provide for marketing and training in relation to program eligibility, preference requirements, regulations and policies. **This is an on going activity.**
 - The PHA will maintain data relative to housing stock and participant/occupants. **This is an on going activity.**
 - The PHA will provide for the updating of applicant data as changes occur, and for the verification of the applicant data prior to admission. **This is an on going activity.**

- The PHA will contract with a professional to review policies and procedures of the entire agency. **This will be done by 12/31/05.**
- The PHA will provide training for staff and commissioners. **This is an on going activity.**
- The PHA will seek professional assistance in preparing a Comprehensive Operations, Maintenance and Management Plan. **This will be done by 12/31/05.**
- The PHA will seek professional assistance in preparing a physical needs assessment. **This will be done by 12/31/05.**
- The PHA will provide for preparation of work specifications and drawings. **This will be done by 12/31/05.**
- According to regulations and policies, the PHA shall provide for the physical inspection of all housing units and shall conduct maintenance work as identified during annual inspections or otherwise identified in order to maintain all units in standard condition. **This is an on going activity.**
- The agency plan will provide for insurance, inspections, renovations and construction or repairs and other needs as determined by a physical needs assessment. **This is an on going activity.**
- The PHA will like participants to housing and supportive services including; housing counseling, case management, consumer education, budgeting, credit counseling, maintenance, and other housing supportive services. **This is an on going activity.**
- The completion of activities and evaluation of each objective described will separately be measured according to the resulting outcome. **This will be done by 12/31/05.**

PHA Strategic Goals: Modernization

- PHA Goal: To provide staffing, facilities, equipment and other related costs for the provision of modernization services and activities as detailed below:
Objectives:
 - Provide for inspections with residents to develop a list of needed items that PHA and the residents agree upon. **This is an on going activity.**
 - Correct development/construction deficiencies to units. **This is an on going activity.**
 - Provide for annual inspections. **This is an on going activity.**
 - Provide for the provision of facilities, playground equipment, fences, site improvements and security items. **This is an on going activity.**
 - Ensure inspection code compliance. **This is an on going activity.**
 - Provide fiscal management in accordance with OMB regulations. **This is an on going activity.**
 - Provide for all accounts receivable, payable and records management. **This is an on going activity.**
 - Provide monthly and other required reports. **This is an on going activity.**

- Provide for program fund audits. **This is an on going activity.**
- Provide staff, program and administrative supervision. **This is an on going activity.**
- Provide for program policy development. **This will be done by 12/31/05.**
- Provide marketing of program availability and guidelines. **This will be done by 12/31/05.**
- The objectives will be measured by the completion of activities as identified for units under the modernization program. **This will be done by 12/31/05.**
- PHA Goal: To continue the modernization activities as previously awarded according to existing agreements, budgets and timelines and provide additional assistance using HUD funds.
Objectives:
 - The PHA will proceed with the modernization of 10 existing units as planned in the modernization program schedule and budget and provide 70 additional units with assistance under the funding allocation provided for the agency. **This will be done by 12/31/03.**
 - The PHA will continue to identify future needs for the development of future plans. **This will be done by 12/31/04.**

PHA Strategic Goal: Community Services and Self-Sufficiency

- PHA Goal: To provide a centralized office for community services program intake, realty functions, acquisition of homeownership units, marketing of products and the provision of related management/insurance coverage.
Objectives:
 - The PHA shall staff, equipment, facilities, training and related costs for the provision of centralized intake, realty, acquisition, marketing and insurance services in accordance with approved policies and program budget. **This is an on going activity.**
 - Completion of each objective shall be measured by evaluating records relative to the provision of intake services. **This will be done by 12/31/05.**
- PHA Goal: To maintain activities and services that promote homeownership, self-sufficiency, resident organizations and community development.
Objectives:
 - Completion of the objectives shall be measurable by evaluating records relative to the provision of counseling, training and related services. **This will be done by 12/31/05.**

PHA Strategic Goals: Safety, Security and Crime Prevention

- PHA Goal: The PHA shall provide for the provision of PHA security services, the provision of crime prevention and safety services/activities of PHA properties in

accordance with identified needs, budgets and in consultation with local law enforcement.

Objectives:

- The PHA shall provide for staffing, training, equipment, vehicles, insurance and supplies for PHA security officers in accordance with the policies and other requirements for protective services. **This will be done by 12/31/02.**
- The officers shall provide for patrolling of housing areas, security services, crime prevention and safety activities according to job descriptions, policies and procedures. **This will be done by 12/31/02.**
- Objectives shall be measured by the provision of staffing and related services/items in accordance with agreement for services and within the budgeted amounts for these activities; and by evaluation of patrol officers' records of activities and review of documentation of attendance at crime and safety activities. **This will be done by 12/31/05.**

- PHA Goal: The PHA will provide for a safety policy, safety testing and hazard prevention.

Objectives:

- The PHA may, as identified, provide for a written safety policy, safety testing and prevention activities, including; the installation of smoke alarms, dead-bolt locks, lighting lead-based paint testing/abatement, speed bumps, safety training and other related costs. **This is an on going activity.**
- Measurement of this objective shall be by the completion of safety testing, the adoption of a safety policy and activities as budgeted. **This will be done by 12/31/05.**

PHA Strategic Goal; Public Housing Assessment System (PHAS)

- PHA Goal: To provide for the development and timely submission of Agency Plans and related reporting as required by HUD.

Objectives:

- The PHA will utilize a portion of its annual allocation of HUD funds for the activities and related cost of developing the Five-Year and Annual Agency Plans to cover the cost for planning and administration, to include; cost of overall program and/or administrative management; coordination monitoring and evaluation, preparation of required performance and financial reports and for collection of related data. Cost will also cover any overhead cost of staff and overhead directly related to carrying out the

housing activities to the extent allowable by the discretion of the recipient.
This will be done by 12/31/04.

- To provide for the continuation of data collection, maintenance of demographic data, census data, waiting list data, feasibility studies, meetings, creation of a comprehensive system inventory, occupancy data for the development of future plans of the PHA. **This will be done by 12/31/04.**
- The PHA shall provide for contractual professional assistance in the creation of the Agency Plans as required and staffing, equipment, facilities and related costs for the collection and maintenance of data as needed/required for the development of future plans. **This will be done by 12/31/04.**

PHA Strategic Goal: Financial Resources

- PHA Goal: To ensure that financial resources are managed in a manner, which generates a positive cash flow, provides for an accumulation of income over expenses, provides resources for leveraging and maintains an adequate reserve account.
Objectives:
 - The PHA will provide for written policies regarding financial management and investment of funds that comply with the applicable regulatory requirements to be approved by the Board of Commissioners. **This is an on going activity.**
 - The PHA will utilize income venerated from the funding of program activities towards the establishment of perpetual services/programs and/or may be budgeted within other housing activities as allowed. **This is an on going activity.**
- PHA Goal: To utilize Operating and Capital Funds to the maximum extent possible to provide optimum service on behalf of the residents of low income housing, and to properly maintain PHA property, equipment and all other assets in order to provide decent, safe and sanitary housing.
Objectives:
 - The PHA will utilize funding under operating and capital funding in compliance with regulatory requirements and will provide for administrative management, maintenance and modernization repairs and replacements and other approved programs as needed in future. **This is an on going activity.**
 - The PHA will identify developments or portions thereof to designate for elderly and disabled housing, and submit an application to HUD. **This is an on going activity.**

- The PHA plans to contract with a professional to establish a resident community service program pursuant to the QHWRA and regulations, including monitoring systems. **This is an on going activity.**

- PHA Goal: To maintain the housing stock of the PHA in a safe, sanitary and decent condition and as required by law.
 Objectives:
 - The annual housing plan will include provisions for the inspection, insurance and maintenance of the existing housing stock. Maintenance repairs will be made by utilizing the Operating and/or Capital funds and/or by ensuring compliance by residents with the requirements to maintain their homes and property. **This is an on going activity.**

- PHA Goal: To provide for the continued administration and strengthening of the administrative capabilities of the PHA, including staff and board of commissioners.
 Objectives:
 - The PHA will ensure training activities for the maintenance of administrative capabilities of the PHA, including staff and board of commissioners. **This is an on going activity.**

- PHA Goal: To provide for the work specifications and drawings, inspections, and the maintenance of housing units.
 Objectives:
 - The PHA shall provide for the inspection of units (according to unified inspection standards), renovation, and/or construction work as provided for within approved policies, procedures, and/or contracts. **This is an on going activity.**
 - The PHA shall provide for the maintenance of units and/or facilities as provided within the annual plan of activities and budget for these purposes. **This is an on going activity.**
 - To provide for the provision of modernization renovations and/or repairs and services as detailed in the annual plan and budget. **This is an on going activity.**
 - To review annually the capital fund (modernization) needs of existing unit and develop narrative descriptions of the modernization activities and budget needs/justification to be included in the PHA Annual Plan and Budget. **This is an on going activity.**
 - To review and utilize annual unit inspections, work order reports, and public comments to assist with the development of an agency plan and identification of plan priorities. **This is an on going activity.**

PHA Strategic Goals: Community Facilities

- PHA Goal: As needs and resources are identified, to provide a range of public facilities and infrastructure. These may include parks, playgrounds and community centers that offer services for all residents, including seniors. Seniors are often primary vehicles for neighborhoods that these facilities be provided.
- Objectives:
- The PHA shall provide for the creation, maintenance and expansion of community facilities within its housing communities and neighborhoods. The PHA will encourage resident organizations and communities to leverage funds from other sources for the provision and maintenance of community areas/facilities. The PHA may provide within its agency plan activities and policies relative to the provision of said facilities and community activities and service delivery. **This is an on going activity.**
 - The PHA will assist in the provision of areas as designated parks or playground areas to promote community betterment. **This will be done by 12/31/03.**
- PHA Goal: To provide for the provision of security services, crime prevention and safety services/activities for the PHA properties in accordance with identified needs, budgets and consultation with local law enforcement.
- Objectives:
- The PHA shall provide for staffing, training, equipment, vehicles, insurance and supplies for the PHA officers in accordance with the policies and other requirements for providing protective services. **This is an on going activity.**
- PHA Goal: To provide for adequate criminal history background checks and history of drugs and alcohol abuse.
- Objectives:
- To revise admissions and occupancy policy to include legal language for performing criminal history background checks and history of drug and alcohol abuse. The PHA will contract with a professional to write/update the Admissions and Occupancy policy. **This is an on going activity.**
- PHA Goal: To ensure that security/law enforcement services are coordinated and provided within the service area. To study the feasibility of expanding the tenant and community patrols.
- Objectives:
- The PHA will assist to identify resources to ensure that security services are provided in areas targeted for assistance, based on criminal activity, population, and records maintained on a development-by-development basis. **This will be done by 12/31/02.**
 - The PHA may assist to provide staffing, training and equipment for the provision of security services, as funds are determined available on an annual basis. **This will be done by 12/31/03.**

- The PHA may assist residents to form resident/tenant and community patrols to provide training, and/or equipment as needed and as funds are available. **This will be done by 12/31/04.**

- PHA Goal: To provide for testing, installation and training for security safety purposes or activities.
Objectives:
 - To provide testing for identification of safety, hazard and security needs. **This is an on going activity.**
 - To provide for the installation of security and safety measures, including but not limited to: dead bolt locks, lighting, fencing, smoke alarms, lead-based paint abatement, security cameras, guard gates, speed bumps, and signs. **This is an on going activity.**
 - To identify and research enforcement of animal control related issues. **This is an on going activity.**

- PHA Goal: To provide for the development, assessment, implementation, and administration of "Other" programs and services to meet identified needs within identified service area(s).
Objectives:
 - To access program services, assistance, alternative financing, loan, grant, lease purchase and mortgage programs and options for the provisions of services. **This is an on going activity.**

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.

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

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

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

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.

The most important challenges to be met by the Housing Authority of the Town of Ramapo during FY 2000 include:

- Reduce drug and alcohol abuse through the Public Housing Drug Elimination Program;
- Preserve and improve the public housing stock through the Capital Funds activities.
- Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.
- Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and
- Identify, develop and leverage services to enable low-income families to become self-sufficient.

In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the Town of Ramapo to meet the housing needs of the full range of low-income residents. The Housing Authority of the Town of Ramapo, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the Town of Ramapo.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (**NY084a01**)
- FY 2000 Capital Fund Program Annual Statement (**NY084b01**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (**NY084c01**)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
Substantial Deviation and Significant Amendment or Modification (**NY084d01**)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

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

1. Statement of Housing Needs – This information is still being gathered.

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI							
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly							
Families with Disabilities							
Caucasian							
African/American							
Hispanic							
Other							

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	341		22
Extremely low income <=30% AMI	136	40%	
Very low income (>30% but <=50% AMI)	137	40%	
Low income (>50% but <80% AMI)	68	20%	
Families with children	59	17%	
Elderly families	213	62%	
Families with Disabilities	27	7%	
Caucasian	199	58%	
African American	105	30%	
Indian	4	1%	
Asian	33	9%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	42	12%	19
2 BR	41	12%	2
3 BR	18	5%	1

Housing Needs of Families on the Waiting List			
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 2-3 years			
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 and disabled individuals			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	322		22
Extremely low income <=30% AMI	129	40%	
Very low income (>30% but <=50% AMI)	128	40%	
Low income (>50% but <80% AMI)	65	20%	
Families with children	295	92%	
Elderly families	23	7%	
Families with Disabilities	11	3%	
Caucasian	274	85%	
African-American	27	8%	
Indian	5	2%	
Asian/Pacific	3	1%	
Hispanic	17	5%	
Non-Hispanic	0	0	
Other	N/A	N/A	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	55	17	N/A
2 BR	95	30	N/A
3 BR	107	33	N/A
4 BR	45	14	N/A
5 BR	25	8	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 2 years			
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(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)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	206,171.00	
b) Public Housing Capital Fund	266,318.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,200,284.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Service Coordinator Program	35,000.00	Public Housing Supportive services
Service Coordinator Program	35,000.00	Public Housing Supportive services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Sub-total	4,707,773.00	
3. Public Housing Dwelling Rental Income	597,060.00	Public Housing Operations
4. Other income (list below)	20,712.00	
Interest on General Funds Investments 11,712.00		Public Housing Operations
Other income: Legal fees, maintenance 9,000.00		Public Housing Operations
Charges to tenants, late fees, NSF checks 20,712.00		Public Housing Operations
Charges, etc.		
4. Non-federal sources (list below)		
Sub-total	617,772.00	
Total resources	5,325,545.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **When name has been reached on waiting list.**

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- Credit check,**
- Drug treatment center check,**
- Social Security Number check,**
- Sex-offender check,**
- Citizenship/legal status check**

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office

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

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

The PHA does not operate site-based waiting lists

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

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)? *N/A*
If yes, how many lists?

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

2 Date and Time

Former Federal preferences:

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

Victims of domestic violence

Substandard housing

Homelessness

1 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
- 1 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 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) **Within 30 days of occurrence**

(6) Deconcentration and Income Mixing – *(Per PIH Notice 99-51 this is N/A at this time)*

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

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

With a signed Authorization for Release for Release of Information form; mailing address of resident (last on file), current and prior landlord name and address

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

- **Extenuating circumstances (death, illness)**
- **Request for Lease Approval submitted and unit disapproved by PHS**
- **Family size or other requirements make finding unit difficult**
- **Weather conditions**
- **Structural conditions**

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

2 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

1 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
- 1 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 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)
 - **Church advertisements**
 - **Anti-poverty agencies**
 - **Community action program**
 - **Office of Aging**

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: *N/A*

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: *N/A*

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

- 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)
N/A

- 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 – *N/A*
(select all that apply)

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

f. Rent re-determinations:

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

- Never
- At family option

- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below) **Tenants must report all changes within 30 days of occurrence and after verification, the PHA will determine if change will result in an adjustment to rent.**

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but 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) *N/A*

- 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 – N/A –Small Agency

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.

- A brief description of the management structure and organization of the PHA follows:

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		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below: *N/A*

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: *N/A*

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) **NY084b01**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name **NY084c01**

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description *N/A*

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or

will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description *N/A*

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description *N/A*

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

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

--

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description *N/A*

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <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: *N/A*

a. Size of Program

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

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

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs – N/A

Small Agency

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency – N/A

1. Cooperative agreements:

- Yes No: Has the PHA 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 N/A

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s – N/A

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		
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 – N/A

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures – N/A-PHA is small

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year – N/A

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

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

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

C. Coordination between PHA and the police – N/A

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

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

D. Additional information as required by PHDEP/PHDEP Plan – N/A

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?

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

17. PHA Asset Management – N/A Small Agency

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

Why is there more work being planned for Catamont Over Pondview?

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)
Response was that "More work is needed at Catamont"!

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) **County of Rockland/Town of Ramapo**

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

- **Housing rehabilitation assistance for extremely low-income, low and moderate-income households. Activities will be undertaken consortium-wide to maintain existing housing stock.**
- **Provision of housing and support services for others with special needs. Rockland County will continue to provide assistance to senior citizens and other special needs populations through a range of CDBG public service activities.**

D. Other Information Required by HUD

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

Attachments

**Deconcentration and Income Targeting Policy
Attachment: NY084a01**

**FY 2000 Capital Fund Program Annual Statement
Attachment: NY084b01**

**FY 2000 Capital Fund Program 5 Year Action Plan
Attachment: NY084c01**

**Substantial Deviation and Significant Amendment or Modification
Attachment: NY084d01**

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

PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

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

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

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

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

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

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

Capital Fund Grant Number **NY084** FFY of Grant Approval: (01/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$50,000.00
4	1410 Administration	\$26,318.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$35,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	\$155,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$266,318.00*
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	\$20,000.00
24	Amount of line 20 Related to Energy Conservation Measures	\$75,000.00

This figure of \$266,318.00 is based on 92% of 1999 CIAP Grant of \$\$289,476.00

Annual Statement for FFY 2000 – Housing Authority of the Town of Ramapo
Capital Fund Program (CFP) Part II: Supporting Table
Date: September 13, 1999

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
NY 84-1 (Catamount)	Security Services Resident Initiative Coordinator	1408	\$10,000.00 \$10,000.00
NY 84-2 (Pondview)	Security Services Resident Initiative Coordinator Upgrading computer software	1408	\$10,000.00 \$10,000.00 \$10,000.00
	Staff Time devoted to CIAP Newspaper Advertisements	1410	\$25,000.00 \$1,318.00
	A/E Services Modernization Coordination Services	1430	\$10,000.00 \$25,000.00
	Replace Boilers in 3 Buildings	1460	\$75,000.00
	Replace Lottie Columns	1460	\$20,000.00
	Re-point Brick at Various Locations	1460	\$30,000.00
	Replace Living Room Floors as needed	1460	\$30,000.00
Total Estimate Cost (FFY 2000)			\$266,318.00

Note: This figure of \$266,318.00 is based on 92% of 1999 CIAP of \$289,476.00

**Annual Statement of FFY 2000 – Housing Authority of the Town of Ramapo
 Capital Fund Program (CFP) Part III: Implementation Schedule
 September 13, 1999**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
<p>NY-84-1 (Catamount)</p>	<p>12/31/01</p>	<p>3/31/03</p>
<p>NY 84-2 (Pondview)</p>	<p>12/31/01</p>	<p>3/31/03</p>

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NY 84-1	Catamount		
FFY	Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
2001	Security Services	10,000.00	1/1/02
2001	Resident Initiative Coordinator	10,000.00	1/1/02
2001	Replace Lillie Columns	20,000.00	1/1/02
2001	Re-point Brick at Various Locations	30,000.00	1/1/02
2001	Re-wire Underground Wiring	20,000.00	1/1/02
2001	Replace Living Room floors as needed	30,000.00	1/1/02
2001	Replace Refrigerators & Stoves	54,118.00	1/1/02
2002	Security Services	10,000.00	1/1/03
2002	Resident Initiatives Coordinator	10,000.00	1/1/03
2003	Security Services	10,000.00	1/1/04
2003	Resident Initiatives Coordinator	10,000.00	1/1/04
2004	Security Services	10,000.00	1/1/05
2004	Resident Initiatives Coordinator	10,000.00	1/1/05
2004	Painting of 79 dwelling units	31,600.00	1/1/05
Total estimated cost over next 5 years		\$265,718.00	

Note: This figure of \$265,718 does not include Estimated Cost of FFY 2000 (Year One) under the Annual Statement.

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NY 84-2	Pondview		
FFY	Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
2001	Security Services	10,000.00	1/1/02
2001	Resident Initiative Coordinator	10,000.00	1/1/02
2001	Upgrading computer software	10,000.00	1/1/02
2001	Updating 5-Year Plan	1,200.00	1/1/02
2001	Staff Time devoted to CIAP	25,000.00	1/1/02
2001	Newspaper Advertisements	1,000.00	1/1/02
2001	A/E Services	10,000.00	1/1/02
2001	Modernization Coordination Services	25,000.00	1/1/02
2002	Security Services	10,000.00	1/1/03
2002	Resident Initiative Coordinator	10,000.00	1/1/03
2002	Upgrading computer software	10,000.00	1/1/03
2002	Updating 5-Year Plan	1,200.00	1/1/03
2002	Staff Time devoted to CIAP	25,000.00	1/1/03
2002	Newspaper Advertisement	1,000.00	1/1/03
2002	A/E Services	5,000.00	1/1/03
2002	Modernization Coordination Services	25,000.00	1/1/03
2002	Additional Parking Spaces	15,000.00	1/1/03
2002	Replace Refrigerator & Stoves	94,118.00	1/1/03
2002	Office Extension for Section 8 Staff	50,000.00	1/1/03
2003	Security Services	10,000.00	1/1/04
2003	Resident Initiatives Coordinator	10,000.00	1/1/04
2003	Upgrading computer software	10,000.00	1/1/04
2003	Updating 5-Year Plan	1,200.00	1/1/04
2003	Staff Time devoted to CIAP	25,000.00	1/1/04
2003	Newspaper Advertisements	1,000.00	1/1/04
2003	A/E Services	5,000.00	1/1/04
2003	Modernization Coordination Services	25,000.00	1/1/04
2003	Reconstruct Sidewalks and Curbs	32,118.00	1/1/04
2003	Create Community Building for Families	100,000.00	1/1/04
2003	Maintenance Truck (1)	27,000.00	1/1/04
2004	Security Services	10,000.00	1/1/05
2004	Resident Initiative Coordinator	10,000.00	1/1/05
2004	Upgrading computer software	10,000.00	1/1/05
2004	Updating 5-Year Plan	1,200.00	1/1/05
2004	Staff Time devoted to CIAP	25,000.00	1/1/05
2004	Newspaper Advertisements	518.00	1/1/05
2004	A/E Services	5,000.00	1/1/05
2004	Modernization Coordination Services	25,000.00	1/1/05
2004	Roof Replacement as needed	80,000.00	1/1/05
2004	Painting of 120 dwelling units	48,000.00	1/1/05
Total estimated cost over next 5 years		\$799,554.00	

Note: This figure of \$799,554.00 does not include the Estimated Cost of FFY 2000 (Year One) under the Annual Statement.