

5.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <ol style="list-style-type: none"> 1. Maintain inventory of all available land and vacant structures in the City, outreach potential owners/developers, mitigate zoning and code violation issues, and utilize this data to further develop city-wide affordable housing strategies for the benefit of LMI residents. 2. Maintain close communication with the City Building Department regarding elimination of health and safety hazards in the City's existing rental housing stock, e.g., targeted code enforcement. 3. Leverage other local/state/federal housing programs for the improvement of existing rental housing stock which will remove architectural barriers to upgrade rental housing units for occupancy by disabled/handicapped LMI tenants, encourage energy conservation improvements to reduce utility costs paid by LMI tenants, and eliminate lead-based paint and asbestos hazards. 4. Enhance the delivery of services by housing and social service referral agencies and specific in-house management functions including fast-track lease-up processing, quick turnaround on housing unit inspections, and close communication with other PHAs for portability services. 5. Increase assisted housing choices through the participation of other non-profit housing agencies to garner all available housing resources and link Section 8 participant families with homeownership programs and opportunities. 6. Partner with local non-profit housing providers and other community-based organizations to promote homeownership opportunities through such programs as the NYS Affordable Housing Corporation (AHC), HUD-funded HOME and Neighborhood Stabilization programs, NYS-administered Small Cities CDBG, Habitat for Humanity, and other local, state and federal housing programs and partners. 7. Link the City's Section 8 Family Self-Sufficiency program with expansion of homeownership opportunities in assisting families to achieve financial independence and reach their goal of permanent, affordable housing through participation of private lenders, i.e., SONYMA, Fannie Mae, FmHA and other affordable mortgage programs. 8. Continue participation in the Orange County Housing Consortium in collaboration with other county agencies and area-wide housing providers to promote increased housing choice among LMI families, particularly special needs families and persons, i.e., homeless, family victims of domestic violence, disabled/handicapped, frail elderly and other at-risk members of the city's population, to ensure they are provided equal access in the private housing market. The Orange County Housing Consortium is an active participant in the HUD Continuum of Care (COC) Super NOFA process to access federal funds for special needs housing, LMI transitional and permanent housing, and expansion of homeownership opportunities.
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6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Each year the Port Jervis Community Development Agency (PJCDA) reviews the following elements of its 5-Year Plan:</p> <ol style="list-style-type: none"> 1. Fair Housing Plan 2. Fair Housing & Equal Opportunity Plan 3. Citizen Participation Plan 4. Section 8 Administrative Plan <p>Since 2009, the PJCDA has revised its Administrative Plan to ensure it remains in compliance with HUD regulations regarding eligibility, selection, admissions, and occupancy policies pertaining to the Port Jervis Section 8 Housing Choice Voucher Program.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <ol style="list-style-type: none"> 1. Offices of the PHA - 17-19 Sussex Street, Exchange Plaza, Port Jervis, New York 12771 2. Port Jervis Public Library - 138 Pike Street, Port Jervis, New York 12771 3. Office of the City Clerk, City Hall, 20 Hammond Street, Port Jervis, New York 12771 4. Port Jervis Housing Authority, 39 Pennsylvania Avenue, Port Jervis, New York 12771
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> NOT APPLICABLE</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. NOT APPLICABLE</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. NOT APPLICABLE</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. NOT APPLICABLE</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. NOT APPLICABLE</p>

<p>9.0</p>	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>During 2008 and 2009, the City's Community Development Agency procured the services of a consultant to undertake an ambitious planning process for the development of the first-ever Community Development Strategic Plan (CDP). The CDP, adopted and approved by the City Common Council in April 2009, involved the participation of the entire community including citizens, businesses, local government, non-profits, and service providers. The purpose of the Plan was to identify and assess community needs and resources in the City of Port Jervis and determine gaps where the City and its partners needed to focus in order to ensure that its citizens had easy and ready access to essential services. These services included education, healthcare, housing, child care, employment, transportation, and other vital social services that are critical to the economic survival and well-being of Port Jervis families, particularly Low and Moderate Income families who represent the most vulnerable members of the community.</p> <p>The City's 2009 Community Development Strategic Plan, which describes the housing needs that exist in the Port Jervis community, is included as an attachment to the City's PHA Plan.</p>
<p>9.1</p>	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>

10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5- Year Plan.</p> <p>The City's Community Development Agency is in a unique position in that it also administers other housing programs and Grants awarded to the City that can positively impact on the housing needs of local residents, with priority afforded to Low and Very Low Income families and persons. Each year, the PJCDA assesses the most critical housing needs and plans/prepares applications to the NYS Office of Community Renewal for Grant funds that will rehabilitate existing housing stock and provide incentive to developers to improve and expand rental housing units. As a condition of Small Cities CDBG funding assistance, investor owners must affirmatively market their rehabilitated units to LMI persons and families utilizing the City's Section 8 Housing Program as their primary means of outreach. CDBG recipients must agree to enter into a First Consideration Agreement with PJCDA and make their units available to persons on the PJCDA's Section 8 waiting list. During 2008 and 2009, PJCDA was able to make approximately twenty (20) new rental units available to Section 8-assisted families and anticipates adding another 28 units to its inventory in 2010 and 2011.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” - NOT APPLICABLE</p>
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11.0 Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

PORT JERVIS COMMUNITY DEVELOPMENT AGENCY

Exchange Plaza, 17-19 Sussex Street

P.O. Box 1002

Port Jervis, New York 12771

845-858-4024 / Voice

845-858-4027 / FAX

[pjcd@frontiernet.net](mailto:pjcda@frontiernet.net) / e-mail

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Comprehensive Administrative Management Plan

ADOPTED: August 1, 1979

REVISION NO. 9 July 10, 2008

HUD APPROVAL: August 13, 2008

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PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
Section 8 Housing Choice Voucher Program

Comprehensive Administrative Management Plan

I. STATEMENT OF OVERALL APPROACH AND STRATEGY

Since 1979, the Port Jervis Community Development Agency (PJCDA) has been serving as the local administrator of the City of Port Jervis Section 8 Housing Programs. As of July 1, 2003, PJCDA administers the City's Section 8 Housing Choice Voucher in providing rental assistance to Very Low Income (less than 50% of Area Median - Orange County) families residing in the Port Jervis community. Currently, the City is assisting **211** Very Low Income families under Section 8 lease.

As an important component of its Section 8 Program, **40** Section 8 Housing Choice Vouchers are administered under the City of Port Jervis Family Self-Sufficiency (FS-S) Program. The FS-S program links the rent subsidies of Very Low Income (VLI) families with supportive services including job training, education, family/career counseling, parenting skills, child care, transportation and affordable access to health care services. The goals of the FS-S Program is to empower VLI families to achieve family stability and financial independence through housing assistance, as combined with support services. PJCDA has prepared a Family Self-Sufficiency (FS-S) Program Action Plan which is included as **Exhibit B** under the PHA 5-Year/Annual Plan.

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

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

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

Outreach methods developed by PJCDA are utilized to inform and invite applicants from all segments of the community, specifically LMI families and persons who are generally

priced out of the private housing market and often fall victim to rent hardship during times of critical housing shortages.

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

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

II. ADMINISTRATION OF PROGRAM FUNCTIONS

Section 8 Program functions performed by PJCDA are designed to:

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

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

III. SPECIAL PURPOSES FUNDING

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

IV. PROGRAM STAFFING AND POLICIES

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

A. OUTREACH TO FAMILIES & PROPERTY OWNERS/MANAGERS

1. Outreach to Very Low Income Families

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

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

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

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

2. Outreach to Minority Residents in the Community

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

3. Outreach to Persons With Disabilities

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

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

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

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

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

4. Outreach to Property Owners & Local Realtors

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

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

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

To intensify owner outreach, special summary handbooks, specifically addressed to owners, are distributed to area property owners and managers. In conjunction with tenant family briefings as discussed in **Part E of this Plan**, the owner handbooks contain a special section covering Fair Housing Law and the penalties for violation.

Owners are advised that screening and selection of Section 8 tenants is the responsibility of the owner and PJCDA cannot offer assistance regarding the suitability of Section 8 families as prospective tenants. However, owners can request from PJCDA the family's current address and documented information pertaining to prior landlords

and past tenancies under the Section 8 Program and this information will be furnished to prospective owner participants, on request. Furthermore, families will be advised of PJCDA sharing this information with prospective owner participants.

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

B. DETERMINE ELIGIBILITY AND SELECT FAMILIES

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

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

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

1. Family Income and Eligibility

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

waiting list to achieve a minimum 75% of its annual enrollment for families having the greatest need, i.e., *extremely low income* families.

Eligible allowances and approved deductions will only be applied after the applicant family meets the VLI income guidelines based on the annual gross income for the total number of household members.

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

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

disaster relief laws. This includes fire, flood, other natural disaster and a condemnation/violation order issued by the City Building Department.

- g. **Remaining Member of a Tenant Family** is a family member of an assisted tenant family who remains in the unit when other members of the family have moved out (with the exception of live-in aides). PJCDA reserves the right to determine what family members receive continued housing assistance in the event of a family break-up.
- h. **Live-In Aides** are persons who reside with a disabled and/or handicapped person and meet the following criteria:
 - is determined to be essential to the care and well-being of the person;
 - is not obligated for the person's support;
 - would not be living in the assisted unit except to provide necessary support and care giving services
- i. **Single Persons** are Very Low Income individuals, living alone, who do not meet the HUD definition of Elderly, Handicapped, Disabled or Live-in Aide.

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

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

2. Tenant Selection and Case Management Services

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

PJCDA will provide guidance and counseling to families facing rent hardship and/or extenuating circumstances, which impede their ability to secure or continue living in safe, decent and sanitary housing, including:

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

Families requiring intensive case management services include:

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

3. Denials for Program Admission

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

- owe monies to PJCDA due to program fraud and abuse or other violations of the Section 8 Program which has caused an overpayment of the family's Housing Assistance Payment (HAP) by PJCDA;
- are evicted from Public Housing or other federal/state assisted housing program;
- fail to sign and submit program participation forms including consent/authorization to release information or other documentation as required to determine a family's eligibility;
- have committed fraud, bribery, drug-related activity or other corrupt criminal act in connection with a federally-assisted housing program;
- have a recent criminal record that is discovered when the PJCDA conducts its criminal history background checks as part of the program enrollment process
- are found subject to a lifetime sex offender registration required under a state sex offender registration program; and
- where there is a reasonable cause to believe that a member of the Section 8-assisted household has a pattern of substance abuse, e.g. drugs or alcohol, which interferes with the health, safety and/or right to peaceful enjoyment of the premises by other residents living in or near the Section 8-assisted family.

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

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

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

As part of the enrollment process, Section 8 staff request appropriate documentation as verification of family composition, income, assets, and allowances/deductions. Verifications include third-party written verification as provided by employers and other agencies, i.e., Department of Social Services, Social Security Administration, etc., as appropriate. Other acceptable means of verification include official documents pertaining to income and assets, i.e., IRS tax forms, W-2 forms, bank statements, passbooks and 1099 forms. At present, PJCDA uses the Enterprise Income Verification (EIV) System for verifying employment and social security. This system is accessed through a HUD secured database. Information contained in the EIV system may be viewed with Section 8 tenant families **only**. At no time will the information be released to the family or any other party.

For families choosing to remain in their current unit while receiving Section 8 assistance, PJCDA staff also verify the family's residency, current rent, utility costs and payment of a security deposit, if applicable. Once all verifications have been obtained, the family's Total Tenant Payment (TTP) will be determined and the Section 8 Housing Choice Voucher is readied for issue. When computing a family's TTP, PJCDA will establish a minimum rent of \$25.00.

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

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

As required by HUD, all non-U.S. citizen applicants must be verified through the U.S. Department of Homeland Security prior to program enrollment. Tenant families must provide all documentation requested for verification of income, assets and family composition in a timely manner. Furthermore, any and all information relative to a family's eligibility must be disclosed. Failure to disclose appropriate information and/or providing false information to PJCDA constitutes program fraud and will cause denial and/or termination of housing assistance.

D. BRIEFING OF HOUSEHOLDS AND PROGRAM ENROLLMENT

1. Enrollment Interview Process

During the enrollment interview, Section 8 staff will brief families on their rights and responsibilities as Section 8 program participants. The enrollment interview is conducted at the offices of PJCDA. However, home visits are arranged for those families, i.e., frail elderly, disabled or handicapped, who are unable to attend an on-site interview. The family briefing will include the following:

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

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

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

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

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

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

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

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

3. Housing Voucher Subsidy/Payment Standards

The family's Section 8 Housing Choice Voucher will indicate the appropriate size rental unit, i.e., number of bedrooms, based on the number of family members in the Section 8 household. This is the size unit the family should be looking for when selecting the

housing they wish to live in while receiving Section 8 assistance. The applicable Housing Voucher Subsidy Standard (maximum rent assistance to be paid on the family's behalf) will be based on the family's appropriate unit size. Families may choose to select a larger rental unit providing the family's tenant rent does not exceed 40% of their monthly adjusted income. However, families will be denied approval of a smaller rental unit if HUD occupancy standards are violated due to overcrowded living conditions.

E. HOUSING QUALITY & OCCUPANCY STANDARDS

1. Housing Quality Standards (HQS) Inspections

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

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

- Each unit must have a working smoke-alarm detecting device on each level and be located inside all sleeping rooms
- Each unit must contain a working and visible carbon monoxide detector
- Each unit must have a safe, working heating system and PJCDA will require heating systems be serviced on an annual basis. Proof of service must be provided to the Section 8 Inspector

Providing the unit is ready and available for inspection, all initial inspections are conducted in a timely manner to avoid delay in the commencement of housing assistance. Inspections must be performed within fifteen (15) days following the receipt of the *Request for Tenancy Approval*. Owners and families are notified, in writing, of repairs necessary to comply with HUD HQS. Furthermore, repairs must be completed within thirty (30) days of the executed Request for Tenancy Approval. At no time will housing assistance payments be paid for any time period in which the rental unit is not in compliance with HUD Housing Quality Standards (HQS).

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

2. Lead-Based Paint Hazards & Abatement

As part of their briefing packet, all family participants will be issued a ***Protect Your Family from Lead in Your Home*** brochure and other lead-based paint hazard information for all units constructed prior to 1978. Prior to the execution of a Housing Voucher Contract and approval of the Lease and its Addendum, PJCDA must be advised of any potential lead-based paint hazards which may exist in the proposed Section 8-assisted unit. In the instances of lead-based paint hazards, PJCDA will collect the names and addresses of all children who may have been affected, i.e., health screenings indicating elevated blood levels. Moreover, inspection reports will be maintained in the PJCDA files for a minimum three (3) year period and/or indefinitely for cases where chewable surfaces in the unit required testing. Owner certifications must also be executed and maintained in the tenant file, as appropriate.

In accordance with New York State code requirements, HUD regulations, and U.S. EPA standards, CDBG-assisted rehabilitation activities, administered by PJCDA, also include an intensive program of testing and abatement for lead-based paint hazards, particularly for units that are rehabilitated for occupancy by Section 8-assisted families with children six (6) years of age and younger. As more fully described under ***Appendix A***, PJCDA has adopted a comprehensive Lead-Based Paint Plan that is used as a guideline for all Section 8 housing quality standards inspections to ensure that all Section 8 leased units are free of lead-based paint hazards.

In the furthering the goals of the PJCDA Lead-Based Paint Plan, PJCDA has partnered with the Orange County Office of Community Development (OCCDA) for participation in the Lead Safe Orange (LSO) program, with funding assistance of a \$2.8M HUD Lead-Based Paint Control Grant. This Grant Initiative, awarded to Orange County, provides funds to carry out a comprehensive lead remediation and public health outreach program that is concentrated in the County's cities where the majority of the older, pre-1978 housing is located. PJCDA will utilize this program for identification, assessment and remediation of lead-based paint hazards during the course of its Section 8 Program housing inspections and evaluation of housing rehabilitation units.

3. HUD Occupancy Standards

Section 8-assisted units must also meet HUD occupancy standards, as determined by the number of household members who will occupy the unit. As part of their briefing, families will be provided a guideline for minimum and maximum occupancy ranges based on the number of bedroom/sleeping rooms contained in the rental unit. PJCDA reserves the right to deny approval of a unit due to overcrowding living conditions.

F. SECTION 8-ASSISTED HOUSING TYPES

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

- the owner and family abides by all terms and conditions of the Lease, HUD Lease Addendum and HAP Contract
- the rental unit meets program requirements for HUD housing quality and occupancy standards
- the rent is determined to be reasonable

- there does not exist a conflict of interest regarding the owner, family and/or housing unit.

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

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

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

1. **Special Housing Types**

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

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

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

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

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

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

2. **Prohibition Against Duplicate Subsidies**

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

- Units located within the jurisdiction of a Public or Indian Housing Authority
- Section 236 units
- Section 202 or 811 supportive housing for the elderly and disabled persons
- Rental assistance programs under the FmHA 521 Act 1919
- Section 101 subsidized units
- Rental assistance programs under the former Section 23 Act of 1937
- Section 162 assistance program (e.g. Section 202 non-elderly housing for persons with disabilities)
- Any other local or State rent subsidy program

- Other Section 8 programs, e.g., Section 8 New Construction, Section 8 Substantial Rehabilitation and/or Section 8 Moderate Rehabilitation program units
- Any other duplicative program assisted with Federal, State or local housing subsidies, as determined by HUD.

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

G. DISAPPROVAL OF OWNER PARTICIPANTS

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

1. the unit owner is a relative of the Section 8-assisted family including parents, children, grandparents, grandchildren or siblings unless the assisted unit is required for reasonable accommodation of a disabled/handicapped member of the Section 8 family;
2. there exists a pending Federal action or other government-instituted administrative or judicial action against the owner for violations connected with Fair Housing and/or Federal Equal Opportunity (FEO) laws, rules and regulations;
3. a court or administrative agency has cited the owner for violation of Fair Housing or other FEO requirements;
4. the owner has been cited for violations under a previous or existing Section 8 Housing Voucher Contract;
5. the owner has committed fraud, bribery or other corrupt/criminal act connected with any federally-assisted housing program;
6. the owner has engaged in the sale, use or possession of illegal substances or has been involved in a drug-related or violent criminal activity;
7. where the owner has a history or practice of non-compliance with housing quality standards under the Section 8 program or housing standards for project-based assistance under any federally-assisted housing program;
8. the owner has a history or practice of renting units which fail Federal, State or local housing codes;
9. the owner is delinquent on Federal, State or local real property taxes, fines and/or assessments;
10. the owner owes monies to the PHA and fails to enter into agreement for repayment and/or is in default of a repayment agreement;

11. PJCDA is notified that the owner participant is debarred, suspended or subject to limited denial of participation in accordance with the regulations contained in 24 CFR Part 24;
12. the owner has a history or practice of failing to terminate the tenancy of families assisted under the Section 8 or other federally-assisted housing program for the following activities:
 - a. threats or interference with the rights to peaceful enjoyment and comfort by residents of the leased premises or neighbors residing in the immediate vicinity of the Section 8-assisted family
 - b. threats to the health, safety and/or welfare of the other residents, employees of the owner or PJCDA, or other members engaged in the management of the assisted housing
 - c. drug-related criminal activity or violent criminal activity

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

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

1. Leases/Addendums/Contracts

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

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

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

2. Rent Reasonableness

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

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

3. Security Deposits

Owner participants are entitled to collect a security deposit from a Section 8-assisted tenant family limited to the amount equal to security deposits collected on behalf of tenants living in unassisted, private market rent units. At all times, Section 8 owner participants must adhere to prevailing market rates when collecting security deposits from Section 8-assisted families. Generally, owners will collect an amount equal to one (1) month's rent, however they can charge more since there is no maximum restriction on security deposits. Owners may use the security deposit as reimbursement for damages to the rental unit, unpaid tenant rent or other amounts owed under the lease in accordance with New York State and local laws. The security deposit may only be used after the tenant family has vacated the unit and cannot be applied towards any amounts owed under the lease during the family's leased tenancy.

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

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

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

1. HOUSING ASSISTANCE PAYMENTS

Section 8 staff is responsible for processing and issuing monthly housing assistance payments to owner participants. In accordance with HUD regulations, Section 8 staff prepare a monthly HAP payment statement which will accompany each check and ensure that all payments are made in an accurate and timely manner. In accordance

with the executed Housing Voucher Contract, HAP payments are issued and mailed to owner participants no later than the 5th day of each month.

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

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

J. ANNUAL/INTERIM REVIEWS AND ONGOING ASSISTANCE TO PARTICIPANT HOUSEHOLDS

1. Annual & Interim Recertification

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

Annual recertification is used to determine a family's continued eligibility for housing assistance and is based on the tenant family's annual anniversary date of program enrollment. Interim recertifications are conducted, when necessary, to reflect significant changes in household composition, income, assets, and allowances that occur prior to an annual recertification. Should a Section 8-assisted family move in the middle of a lease term, the new lease/contract date represents the family's new annual recertification date.

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

Participant families will be notified, in writing, 90-120 days prior to their annual anniversary date of the need for an annual recertification. During this process, all family income, assets, composition and allowances/deductions will be reevaluated and updated, as necessary, to determine if any changes should be made to the family's portion of the rent. Only bona-fide third-party documentation will be accepted as verification of all income, assets, family composition and eligible allowances. An annual

HUD housing quality standards inspection of the Section 8-assisted unit will also be performed as part of the annual review process.

Section 8 participant families must cooperate fully in the recertification process. This includes timely response to interview letters and scheduling of appointments, full disclosure of all family, income and assets information and cooperation in the annual HUD HQS inspection process.

Additionally, Section 8 owner participants must also cooperate in a timely manner with regards to the annual recertification process. For owners who have executed a year-to-year lease with the Section 8-assisted tenant family, the owner must produce a new lease at least sixty (60) days prior to the family's annual recertification date and indicate any increases in rent at the time the new lease is presented to PJCDA.

Should a family fail to respond, unduly delay the process and/or refuse to provide all relevant information for continued eligibility, PJCDA reserves the right to terminate the family's housing assistance, with thirty (30) days advance written notice.

2. Family Break-Ups, Split Households & Other Changes in Family Composition

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

- a. Families with minor dependent children will receive priority and the Section 8 Housing Choice Voucher will be retained by the parent or guardian granted custodial rights
- b. Elderly, disabled, handicapped or family members with an illness will also be given special consideration in the PHA's decision
- c. Family members forced to flee their unit due to actual or threatened domestic violence or abuse will retain the family's Section 8 Housing Choice Voucher and be given assistance in the search for a new rental unit
- d. Where a family member is reported as having moved from the Section 8-assisted unit, proof of the family member's new residence, i.e., copy of utility bill, lease, telephone bill, etc., will be the only acceptable means of verification.

In the case where a disposition of property and/or custody is determined by a court action, e.g., divorce or legal separation, PJCDA will abide by the court's decision as stipulated in the judicial decree and comply with a court Order of Protection on behalf of family victims of domestic violence. Furthermore, PJCDA will adhere to the provisions of the Violence against Women Act (VAWA) and the companion Justice Department Reauthorization Act of 2005, including the submission of HUD Form 50066, to ensure that housing assistance will continue for the benefit of the protected family members

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

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

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

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

K. **RENT ADJUSTMENTS**

Owners may request increases in the contract rent on an annual basis. Since Applicable Payment Standards may not necessarily increase to absorb the additional rent requested, owner participants must discuss and negotiate the proposed rent increase with the tenant family direct to assure it is within their affordability range. Tenant families must be provided a minimum 60-day advance written notice of all rent increases, with a copy furnished to PJCDA. This also includes Section 8 owners who execute a new lease at the time of recertification. PJCDA and the tenant family must be provided with the new lease, indicating the new contract rent, no later than sixty (60) days prior to the annual recertification date. Where possible, rent increases should coincide with the tenant's annual recertification date.

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

L. **REVIEW OF HOUSING VOUCHER PAYMENT STANDARDS**

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

1. **Applicable Payment Standard Schedules**

PJCDA has established an Applicable Payment Standard scheduled according to the PHA's jurisdiction, e.g., Orange County Fair Market Rent (FMR) are - Newburgh PMSA.

Payment Standard amounts are adopted for each unit size based on the number of bedrooms applicable to the family including: (a) 0-bedroom; (b) one-bedroom; (c) two-bedroom, (d) three bedroom; (e) four-bedroom; and (f) Five + bedrooms.

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

2. Reviews and Changes to Applicable Payment Standards

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

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

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

M. TERMINATIONS

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

Termination of tenancy by an owner may only be done in accordance with the terms and conditions of the Housing Voucher Contract and HUD Lease Addendum that governs the family's tenancy. In the case of an eviction, the landlord must initiate a court action in accordance with New York State Real Property Law to remove the family from the leased premises.

PJCDA maintains a policy of "zero" tolerance for fraud and program abuse committed by a Section 8-assisted family and documented instances will cause immediate termination of a family Section 8 assistance. For participant households terminated due to program abuse and/or fraudulent action committed during the course of tenancy and program participation, Section 8 staff must document the termination and maintain records for program purposes. In these instances, families are advised, in writing, of the reasons for termination and afforded the opportunity to appeal the PHA decision and be granted an Informal Hearing. Further, owners are also notified, in writing, of the date of termination and issuance of the final housing assistance payment.

In the instances when a family is terminated due to program fraud or abuse, their record will be shared amongst other PHAs through a database and/or reciprocal agreements (oral and written) with other participating PHA jurisdictions.

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

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

N. REIMBURSEMENT FOR PHA OVERPAYMENTS

PJCDA maintains a strict policy of reimbursement for any overpayment of housing assistance payments made on behalf of a Section 8-assisted family. Should a family fail to report income, assets or change in household composition that resulted in a reduced housing assistance payment, the amount of overpayment must be reimbursed to PJCDA in order to remain eligible for continued Section 8 assistance. The family must enter into an Agreement for the Reimbursement of Section 8 Funds for the repayment of funds and this agreement will be enforced throughout the family tenancy until all overpaid funds have been sufficiently reimbursed to PJCDA. Failure to honor the agreement will cause immediate termination of the family's Section 8 assistance.

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

O. FAMILY MOVES AND PORTABILITY

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

PJCDA reserves the right to restrict family moves to no more than one (1) for each 12-month lease period. PJCDA may allow a move prior to the lease renewal due to extenuating circumstances, i.e., medical reasons, domestic violence, or other circumstance beyond the tenant family's ability to control or prevent. All amounts due and owing a landlord must be fully paid prior to a tenant family moving to a new unit while receiving Section 8 assistance. PJCDA reserves the right to deny a new contract/lease unless all outstanding tenant rent is paid to the family's current landlord.

1. Family Moves within PJCDA Jurisdiction

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

2. Portability Outside PJCDA Jurisdiction

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

- a. the Section 8 family must select a jurisdiction that operates a tenant-based program
- b. should the Section 8 family reside outside the PJCDA jurisdiction at the time of application, they must be under lease for a minimum 12-month period prior to approving a request for portability outside the City of Port Jervis
- c. if the Section 8 family is a resident of the City of Port Jervis at the time they are contacted for enrollment, the 12-month lease requirement is waived and the family may exercise their option of portability to any other jurisdiction. However, to be admitted to another PHA's program, the family must qualify under the HUD income guidelines applicable to the receiving PHA's jurisdiction.
- d. the housing unit selected in the other PHA jurisdiction must represent permanent housing, i.e., temporary housing such as motels, hotels, or homeless shelters, will not be considered as meeting the test of domicile for the purposes of portability;
- e. the Section 8 family can be absorbed in the receiving PHA's program whereby PJCDA will retain its Housing Choice Voucher for reissue to another eligible family on its waiting list;
- f. the Section 8 family can move to a jurisdiction that declines to absorb the PJCDA family. In these instances, the receiving PHA will assist the family and administer the PJCDA's (initial PHA) Housing Choice Voucher on behalf of the family. The receiving PHA will bill PJCDA for its applicable HAP payment and 80% of the

PJCDA administrative fee. The initial PHA (PJCDA) will retain 20% of its applicable administrative fee.

- g. Should the tenant family move to a jurisdiction that does not absorb them, the receiving PHA cannot bill for more than the PJCDA's Applicable Payment Standard. Should the Applicable Payment Standard for the receiving PHA be greater, PJCDA reserves the right to deny the portability move.

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

P. COMPLAINTS AND APPEALS

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

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

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

A Hearing Officer will preside over the Informal Hearing. The Officer will not be a member of PJCDA staff and will not have been involved in the initial decision and/or finding rendered by PJCDA. The Hearing Officer or Arbitrator will render a decision, taking into account:

- all documentation contained in the tenant family's file;
- testimony of the Section 8 family;
- applicable HUD program regulations; and
- PJCDA Administrative Plan policies.

A written confirmation of the decision will be provided to the family within thirty (30) days following the date of the Informal Hearing. The decision handed down following the Informal Hearing will be the final decision in the case.

Q. MONITOR AND ASSESS PROGRAM PERFORMANCE

Section 8 staff continually monitor the number of applications received, Housing Choice Vouchers issued and Housing Choice Voucher contracts executed on behalf of participant households. Internal logs and records are maintained for program tracking purposes and program performance is reported to the HUD Public Housing Division through the MTCS and SEMAP reporting systems. A computer database and digital records are also facilitated by PJCDA to reinforce the accurate and efficient administration of the Section 8 program and delivery of program services. Should the mix and/or number of applications be inadequate, PJCDA's outreach program is adjusted. Further, should participant families experience difficulties in locating suitable housing, appropriate measures are taken to improve program lease up, i.e., intensify owner outreach to identify additional rental units and contact with area Realtors regarding unadvertised listings for vacant units. Since the City of Port Jervis is experiencing a severe rental housing shortage, available units are limited.

PJCDA takes advantage of formal training sessions to keep abreast of changes in HUD program regulations and policies. Furthermore, all relevant documentation used for program administration is reviewed for current data and information. As such, PJCDA will review the contents of its Comprehensive Administrative Plan, on an annual basis, to ensure that the policies and procedures contained herein, are current, accurate and in strict compliance with all HUD regulations.

R. FAIR HOUSING & EQUAL OPPORTUNITY

The City of Port Jervis conducts its business and administers all local, state and federally-assisted programs in strict accordance with Federal Fair Housing Law and Equal Housing Opportunity for the benefit of all Port Jervis citizens. On April 25, 1988, the City re-adopted its Fair Housing Plan, approved by City Common Council, to ensure the long-term objective of allowing any person in the City to obtain the housing of their choice within his/her economic means regardless of race, color, religion, sex, national origin, marital or familial status or physical handicap. A copy of the City's Fair Housing Plan is included in the PHA 5-Year/Annual Plan under **Exhibit C**.

The short-term objective of the Plan represent an ongoing educational and referral process among the City's housing providers to achieve the long term goals of increased housing choice and opportunity for all City residents, with special assistance provided to Low and Moderate Income residents, minority families and disabled/handicapped residents who represent the most vulnerable citizens in the City's housing market. In addition to the City's Fair Housing Plan, PJCDA has also adopted a Fair Housing & Equal Opportunity (FHEO) Plan, (**Exhibit D of the PHA 5-Year/Annual Plan**), revised July 12, 2006, to ensure the fair treatment of all family participants in the City's Section 8 housing program.

The City has appointed the PJCDA Director as the Fair Housing Officer responsible for enforcement of the provisions of the City's Fair Housing Plan and PJCDA's Fair Housing & Equal Opportunity Plan. These provisions include outreach to the City's Low/Mod and

minority community, liaison with local lenders and Realtors, and resolution of fair housing complaints as filed with PJCDA on behalf of families and persons who experience actual or threatened discrimination due to unfair housing practices.

S. OUTSTANDING HOUSING PERFORMANCE

The City of Port Jervis continues to maintain a record of high housing performance with a solid commitment to our low and moderate income residents, minority families and disabled/handicapped residents of the community. In accordance with the City's Fair Housing & Equal Opportunity Plans, the City targets its programs, services and activities to expand housing choice among tenants, homeowners and first-time homebuyers through the promotion of fair housing practices for the benefit of all citizens, with priority afforded to Low/Mod and minority families who are the most likely group to experience exclusion in the private housing market.

1. Economic Integration of Assisted Housing for Low and Moderate Income Residents

Based on the 2000 U.S. Census Data, the percent of Low and Moderate Income (LMI) population for the City of Port Jervis is **64.3%**, with **17.5%** persons and **14.2%** families living below the U.S. Poverty Level in 1999. The City's subsidized housing sites are dispersed among the three (3) census tracts of the City. The Port Jervis Public Housing Authority has two (2) sites including: (a) fifty (50) units at Hillside Terrace located in Tract 22; and (b) twenty-five (25) family units at Minisink Park in Census Tract 23. Located on the outskirts of the City's Central Business District (CBD) in Census Tract 22, is Machackemach Village with fifty (50) units of subsidized housing (Section 8 New Construction) for seniors, disabled and handicapped persons. Port Jervis Townhouses, a FmHA 515-subsidized townhouse complex, provides forty (40) rental housing units for Low and Moderate income families in Census Tract 21, adjacent to privately-owned, market-rate garden apartments. With the assistance of FY2000 Small Cities CDBG funding, Water's Edge Senior Campus was constructed providing an additional 160 units of affordable senior housing located at the conjoining of Census Tracts 22 and 23 in the southern end of the City's commercial district.

Of the City's **220** leased, Section 8-assisted units, **53 (24%)** are located in Census Tract 21, **143 (65%)** are in Census Tract 22 and **19 (9%)** are in Census Tract 23, mirroring the overall population breakdowns for each Census Tract. This equitable distribution of Section 8 residency within the City clearly evidences our ability to promote housing choice and economic integration of the City's Very Low Income families.

2. Deconcentration of Assisted Housing for Minority Residents

The 2000 U.S. Census also reports a **14.2%** minority population in the City of Port Jervis. Minority residents are also dispersed among all three (3) of the City's Census Tracts, in close proportion to the total minority population for the City at-large, i.e., **16.1%** in Census Tract 21, **22.2%** in Census Tract 22 and **13.4%** in Tract 23, as well as non-minority populations for each Census Tract. Of important note is the higher than average percent of minority families residing in Census Tract 21, which has the lowest percentage of Low and Moderate income residents. Minority residents receiving Section 8 assistance account for **12%** of the City's total program participants.

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

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

Of the 220 leased families participating in the Section 8 Housing Choice Voucher program, **136 or approximately 62%** represent disabled/handicapped households.

III. **SPECIAL PURPOSES FUNDING**

A. **SECTION 8 FUNDING**

Since inception of the City's Section 8 Program in 1979, PJCDA has successfully secured funding for a total of 327 units to assist Very Low Income families living in the City of Port Jervis. However, due to substantial budget cutbacks, PJCDA has been unable to maintain 100% lease up of the 327 units. As a result, PJCDA will maximize its funding sources when it achieves 230 leased units.

During FY1998, PJCDA received an allocation of fifteen (15) Section 8 Certificates (later converted to Housing Choice Vouchers) dedicated to Very Low Income persons with disabilities. This special purposes funding has allow PJCDA to target needed housing assistance for the City's disabled, handicapped and frail elderly persons who experience greater hardships in the private rental housing marketplace. Rent subsidies will expand housing choice for these individuals and enable persons with disabilities to secure safe, decent and sanitary housing at affordable rents.

As an integral part of the City's Section 8 Housing Choice Voucher Program, PJCDA also administers a Family Self-Sufficiency (FS-S) Program of forty (40) units. This program helps to empower Very Low Income families to access other critical services including job training, education, child care, transportation, affordable health care, family counseling, parenting skills and gainful employment. Administered by PJCDA, the City's FS-S Program assists Very Low Income families to achieve stability and financial independence through a combination of housing assistance and support services.

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

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

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

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

IV. PROGRAM STAFFING AND ADMINISTRATION

A. SECTION 8 PROGRAM STAFFING & JOB RESPONSIBILITIES

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

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

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

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

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

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

Coordinator also performs case management duties and functions under the Section 8 Housing Choice Voucher Program.

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

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

B. PROGRAM ADMINISTRATION

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

- a. staff salaries and benefits;
- b. equipment and maintenance;
- c. sundries (office supplies, postage, etc.);
- d. accounting and audit costs;
- e. legal expenses;
- f. other housing program costs in support of the Section 8 Program including related housing activities and support services.

All program administrative expenses must be pre-approved by the PJCDA Director. Further, any single purpose/item expense which exceeds \$100.00 must receive prior approval by the PJCDA Board of Directors.

C. PJCDA BOARD OF DIRECTORS, AGENCY POLICIES & PROGRAM OVERSIGHT

PJCDA is governed by a 7-member Board of Directors, appointed by the City Mayor, who volunteer their time and service to the Agency. The PJCDA Board of Directors directs policy, approves budgets and expenses, and is responsible for Section 8 Program oversight including fiscal management, policy decisions, adherence to HUD regulations, and technical guidance to the PJCDA Director and Agency staff.

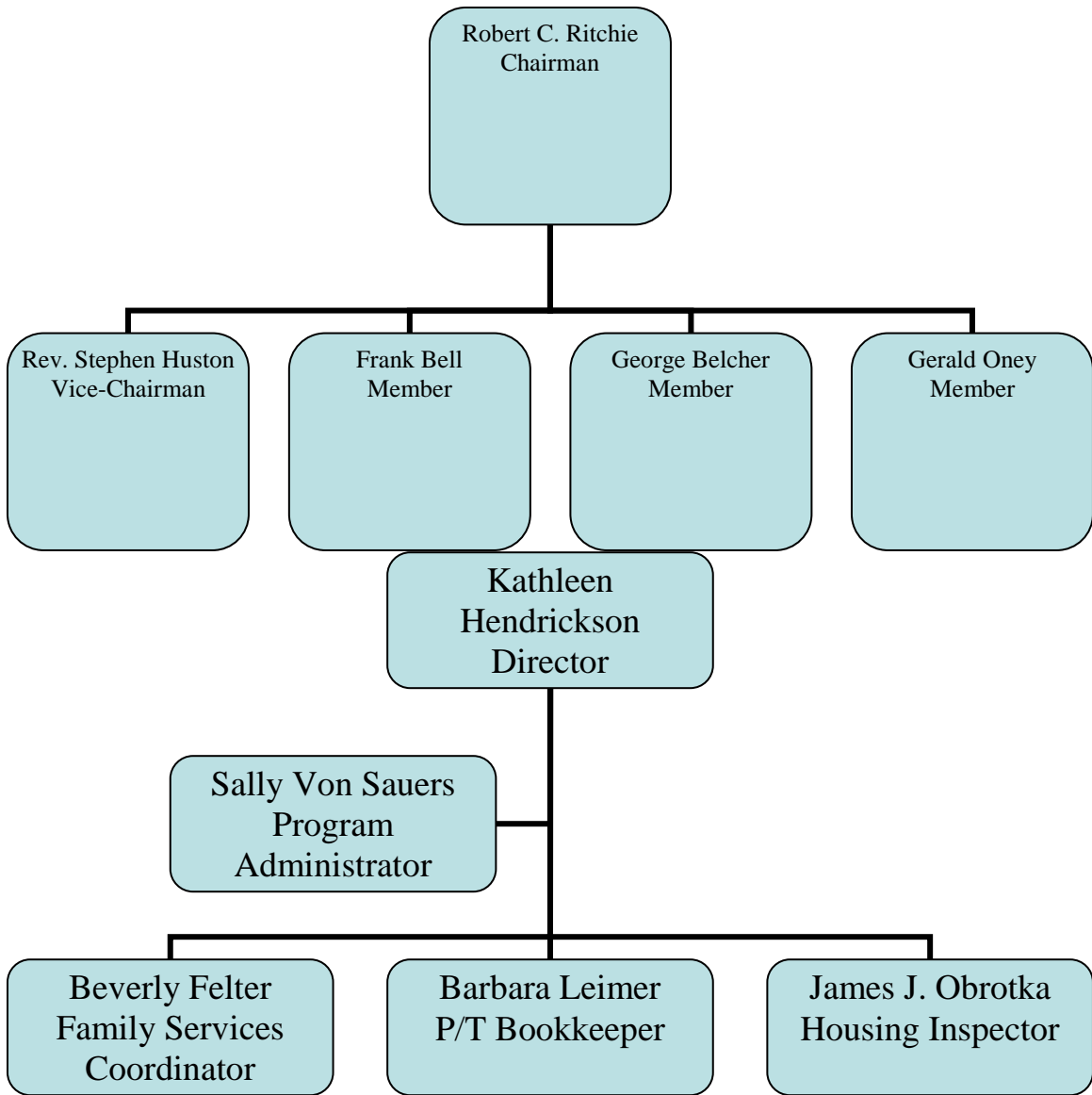
Each calendar year, the PJCDA Director prepares an annual Administrative Budget for the Section 8 Housing Program which runs concurrent with the federal fiscal year of the Program, e.g., October 1 to September 30th. The Budget is reviewed and approved by

the PJCDA Board of Directors and periodically reviewed by the PJCDA Director to track administrative fees earned and expenses incurred to ensure all program expenditures are within budget limitations.

Administrative fees earned in excess of program expenditures during any given fiscal year of the PJCDA is credited to the Operating Reserve Account in accordance with HUD program regulations. This account is monitored and updated annually by the PJCDA accountant, following preparation of the Year-End Financial Statements.

Operating Reserve funds may be expended for eligible Section 8 Program costs and PJCDA housing purposes, only after all current fiscal year administrative fees have been exhausted. Further, the PJCDA Board of Directors must grant written prior approval for any monies to be expended from the Operating Reserve Account.

In accordance with the provision of the Single Audit Act, the Section 8 Program is audited on an annual basis by an independent accounting firm selected by the City of Port Jervis in accordance with federal procurement requirements. A comprehensive audit report is prepared and submitted to the U.S. Department of Housing and Urban Development, citing any audit findings or concerns. PJCDA must respond in a timely manner to any and all audit findings and remedial actions must be taken and documented to HUD, as appropriate.



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

CITY OF PORT JERVIS

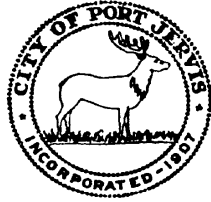
ORANGE COUNTY, NEW YORK



COMMUNITY DEVELOPMENT STRATEGIC PLAN

ADOPTED APRIL 13, 2009

Acknowledgments



City Officials

Gary W. Lopriore, Mayor
Richard K. Roberts, Councilman - At - Large
Kevin P. Cunningham, Councilman 1st Ward
Regis Foster, Councilman 1st Ward
George A. Belcher, Councilman 2nd Ward
Robert C. Ritchie, Councilman 2nd Ward
Henry Dunn, Councilman 3rd Ward
Dean Aumick, Councilman 3rd Ward
Russell Potter, Councilman 4th Ward
Damian J. Brady, Councilman 4th Ward

Planning Advisory Committee

Mr. John Bell, Port Jervis School District
Ms. Clare Brady, Bon Secours Community Hospital & Bon Secours Foundation
Mr. Charles Darden, Executive Director, Regional Economic Community Action Program (RECAP)
Mr. Kelly Decker, Port Jervis Police DARE
Ms. Linda Drew, Executive Director, Port Jervis Housing Authority
Ms. Barbara Dwyer-Anderson, Director of Social Work, Bon Secours Community Hospital
Mr. John Faggione, Port Jervis Recreation Department
Ms. Colleen Formisano, Orange County Dept. of Health
Ms. Bobbie Ginton, Hawks Nest Realty
The Reverend Steve Huston, Former Chairperson, Port Jervis Community Development Agency
The Reverend, Patt Kauffman, Chairperson, St. Peter's Church
Mr. Gary Linton, Executive Director, Tri-State Chamber of Commerce
Ms. Kathy Shortell, Port Jervis Senior Dining
Ms. Susan Westfall, RECAP

Port Jervis Community Development Agency Staff

Ms. Kathy Hendrickson, Executive Director, Port Jervis Community Development Agency
Ms. Sally von Sauers, Program Administrator, Port Jervis Community Development Agency

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County of Orange & Orange County Planning Department*

Consultant



4 Computer Drive West • Albany, New York 12205
www.labergegroup.com

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Introduction

Why is This Plan Being Prepared?

The City of Port Jervis, despite its economic challenges, has been and continues to be the business and cultural hub of the Tri-State Region. Many Port Jervis residents, particularly those in Low and Moderate Income households, rely heavily on local jobs and services to sustain their families. The City's geographic location isolates it from the majority of Orange County's population, employment and service centers. As a result of this, in order to ensure residents' quality of life, Port Jervis finds itself responsible for both fostering a healthy local economy and for promoting convenient and ready access to services such as education, healthcare, daycare, and other vital social services.

Being able to meet these needs has proven a challenge for the City. In an effort to open a dialogue regarding the very serious issues facing the community, the City's Community Development Agency and representatives of the Port Jervis School District organized a roundtable discussion of the City's primary service providers. The meeting was well attended by a cross-section of community-based organizations including members of the Port Jervis School Board and teachers and administrators of the Port Jervis Central School District. Other agencies included the Regional Economic Community Action Program (administrators of the Head Start program), the Orange County Department of Health, Kolmar Laboratories (the City's major employer) and representatives of the local chapter of Easter Seals, an organization that administers the Project Discovery program for developmentally-challenged children.

One of the primary concerns echoed by this early group was the lack of information regarding the nature and scope of needs in the community and the absence of a collective, cohesive network of serving not only to deliver services, but also to ensure that they are provided where they are most needed. The group consensus was to initiate a full-scale, community needs assessment and develop an action plan that would identify strategies and set goals for a comprehensive, community-wide approach to the delivery of vital services to local residents.

In response to the findings of this early focus group, the City of Port Jervis, at the direction of the Port Jervis Community Development Agency (PJCD), submitted a grant application to the New York State Office of Community Renewal (formerly GOSC). OCR is the entity responsible in NYS for allocating Federal Community Development Block Grant (CDBG) funds. Through its CDBG distributions, OSR provides communities with assistance in undertaking projects that address the service needs of the poor and positively affect public health, safety, and welfare. Successful in its grant application, the City began working on the Community Development Needs Assessment and Strategic Plan in the fall of 2007.

The success of the City's service delivery system, and this Community Development Strategic Plan, is very much dependent upon the ability of the City and its service providers to cover all aspects of community development needs. These wide-ranging needs include education, childcare, health care, nutrition services (WIC, Food Stamps), parenting skills and education, entitlement benefits (Social Security, Unemployment Insurance, Disability, Medicaid, Medicare) as well as other critical services provided by the Orange County departments of Social Services and Mental Health.

This Strategic Plan was developed as a tool to help preserve existing resources, identify new opportunities, and capitalize on the success of past programs and services. Through the collaborative creation of a solid and sound plan, the City of Port Jervis and its partners can empower community-based organizations and service providers to expand and target their resources effectively, ensuring that all residents have access to the services they need, regardless of their economic status in life.

The major intended outcome of this planning effort is to establish a better, stronger network of service providers. While funding resources are limited, the focus of the planning effort is to identify how existing resources may be better allocated and/or pooled for a bigger impact.

The major areas examined through this planning effort were:

1. Through surveys, discussions, and analysis of previously completed studies, an attempt was made to develop *an accurate assessment of the level, nature, and scope of need in Port Jervis*, both now and in the future; and
2. Through stakeholder questionnaires an attempt was made to identify *opportunities for collaboration between the City and service providers* to allow for a more cohesive and comprehensive approach to providing services.

Planning Process

To spearhead this effort, the Mayor of Port Jervis, Gary W. Lopriore, in collaboration with the PJCDA, invited fifteen individuals representing a spectrum of government, commercial, institutional, and educational interests to sit on a Planning Advisory Committee. Reverend Steve Huston of the Port Jervis First Presbyterian Church was appointed the committee chair. Meeting regularly since the Fall of 2007, the PAC has been intrinsically involved in both the evolution of the planning process and the tools created to solicit input from the public.

PAC members include representatives from the following organizations and agencies:

- Port Jervis School District
- Bon Secours Community Hospital & Bon Secours Foundation
- Regional Economic Community Action Program (RECAP)
- Port Jervis Police DARE
- Port Jervis Housing Authority
- Port Jervis Recreation Department
- Orange County Dept. of Health
- Hawks Nest Realty (Kiwanis)
- Port Jervis Community Development Agency
- Tri-State Chamber of Commerce
- Port Jervis Senior Dining

To ascertain the level, nature, and scope of social service and other financial and/or programmatic need in Port Jervis, several public outreach tools were used. First, a *Public Survey* was developed, distributed, and made available through the City's website. This Survey targeted adults and attempted to determine the most significant issues affecting residents' ability to provide for themselves and their families.

Second, at the suggestion of several Planning Advisory Committee members closely involved in working with the City's young people, a *Youth Survey* was developed. Similar to the adult survey, this questionnaire attempted to determine the most significant issues affecting young people. This survey was also distributed and made available through the City's website.

An *Open House Information Session* was held at the City Council Chambers on Wednesday, March 26, 2008. Through this workshop, members of the community were invited to attend and offer their thoughts about human needs in the City.

Finally, to identify opportunities whereby the City of Port Jervis and its service providers could collaborate, allowing for a more cohesive and comprehensive approach to service provision, a *Service Provider Survey* was developed and distributed.

Following discussion with the Planning Advisory Committee a series of strategies and actions were developed to prioritize implementation efforts. Once the Draft Plan is finalized by the Planning Advisory Committee, a public hearing on the Plan for review and comment by the public will be held.

Plan Objectives

The intent behind this strategic planning process was to provide a foundation and framework for the City to: not only serve its current residents, but also, more importantly, to prepare for future residents.

The Community Needs Assessment component was conducted to define the extent of needs in the community and examine the root causes of negative trends that have spanned generations. The focus of the Strategic Plan component is to focus on the plight of Low/Moderate income persons and families who are "slipping through the cracks" of a fractured, fragmented service delivery system.

Mission Statement

To best assist the Planning Advisory Committee members maintain a clear focus of the objectives at hand a mission statement was drafted. At its core, a "Mission Statement" describes an organization's statement of purpose, explaining why the organization exists or why it was created. Based on the grant application submitted to GOSC, this mission statement was tailored by Planning Advisory Committee members to best reflect their intended goals related to the plan.

The mission statement at the core of this planning process is as follows:

The Planning Advisory Committee's identified mission was to guide the community planning process to ensure that both the process and the final result—The Community Development Needs Assessment & Strategic Plan—meet its goals. The primary goal of the process is to make the City of Port Jervis a stronger, healthier community. To this end, the PAC's objectives include the following:

- *Present a comprehensive overview of all aspects of community development needs including parenting skills, education, and childcare, healthcare and nutrition services, and entitlement benefits and other critical services.*
- *Provide targeted solutions aimed at addressing the needs of Low/Mod persons and families currently “slipping through the cracks” of a fractured, fragmented service delivery system.*
- *Identify opportunities for collaboration among service providers. Identifying possible mechanisms whereby the City’s service providers can work together may lead to economies of scale and allow for the provision of expanded services.*
- *Establish a solid communication network between municipal agencies and community service providers so that service providers can more effectively target—and potentially expand—their resources.*
- *Identify potential tools that can be used to periodically monitor progress and update the needs assessment.*
- *Provide a forum for the City and its partners research possibilities, conduct outreach, and identify short-term and long-term solutions to its community needs that can be accomplished with Community Development Block Grant funds and/or leveraged with other public/private investment.*

Community Profile

Location

The City of Port Jervis, New York, is uniquely situated at the junction of three states—New York, New Jersey, and Pennsylvania, and at the confluence of two rivers—the Delaware River and the Neversink River. Located in the southwestern corner of Orange County, the 2.5 square mile municipality is encircled on three sides by the rural Town of Deer Park and is nestled in the valley of the Northern Appalachian Mountains (at the Shawangunk Ridge). As the first site on the Delaware River suitable for urbanization, the City was historically established to serve as the core to a larger community and trading area, known as the “Tri-State Community.” As much of the surrounding area remains rural, the Port Jervis continues to fill this role.

Historical Background

Incorporated as a village in 1853, Port Jervis took its name from John B. Jervis, chief engineer of the Delaware and Hudson Canal. The 108-mile canal, connecting the hills of Pennsylvania to Kingston, New York, was the region’s major transportation resource. Created to transport anthracite coal from Pennsylvania to New York City, the relatively easy Delaware River valley construction determined the canal’s route and Port Jervis’s future as a transportation hub. Port Jervis, one of the most important stops along the canal route, was quickly built up with stores, hotels, theaters, and housing to accommodate the expanding population and travelers. Port Jervis’s waterfront served as a regional port for the surrounding region, as bluestone, cement, and lumber were all brought to the village for shipping.

Although the mid-1800s construction of the New York and Erie Railroad made the canal obsolete, with twenty-two daily express trains to New York City and other points west, the village of Port Jervis retained its position as a major transportation hub. Locating its Delaware Division’s headquarters and shops in Port Jervis, the Erie Railroad became the region’s chief employer, providing 2,500 repair and car shop jobs. The frequent rail service spurred other employment opportunities as well. As milk cans could now be transported to New York City on a daily basis, the railroad facilitated the growth of Port Jervis’s local commercial dairy industry. In 1868, the Monticello and Port Jervis Railroad Company began transporting seasonal vacationers to the scenic area.

By 1907, Port Jervis had grown large enough to become incorporated as a city. With the consolidation of the railroad shops and rail yards at other points along the line in the late 1940s, the City began to experience a downturn. The subsequent construction of the interstate highway system and increased automobile use in the mid 20th century has further rendered Port Jervis’s major economic function, as rail center, obsolete. The City experienced an economic upturn in the late 1960s, as manufacturing expanded, gradually replacing the rail industry as the City’s economic base. Downtown Port Jervis peaked during the 1970s and early 1980s, attracting major retailers such as Sears, K-Mart, and J. C. Penney. Most residents’ retail needs could be met at local supermarkets and grocers (including A&P, Grand Union, and Great American Supermarket).

During the late 20th century, Downtown Port Jervis declined, as did many of the nation's cities, as malls, outlets and big box stores began to attract customers. By the late 1990s, the City had lost all its major anchors, sparking the further decline and exodus of many of the small, independent retail shops. More recently, through the use of both public and private funds, the City has attempted to promote redevelopment of the downtown and new economic opportunities for local residents

Physical Description

More than just providing a scenic backdrop, the natural resources surrounding Port Jervis historically influenced the City's development pattern and today they continue to define the City's character. Located in the Delaware River Basin, the City lies in a valley formed by the Delaware River as it joins the Neversink River. Regarded as the City's most dominant natural feature, the Delaware River has, throughout history, shaped the land and the development of the City and the surrounding region. Delaware River crossings exist via the US Route 6/US Route 209 bridge, which connects Pike Street to Pike County, Pennsylvania and Interstate 84—located slightly south of Port Jervis. The East Main Street Bridge provides the only Neversink River crossing, providing residents of the Maple Avenue (County Route 16/80) area with access to downtown.

As part of the Appalachian Plateaus, the surrounding area has a varied topography—with heights reaching elevations of 900' above sea level—and is characterized by sparsely populated forested areas. Situated not only at the crossroads of three states, Port Jervis is also located at the junction of three mountain ranges within those states: Pennsylvania's Poconos, New York's Catskills, and New Jersey's Shawangunk-Kittatinny Range. The City's Elkes-Bronx Memorial Park, with its hilly, undeveloped terrain, imposes a large presence in the northwest area of the city.

Getting Around (Vehicle Transportation)

As part of its public infrastructure, Port Jervis has nearly 37 miles of roads and streets, all maintained by the City's Department of Public Works. NYS Route 97/42 is the major access road from the northwest; from the northeast, Kingston Avenue (U.S. Route 209) provides access; and, from the south, U.S. Route 6 provides access. Interstate 84 runs parallel to U.S. Route 6 south of the federal highway, with the nearest interchange located slightly southeast of Port Jervis in the Town of Deer Park. Neversink Drive/North Maple Avenue (County Route 80) also provides access from the northeast, while South Maple Avenue (County Route 16) provides access from the southwest (Pennsylvania).

Getting Around (Public Transportation)

Public transportation within Port Jervis is comprised of passenger rail service, provided by Metro-North Railroad and local bus service, facilitated by City of Port Jervis Dial-A-Bus and Short Line Coach USA. A description of each follows.

METRO-NORTH RAILROAD

The Metro-North Railroad Port Jervis Line is a single-track commuter rail line running from Hoboken, New Jersey southwest to Port Jervis. NJ Transit provides service to both the New Jersey stops and the New York stops (through a working agreement with Metro-North Railroad. At Suffern (in Rockland

County) the line continues south into New Jersey along NJ Transit's Main Line. The 95-mile Port Jervis rail line connects the city to various points west, New Jersey, and New York City. In 70 minutes, riders can be in New Jersey's Hoboken terminal. In 75 minutes, they can be in midtown Manhattan.

Twelve (12) New York-bound and 13 Port Jervis-bound trains operate along the Port Jervis line on weekdays, and seven trains run in each direction on weekends. The trains are programmed to accommodate Port Jervis residents that work in New York with the majority of the New York-bound trains (7) running roughly every 30 minutes between 4:30 am and 7:30 am and the majority of the Port Jervis-bound trains (7) operating between 4:00 pm and 7:00 pm. The schedule and infrequency of the trains makes it difficult for anyone not traveling during the peak periods. The Port Jervis Train Station, located on MacArthur Circle, is not accessible to those with disabilities. In addition to Port Jervis, other Orange County stops along the line include Middletown, Harriman, and Tuxedo.

DIAL-A-BUS

The locally operated bus service, Dial-A-Bus, is affiliated with the Orange County Public Transportation System and is scheduled and maintained by the City's Department of Public Works. The Dial-A-Bus service encompasses all points within the City and extends approximately 3 miles into the local Town of Deer Park.

SHORT LINE BUS COMPANY

The Short Line Bus Company provides commuter service via six scheduled buses each way between New York City and Port Jervis during the week and three each way services provided on weekends. Short Line's Orange County bus route provides Port Jervis with direct daily access to and from Middletown, Monroe, Tuxedo, Sloatsburg, and Ridgewood, New Jersey. The bus also has designated stops at the Mid-Hudson Hospital in Goshen and Woodbury Common in Woodbury. However, it should be noted that the actual number of trips per day is limited. For example, service to Mid-Hudson Hospital is provided once daily with a 3:15 pm departure, arriving at the hospital slightly before 4:00 pm. Port Jervis's bus stop is located at the C.L. Convenience/Sunoco station on NYS Route 6.

Getting Around (Walking & Cycling)

As has been noted in previous studies conducted for the City, past infrastructure projects in Port Jervis have focused principally on improving vehicle travel through the City, not on improving the conditions for pedestrians. As a result, most of the downtown corridor is not compliant with the Americans with Disabilities Act (ADA). In addition, the sidewalks have been noted for their uneven conditions and pedestrian crosswalks for their faded striping. The only pedestrian connection linking downtown to the south side of the railroad tracks is a stairway provided on MacArthur Circle, which is not ADA compliant.

There are no dedicated bicycle accommodations within the City of Port Jervis and the City's roads are often too narrow to permit safe bicycle access. The City does, however, have several shared use trails (pedestrian and cyclist), including the 5-mile Delaware River Heritage Trail and the Orange Heritage Trail. However, as segments of these trails coincide with sidewalk segments, they are also often not ADA-compliant. The City is in the process of working on a long-term program to repair its sidewalks and create accessible curb cuts. In addition to non-compliant sidewalks, another hindrance to pedestrians

getting around the City is railroad tracks that divide the city, running parallel to the Delaware River, and isolating discrete sections of the City.

It has been noted in other studies that the “natural barriers of the rivers, and the crowding hills, combined with the rail yard and [rail] lines make access to the core downtown Port Jervis area inefficient and awkward.” These barriers have also been identified as both a physical and/or psychological deterrent, hindering Port Jervis residents from seeking the assistance and services they need.

Employment Trends and Major Employers

Historically, employment in Port Jervis was rooted to transportation, specifically the railroad industry and related factory work. As new transportation methods and routes were developed (including the interstate highway system), New York’s Tri-State region experienced severe cutbacks in its rail operations. This, in turn, led to a reduction in jobs and prompted the shutdown and/or relocation of many rail-related businesses.

For much of the 20th century, the Erie-Lackawanna railroad and other well-known New York companies such as Horn’s Lumber, Crescent Silverplate, Novelty Slipper and H&M Knitting Mills, employed more than half of the City’s workforce, approximately 5,000 persons. Today, only one major employer remains from this era, namely Gillinder Brothers, Inc., a 150-year old manufacturer of industrial glass.

Subsequent to the decline of the railroad, skilled manufacturing began to replace transportation and unskilled factory work as the City’s new economic stimulus. However, with industrial restructuring occurring nationwide—characterized by outsourcing, global competition, and quickly emerging technologies—local manufacturing jobs have not increased sufficiently to meet the employment needs and skills of local residents. The number of business closings and corporate cutbacks led to a sharp decline in the City’s primary economic base. This is well documented in the 2000 U.S. Census, which indicated a 33% decrease in manufacturing employment in Port Jervis; this figure dropped from 1,052 jobs in 1980 to 791 jobs in 2000.

Despite the nationwide decline in manufacturing, Port Jervis continues to be home to seven (7) small manufacturing companies. However, the City is not immune to the negative growth trends and it struggles to retain its industrial base. In recent years, the decline has sent waves through the local economy with the closing of three manufacturing plants since 2002—Amberfields, Inc., Artwork Reproductions, and Wilder Manufacturing—and significant job layoffs at Kolmar Laboratories and A&W Products.

Table 1: Total Employment by Sector, 1980 - 2000

Industry Sector	1980	1990	2000
Total Employment (Persons 16+)	3,436	3,860	3,793
Agriculture, Forestry, Fisheries & Mining	22	87	26
Construction	161	308	280
Manufacturing	1,052	1,027	791
Transportation, Communications, Utilities & Sanitary Services	289	297	212
Arts, Entertainment, Recreation, Hospitality & Food services	126	246	285
Wholesale & Retail	668	688	658
Finance, Insurance and Real Estate	93	142	159
Health, Education and Social Services	682	672	704
Professional, Scientific, Management & Other Related Services	216	163	196
Public Administration	127	230	296

Source: U.S. Census

As illustrated in Table 1, as of the 2000 Census, manufacturing continued to reign as the City's top industry with health care and education ranking second, primarily due to employment at Bon Secours Community Hospital and the Port Jervis Central School District. Although the industries experienced job losses in recent years, the wholesale and retail sectors still account for the City's third largest employment sector, behind manufacturing (1) and health/education (2).

Private sector growth industries identified in Port Jervis include professional services (finance, insurance and real estate) and arts and entertainment (including recreation, food services and hospitality industries). Between 1980 and 2000, employment for professional trades increased by **70%** and jobs in the arts, entertainment and hospitality fields more than doubled.

Table 2: Businesses and Employees by Sector, 2007

Industrial Sector	Businesses			Employees		
	Port Jervis		Orange County	Port Jervis		Orange County
	Number	Percent	Percent	Number	Percent	Percent
Agriculture & Mining	9	1.7%	2.9%	31	1.0%	0.9%
Construction	41	7.8%	10.6%	237	7.9%	4.3%
Manufacturing	16	3.0%	2.7%	163	5.4%	6.5%
Transportation	10	1.9%	3.2%	80	2.7%	4.2%
Communication	2	0.4%	0.5%	0	0.0%	0.5%
Electric, Gas, Water, Sanitary Services	0	0.0%	0.3%	0	0.0%	0.4%
Wholesale Trade	22	4.2%	4.7%	676	22.4%	4.6%
Retail Trade Summary	121	22.9%	22.3%	624	20.7%	23.1%
Finance, Insurance, Real Estate	40	7.6%	7.1%	139	4.6%	5.5%
Services Summary	214	40.5%	38.3%	646	21.4%	40.5%
Government	43	8.1%	4.6%	420	13.9%	8.9%
Other	10	1.9%	2.7%	0	0.0%	0.5%
Totals	528	100.0%	100.0%	3,016	100.0%	100.0%

Source: Business data provided by InfoUSA, Omaha, NE Copyright 2007, all rights reserved. ESRI forecasts for 2007.

More recent data indicates that trade, both retail and wholesale, play important roles in the local Port Jervis economy. Other large employment sectors within the City include services and government.

Within the retail trade category, the top two retail industries, accounting for 210 and 130 jobs respectively in the City are auto dealers, gas stations, and auto aftermarket and eating and drinking places.

Within the Services sector, Health Services—primarily jobs associated with Bon Secours Community Hospital and the McAuley Center—is the largest subcategory, accounting for 205 local jobs. Education institutions and libraries represent a total of 142 jobs.

Demographic Profile

Highlights: Opportunities & Challenges

- *The City of Port Jervis's population declined from 9,060 in 1990 to 8,860 in 2000.*
 - *In 2000, it was estimated that 568 households, comprising 16.1% of the City's households, were living below the U.S. poverty level.*
 - *The unemployment rate for Port Jervis was 8.8% in January 2007.*
 - *In 1999, 30% of persons 16-19 years of age were not enrolled in school and nearly 20% lacked a high school diploma.*
 - *In 2000, 21.8% of residents travelled outside the State for work.*
 - *2007 projections indicate that the City still retains some of its manufacturing base, with 10.5% of employed residents working in "Production" Overall, 44.3% of City residents hold white-collar jobs, while 23.4% are in services, and 32.3% are blue collar.*
-

This section summarizes a number of trends, including population, age, ethnicity, housing, education, income, currently impacting the City of Port Jervis. This information is culled primarily from the 2000 U.S. Census of Population and Housing. To document trends, some information from the 1990 Census is included as well as other sources.

Population

According to the US Census Bureau, the City of Port Jervis's population declined from 9,060 in 1990 to 8,860 in 2000. This 2.2% decline is in stark contrast to the State's increase of 5.5% and Orange County's 11.0% increase during the same period. This decline corresponds with a diminishing supply of the City's long-time manufacturing employment base. Additionally, while the State overall added residents, much of this growth occurred in specific areas, including New York City and the greater metropolitan area. While Orange County is part of the metro area, much of the County's growth in recent years has occurred in the eastern half (the area within closer proximity to New York City).

Table 3: Population Change, 1990 - 2000

Year	City of Port Jervis		Orange County	New York State
	Number	Change	Change	Change
1990	9,060	-	-	-
2000	8,860	-2.2%	11.0%	5.5%

Source: U.S. Census

Table 4: Summary of Port Jervis Statistics

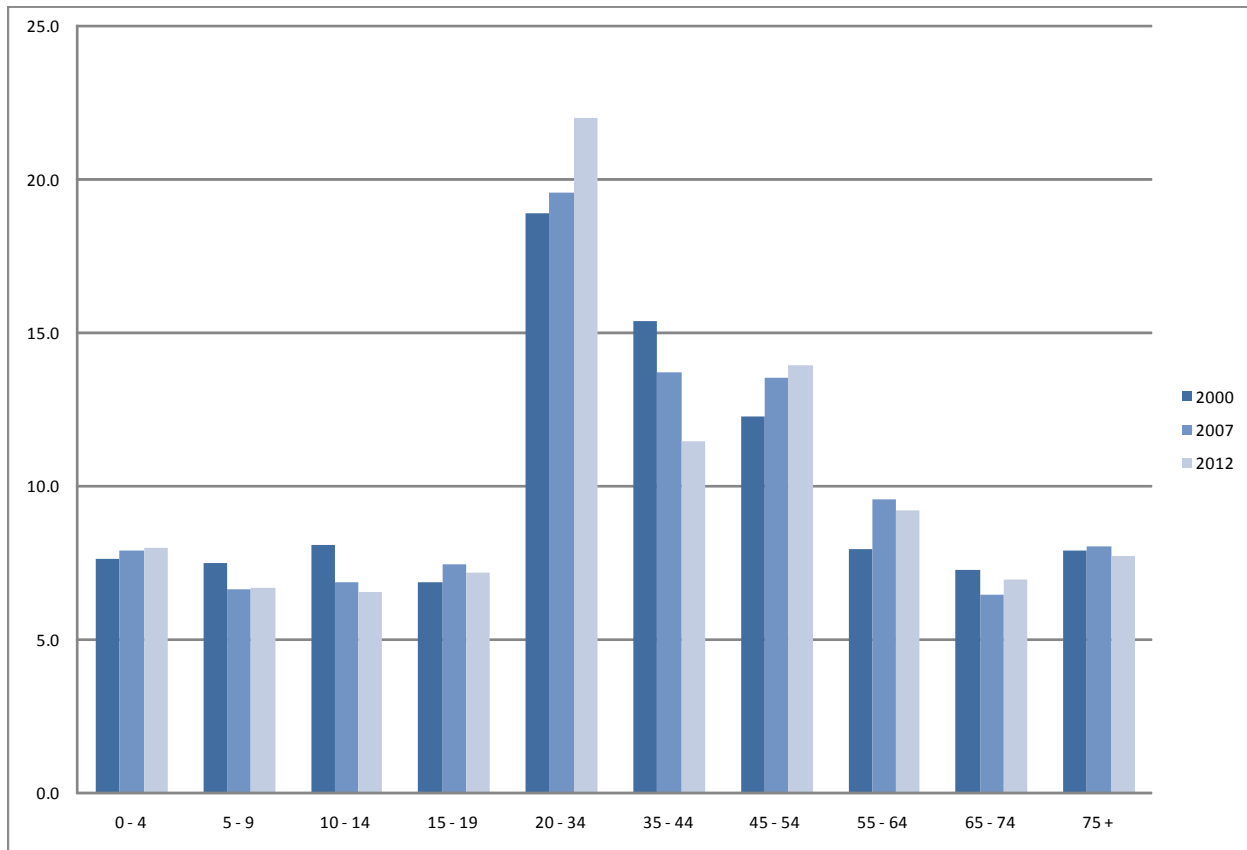
	2000	2007	2012
Population	8,860	9,536	10,021
Households	3,533	3,782	3,985
Families	2,160	2,271	2,359
Average Household Size	2.48	2.50	2.49
Owner Occupied HUs	1,607	1,843	1,919
Renter Occupied HUs	1,926	1,939	2,066
Median Age	35.6	36.2	36.1

Source: 2000 Census. ESRI forecasts for 2007 and 2012.

It should be noted, however, that the City's population is estimated to have increased by 7.6% since 2000, while the number of households within Port Jervis has increased by 7%. In addition, ESRI Business Information Solutions forecasts that the City's population will continue to grow in the next few years. As eastern Orange County has been experiencing development pressures and a growing lack of affordable housing, trends have more households moving further west. See Table 4 for additional population, household, and other statistical forecasts.

Age

As indicated in Figure 1, the City's population of very young children (under age 5) is expected to grow as a percentage of the total population, while the percentage of children aged 5 to 19 is projected to decrease slightly in the next few years. Young people, aged 20 to 34, will represent a larger share of the City's population, growing from 18.9% in 2000 to 22.0% in 2012.

Figure 1: Port Jervis by Age Cohort, 2000-2012

Source: 2000 Census. ESRI forecasts for 2007 and 2012.

The percentage of individuals aged 35 to 44 will shrink (from 15.4% in 2000 to 11.5% in 2012), while those aged 45 to 54 will represent a larger share of the population (from 12.3% in 2000 to 14.0% in 2012).

Senior citizens (55 years and older), in 2000, comprised 23.2% of the City's population. This is projected to continue to be the trend, with this age group representing 24.2% of the population in 2007 and 24.0% in 2012. As of 2000, the median age for Port Jervis residents was 35.6 years. The median age is projected to increase to 36 years old by 2007.

According to the 2000 U.S. Census, 24.3% of the City's population (21 to 64 years of age) and 49.1% of seniors, 65 years of age and older, are disabled/handicapped residents.

Race and Ethnicity

Based on the 2000 U.S. Census, the non-White population for the City of Port Jervis is 904 or 10.2% of the total population. It is estimated that the City's non-White population now comprises 12.5% of the total population, or 1,204 individuals. It is forecasted that this figure will increase to 1,436 by 2012, with this group representing 14.3% of the City's population.

Table 5: Race and Ethnicity in Port Jervis, 2000 - 2012

Race/Ethnicity	2000		2007		2012	
	No.	%	No.	%	No.	%
White Alone	7,956	89.8	8,332	87.4	8,585	85.7
Black Alone	399	4.5	516	5.4	603	6.0
American Indian Alone	52	0.6	61	0.6	67	0.7
Asian Alone	57	0.6	82	0.9	102	1.0
Pacific Islander Alone	2	0.0	3	0.0	3	0.0
Some Other Race Alone	194	2.2	262	2.7	315	3.1
Two or More Races	200	2.3	280	2.9	346	3.5
Hispanic Origin (Any Race)	660	7.4	885	9.3	1,064	10.6

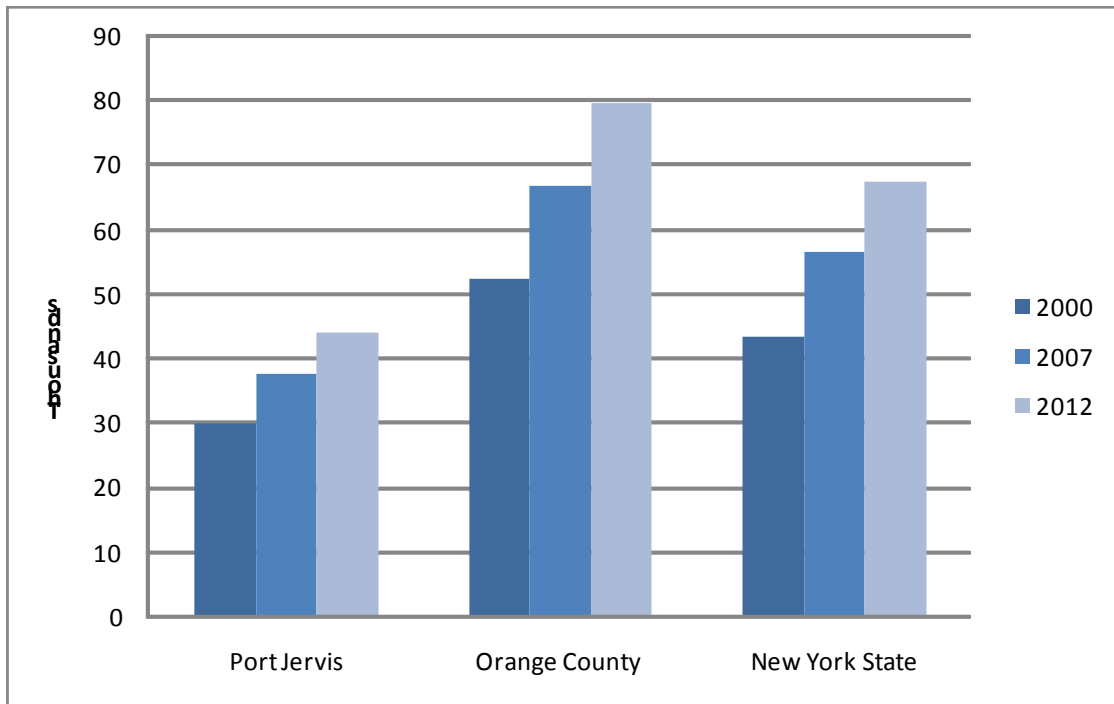
Source: 2000 Census. ESRI forecasts for 2007 and 2012.

Historically, the City's Hispanic population has experienced significant growth trends in recent years, increasing by 72% between 1990 and 2000. In 2000, the Hispanic population comprised 7.4% of the total City population. This increased to 9.3% by 2007 and is projected to increase to 10.6% by 2012.

Income

At the time of the 2000 U.S. Census, it was estimated that median household income for Port Jervis residents was \$30,253. Although this represented an increase of \$5,500 (23%) from the median household income estimated in 1990 (\$24,683), it was still significantly lower than Orange County's 2000 estimate of \$52,419.

Figure 2: Comparison of Median Household Income Trends



Source: 2000 Census. ESRI forecasts for 2007 and 2012.

In 2000, it was estimated that 568 households, comprising 16.1% of the City’s households, were living below the U.S. poverty level. This is in comparison to an Orange County household poverty rate of 9.1% and a New York State poverty rate of 13.9%.

Per capita income for Port Jervis in 2000 was estimated at \$16,525. Per capita income, for Orange County, was \$21,597 and for New York State, \$23,389.

The most recent tally of the City’s Low and Moderate Income (LMI) population is 64.3%. Although it is forecasted that household incomes in Port Jervis will continue to grow, it should be noted that they will not keep up with Orange County income growth, or with New York State income growth. Please see Table 6 and Figure 2 for additional information.

Table 6: Household Income Comparison

Location	2000	2007	2012
Port Jervis	\$30,253	\$37,913	\$44,229
Orange County	\$52,419	\$66,828	\$79,800
New York State	\$43,582	\$56,704	\$67,544

Source: 2000 Census. ESRI forecasts for 2007 and 2012.

Unemployment & Public Assistance

Recent data from the NYS Department of Labor indicates a sharp increase in the unemployment rate for Port Jervis at 8.8% in January 2007, considerably higher than Orange County (4.5%) and New York State

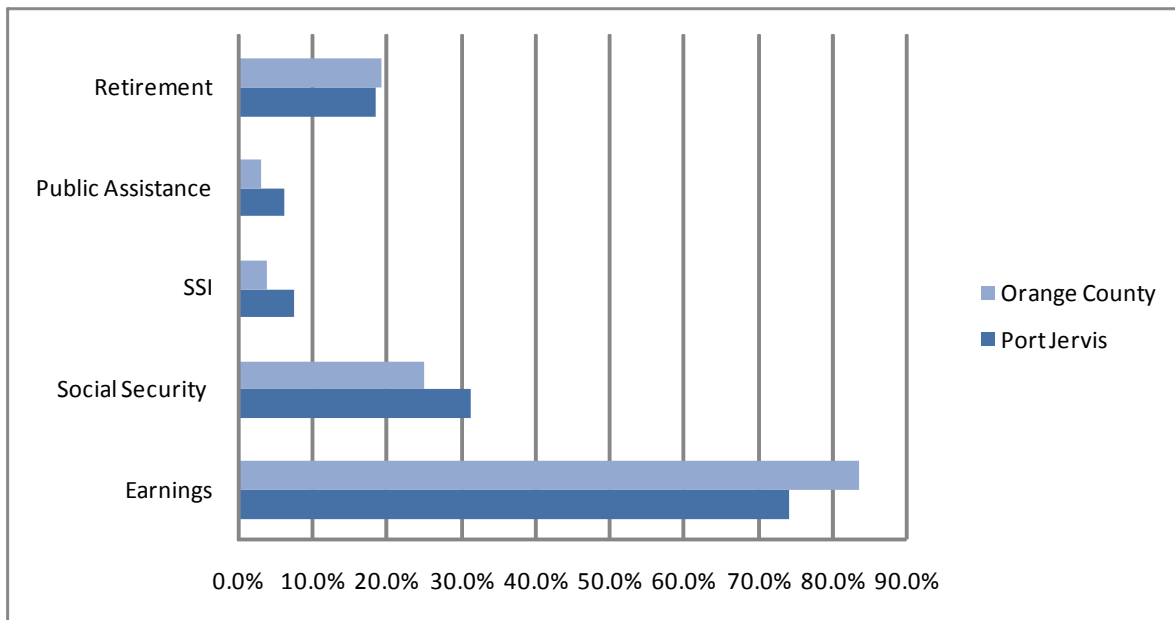
(4.9%). Unemployment in Port Jervis has risen steadily in the past five years, from 5.2% in 2000 to 8.3% in 2005 and 8.6% in January 2006.

With the closure of the local NYS Department of Labor office, City residents must now travel outside the City to file for unemployment, attend General Equivalency Diploma classes, and seek career services through the Orange County Employment and Training Division. Those residents lacking a car for transportation must either borrow a vehicle or take a taxi or do without these services.

High unemployment also contributes to an increasing number of persons and families on public assistance. Recent statistics (September 2006) provided by the Orange County Department of Social Services show 270 persons (109 households) living in Port Jervis who are recipients of the County's public welfare system, representing 6% of the total County rolls. Even more critical is the number of Port Jervis residents receiving Medicaid and Food Stamp benefits (1,374 households/3,111 persons), approximately 35% of the City's population. Based on data furnished by the Orange County DSS office, these families represent the growing number of working-class poor, or the "underemployed", i.e., persons who take jobs at substantially less pay than their previous employment or, worse yet, carry the load of 2 or more jobs plus some other means of public subsidy to sustain a minimum standard of living.

Figure 3 shows a comparison of income by type of income for the City of Port Jervis and Orange County. Whereby 83.4% of income for Orange County residents comes from wage earnings, this figure is only 74.2% for Port Jervis residents. In contrast, more Port Jervis residents depend upon social security, 31.3% as compared to 25.0% for the County. The percentage of individuals dependent upon Supplemental Security Income (SSI) and public assistance in Port Jervis is about double the percentage in Orange County.

Figure 3: Comparison of Income by Type, 2000



Source: 2000 Census.

As so many Port Jervis households are dependent upon public assistance for some portion of their household income, they must get to the Orange County social services offices. Various services are

provided at offices in Goshen, Middletown, and Newburgh. Unfortunately, as there is limited inter-County bus service in Orange County, these individuals find themselves in a difficult position of having to get there on their own. As is indicated in Table 7, many more Port Jervis residents have access to a vehicle, than either Deerpark Town or Orange County residents, as a whole. Nearly 2/3 of the Town’s households—62.3%— either does not own a car or have only one car. If a member of the household needs the car for commuting or for getting to school, then that lack of a second vehicle would greatly hinder any others from being able to obtain social services.

Table 7: Household Vehicles Available, 2000

	Port Jervis	Deerpark Town	Orange County
None	19.2%	3.9%	10.6%
1	43.1%	33.7%	29.7%
2	30.4%	43.9%	41.4%
3	5.5%	13.8%	13.3%
4	1.5%	3.8%	3.6%
5+	0.3%	1.4%	0.8%
Average	1.3	1.7	1.2

Source: 2000 Census.

Employment and Occupation

In terms of employment status—that is the extent to which residents are active members of the labor force—the trends that exist in Port Jervis more closely resemble New York State trends than they do Orange County trends. As indicated in Table 8, at the time of the 2000 Census, 61.8% of City residents were active participants in the labor force, while 38.2% were not in the labor force. These individuals would include those who are long-term unemployed, those who are on disability, and those who are collecting workmen’s compensation.

Table 8: 2000 Population 16+ by Employment Status

Status	Port Jervis	Orange County	New York State
In Labor Force	61.8%	65.2%	61.1%
Civilian Employed	56.6%	60.1%	56.6%
Civilian Unemployed	5.2%	3.2%	4.3%
In Armed Forces	0.0%	1.9%	0.2%
Not in Labor Force	38.2%	34.8%	38.9%
Total	6,698		

Source: 2000 Census.

In comparing 1990 and 2000 Census statistics, it is apparent that a growing number of Port Jervis residents are commuting to jobs outside of New York State. In 1990, 589 residents (15.7%) traveled outside the State for work; in 2000, this figure had increased to 815 (21.8%). Of the Port Jervis residents that worked in New York State in 1990, 74.6% worked in Orange County, while 9.7% commuted outside

the County for work. In 2000, the percentage of residents employed within the County decreased to 70.8%, while only 7.5% worked in other New York State counties.

Table 9 provides insight into the occupations held by the City’s 4,105 employed residents, as compared to Orange County and New York State. These statistics, projected for 2007, show that the City still retains some of its manufacturing base, with 10.5% of employed residents working in “Production.” Overall, 44.3% of City residents hold white-collar jobs, while 23.4% are in services, and 32.3% are blue collar.

These figures are dramatically different from both the Orange County and the New York State percentages, whereby nearly 2/3 of residents hold white-collar positions, 60.6% and 63.7%, respectively. The difference is particularly pronounced in the “Professional” classification. Only 11.9% of Port Jervis residents hold professional positions, as compared to 22.1% of Orange County residents and 24.8% of New York State residents.

Table 9: 2007 Employed Population 16+ by Occupation

Occupation Type	Port Jervis	Orange County	New York State
White Collar	44.3%	60.6%	63.7%
Management/Business/Financial	7.5%	12.9%	13.9%
Professional	11.9%	22.1%	24.8%
Sales	12.8%	12.4%	11.1%
Administrative Support	12.1%	13.2%	13.9%
Services	23.4%	18.1%	18.4%
Blue Collar	32.3%	21.3%	17.9%
Farming/Forestry/Fishing	0.6%	0.3%	0.2%
Construction/Extraction	8.9%	6.9%	5.1%
Installation/Maintenance/Repair	4.4%	4.1%	3.0%
Production	10.5%	4.4%	4.7%
Transportation/Material Moving	7.8%	5.7%	5.0%

Source: ESRI forecasts for 2007.

Education

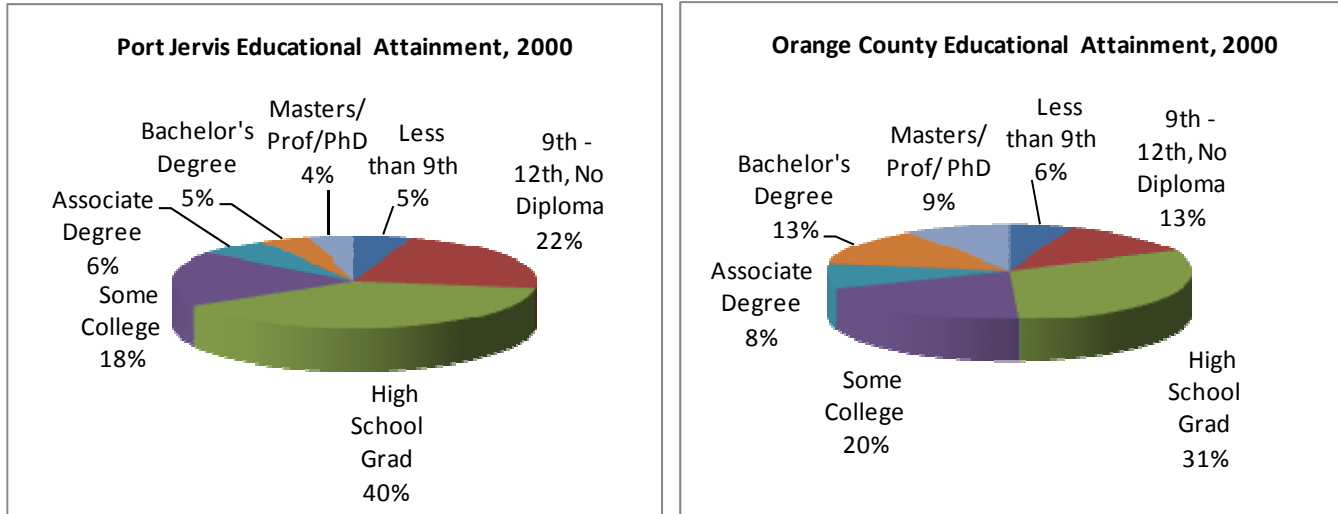
Based on the 2000 U.S. Census of 5,731 City residents aged 25 and older, only **73%** of the City’s population (25 years of age and older) were high school graduates and an even smaller percentage (**9%**) had completed four or more years of college. In contrast, these figures were 81.9% and 22.5% for Orange County and 79.2% and 27.4% for New York State.

Even more staggering is the lack of education among the City’s younger citizens. In 1999, **30%** of persons 16-19 years of age were not enrolled in school and nearly **20%** lacked a high school diploma. See Chart 5 for a comparison of Port Jervis and Orange County.

Local school officials estimate that at least 25% of the students who complete the 7th grade will not graduate unless there is early and effective intervention. Those at greatest risk are the City’s low income families, predominantly single parents with pre-school age children. The City’s Head Start and Project Discovery programs are trying desperately to make inroads into early childhood education to ensure children are equipped and ready for K-12 education. However, these programs have been seriously

overburdened with more than 200 children on the waitlist for Head Start and another 100+ developmentally disabled children in need of services through the Project Discovery program.

Figure 4: Comparison of Educational Attainment for Port Jervis and Orange County, 2000



Source: 2000 Census.

Households

In 2000, it was estimated that the City’s total number of households, consistent with the 2.2% population decline that occurred during the 1990s, also declined. While the number of married couples, both with and without children, declined, single parent households grew by 30.8% during the time period. Non-family households grew by 11.5%, while individual householders living alone (a sub-group of non-family households) increased by 8.5% during the period.

Of the households below poverty in 2000, 7.2% were non-family households. This would include single individuals living alone as well as nonrelatives living together. Family households comprised 8.9% of households below poverty. The largest subgroup of family households living below poverty in 2000 was single-female headed households, which made up 6.0% of the total.

Table 10: Households by Type, 1990 and 2000

Households by Type	1990		2000		1990-2000
	Number	Percent	Number	Percent	Change
Total	3,536	100.0%	3,533	100.0%	-0.1
Family Households	2,305	65.2%	2,160	61.1%	-6.3
Married-couple Families	1,690	47.8%	1,411	39.9%	-16.5
With Related Children	844	23.9%	690	19.5%	-18.2
Other Family (No Spouse Present)	615	17.4%	749	21.2%	21.8
With Related Children	409	11.6%	535	15.1%	30.8
Nonfamily Households	1,231	34.8%	1,373	38.9%	11.5
Householder Living Alone	1,060	30.0%	1,150	32.6%	8.5
Householder not Living Alone	171	4.8%	223	6.3%	30.4
Households with Related Children	1,253	35.4%	1,225	34.7%	-2.2

Source: U.S. Census

Homelessness

The rate of homelessness in Orange County, especially the County's three (3) cities, has greatly increased since the last homeless census count was taken in 2005. According to the Orange County Housing Consortium (a non-profit group of housing providers and advocates), there was a reported 188 homeless in 2007 and this number does not reflect the families and persons living in emergency shelters or in housing provided at the expense of the County. The high demand for upscale housing development, low supply of affordable housing, and escalating rents, has contributed to the growing problem of homelessness in the County.

The County's recent housing boom has negatively impacted on the price and supply of housing in the County's three cities, particularly in Port Jervis which has long been considered the most affordable real estate market in all of Orange County. Despite this, there have been a growing number of families on the City's Section 8 Housing Program. As of 2007, the City was assisting 220 Very Low Income (VLI) families with another 403 VLI families on the waiting list, representing 18% of the City's total households (3,533 - 2000 U.S. Census).

Community Resources

Highlights: Opportunities & Challenges

- *In December 2005, the McAuley Center lost its dental clinic, leaving more than 3,000 of the City's poorest residents without basic dental care services.*
 - *Currently, Port Jervis residents can only obtain HIV testing through doctor visits.*
 - *Over the last few years, the County's Women, Infants and Children (WIC) services have remained unchanged, except for changes in location, with hours offered on the first and third Tuesdays of every month.*
 - *In November 2002, the City's sole daycare provider, the Tri-State Children's Center, closed and the City is still without a daycare center.*
 - *For most of the school district, it is estimated that 21-30% of student households were primarily supported by public welfare during the 2006-2007 school year; this figure rose to 51-60% for the students attending the Anna S. Kuhl Elementary School.*
 - *Of the school district's 3,118 students, 899, or 28.8%, are eligible to receive free lunch, while another 294 students or 9.4%, qualify for reduced cost lunch. Together, 1,193 students, or 38.3% of the school district's student body, are eligible for lunch assistance.*
-

This section identifies the City's various community resources that currently exist within the City to serve the human needs of Port Jervis residents. Although other organizations and agencies located outside the City's boundaries also serve the resident population, this section focuses on those located within the City that function as the first line of service providers to meet immediate needs.

Health Care

BON SECOURS COMMUNITY HOSPITAL & MCAULEY CENTER

Bon Secours Community Hospital, a primary medical facility located in the City provides health care services for Port Jervis and the surrounding communities of the Tri-State Region. This agency's mission is to provide assistance to those in need and bring compassion to health care. In 1990, Port Jervis and the neighboring Town of Deerpark were designated by the New York State Department of Health as a medically-underserved area due to the high degree of uninsured and underinsured residents and the predominance of lower income families. This prompted the creation of the Bon Secours' McAuley Center, an outreach facility that was established by Bon Secours Community Hospital, to serve the community's uninsured families and those with limited financial means. Those not eligible for Medicaid are charged on a sliding scale fee based on family income and size. The McAuley Center participates in a number of community outreach programs, including weekly Free Blood Pressure Clinics, American

Cancer Society Breast Cancer Detection Awareness Program, Orange County Breast Health Partnership, and Primary Care education for schools.

Given the McAuley Center's uninsured healthcare services and the hospital's 24-hour emergency department that serves both the insured and the uninsured, the hospital services a higher percentage of low-income patients. While this has not proven an insurmountable difficulty as of yet, inadequate reimbursement rates from Medicare, Medicaid, and private insurers are potential issues that may impact its ability to continue to provide its existing level of services.

Unfortunately, in December 2005, the McAuley Center lost its dental clinic, leaving more than 3,000 of the City's poorest residents without basic dental care services. The hardest hit among this group has been the City's pre-school age children where several teachers and administrators in the Port Jervis School District report that young children (5-6 years old) are sorely lacking in dental health and hygiene, making them ill-prepared for entry into elementary school.

BON SECOURS MENTAL HEALTH UNIT

With a mission to provide mental health assistance to those in need, the Mental Health Unit at Bon Secours Community Hospital treats acute psychiatric disorders in adult and geriatric patients. Integrated specialist teams (physicians, registered nurses, certified social workers, occupational therapists and mental health technicians) develop individualized treatment programs for each patient. Treatment options include: Individual or group therapy, stress management, family interventions, and medication therapy.

The Mental Health Unit at Bon Secours Community Hospital offers access to numerous services including medical and diagnostic treatment, outpatient mental health and alcohol and chemical addiction clinics. The department has collaborated on occasion with the Port Jervis Mental Health Clinic.

BON SECOURS CONNECTIONS

Funded in part by the Orange County Department of Mental Health, the Connections Program @ Bon Secours is an information and referral phone line. Free and available to area residents, it provides guidance to those counseling services, support groups, advocacy referrals, and community agency services. When the service was first initiated in 1999, the phone line was the primary function. Today, while the phone line is still the primary function, the organization also plays a role in networking via its Port Jervis Council of Community Agencies. Via a mail list and group meetings every other month, the organization works to keep information flowing between groups to help connect agencies/service providers with those who can benefit from their programs.

ORANGE COUNTY DEPARTMENT OF HEALTH

As a function of Orange County government, this agency is involved in numerous social and health programs designed to benefit County residents. The mission of the Orange County Department of Health is to help insure the health and safety of the communities in Orange County through provision of education and services. A primary instrument to achieve this goal is the department's Community Health Outreach (CHO). CHO provides public health education, intervention services, case management and prevention services to target high-risk communities and/or specific public health issues in Orange County. CHO provides education, information and referral to individuals who are at highest risk of contracting communicable and infectious disease and/or require medical management for acute or chronic health

problems. The overall goal is to foster behavior changes that will result in positive outcomes through outreach, education, referral, and case management through a number of County health programs.

Programs that have demonstrated measurable impact in Port Jervis include the Childhood Lead Poisoning Prevention Program, which provides education on lead poisoning; the Reality Check and Tobacco Free Schools Programs which educates children about the dangers of tobacco; Lead Safe Orange, which provides education and grants to correct lead paint hazards in Orange County homes; and Healthy Orange, which promotes healthy lifestyles through nutrition, exercise, and tobacco free pledges. The department has provided many other services in the Port Jervis area as well: blood pressure screens at the DMV, the annual Community Baby Showers in conjunction with the other members of the Orange County Perinatal Consortium. Department of Health employees have also participated in planning and execution of many events like the National Night Out in August 2007. Education on an array of topics is available to any person or group in Orange County. Topics can include Lyme Disease, West Nile Virus, Rabies Exposure, Asthma, Diabetes, and Nutrition.

Through CHO many programs are presently or have been offered in Port Jervis. A full time Community Health Worker (CHW), housed at the McAuley Center, provides services. The CHW program offers education, home visits and case management to pregnant women to increase access and remove barriers to primarily medical and many social services. With the program often at or over capacity, in the past, an additional CHW would come to Port Jervis weekly to do street outreach (handing out condoms and providing enticements such as phone cards and McDonald's Gift Certificates) to promote attendance at presentations on HIV education and testing held at the Salvation Army soup kitchen. Unfortunately, this service was identified as underutilized, with the same four or five consumers attending each week and the County was not refunded for this grant. Currently, Port Jervis residents can only obtain HIV testing through doctor visits.

The agency offers free immunizations in Port Jervis on the 4th Wednesday of every month at OCDOH space located on Pike Street. The Early Intervention/ICHAP program, through referrals from agencies like Child Protective Services, assesses approximately 50-75 children from the Port Jervis area annually. That number is increasing with referrals received from Easter Seals Project Discovery. In collaboration with Bon Secours, a referral network of physical, occupational, and speech therapists are now available to provide needed services during the early childhood years.

In Port Jervis, over the last few years, the County's Women, Infants and Children (WIC) services have remained unchanged, except for changes in location, with hours offered on the first and third Tuesdays of every month. Appointments are scheduled every fifteen minutes and all appointment slots fill up well in advance. The agency can serve approximately 27 clients a day, or 54 a month. A major concern associated with the WIC program is the fact that due to the limited availability of appointments (provided only two days each month) a large number of clients miss appointments, making it difficult and expensive to provide consistent services.

ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH

Orange County operates a mental health clinic, known as the Port Jervis Mental Health Clinic within Port Jervis. The clinic is located at 146 Pike Street in the City. Outpatient services are provided to adults, adolescents, and children.

Daycare

In November 2002, the City's sole daycare provider, the Tri-State Children's Center, closed its doors due to the deteriorated condition of its building. The facility served approximately fifty (50) infants and toddlers, offering quality child care services at affordable rates for its predominantly lower income working families. Despite a long search for new facilities, the owners/operators of the Tri-State Children's Center were unsuccessful in securing a suitable site and eventually abandoned their efforts. After nearly four (4) years, the City of Port Jervis is still without a daycare center.

The city does have several private childcare providers and preschools. These include Candy Cane Preschool, Children's Safe Stay, and Snips and Snails.

Education

PORT JERVIS SCHOOL DISTRICT

The Port Jervis School District, as stated in its mission statement, "is committed to measurably improve the academic performance of all students and provide opportunities for students to reach their fullest potential." The district also provides support to students in meeting their basic needs, in an effort to build self-esteem, motivation, and pride in a positive, safe, and nurturing environment.

Most recent enrolment data for the school indicates a student body of 3,118, from kindergarten through to 12th grade. For the 2006-2007 school year, the district identified 183 students, or 5.8% of its student body, as homeless, either living in shelters, hotels or motels, or doubled up. The school district had 62 homebound students, that is, students instructed at home at district expense. In addition, during the 2006-2007 school year, 35 households had in-home instruction taking place, involving a total of 69 students from kindergarten through 12th grade, including two children known to have disabilities. The average attendance rate for the school district is 92.5%, while the number of students in the school district who had more than 10 unexcused absences during the school year was 1,006, or 32.3%

For most of the school district, it is estimated that 21-30% of student households were primarily supported by public welfare during the 2006-2007 school year; this figure rose to 51-60% for the students attending the Anna S. Kuhl Elementary School. Of the school district's 3,118 students, 899, or 28.8%, are eligible to receive free lunch, while another 294 students, or 9.4%, qualify for reduced cost lunch. Together, 1,193 students, or 38.3% of the school district's student body, are eligible for lunch assistance.

No Child Left Behind has forced the school district to improve student performance on standardized tests or face severe sanctions. The district's greatest challenge is making education a priority in homes where it currently is not.

EASTER SEALS PROJECT DISCOVERY

Easter Seals New York provides programs and services to children and adults with disabilities and other special needs, and their families. The organization's goal is to help individuals with special needs gain dignity, equality and independence. Although the organization provides a variety of residential, health and medical, recreational, educational, and job training/employment services, not all services are provided at each location.

Port Jervis is home to Easter Seals Project Discovery, which is New York State's first fully integrated preschool, with a student population composed of low-income, general education and special needs preschoolers. Project Discovery was developed in cooperation with the Port Jervis School District. Designed to meet the needs of Port Jervis students, the program's goal is to provide special education services, including speech and language therapy, occupational therapy, physical therapy, counseling and special education to special needs preschoolers within the regular education environment, while simultaneously providing a rich and stimulating preschool curriculum for general education students.

Due to outstanding need exhibited in the community, Easter Seals is looking to expand the Project Discovery program in Port Jervis. In spring 2008, the agency was negotiating to acquire a larger space to house an expanded program. The organization has been working the Port Jervis Community Development Agency on securing Community Development Block Grant monies to help fund the project.

LITERACY VOLUNTEERS OF WESTERN ORANGE COUNTY

Located on Pike Street in Port Jervis, the organization's mission is to "improve lives through literacy." According to the organization's website services are provided in Port Jervis during the morning (9:00 am to 12:00 pm) on Mondays, Tuesday, and Wednesdays. Literacy Volunteers offer free and confidential one on one or small group instruction for adults, focusing on basic reading and writing skills or English language skills. Through the tutoring available through the Literacy Volunteers program, successful students are better prepared for earning GEDs, obtaining drivers licenses, and attaining citizenship.

Shelter, Food, and Referrals

ORANGE COUNTY DEPARTMENT OF SOCIAL SERVICES

The Orange County Department of Social Services (DSS) operates a number of eligibility economic independence programs and human services program for Orange County residents requiring assistance. The department's primary location is in Goshen, with other offices in Middletown, Newburgh, and Port Jervis. The Port Jervis office, located on Pike Street, is open on Tuesdays. Services provided on-site include probation and food stamps and Medicaid interviews. Literacy Volunteers provides General Equivalency Diploma (GED) training.

DSS Economic Independence Division provides various forms of financial assistance to families and individuals. Recipients must meet specified income and resource eligibility levels in order to qualify for assistance. Participation in Welfare to Work Programs is also required for employable applicants and recipients. Economic independence programs run by DSS include the following:

- Medicaid provides medical assistance for families and individuals whose medical expenses exceed their income.
- Food Stamp benefits supplement low-income households to reduce hunger and malnutrition.
- Temporary Assistance provides cash assistance to residents lacking income and resources to maintain a minimal standard of living.
- Home Energy Assistance Program (HEAP) assists households in meeting the costs of home fuel and heating needs.

- Employment activities for employable recipients are coordinated with the Orange County Employment and Training Administration.
- Housing for eligible homeless applicants/recipients is provided.

The Human Services Division provides families and individuals with services designed to enhance the ability of families to live together, enable individuals to remain in their homes, minimize the risk of abuse or neglect, and provide for specialized care when necessary. Human services programs run by DSS include the following:

- Intake Caseworkers assess the service needs of children and families in non-child protective service situations.
- Child Protective Services Caseworkers investigate reported allegations of child abuse and neglect.
- Preventive Services provide supportive and rehabilitative services to intact families where children have been assessed to be at-risk of foster care placement.
- Foster Care Caseworkers provide casework services to children in family foster care, group and residential programs and to their birth parents and siblings at home.
- Adoption Caseworkers arrange for permanent homes for foster children who have been freed for adoption, and provide services to birth parents who want to surrender their child for adoption.
- Homefinding staff recruits, trains and certifies families to be foster and adoptive parents.
- Adult Home Care Services are designed to increase or maintain an adult's level of independence to assure their continuing safety, independence and ability to remain at home.
- Adult Protective Services Caseworkers provide assistance to mentally or physically impaired adults, 18 or older, who are unable to meet their essential needs of food, clothing, shelter, or medical care, and/or who are unable to protect themselves or their interests from neglect or abuse, and who further, have no one willing and able to help in a responsible manner.
- Day Care assistance is provided for qualifying low-income families.

Easter Seals' Community Outreach Program

Easter Seals' Community Outreach Program is held at Project Discovery the third Monday of each month. A one-stop location for area families to receive access to the following free items and services:

- Easter Seals Food Pantry - Food items include meat, fresh produce, canned goods, bread and other bakery products
- Clothing - Seasonal apparel for infants to toddlers
- Household items - Everything for the home, including linens, small appliances, wall hangings, and some furniture
- Access to local service agencies - Representatives from agencies such as WIC, Food Stamps, and Medicare are available to provide assistance.

RECAP

The Regional Economic Community Action Program, Inc. (RECAP), established in 1965, is a registered non-for-profit, anti-poverty, private organization, committed to helping Orange County residents meet their most basic and fundamental needs. The organization's mission is to mobilize and coordinate public and private resources to address the basic needs of low-income residents while they attain the skills, knowledge, motivation and opportunities needed to become economically self-sufficient.

In 2005, more than 4,500 people received assistance with housing, food, weatherization, early-childhood education, and a variety of counseling and family advocacy services. From these, more than 1,000 people gained access to resources available through state and nonprofit service providers, and 274 individuals volunteered back their time to helping others in need.

Since the 1980s, RECAP has operated the Doris B. Christopher Senior House in the city of Port Jervis. This project provides twenty single low-income seniors with supervised housing conveniently located close to needed services. The site also provides residents with on-site supervision, laundry, elevator, furnished rooms and shared living options to help rebuild a sense of community.

Other programs include RECAP's 1st Time Homebuyer Program, which targets low-income eligible 1st time homebuyers in Orange County. RECAP also provides Advocacy/Case Management Services for low-income constituents in all aspects of human/social services related problems. Emergency Food Pantry assists families/individuals without food or the means to purchase food with ongoing food assistance while their financial situation is stabilized. The Trust Center provides intensive outpatient addiction treatment services to people suffering from alcoholism and substance abuse. The Weatherization Program includes weather-stripping, caulking, cleaning and repairing heating systems, repair/replace broken windows, and/or external doors and other minor repairs to insure optimum efficiency from the services performed. The Assisted Home Performance with Energy Star offers repair/replacement assistance for households that do not meet the Weatherization income guidelines. The Employment and Training Program is designed to help participants under TANF (Temporary Assistance for Needy Families) prepare themselves to get and hold a job. The In-House Application Process (IHAP) Program provides a strength based assessment which covers financial, educational, vocational, psychological, social, housing, legal, family, medical, and safety. The Housing Resource Alliance (HRA) provides a centralized location for needed housing services.

RECAP HEAD START

RECAP Head Start provides a structured academic curriculum designed to "help break the cycle of poverty by providing pre-school-aged children of low-income families with a comprehensive program tailored to meet their emotional, social, health, nutritional, and educational needs." Head Start currently services 196 children in part day and full day classes in Middletown, Scotchtown and Port Jervis.

SALVATION ARMY

Located at the Port Jervis Community Center on Ball Street, the local Salvation Army office provides a variety of services to area residents. Salvation Army programs include, among others, counseling for those in need, rehabilitation services, employment services, recreational activities, social services, disabilities services, food pantry, daycare, and handling material donations.

Community Services

PORT JERVIS COMMUNITY DEVELOPMENT AGENCY

The Port Jervis Community Development Agency (PJCD A) is a quasi-public agency designated by the City of Port Jervis as the local administrator of federal, state and local funds for housing rehabilitation, public improvements, economic development programs for the creation of jobs, and commercial revitalization for the preservation of local commerce and industry. Originally created in 1969 as the Port Jervis Urban Renewal Agency, PJCD A was renamed in 1981 with the end of the urban renewal period. PJCD A is governed by an all-volunteer Board of Directors that meets monthly. Given the breadth of services, PJCD A covers, the agency regards establishing successful collaborations and partnerships with other agencies and service providers as critical.

The Agency's mission is to preserve and improve the City's housing and neighborhoods, upgrade public infrastructure, retain and attract new industry, and promote employment opportunities. The agency does this by leveraging public resources to capture private investment. Located in downtown Port Jervis, PJCD A has developed a public/private revitalization partnership and has spearheaded the growth and expansion of many small downtown businesses. PJCD A's role has increased substantially as the City has grown to rely on the agency for increased grant writing services, day-to-day program planning, and expanded program activities including environmental restoration and brownfields redevelopment, arts-related activities, waterfront redevelopment, records management, hazard mitigation and shared municipal services.

PJCD A's target population is Low and Moderate Income persons, seniors, disabled/handicapped persons, unemployed residents, and those persons/families at risk of homelessness. The agency's primary funding sources are the HUD funded Section 8 Housing Choice Voucher program and the Community Development Block Grant (CDBG) program. PJCD A, on behalf of the City, is also a member community of the Orange County HOME Program consortium through which the City receives an allocation through the County to undertake LMI housing rehabilitation.

PORT JERVIS COMMUNITY CENTER AND RECREATION DEPARTMENT

The Port Jervis Recreation Department's function is to provide the community with healthy, recreational activities for all age groups. The Recreation Department oversees the city's five playgrounds and parks, the municipal beach (West End Beach), and the Youth Community/Center. West End Beach is located on the Delaware River and is supervised by certified lifeguards. The Youth Community Center, opened year round, provides youth with after-school-activities as well as summer programs. The Recreation Department works closely with all other city departments, the Port Jervis School District, and County agencies in an effort to improve the quality of life for the community.

PORT JERVIS HOUSING AUTHORITY

The Port Jervis Housing Authority is a public agency responsible for operating several publicly funded housing developments located within Port Jervis. These developments include Hillside Terrace, which is a Section 8 housing; Machackemach Village, a federally subsidized housing development; and Waters Edge Village.

Hillside Terrace is a 50-unit development providing housing for seniors. Seniors pay no more than 30% of their income on rent. Additional on-site services at the Pennsylvania Avenue development include Dial-A-Bus, laundry facilities, and a community room.

Machackemach Village is a federally subsidized housing development. Machackemach Village provides elderly housing and is located on Jersey Avenue.

Waters Edge Village is a 172-unit development located on East Main Street. All of its units are designated for seniors, with monthly rent varying by income limits. In addition to Dial-A-Bus and onsite laundry facilities, other resources include onsite activities, emergency pull chords, and an elevator.

Previous Plans and Surveys

Highlights: Opportunities & Challenges

- *According to the Maternal Infant Services Network (MISN), Port Jervis teens accounted for about 5% of all teen pregnancies occurring within the County from 2000 to 2003.*
 - *Port Jervis youths accounted for 11.1% arrests in 2002; 12.5% in 2003; 11.4% in 2004; and 12.3% in 2005.*
 - *Port Jervis LINKS Session service providers indicated a need for a “one stop center” within the City, especially for local DSS offices, a Tri-State Directory, improved transportation resources, improved mental health treatment, improved drug treatment services, more recreation opportunities, more programs focused on building self-esteem, violence prevention programs, as well as improving access to parent education, pre-natal classes and birth control.*
 - *The Orange County Health Assessment study found that the areas most needing prevention and education services include Middletown, Newburgh, and Port Jervis. Port Jervis has the highest rate of pre-1950s housing in Orange County (which is regarded as an indicator of lead poisoning risk). Nearly 80% of the housing in Port Jervis was built prior to 1950. Port Jervis had the highest cancer mortality rates of any community in Orange County.*
 - *Putting the Pieces Together: Development a Comprehensive Strategy found that Port Jervis high school students use alcohol and tobacco at rates higher than their national counterparts. Additional findings included the fact that the City exhibited elevated risk factors in all four domains: community, family, school, and peer-individual.*
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This section includes a review and summary of the most salient issues discussed in prior studies and surveys completed in recent years, both in Port Jervis and in the surrounding Orange County community. These studies helped inform the planning process, providing insight into recent community concerns and guidance on existing human needs providers and established networks.

Orange County Community Profile Needs Assessment

The Orange County Community Profile/Needs Assessment, released in October 2006, was the result of a 3-year Integrated County Planning process. The plan was a collaborative effort between County departments, community agencies, municipalities, adults and youth. The plan, which focused on children, youth, and families, was developed in part to maintain Orange County’s eligibility for funding provided through the New York State Office of Children and Family Services. Through the collection and analysis of relevant data and the comparison of local statistics with national and state trends, the plan identifies the needs of all children and youth and drives the resource allocation process.

While many of the statistics tabulated for the study were provided at that County level, there were several assessments that highlighted specific areas of special need in Orange County, including Port Jervis. Of a total County population of 341,367, it should be noted that the City of Port Jervis, in 2000, with a population of 8,860, accounted for only 2.6% of the County's population.

According to the Maternal Infant Services Network (MISN), Port Jervis teens accounted for about 5% of all teen pregnancies occurring within the County from 2000 to 2003. MISN data also indicates that Port Jervis teens represented 5.4% of births to teens in Orange County in 2000; 9.2% in 2001; 4.1% in 2002; and 4.7% in 2003. In contrast, City teens accounted for 6.2% of terminated teen pregnancies in Orange County in 2000; 2% in 2001; 4.3% in 2002; and 3.8% in 2003.

According to the New York State Education Department, the Port Jervis school district had fewer students with disabilities than the state average between 2002-2003 and 2004-2005 school years. There was a marked improvement in the percentage of Port Jervis students graduating with Regents diplomas from the 2003-2004 school year (47%) to the following year (71%). In fact, the school district went from being behind the state average (57%) to ahead of the state average (70%).

During the years studied, the majority of Orange County school districts had higher suspension rates than the State, which averaged 4.0% for each school year starting fall 2002 and finishing spring 2005. In contrast, Port Jervis' suspension rates for the periods were 12.0% and 12.1% the first two years, falling to 10.3% by the third year.

This report also included statistics from the NYS Division of Criminal Justice Services on youth (defined as ages 16 through 20) arrests for violent crimes. Despite accounting for only 2.6% of the County population in 2000, Port Jervis youths accounted for 11.1% arrests in 2002; 12.5% in 2003; 11.4% in 2004; and 12.3% in 2005. For youth arrests for drinking while intoxicated (DWI), Port Jervis averaged 3 arrests each year. Youth drug arrests in Port Jervis increased significantly during the study period, from 23 in 2002 to 52 in 2005.

Port Jervis LINKS Session

A community needs assessment was conducted as a joint effort between the Orange County Youth Bureau, the Orange County Department of Social Services, and Port Jervis LINKS, a local collaborative group founded in 2006. As part of their needs assessment, three community meetings were held focusing on service providers, youth, and residents.

Service providers indicated a need for a "one stop center" within the City, especially for local DSS offices. Other collaboration ideas that emerged from this planning effort included establishing a Tri-State Directory, a website, a local network, and improved transportation resources. Identified needs included improved mental health treatment, both for youth and adults, including a local in-patient youth facility and a local child psychologist; improved drug treatment services, such as a system for referrals for chemical dependency from Port Jervis High School; more recreation opportunities; and more programs focused on building self-esteem. Violence prevention—gang prevention, bullying, and dating violence, especially—was identified as a need, as was improving access to parent education, pre-natal classes and birth control.

Young people identified a need for more recreation opportunities in Port Jervis. They also indicated a need for additional job opportunities. Improvements desired for the school included educational trips, peer-to-peer tutoring, literacy programs, multicultural programs, and easier access to the computer labs. Health and mental health services identified as needs include a 24-hour center staffed with counselors; depression and crisis centers; teen pregnancy/family planning; free clinic; a drug awareness center; and a health awareness program. Major concerns identified by young people included the presence of drugs, underage drinking, gang violence, racism, cultural bias, peer pressure and sexual predators.

Residents indicated a need for a variety of services including transition services for children and services targeting those aged 19 to 21. Resources such as a food pantry, quality and affordable childcare, affordable health and dental care, community policing, and local respite care were identified as needs. Residents also indicated a need for improved transportation resources, more local employment opportunities, and more job training/job readiness programs. Gang violence, drop out rates, recreation, self-esteem programs, and positive youth activities were all identified as needs. Residents also expressed a need for an evacuation center located outside the FEMA Flood Zone.

Port Jervis City School District Youth Survey Report

In 2003, the Channing Bete Company, Inc. assisted the Port Jervis School District in completing this survey report. This report described the administration and findings for the Communities That Care Youth Survey. The survey was sponsored by A Safe Port and the Community Alliance for the Prevention of Substance Abuse. The data for the study was collected in October 2004, and a total of 1,127 students in grades 7 through 12 participated in the survey.

Based on the work of Dr. J. David Hawkins and Dr. Richard F. Catalano, the Communities that Care Youth Survey is designed to identify the levels of risk factors related to problem behaviors such as alcohol, tobacco, and other drug use—and the identify the levels of protective factors that help guard against those behaviors. In addition to measuring risk and protective factors, the Communities That Care Youth Survey also measures the actual prevalence of drug use, violence, and other antisocial behaviors among surveyed students.

Protective factors, also known as “assets”, are defined as conditions that buffer children and youth from exposure to risk by either reducing the impact of the risks or changing the way that young people respond to risks. Examples of assets include strong bonding to family, school, community and peers. By setting and communicating healthy beliefs and clear standards for children’s behavior, these groups support the development of healthy behaviors. Risk factors are conditions that increase the likelihood of a young person becoming involved in drug use, delinquency, school dropout and/or violence. Poor parental monitoring is an example of a risk factor.

For the overall sample of 7th through 12th graders in Port Jervis City School District, percentile scores across the 10 protective factor scales range from a low of 33 to a high of 55, with an average score of 47, which is three points lower than the normative average of 50. The three lowest overall scores were for the following protective factor scales: religiosity (33), social skills (45), and community rewards for prosocial involvement (45). Port Jervis City School District students reported the three highest overall scores for the following protective factor scales: belief in the moral order (55), community opportunities for prosocial involvement (49), and family opportunities for prosocial involvement.

Overall percentile scores across the 23 risk factor scales range from a low of 43 to a high of 67, with an average score of 51 (which is one point higher than the normative average of 50). Port Jervis City School District students reported the three highest overall scores for the following risk factor scales: Community disorganization (67), poor academic performance (56), and transitions and mobility (55). The five lowest overall scores were for the following risk factor scales: sensation seeking (43), perceived availability of handguns (46), poor family management (47), perceived availability of drugs (47), and laws and norms favorable to handguns (47).

The reports author's advise that, while policies that target any risk or protective factor could potentially be an important resource for students, focusing on prevention planning the high risk and low protection areas could be "especially beneficial." Similarly, factors with low risk or high protection represent strengths that the school can build on. These objective data, in conjunction with a review of community-specific issues and resources, can help direct prevention efforts for the school. The report's authors advise that it is important to keep in mind that overall scores can mask problems within individual grades.

Port Jervis City School District students recorded the highest lifetime prevalence of use rates for alcohol (59.7%), cigarettes (38.5%), and marijuana (25.7%). Other lifetime prevalence rates ranged from 0.8% for other club drugs to 9.7% for smokeless tobacco. Non-marijuana drug use rated 13.7%. Port Jervis City School District students reported the highest past 30-day prevalence of use rates for alcohol (32.0%), cigarettes (16.1%), and marijuana (13.7%). Other past 30-day prevalence rates ranged from 0.1% for other club drugs to 3.9% for smokeless tobacco. Overall, 6.5% of Port Jervis City School District students reported the use of any illicit drug (other than marijuana) in the past 30 days.

The report uses national data from the *Monitoring the Future* survey as a reference point for evaluating the severity of drug use behavior. Compared to their national counterparts, Port Jervis School District students reported higher average levels of lifetime alcohol use and lower average levels of lifetime inhalant, LSD/Psychadelic, methamphetamine, and marijuana use. For past-30-day alcohol, tobacco and other drug use, students reported higher average levels of alcohol use and binge drinking than their national counterparts.

For the overall sample, the annual prevalence rates recorded for the eight other problems, or antisocial, behaviors cover a broad range. In the Port Jervis School District, 18.2% of students reported Getting Suspended in the past year, making it the most prevalent of the eight behaviors. Attacking someone with Intent to Harm is the second most prevalent antisocial behavior, with 15.5% of Port Jervis School District students reporting having attacked someone in the past year. Students in Port Jervis School District reported very low levels of participation in the following antisocial behaviors: Selling Drugs, Carrying a Handgun, Attempting to Steal a Vehicle, and Taking a Handgun to School.

Port Jervis Youth Leadership Academy Project Assessment

According to the report, the Port Jervis Summer Youth Leadership Academy was developed by the Orange County Youth Bureau, and was supported and/or funded by a number of other municipal and nonprofit partners—including the City of Port Jervis. Safe Homes of Orange County administered the program. The program was designed to equip young people aged 14–17 with the practical skills needed to become “productive, self-fulfilled and achievement oriented adults and community leaders” by

developing their inherent leadership potential and providing them with opportunities to use their new or enhanced skills. The report identifies four core principles of positive youth development—skills, opportunities, service, and supports—as the “guide posts” for the project and the foundation for its organizational structure and content. Planning for the five-week program began in March of 2007 and the first day of the program was July 10.

The program, a pilot, was evaluated as a positive experience by the program coordinators, one that not only benefited the student participants but also the staff and instructors. Students were exposed to cultural and educational institutions they might not have seen otherwise and they received instruction in life skills from experts in their fields. Additionally, students were given the opportunity to act on their impulse to serve their community.

Bon Secours Health System

Bon Secours Community Hospital, the City’s primary medical facility, in June 2005 forecasted anticipated future need in both the primary service area (20 zip codes in New York, New Jersey, and Pennsylvania, total population of 108,265) and the secondary service area (additional 8 zip codes). In comparison to a projected increase in medical service needs of 1.5% for New York State and of 4.8% for the U.S., the Bon Secours primary service area is forecasted to grow by 9.1% while the secondary service area is projected to increase by 7.2%. Taken together, the overall increase averages 7.9%. The hospital study anticipates future growth will occur across all age cohorts of the population, with the greatest increases occurring among the 45-64 (15.6%), 65+ (13%), and 15-24 (10%). The same three cohorts are projected to experience the most growth in the secondary area, increasing by 12%, 10%, and 9%.

To meet the needs of the growing service area, the hospital anticipates the need of 37.5 total new full time employment physician positions. These needed positions include: 27.5 Primary Care physicians, 2.6 Surgical Specialties Physicians, and 7.4 Medical Specialties Physicians.

As part of the report, Bon Secours evaluated 22 health problems and 21 healthy behaviors, comparing incidents regarding each one for Orange County, Rockland County, New York State, and the U.S. Of 22 identified health problems, Orange County residents experience a higher incidence than New York State residents in 9 areas. These health problems include coronary heart disease, stroke, all cancers, breast cancer, cervical cancer, unintentional injury, infant mortality, chronic obstructive pulmonary disease/chronic lower respiratory disease, and suicide. In addition, there is a higher incidence of smoking among Orange County residents than New York State residents. Orange County residents also get mammograms and early prenatal care on average, less than New York State residents in general.

Orange County Health Assessment, 2005-2010

As a “fundamental tool” of public health practice, community health assessments are periodically completed to present a snapshot of a community’s health by assessing community health status, health needs, resources, and epidemiologic and other studies of local health problems. By assessing overall community needs, these studies seek to identify those populations that may be at increased risk for certain health problems. They also identify areas where there are “gaps,” that is, areas where better information is needed, especially information on health disparities among different subpopulations, quality of health care, and the occurrence and severity of disabilities in the population. Development of the 2005-2010

Orange County Health Assessment included the completion of 40 agency surveys and more than 300 resident surveys; focused “Community Health Conversations” held in four areas of the County with agency representatives attending; and meetings held with hospital and Community Health Center representatives.

While the majority of Orange County residents (86%) reported themselves to be in good or excellent health, County residents do exhibit many of the same potentially harmful activities known to impact other areas of the nation, including smoking, overeating, poor nutrition, lack of physical activity, substance abuse, and unsafe sexual practices. Economic, language/cultural differences, lack of transportation, unemployment, low educational attainment, were all identified as factors that potentially act as barriers, hindering Orange County residents’ access to health care.

Specific findings relative to Port Jervis included the following:

- Port Jervis (along with Middletown, Newburgh, and the Town of Monroe) had a poverty rate exceeding 25% for families with related children under 18. These communities also consistently exhibit the highest rates of individuals in poverty, as well as higher rates of poverty for persons 65 years and over.
- Port Jervis was among five communities with the lowest median incomes and correspondingly low levels of education. Middletown, Newburgh City, Kiryas Joel, and Unionville were the other four.
- Participation rates in Temporary Assistance, Medicaid and Food Stamps were highest in Port Jervis, Middletown, Newburgh, and the Town of Monroe. Nearly 30% of Medicaid recipients in the County reside in Monroe (inclusive of Kiryas Joel), 22% reside in Newburgh, 15.6% in Middletown, and 4.9% in Port Jervis. A total of 7.13% of students in Port Jervis were receiving some form of assistance (117 were receiving family assistance while 59 were receiving safety net assistance). The City of Port Jervis had the highest percentage of Medicaid users at 5.77%.
- Eligibility for free school meals, an indicator of low income status in families, exceeds 25% in following the school districts – Kiryas Joel (90.7%), Newburgh City (43.5%), Middletown City (41.5%), and Port Jervis City (27.2%).
- Pre-1950s housing is regarded as an indicator of lead poisoning risk. Nearly 80% of the housing in Port Jervis was built prior to 1950. This is the highest rate of any Orange County community.
- Births to teens are most common (as a percentage of total births) in the County’s three cities of Middletown, Newburgh and Port Jervis. Unfortunately, inadequate funding recently resulted in abstinence education being eliminated in Port Jervis. Teen births accounted for 4.3% of total Port Jervis births between 2000 and 2002, down from a high of 6.4% between 1994 and 1996. In evaluating births to mothers 17 years and younger throughout Orange County over the course of three 3-year periods, the City of Port Jervis was one of three areas (others include the City of Middletown and the West area) to experience an increase in the most recent assessment period, in contrast to previous decline trends.

- Port Jervis was second to Newburgh for the percentage of births paid for primarily by Medicaid or self pay. This figure was 56.6% in Port Jervis in 2002, compared to 74.1% in Newburgh. In recent years, the percentage of mothers attaining early (first trimester) prenatal care in Port Jervis has increased from 64.1% in 1994-1996 to 70.1% in 2000-2002. In addition, the percentage of late or no prenatal care has decreased substantially from 12.9% in 2000 to 4.7% in 2002. Historically, Port Jervis has had the highest infant mortality rate of any area in the County: 14.5% in 1994-1997 and 10.2% in 1998 – 2000.
- Port Jervis had the highest cancer mortality rates of any community in Orange County.
- The study found that the areas most needing prevention and education services include Middletown, Newburgh, and Port Jervis.
- In 2002-2003, the percentage of high school graduates receiving Regents Diplomas in Public School Districts ranged from a low of 34% in Chester to a high of 91% in Port Jervis, where 168 students of 184 attained Regents Diplomas.
- In 2002-2003, the Port Jervis City School District had the lowest percentage of drop-outs, 0.5%, or 5 students.
- The percentage of Port Jervis students with limited English proficiency was low at 0.6%.

Putting the Pieces Together, 2002

Putting the Pieces Together: Development a Comprehensive Strategy was developed by the Strategic Planning Group and submitted to the City of Port Jervis on February 19, 2002. The Strategic Planning Group was a local group whose mission was to reduce substance use and abuse and other risk behaviors among youth and their families by working to reduce risk factors and increase protective factors. This study, by pulling together data from several surveys, Orange County, and New York State, attempted to determine risk factors or “risk constructs” found to predict youth associated substance abuse related problems. The study grouped the indicators under the ecological risk framework based on the Social Development Risk and Protective Factor research model, which focuses on the influence of social bonding within individual, school, peer, and community domain.

Findings from the study included the fact that Port Jervis high school students use alcohol and tobacco at rates higher than their national counterparts. Additional findings included the fact that the City exhibited elevated risk factors in all four domains: community, family, school, and peer-individual. The four highest risk factors were: low neighborhood attachment, community disorganization, low school commitment and favorable attitudes toward antisocial behavior. The most suppressed positive factors included community rewards for prosocial involvement, school rewards for prosocial involvement, religiosity, and belief in the moral order.

Planning Guidelines for the Comprehensive Three Year Local Plan, 2005

The Workforce Investment Act (WIA) requires that the New York State Department of Labor Workforce Development and Training Division develop Comprehensive Local Plans every three years to re-evaluate their current system’s delivery of employment and training services in light of economic shifts, new

initiatives, new mandates, and its vision for the economic and workforce development of the area. In accordance with the flexibility granted to the states, this planning guidance is provided to assist local areas in the development of a three-year plan. The Local Plan is regarded as the key to supporting strategic activities to produce a workforce system that provides high quality services both to its businesses and job-seeking customers.

The 2005 plan finds that Orange County may appear to be a “booming” region with the majority of residents experiencing high salaries, strong educational backgrounds, and ethnic homogeneity--this is not the case in all areas of the County. Despite aggregate County statistics that reflect a strong middle-class base, this does not accurately present the economic well being of the County’s three cities (Newburgh, Middletown, and Port Jervis), or in its fastest growing community, Kiryas Joel, a Hassidic community in the Town of Monroe. These localities, in contrast, have lower educational attainment, more poverty, higher unemployment rates, or residents that spend a larger portion of their monthly income to pay rent/mortgage than the rest of the County. As a result, the division has identified the need to strengthen its partnerships with the local service providers (one stop centers) in these four communities. The Port Jervis School District is the Port Jervis partner.

As indicated in the plan, the majority of Orange County youth eligible for the division’s programs live in the “urban-poverty impacted areas” of Newburgh, Middletown and Port Jervis. These areas have high evidence of crime, youth gangs, substance abuse, drop-out, teen pregnancy, homeless, low educational functioning, and lack of transportation. According to the division, the severity and intensity of these conditions contribute to the difficulty youth subcontractors have in retaining this population, and meeting performance.

Needs Analysis

Highlights: Opportunities & Challenges

- *The Community Needs Public Survey was conducted in the Spring of 2008 and there were 144 respondents.*
 - *Public survey respondents felt that the most important need in the community was available jobs, followed by affordable housing and education.*
 - *In terms of recreation needs for public survey respondents, affordable or free fitness facility/gym was found to be most important for over half the respondents, followed by more or improved parks, and in third winter activities/resources.*
 - *The Youth Survey was conducted in the Spring of 2008 and there were 318 respondents.*
 - *Over three quarters of the youth respondents found that there is not enough for young people to do in Port Jervis (77.8%).*
 - *The top three recreation needs for youth respondents was more or improved parks, affordable or free fitness facility/gym, and active recreation programs (sports or athletic leagues).*
 - *Youth respondents were more likely to mention family conflict as a current or past problem, followed by dating violence, and teen sex. Respondents noted that they currently have or had problems with risky behavior (86.4%) and less than a third who answered the question mentioned that they had risky internet-related behavior.*
 - *Eighteen agencies responded to the Service Provider Survey.*
 - *DSS/temporary assistance, education/literacy, transportation, and one stop shop/emergency housing were the top three concerns for service providers (with transportation and one-stop shop/emergency housing tied for third).*
 - *In terms of future concerns, service providers mentioned employment opportunities as the top concern followed by affordable housing.*
-

Through this planning process, the Port Jervis Community Development Agency, in partnership with the Port Jervis School District, sought to bring all members to the community table in order to assess existing conditions and prepare for the emerging health, human, social, educational and economic needs that impact Port Jervis residents' quality of life.

The information that comprises this Needs Analysis was compiled through several different methods. First, to obtain feedback from City residents on what they perceived community residents' existing needs to be, a Public Survey was conducted. To gain input from Port Jervis teens, a Youth Survey was also conducted. In addition, to solicit comments from the City's various service providers, a Service Provider Survey was undertaken. Finally, to supplement this information, recently conducted needs analysis and

evaluations were obtained from various City stakeholders, in particular, the Port Jervis Community Development Agency and the Port Jervis School District.

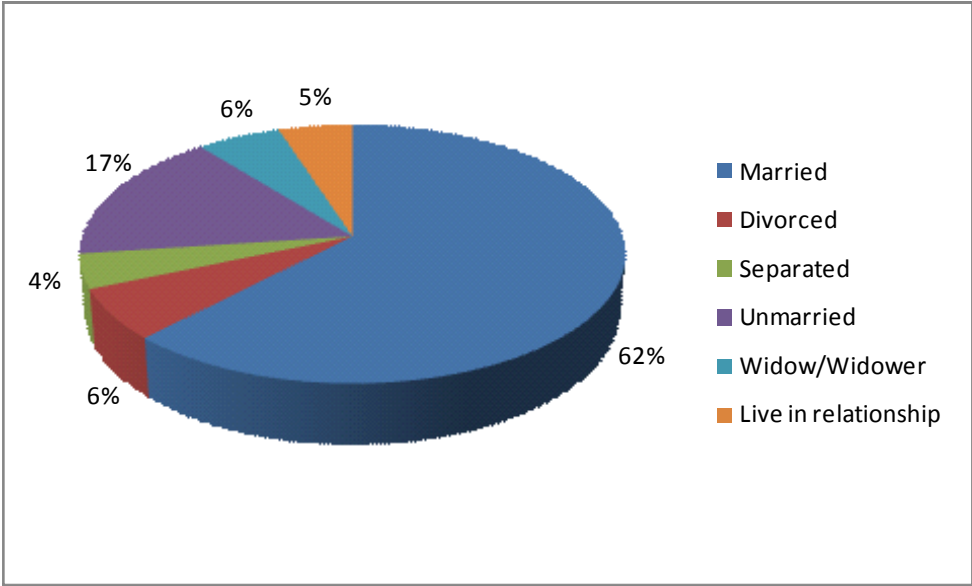
Community Needs Public Survey

The Community Needs Public Survey was conducted from March 14, 2008 until March 31, 2008. The survey was available both online and in paper format. Twenty-seven questions were asked and the full survey results can be found in Appendix A. There were 144 respondents.

ABOUT THE RESPONDENTS

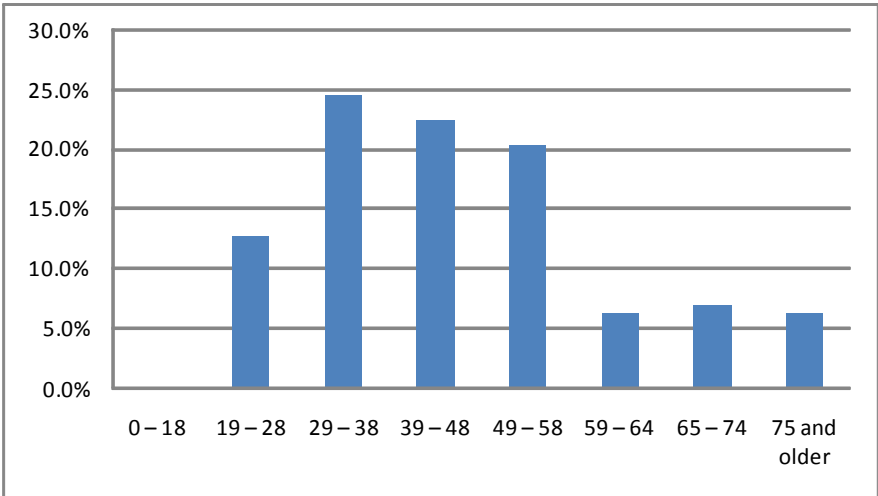
Questions 1-18 were regarding demographic information of the respondents. Of the respondents, 66% were female and 34% were male. Sixty-two percent of the respondents were married followed by 16.4% who were unmarried as illustrated in Figure 5.

Figure 5: Marital Status



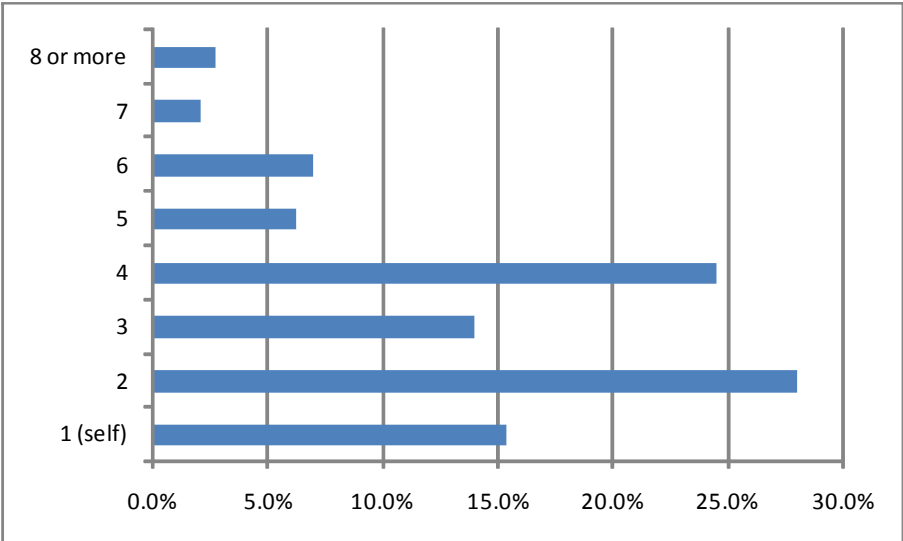
The majority of the respondents were between 29 and 58 years old as illustrated in Figure 6.

Figure 6: Age



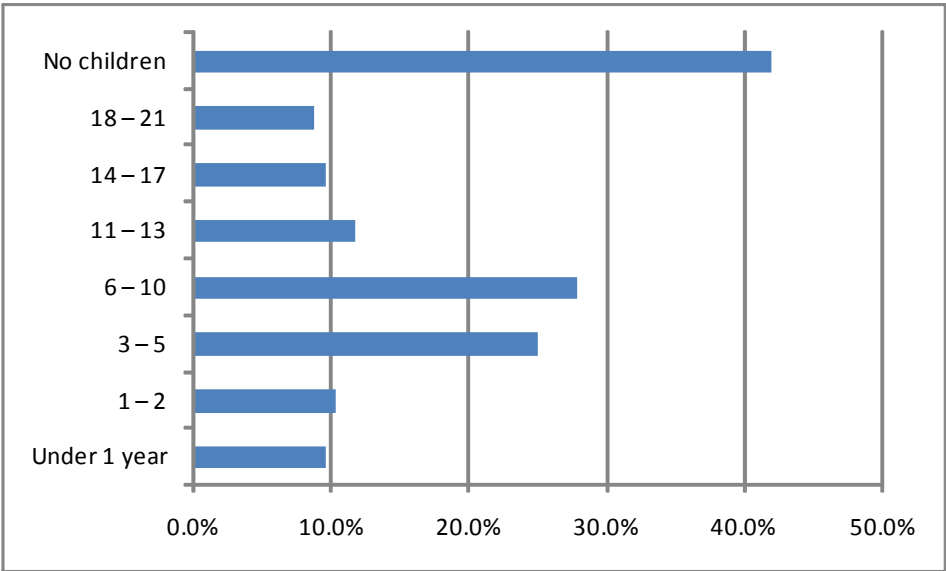
Twenty-eight percent of the respondents had two people in their household, followed by four people (24.5%) and then themselves in third.

Figure 7: Persons Per Household



The majority of respondents had no children, followed by 27.0% with children between the ages of 6 and 10, and 25% of those with children between the ages of 2-5.

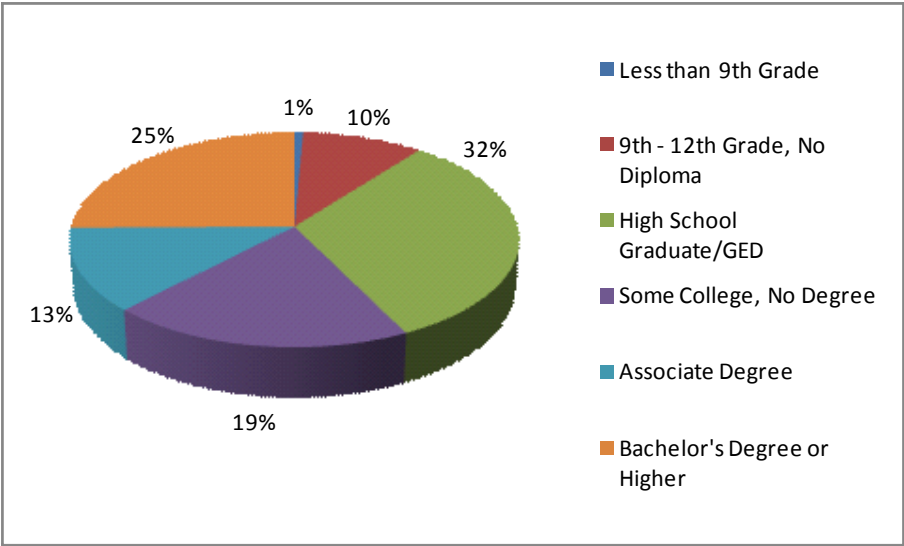
Figure 8: Number of Children in Household



Respondents noted that 18-21 year olds in their household were mostly not in school (72%). Only 14.8% noted they had a disability and 15.8% stated their household contains someone with a disability. The majority of respondents were white (83.1%), followed by black (5.6%), and Hispanic origin and two or more races tied in third with 4.2%.

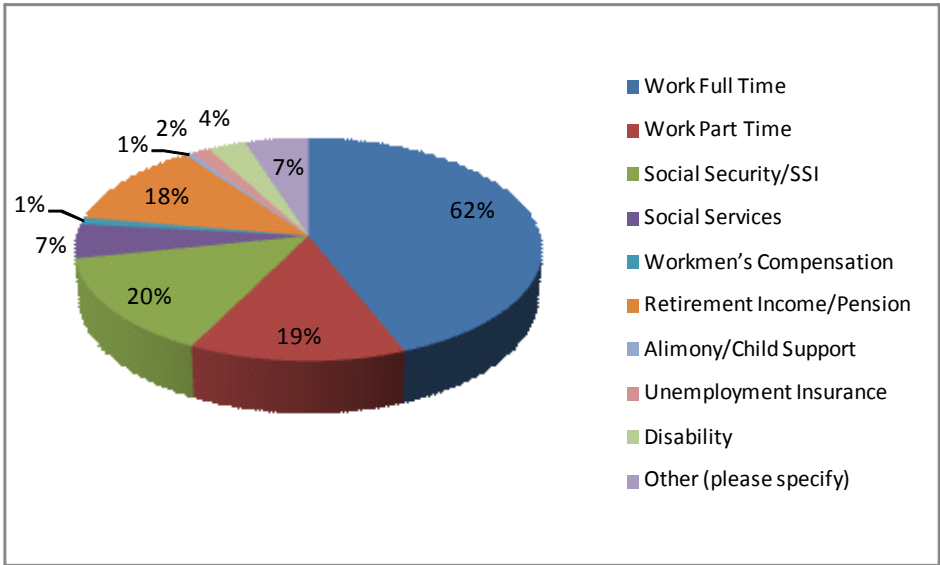
The majority of survey respondents had a high school/GED degree or higher as illustrated in Figure 9.

Figure 9: Highest Grade Completed



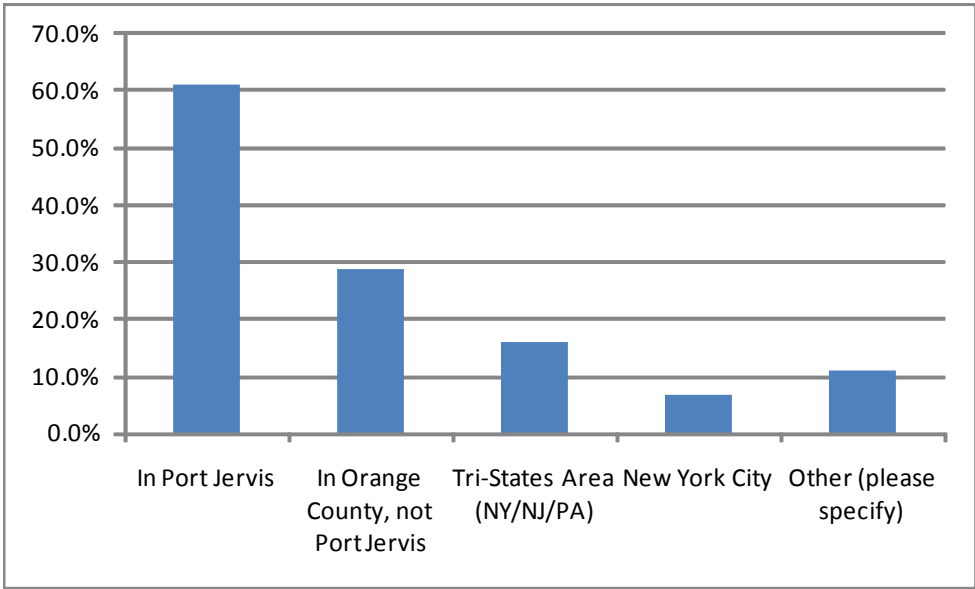
In terms of sources of household income, most of the respondents work full time (62.2%) and less than a quarter have income from social security/SSI. Roughly nineteen percent work part time and around eighteen percent have retirement income/pension.

Figure 10: Sources of Household Income



The majority of respondents state that those who work in their households are working in Port Jervis. Over a quarter of people are working in Orange County with the next largest category in the Tri-State Area.

Figure 11: Work Location

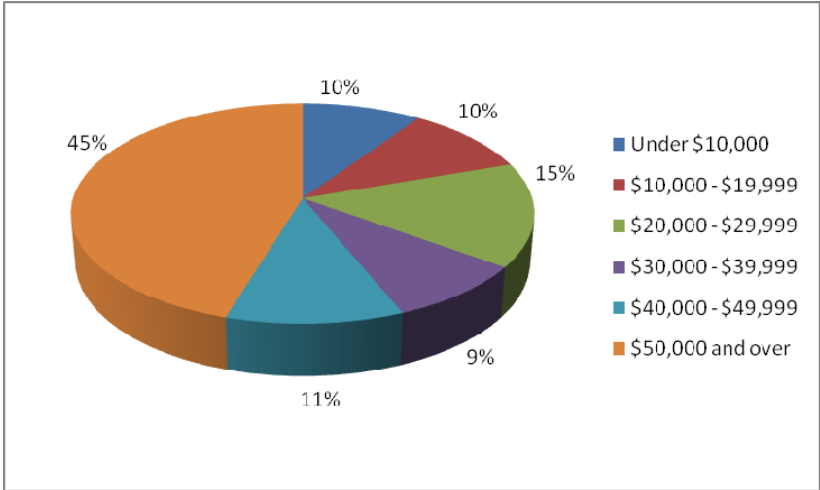


Less than half of the respondents make over \$50,000. The next highest category is between \$20,000 and \$29,999, followed by \$40,000 and \$49,999, as illustrated in Figure 12.

Most respondents have health insurance (88.4%) and over half of that insurance is provided by their employers. Medicaid is received by 17.6%, followed by 14.4% with Medicare, and 13.6% with Child

Health Plus. A little over half of employees contribute to their employer provided health insurance. Only 9% of respondents did not have access to a car.

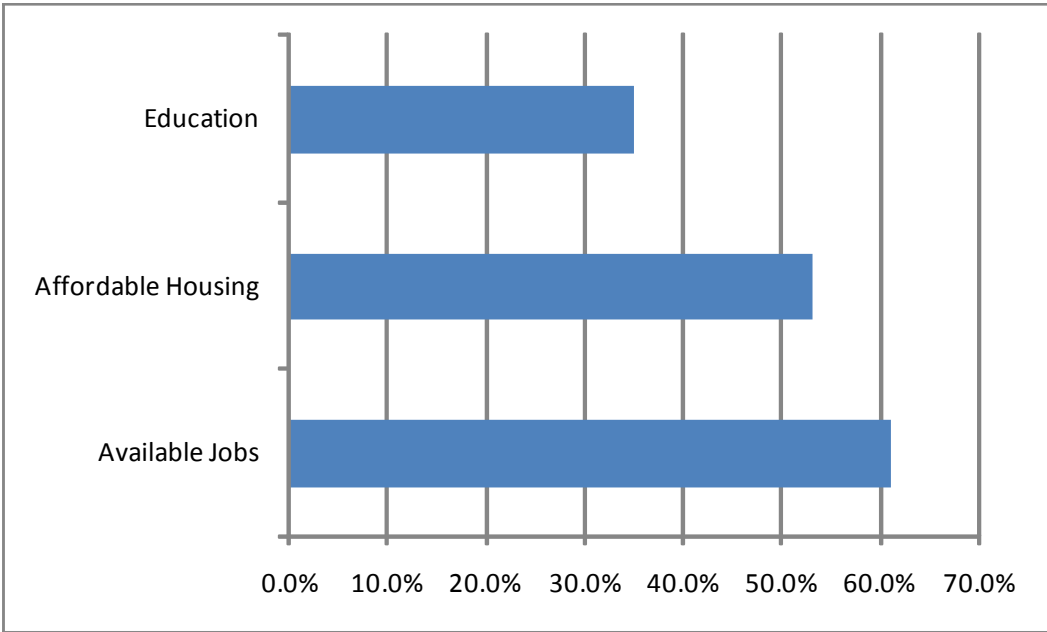
Figure 12: Annual Household Gross Income



RESULTS

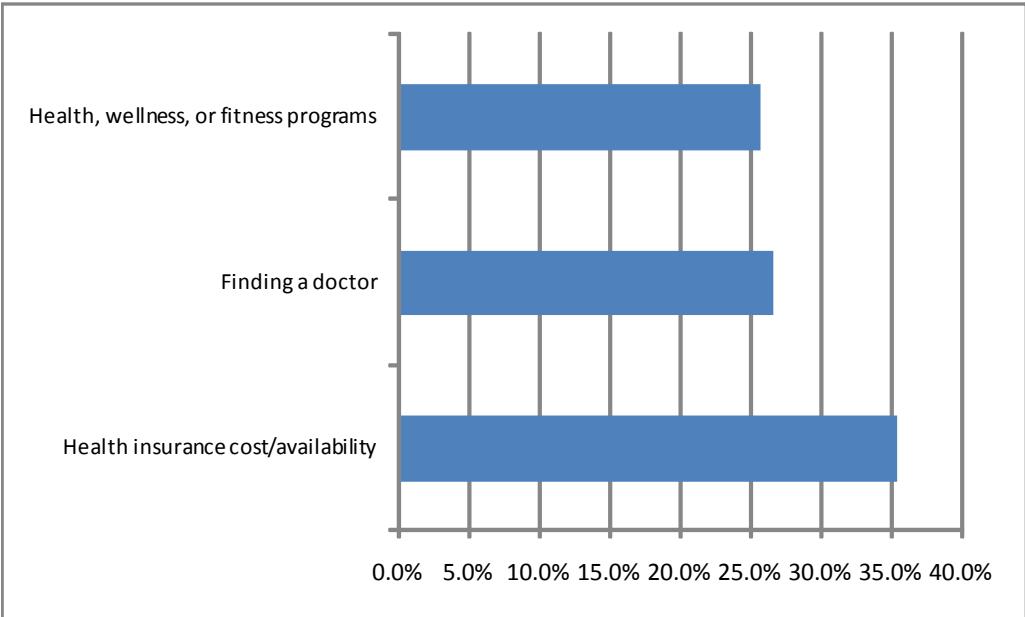
As illustrated in Figure 13, the respondents felt that the most important need in the community was available jobs. The second most important need was affordable housing followed by education.

Figure 13: Most Important Need



Health insurance cost/availability was considered the biggest health-related need in the past year, followed by finding a doctor, and health, wellness, or fitness programs.

Figure 14: Biggest Health-Related Need

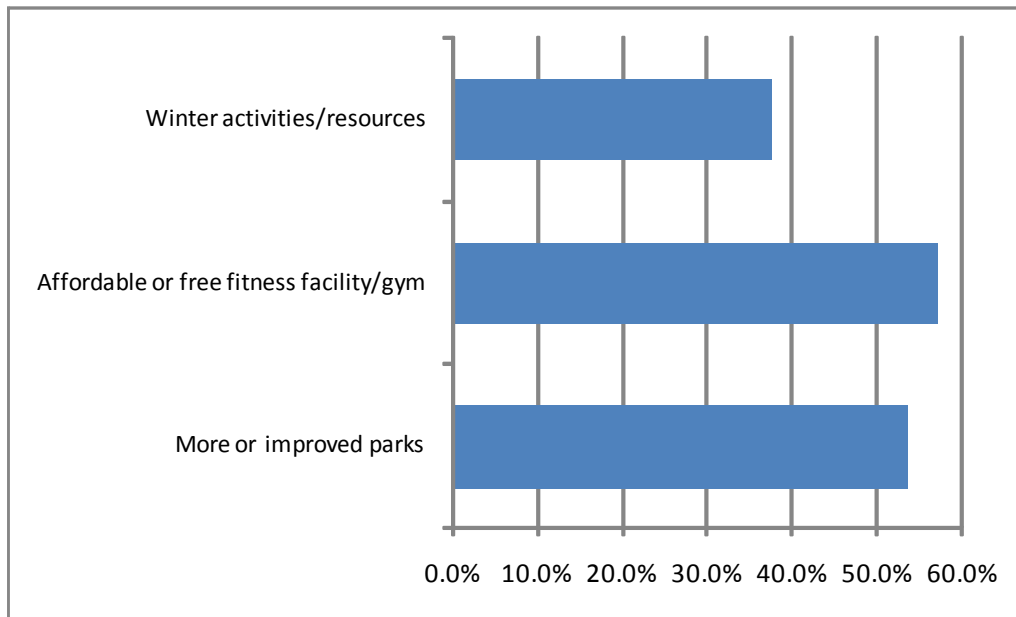


In terms of housing related needs, energy improvements was the number one answer, followed by assistance paying utilities, and permanent, affordable housing.

Available jobs were the biggest job or business-related need in the past year, followed by continuing education, and help finding a job. In terms of service-related needs for the past year, 36.4% felt that financial management/budgeting was the most important, followed by a tie of child care and food, and in third help with social services.

Children programs for ten year olds and under was the greatest social need for respondents for the past year, with community programs a close second and social activities for older adults (over 30) following in the number of responses.

In terms of recreation needs, affordable or free fitness facility/gym was found to be most important over the past year for over half the respondents, followed by more or improved parks, and in third winter activities/resources.

Figure 15: Biggest Recreation Need

Respondents felt that transportation “to and/or from work/job interview” was the most important transportation need in the past year, followed by “to and/or from medical appointments,” and “to and/or from shopping.”

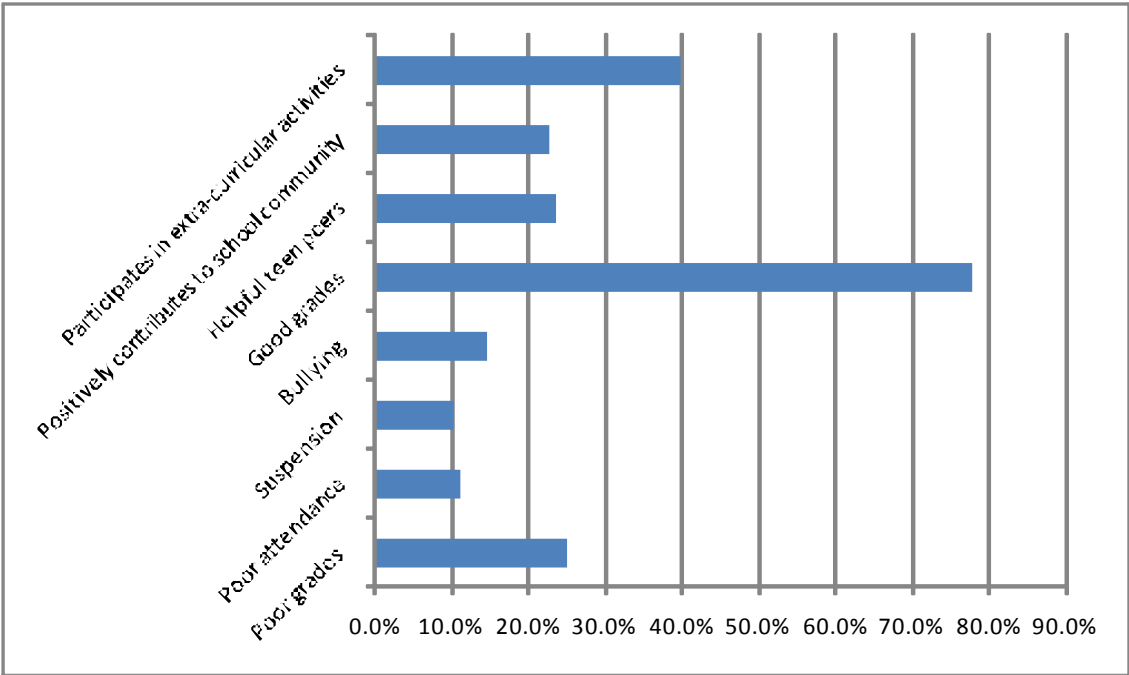
Youth Survey

The Youth Survey was conducted from early Spring 2008 until April 11, 2008. The survey was available online and in paper format. Twenty-eight questions were asked and the full survey results can be found in Appendix B. There were 318 respondents.

ABOUT THE RESPONDENTS

Of the respondents, 50.8% were male and 49.2% were female. Roughly a third of the respondents were 15 to 16 years old, followed by 13-14 year olds (30.7%) and 17-18 year olds (22.5%). The vast majority of the youth surveyed live with their families (98.4%). Most of the respondents had never run away or been homeless (85.2%). The overwhelming majority of the survey respondents are in school and only 0.6% responded they were out of school. In terms of their school experience, nearly 78% mentioned good grades, followed by participation in extracurricular activities (39.7%) and poor grades (24.9%).

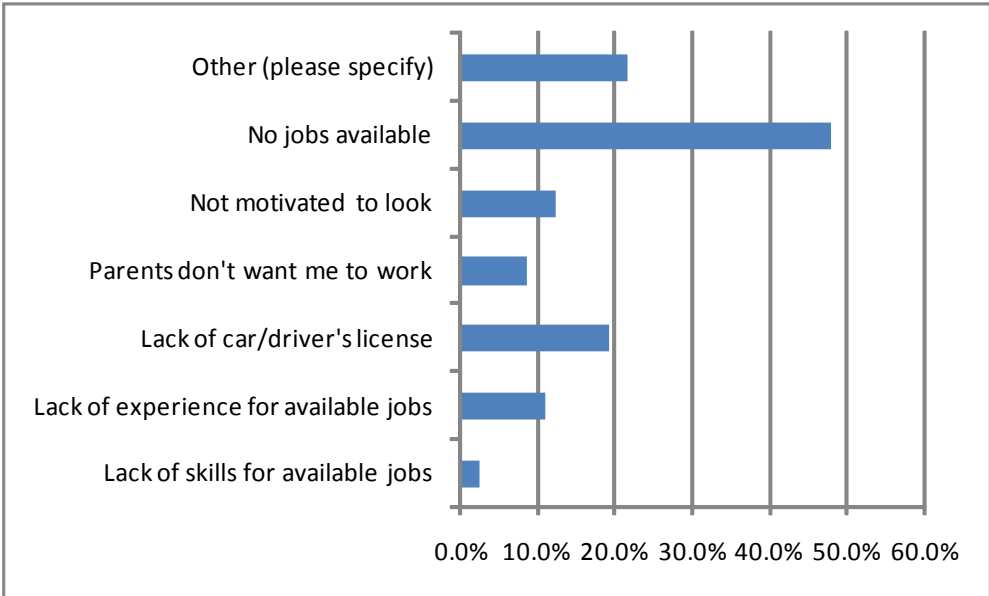
Figure 16: School Experience



Survey respondents were from seventh through twelfth grades with the most in eleventh grade (22.9%), followed by seventh and tenth grades (19.7%) respectively. Eighteen people responded that they were no longer in school. However, please note that this question may not have been filled out accurately as some respondents filled out the question that they were no longer in school and then filled out the next question about what grade they were in.

About half of the youth found that it was hard to find a part-time job and many mentioned that there were no jobs available (47.9%).

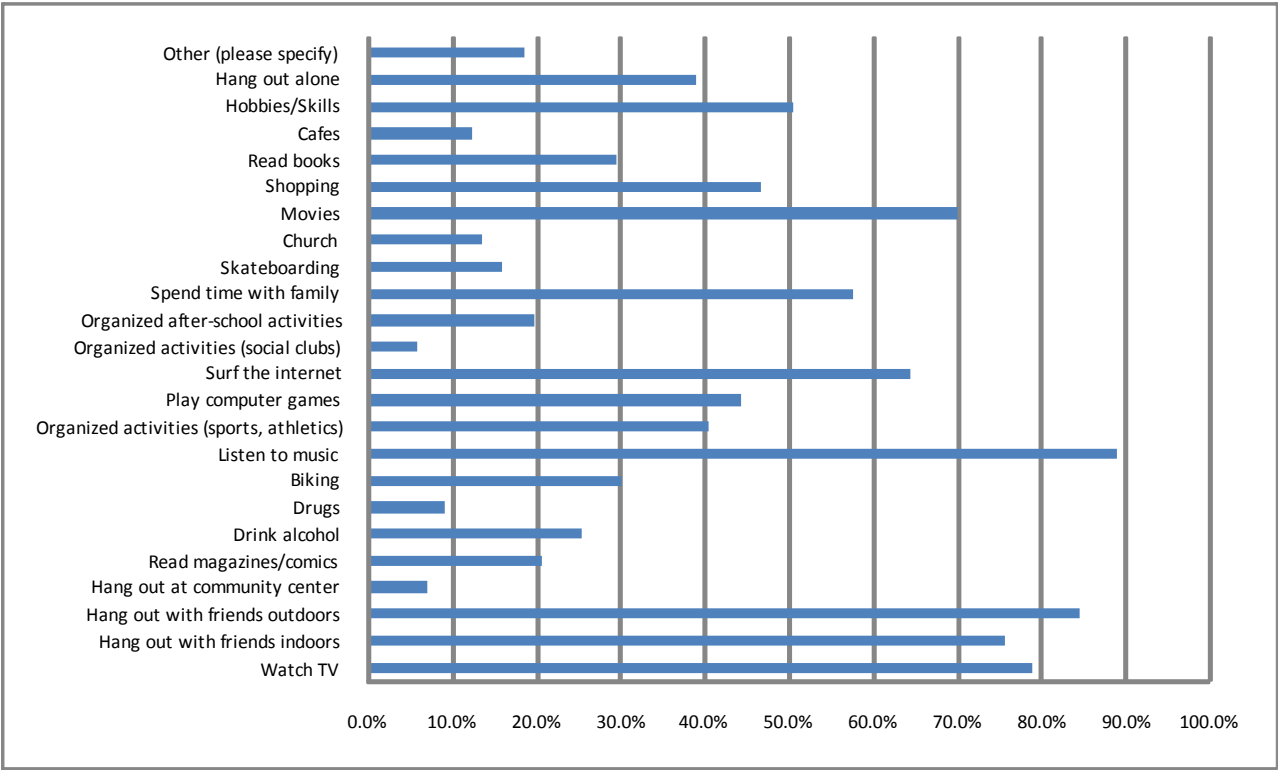
Figure 17: Reasons for Having Trouble Finding a Job



RESULTS

In their spare time, the students listen to music, hang out with friends outdoors, and watch TV as their top three activities.

Figure 18: Spare Time Activities



Friends were the most likely source for finding out about activities and events going on in the community, followed by parents/family, and teachers.

In terms of which activities youth participate in, almost half participate in school sports, while the second most popular response is outdoor activities (fishing, hiking), followed by after-school clubs.

Figure 19: Finding Out About Activities and Events

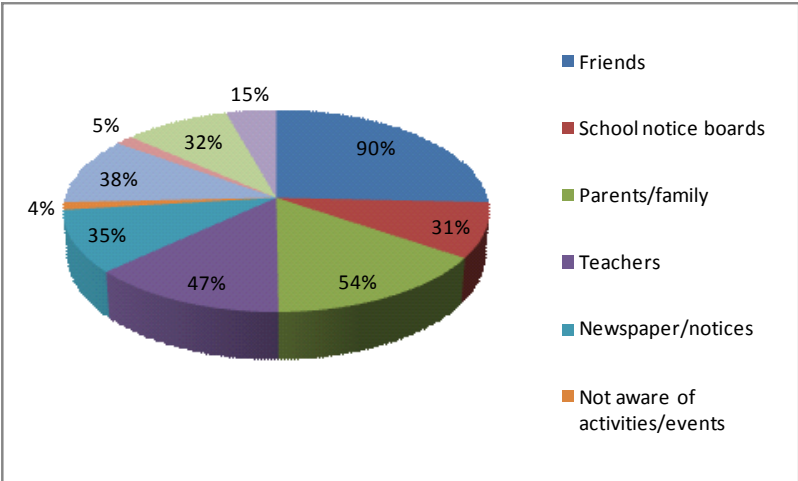
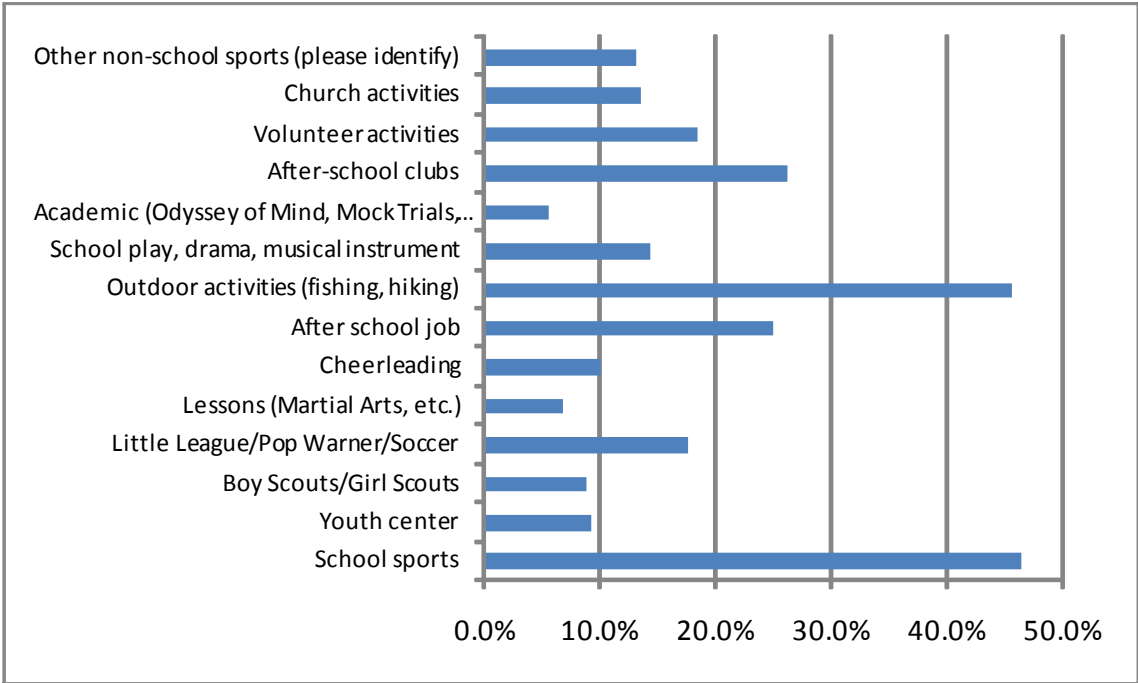
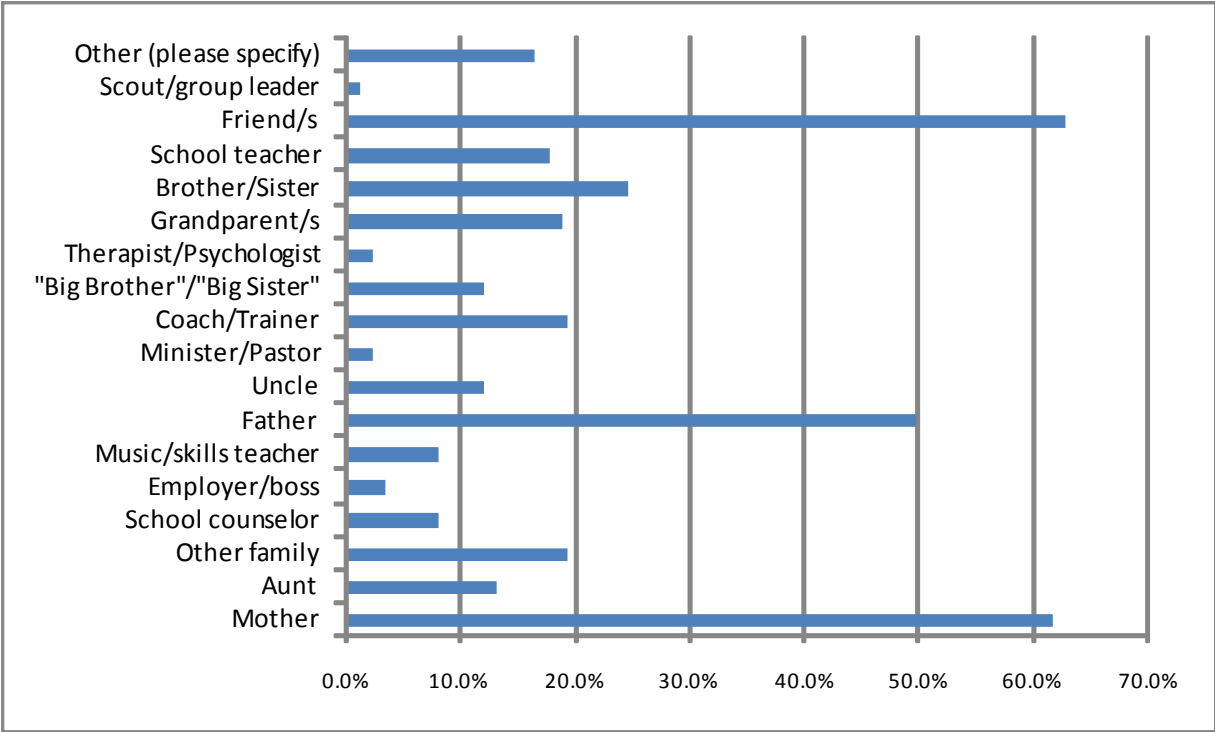


Figure 20: Participation in Activities and Facilities



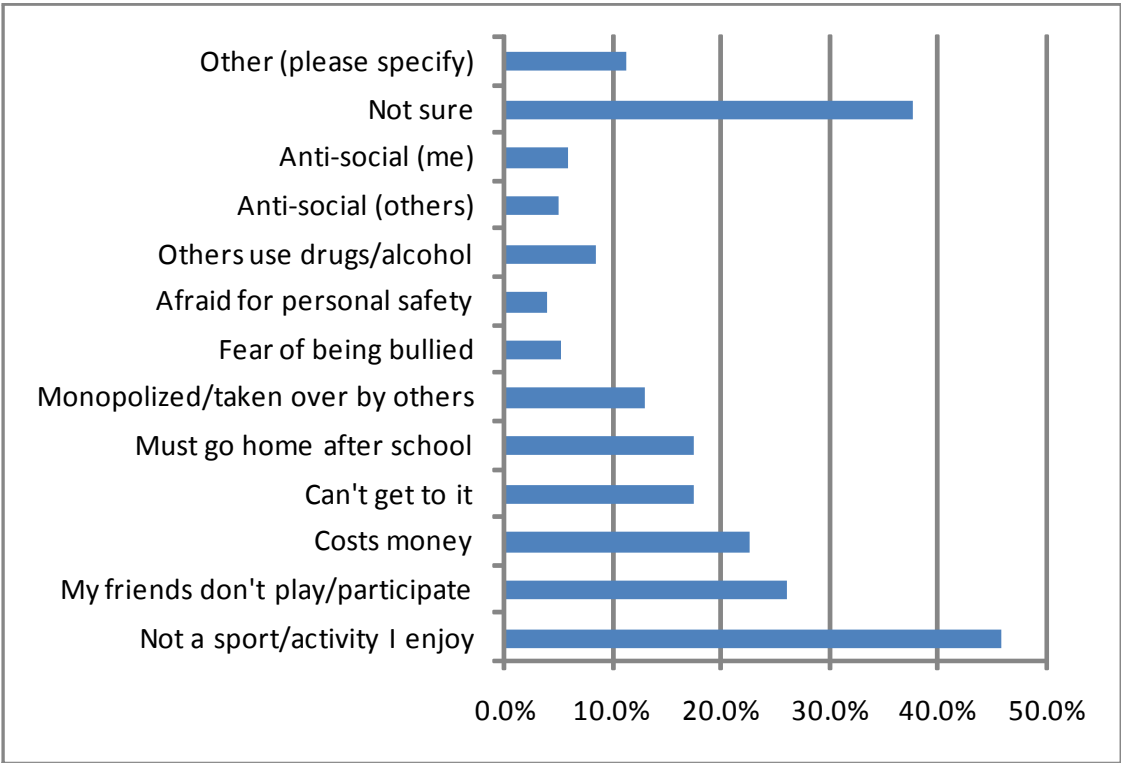
However, over three quarters of the respondents found that there is not enough for young people to do in Port Jervis (77.8%). Popular write in comments of what is needed included: a swimming pool, a movie theater, paint ball, arcades, dirt bike, bmx, and motorcross trails, water parks, amusement parks, shopping, restaurants, concerts, and various indoor and outdoor athletic activities including ice skating, hockey, boxing, baseball, basketball, and roller skating. Many of the respondents stated that there should be more places to hang out and additional activities to do in the City. Friends encouraged participation in after-school activities followed by mothers and fathers.

Figure 21: Who Encourages Participation in After-School Activities



The reason for lack of participation in events are due to the fact that the events are “not a sport/activity I enjoy,” followed by “not sure” and “my friends don’t play/participate.”

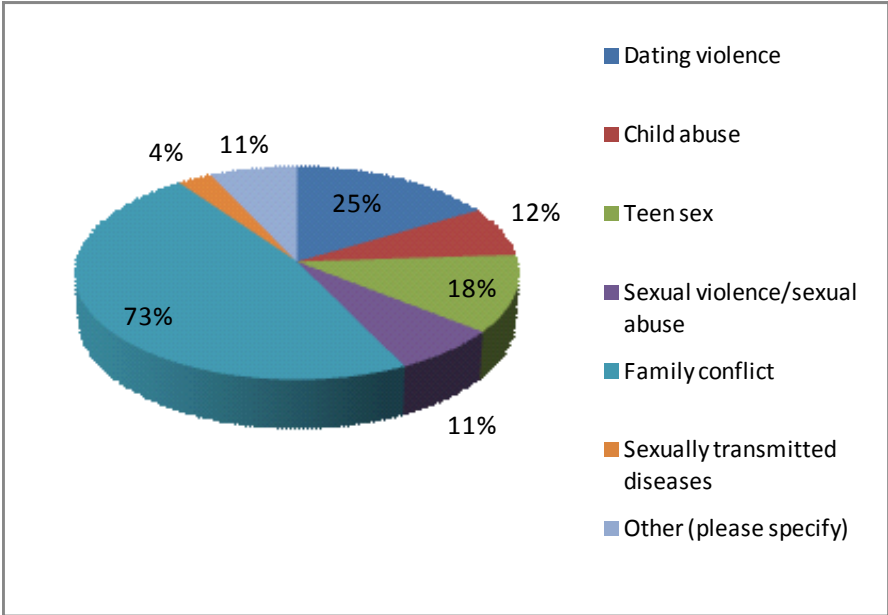
Figure 22: Reasons Why Do Not Participate in Activities or Facilities



The top three recreation needs are more or improved parks, affordable or free fitness facility/gym, and active recreation programs (sports or athletic leagues).

Respondents were more likely to mention family conflict as a current or past problem, followed by dating violence, and teen sex.

Figure 23: Current or Past Problems



Sixty-one percent of the respondents are not sexually active. Of those that stated they were sexually active, most responded that they were not using birth control and only 5.2% stated that they or their partner are pregnant/have been pregnant. Respondents mentioned depression as the number one issue, followed by thoughts of suicide, and health concern in terms of current or past problems. Thirty-one percent of survey respondents noted that they had encountered any gang activity. Over half mentioned that crime was a current or past problem with some responses about arrests (32.8%) and PINS (Person in Need of Supervision). Respondents noted that they currently have or had problems with risky behavior (86.4%) and less than a third who answered the question mentioned that they had risky internet-related behavior. Many youth responded that Port Jervis provides “caring adults available to provide guidance and support” (63.3%) of respondents, while less than half responded that Port Jervis provides “opportunities to express oneself through music, drama, creative writing, or public speaking.”

Service Provider Survey

The following eighteen agencies responded to the Service Provider Survey:

- Orange County Partners for Children, Youth, and Families
- Bon Secours Community Hospital
- Orange County Dept. of Health
- Maternal-Infant Services Network
- Orange County Act for Youth
- Connections Program @ Bon Secours
- Port Jervis School District
- Alcoholism and Drug Abuse Council of Orange County
- Bon Secours Community Hospital Mental Health Unit
- Easter Seals Outreach Program
- Chemical Dependency Services, Middletown
- Port Jervis Community Development Agency
- YWCA Orange County
- RECAP, WOC Head Start
- Orange County Department of Social Services
- Occupations, Inc.
- Cornell Cooperative Extension
- Capabilities Partnership, Inc. (CPI)/Epilepsy Society of Southern New York (ESSNY)

PAST COLLABORATION EFFORTS

As evidenced in the survey response submitted, a history of past collaboration exists between a number of Port Jervis service providers, and, although some indicated difficulties in the past, most respondents expressed a desire to continue collaborating. Collaborative mechanisms identified thus far include:

- *Funding:* For example, the Orange County Department of Health funds many organization's health related initiatives. The NYS Department of Health and the NYS Office of Children and Family Services fund several of MISN's programs. Connections is funded in part by the Orange County Department of Mental Health. HUD funds and the Orange County Office of Community Development administers OCDOH's Lead Safe Orange program to address lead hazards in the home. PJCDA expands its housing rehabilitation program by leveraging HOME funds available through partner Orange County Office for Community Development.
- *Locational/Siting assistance:* Orange County's Community Health Worker Program is housed at the McAuley Center; Salvation Army donates use of its soup kitchen for OCDOH-sponsored presentations on HIV education and testing; OCDOH provided blood pressure screenings at the County DMV.
- *Referrals:* OCDOH indicated they receive referrals from Child Protective Services and Project Discovery and, in collaboration with Bon Secours, provide referrals to a network of Physical, Occupational, and Speech Therapists. Bon Secours' Social Work Services department refers patients to many Orange County departments, including the Office of Aging, Social Services, Health Department, as well as to other non-profits including the Salvation Army.
- *Outreach:* OCDOH indicated they conduct outreach to the local medical community to educate on the importance of lead testing; OCDOH works with the Port Jervis School District to promote the campaign against Big Tobacco.
- *Special Events/Program Collaborations:* OCDOH worked with many other agencies and organizations (including the Port Jervis Police Department) to help coordinate the National Night Out in August 2007; PJCDA partners with Rural Opportunities, Inc., (an Orange County housing provider) on promoting homeownership opportunities. The YWCA has collaborated with Safe Home and the City of Port Jervis on providing domestic violence advocacy services to the community. Occupations, Inc. currently collaborates with the Port Jervis School District and the Orange County Department of Social Services to provide casework services in the schools.
- *Cross-Promotion:* Many agencies have information and brochures of other organizations available at their offices.

RESULTS

DSS/temporary assistance, education/literacy, transportation, and one stop shop/emergency housing were the top three concerns (with transportation and one-stop shop/emergency housing tied for third). Employment related issues and affordable housing round out the top five current concerns as illustrated in Table 11.

Table 11: Most Important Concern - Now:

Concern	Frequency Mentioned
DSS/temporary assistance –not available locally	10
Education/Literacy	9
One stop shop in Port Jervis/ Emergency housing!	8
Transportation	8
Employment, Lack of job skills/Adult education/Job-training	7
Affordable (low-income) housing	6
Adolescent Activities/ Youth Bureau – PJ is not connecting kids to existing opportunities/Family recreation	5
Parenting skills	5
Childcare, affordable	4
Healthcare/Medical providers that accept insurance	3
Parochial mindset	2
Nutrition/Health/Obesity/Unhealthy lifestyles (smoking, substance abuse, unhealthy eating)	2
Transition planning for developmentally delays/post-school supports in place	1
Career Center (DSS) computers not available during day	1
Lack of Adult services, adult daycare, assisted living facility, adult home	1
Teen pregnancy/esteem issues/family stability	1
Communication, cooperation, coordination, collaboration	1
Mental Health Services	1
Drug prevention in school	1
Treatment services to needy/financial aid to afford services	1
Safety/crime prevention	1
Transportation needs/access to Goshen DSS (food stamps and Medicaid application) and Middletown DSS (temporary assistance and emergency housing)	

In terms of future concerns, service providers had more varied responses although again employment opportunities were mentioned as the top concern followed by affordable housing.

Table 12: Most Important Concern - Future:

Concern	Frequency Mentioned
Employment opportunities matched to cost of living.	3
Affordable housing	2
One stop shop for citizens referral and information, local office with multiple human service providers	1
Transportation – within and outside of City	1
Local Emergency housing	1
Provision of services to developmentally delayed, day hab, respite provider, education to community/family/parents on how to assist their child reach potential post-school	1
Healthcare/insurance affordability	1
Affordable shopping (food, clothing)	1
Increased population requiring services	1
Parenting skills	1
Nutrition	1
Local services for adult disabled population, e.g., Day Program for people with disabilities	1

Previously Completed Needs Analysis

These needs analysis were completed shortly before or concurrently with the completion of the *Port Jervis Community Development Strategic Plan*. These summaries provide only a brief outline of these needs demonstrated in the studies.

21ST CENTURY COMMUNITY LEARNING CENTERS

Port Jervis City School District, together with a consortium of more than 10 agencies from the City of Port Jervis, joined to create the Tickets to Success, a school-based community learning center. This project would provide high quality, innovative, and effective extended-day and summer learning opportunities for the City’s student body and adult populations. These services would be offered at the Port Jervis High School, which would be open beyond the normal school day and school year. There would be 3,500 students served each year over the four and half year span of this project. Approximately 9,000 community members would be offered program services as well.

Although only 60 miles from New York City, the Port Jervis City School District is unique in that it is a city district, which includes students from rural areas. According to the NYSED rating, Port Jervis is considered a rural district with high students’ needs in relation to the district resource capacity. Port Jervis High School was identified as a Title I School in Need of Improvement (SINI) by the New York State Department of Education. Currently however, only the Port Jervis Middle School is a SINI.

There are a number of risk factors that were identified when assessing the school district population. Student socioeconomic and stability indicators revealed that over 40% of students qualified for free or reduced lunch with 31-40% on public assistance. In the Port Jervis School District, 29% of students lived in one-parent working homes and more than 60% of students had no adult supervision between the hours

of 2 p.m. and 6 p.m. It was noted that 5% or fewer students participated in organized sports or scouting. Now, approximately 30% of students participate.

Port Jervis High School had been identified by NYS Department of Education as being below average in English and Math. During the 2006-7 school year, 24% of high school students were suspended at least once; 35 students attended neglected or delinquent programs; 189 students were homeless or in temporary housing, and the school had a 90.86% attendance rate. Now, school is no longer below average according to New York State. The suspension rate is now below 10% while attendance is up to 92%. However currently, the neglected and homeless numbers are similar to the past.

In addition to the city school district, Port Jervis has three nursery and pre-schools and a Head Start program for at-risk children and their families. At present, there are approximately 120 families on the “waiting list” for Head Start services.

HEALTHY STUDENT NETWORK INITIATIVE

The Port Jervis School District also applied for a grant to fund a Healthy Student Network Initiative Program. This program would be open for a minimum of 30 hours per week (4 hours a day, M-F) before and after school hours. The intent of this proposed program is to reduce the district’s student “risk factors” and promote student achievement and social success. If funded, this grant would allow the School District to (1) offer students an extended school day/year “menu” of expanded and enriched learning opportunities, in a safe, drug-free environment which would support and (2) encourage students’ efforts to improve their academic achievement and enhance their physical, mental and social well being. (3) Encourage students to reduce “At-risk Decision-making”.

Education proposed includes: Driver and Defensive Driver Education; tutoring and mentoring, homework assistance, academic remedial and enrichment instruction; student developed television programming addressing safety and health issues to be aired locally; integrated health/nutrition/social skill development programs/services; and organized recreational/arts/cultural awareness programs. A menu of “intervention” programs/services would include: Family physical/mental health services, and parent substance avoidance education; Prenatal classes for pregnant teens in basic parenting skill/effective child behavior management; Support groups for students who are experiencing health problems such as diabetes, and asthma; and alcohol/ drug addiction counseling for adolescents and family

Port Jervis School District officials estimate that close to 25% of students who finish the 7th grade will not make it to high school graduation without effective and early intervention services. During the 2006/07 school year, 21% of high school students (grades 9-12) were suspended for one (1) or more occurrences and thirty (30) students are placed by the court system in neglected or delinquent programs. Teen pregnancies accounted for nearly 20% of the Port Jervis births in 2007, 39% higher than the New York State average. Port Jervis also has a 21% higher level of low birth weight infants, as compared to the New York State average. On average, approximately 57% of all Port Jervis births occur in families receiving Medicaid benefits and/or those without health insurance.

According to the Port Jervis City School District, there were approximately sixty (60) police calls made to the schools during 2006, 20% higher than the Orange County rate. The police calls range from criminal trespass (15) to drug violations (20) and weapons possession (7). According to the City of Port Jervis Police Department, Part I serious crimes (including larceny, arson, rape and homicide), increased by 13%

from 218 offenses in 2005 to 247 in 2007. Part II crimes experienced the most dramatic increase in activity with a 23% increase in drug-related offenses, 29% increase for disorderly conduct and 10% increase for domestic violence arrests. Overall, Part II criminal activity rose from 944 arrests in 2004 to 1,075 in 2007, an increase of nearly 15% in three (3) years. During 2007, there were 151 drug-related arrests of which 37 were committed by youth aged 16-20 years (25%).

Strategies and Actions

This action plan identifies strategies and sets goals for a comprehensive, community-wide approach to the delivery of vital services to local residents. The intent of this plan is to preserve and capitalize on existing programs and services while exploring new opportunities to provide residents with expanded access to services. The achievable measure of success will be greater collaboration among community service providers and the City of Port Jervis to achieve a greater level of service to Port Jervis residents.

Below is a series of goals and actions. A goal is a general statement of a future condition that is considered desirable for the community; it is an end towards which actions are aimed. An action is a specific proposal that relates directly to accomplishing the goal. The goals and strategies were developed in support of the *Port Jervis Community Development Strategic Plan* through the efforts of plan consultants working with the Planning Advisory Committee as well as input from the three surveys that were conducted. Culling all the feedback from these efforts, an attempt was made to identify goals and strategies that best reflect Port Jervis' concerns and desires.

With the feedback received from the Planning Advisory Committee, the goals and strategies were finalized and further tailored to better reflect the City's desired vision for the future.

Goal 1: Develop an outreach program to inform residents about community services available in Port Jervis.

Action 1.1 Develop a media plan to increase community awareness about programs, activities, and events.

The City, the School District, and service providers should develop a combined public outreach plan to increase attendance for programs including youth events and activities at the Youth Center. Possible ways to create increased community awareness include: utilizing the 211 social services phone system; sending flyers home with school children; posting information at the Port Jervis Free Library, at local businesses, and at area religious organizations; submitting information to the Port Jervis Gazette; and utilizing the City's website (see Action 1.2).

Action 1.2 Create a service provider directory to be maintained on the Port Jervis Community Development Agency website.

In connection with Action 1.1 above and because service providers can change, it is important to have a central location to provide information. The Port Jervis Community Development Agency website could be such a location for a Tri-State Service Provider Directory. This website could be updated by the City or the City could utilize student interns to update the website.

Action 1.3 Form an Outreach Committee to develop a media plan.

In order to implement the items in Action 1.1, an Outreach Committee should be formed to develop and manage the media plan to increase community awareness about Port Jervis programs, activities, and events.

Goal 2: Foster collaboration among community service providers.

Action 2.1: Explore the feasibility of developing a one stop center for community services, housing, and recreation.

Service providers have indicated that a one stop center is needed in the area. Such a center would allow for more coordinated delivery of services. This center could house local DSS offices, provide mental health treatment for youth and adults, drug treatment services, more recreation opportunities, and programs that are focused on building self-esteem. In addition service providers indicated that there needs to be more violence prevention, parent education, pre-natal classes and birth control services. An example of the type of one stop center is the Family Partnership Center in Poughkeepsie. One potential partnership opportunity could be with Cornell Cooperative Extension to provide courses.

Action 2.2: Hold regular community service providers meetings.

One of the important outcomes of this Plan was the opportunity for community service providers to meet on a semi-regular basis to share information on programs with other service providers. In order to continue this collaboration, this Plan recommends that the members of the Planning Advisory Committee hold at least quarterly meetings (or preferably monthly lunch meetings) to continue in the implementation of this planning effort. Such regular meetings would also assist with yearly monitoring of programs (see Goal 4).

Goal 3: Improve and expand community services.

Action 3.1 Encourage Orange County to extend hours/services provided in Port Jervis.

See Action 2.1 above. Such expansion should include extending the operating hours of the County's Women, Infants and Children (WIC) services.

Action 3.2 Provide additional opportunities for low-cost medical and dental services.

Currently the only opportunity for HIV testing is at a doctor's visit and there is no longer a dental clinic at the McAuley Center. Encourage the creation of additional medical and dental services.

Action 3.3 Expand daycare, nursery, and pre-school opportunities.

Because there are limited options in Port Jervis, encourage the creation of additional low-cost options for daycare, nursery, and pre-school opportunities.

Goal 4: Monitor progress on a yearly basis for services and programs and update the needs assessment as needed.

Action 4.1 Monitor services and programs annually and update the needs assessment as necessary.

The City and its partners should review its services and programs for their effectiveness on an annual basis to determine which programs are successful, unsuccessful, or need improvement. An updated needs assessment may be necessary from time to time to determine whether the programs targeted population is impacted in a positive manner.

Goal 5: Expand recreation opportunities.

Action 5.1 Expand the City's parks and recreational programming including youth programs.

From the Youth Survey, it was clear that young people would like additional recreational activities. Funding should be pursued to increase recreational programming opportunities.

Action 5.2 Expand and upgrade the City's parks and open spaces.

Survey respondents, both in the Community Needs Survey and Youth Survey, also expressed a desire for more or improved parks. In order to expand or upgrade parks and recreation areas, additional funding should be sought. In addition, the City should consider developing a volunteer support network to maintain the City's parks.

Goal 6: Improve Port Jervis' sense of safety and sense of place.

Action 6.1 Enhance and maintain the City's streetscape including sidewalks and lighting.

Some of the write-in comments from the surveys noted that the City does not "feel safe." Enhancements to the sidewalk system, including making sidewalks ADA compliant and additional connections, will not only enhance the sense of safety but also increase the level of pedestrian access. Additional lighting will also help with this goal.

Goal 7: Improve transportation resources.

Action 7.1 Expand transportation choices.

Survey respondents during this process and through previous needs analyses identified that they need transportation to and from work, shopping, medical appointments, etc. Explore the expansion of transportation choices including shuttles and expanded Dial-A-Bus services, as well as the creation of additional shared use trails for pedestrians and cyclists. One of the difficulties with expanding transportation choices is that Dial-A-Bus is limited to the City's boundaries. Because some services and shopping is located outside of the City, the City will need to work with other area communities to allow for the Dial-A-Bus or other transportation systems to operate in surrounding areas.

Goal 8: Promote opportunities for youth employment.

Action 8.1 Advertise youth job listings.

Based on the Youth Survey results, many respondents felt that there were no available jobs. To help with this problem, posting of available jobs should be accessible in more locations such as through the use of websites, newsletters, flyers, etc.

Goal 9: Expand affordable housing opportunities.

Action 9.1 The City and area housing organizations should coordinate on expanding affordable housing options for City residents.

While there are affordable housing options available in the City, survey respondents indicated that permanent, affordable housing is needed. The City and area housing organizations should pursue additional funding to provide additional affordable housing opportunities.

Action 9.2 Develop a Port Jervis Housing Strategic Plan.

Community Needs Survey respondents indicated that affordable housing was the most important community need overall. The respondents also indicated that they needed assistance with paying utilities and energy improvements. Given this need, the Planning Advisory Committee recommends that an expanded study of housing is needed to address low-moderate income individuals, senior housing, and homeownership concerns.

Goal 10: Expand continuing education opportunities.

Action 10.1 Explore opportunities to expand continuing education.

Survey respondents demonstrated a need to have additional continuing education opportunities. As a whole, education was the third choice for the most important need in the community.

Goal 11: Expand intermunicipal cooperation in the Tri-State region.

Action 11.1 Work with neighboring communities and states to increase intermunicipal cooperation.

Survey respondents demonstrated a need to have additional continuing education opportunities as well as additional transportation options. One of the area's biggest constraints is that goods and services are dispersed throughout the Tri-State region. For example, the closest grocery store is found in Pennsylvania. The Dial-a-Bus system can not cross jurisdictional boundaries. In addition, other educational opportunities are available in Pennsylvania and New Jersey and Port Jervis residents incur out-of-state tuition charges. Port Jervis should coordinate with neighboring communities to increase cooperation between communities within the region to allow for intermunicipal transportation. Port Jervis is also an ideal hub for workforce training and increased educational opportunities within the Tri-State region.

Implementation Matrix

Implementing the Plan

The adoption of this plan is only the beginning to the process. The mere statements of goals and strategies of this plan will not produce the desired results unless the City implements the concepts through public investment and cooperation. One of the objectives of this plan was to identify short-term and long-term solutions to address community needs and to identify sources of funding including Community Development Block Grant funds and/or public/private investments.

Implementation Timeline

In the Action Matrix that follows identifies the responsible or lead party designated for implementing the action and the approximate timeframe during which the action should be accomplished. The recommended timeframes are identified as follows:

- S: Short (or near) term - Next twelve months (Beginning 2009)
- M: Midterm (or intermediate): Next Two to Three Years (2010-2012)
- L: Long term: Three to Five years (2012-2014)
- O: On-going. To be accomplished any time over the next five years.

In addition, potential funding sources have been identified wherever possible. The following table gives the complete names of the agencies that may be abbreviated within the subsequent Action Matrix.

Acronym	Full Name
CDA	Port Jervis Community Development Agency
CDBG	Community Development Block Grant
CHAMBER	County Chamber of Commerce
ESDC	Empire State Development Corp
HRVG	Hudson River Valley Greenway
HOME	HOME Investment Partnerships Program
LDC	Local Development Corporation
LOCAL	Local Municipality
MSNY	Main Street NY through DHCR
NYMS	New York Main Street Program
NYS DHCR	NYS Division Of Housing & Community Renewal
NYSAG	NYS Department of Agriculture and Markets
NYS DOL	NYS Dept. of Labor
NYS DOS - LGE	Local Government Efficiency Grants through Department of State
NYS DOT	NYS Department of Transportation
NYS ED	NYS Department of Education

Acronym	Full Name
NYSOCSF	NYS Office of Children and Family Services
NYSOPRHP	NYS Office of Parks, Recreation & Historic Preservation
NYSOPRHP-EPF	NYSOPRHP-Environmental Protection Fund
OCDH	Orange County Department of Health
OCYB	Orange County Youth Bureau
PF	Private Funding Sources, i.e., Private Foundation
USDA	US Department of Agriculture
USDHHS	US Department of Health and Human Services
USDOI- RICA	US Department of the Interior, Rivers Trails, & Conservation Assistance
USDOJ	US Department of Justice
WIA/WIB	Workforce Investment Agency/ Workforce Investment Board

Goals, Strategies & Actions		Time Frame	Responsible Party	Potential Funding Sources
Goal 1: Develop an outreach program to inform residents about community services available in Port Jervis.				
Action 1.1	Develop a media plan to increase community awareness about programs, activities, and events.	S	City, School District, Port Jervis Community Development Agency, Area Organizations	Local Chamber, LDC, CDA
Action 1.2	Create a service provider directory to be maintained on the Port Jervis Community Development Agency website.	S	Port Jervis Community Development Agency, Area Organizations	Local Chamber, LDC, CDA
Action 1.3	Form an Outreach Committee to develop a media plan (Action 1.1).	S	City, School District, Port Jervis Community Development Agency, Area Organizations	Local
Goal 2: Foster collaboration among community service providers.				
Action 2.1	Explore the feasibility of developing a one stop center for community services and recreation.	M	Port Jervis Community Development Agency, Area Organizations, Orange County	CDBG, HRVG, OCYB, NYSOPRHP
Action 2.2	Hold regular community service providers meetings.	O	Port Jervis Community Development Agency, Area Organizations, Orange County	Local

Goal 3: Improve and expand community services.				
Action 3.1	Encourage Orange County to extend hours/services provided in Port Jervis.	O	Port Jervis Community Development Agency, Area Organizations, Orange County	NYSDOS - LGE
Action 3.2	Provide additional opportunities for low-cost medical and dental services.	S	Port Jervis Community Development Agency, Area Organizations	NYSDOS - LGE, USDA, USDHHS, OCDH
Action 3.3	Expand daycare, nursery, and pre-school opportunities.	M	Port Jervis Community Development Agency, Area Organizations	USDA, USDHHS, OCDH
Goal 4: Monitor progress on a yearly basis for services and programs and update the needs assessment as needed.				
Action 4.1	Monitor services and programs annually and update the needs assessment as necessary.	O	City, Port Jervis Community Development Agency, Area Organizations, Orange County	NYSDOS - LGE
Goal 5: Expand recreation opportunities.				
Action 5.1	Expand the City's parks and recreational programming including youth program.	O	City	NYSOPRHP, Local
Action 5.2	Expand and upgrade the City's parks and open spaces.	O	City	NYSOPRHP, Local
Goal 6: Improve Port Jervis' sense of safety and sense of place.				
Action 6.1	Enhance and maintain the City's streetscape including sidewalks and lighting.	O	City	CDBG, NYMS, NYSDOT

Goal 7: Improve transportation resources.				
Action 7.1	Expand transportation choices.	O	City	NYSOPRHP - EPF, NYSDOT
Goal 8: Promote opportunities for youth employment.				
Action 8.1	Advertise youth job listings.	S	City	Local, DOL, LDC, WIA/WIB
Goal 9: Expand affordable housing opportunities.				
Action 9.1	The City and area housing organizations should coordinate on expanding affordable housing options for City residents.	O	Port Jervis Community Development Agency, Area Organizations	NYSDHCR, CDBG, HOME
Action 9.2	Develop a Port Jervis Housing Strategic Plan.	S	Port Jervis Community Development Agency, Area Organizations	NYSDHCR, CDBG, HOME
Goal 10: Expand continuing education opportunities.				
Action 10.1	Explore opportunities to expand continuing education.	L	Port Jervis Community Development Agency, Area Organizations	NYSED, Local
Goal 11: Expand intermunicipal cooperation in the Tri-State region.				
Action 11.1	Work with neighboring communities and states to increase intermunicipal cooperation.	L	City, Area Communities, Tri-State Chamber of Commerce	Chamber, NYSDOS - LGE, ESDC

Appendices

Appendix A

Community Needs Survey Results

City of Port Jervis Community Needs Public Survey		
Please identify yourself:		
Answer Options	Response Frequency	Response Count
Male	34.0%	48
Female	66.0%	93
<i>answered question</i>		141
<i>skipped question</i>		3

City of Port Jervis Community Needs Public Survey		
What is your marital status?		
Answer Options	Response Frequency	Response Count
Married	62.1%	87
Divorced	6.4%	9
Separated	4.3%	6
Unmarried	16.4%	23
Widow/Widower	5.7%	8
Live in relationship	5.0%	7
<i>answered question</i>		140
<i>skipped question</i>		4

City of Port Jervis Community Needs Public Survey		
Please check your age:		
Answer Options	Response Frequency	Response Count
0 – 18	0.0%	0
19 – 28	12.7%	18
29 – 38	24.6%	35
39 – 48	22.5%	32
49 – 58	20.4%	29
59 – 64	6.3%	9
65 – 74	7.0%	10
75 and older	6.3%	9
<i>answered question</i>		142
<i>skipped question</i>		2

City of Port Jervis Community Needs Public Survey		
In your household, are you the:		
Answer Options	Response Frequency	Response Count
Head or Co-Head of Household	93.6%	131
Other (please specify)	6.4%	9
<i>answered question</i>		140
<i>skipped question</i>		4

City of Port Jervis Community Needs Public Survey		
How many people are in your household?		
Answer Options	Response Frequency	Response Count
1 (self)	15.4%	22
2	28.0%	40
3	14.0%	20
4	24.5%	35
5	6.3%	9
6	7.0%	10
7	2.1%	3
8 or more	2.8%	4
<i>answered question</i>		143
<i>skipped question</i>		1

City of Port Jervis Community Needs Public Survey		
Please identify the age range of any children in your household. Check all that apply.		
Answer Options	Response Frequency	Response Count
Under 1 year	9.6%	13
1 – 2	10.3%	14
3 – 5	25.0%	34
6 – 10	27.9%	38
11 – 13	11.8%	16
14 – 17	9.6%	13
18 – 21	8.8%	12
No children	41.9%	57
<i>answered question</i>		136
<i>skipped question</i>		8

City of Port Jervis Community Needs Public Survey		
Please identify the school status of all the 18 – 21 year olds in the household. Check all that apply.		
Answer Options	Response Frequency	Response Count
Full-time student	24.0%	18
Part-time student	4.0%	3
Not in school	72.0%	54
<i>answered question</i>		75
<i>skipped question</i>		69

City of Port Jervis Community Needs Public Survey		
Do you have a disability?		
Answer Options	Response Frequency	Response Count
Yes	14.8%	21
No	85.2%	121
<i>answered question</i>		142
<i>skipped question</i>		2

City of Port Jervis Community Needs Public Survey		
Does anyone else in your household have a disability?		
Answer Options	Response Frequency	Response Count
Yes	15.3%	21
No	84.7%	116
<i>answered question</i>		137
<i>skipped question</i>		7

City of Port Jervis Community Needs Public Survey		
Please identify your ethnic group.		
Answer Options	Response Frequency	Response Count
White Alone	83.1%	118
Black Alone	5.6%	8
American Indian Alone	0.7%	1
Asian Alone	0.0%	0
Pacific Islander Alone	0.7%	1
Some Other Race Alone	1.4%	2
Two or More Races	4.2%	6
Hispanic Origin (Any Race)	4.2%	6
<i>answered question</i>		142
<i>skipped question</i>		2

City of Port Jervis Community Needs Public Survey		
What is your highest grade completed?		
Answer Options	Response Frequency	Response Count
Less than 9th Grade	0.7%	1
9th - 12th Grade, No Diploma	9.8%	14
High School Graduate/GED	32.2%	46
Some College, No Degree	19.6%	28
Associate Degree	12.6%	18
Bachelor's Degree or Higher	25.2%	36
<i>answered question</i>		143
<i>skipped question</i>		1

City of Port Jervis Community Needs Public Survey		
Please identify all sources of household income. Please check all that apply.		
Answer Options	Response Frequency	Response Count
Work Full Time	62.2%	89
Work Part Time	18.9%	27
Social Security/SSI	20.3%	29
Social Services	7.0%	10
Workmen's Compensation	1.4%	2
Retirement Income/Pension	17.5%	25
Alimony/Child Support	0.7%	1
Unemployment Insurance	2.1%	3
Disability	4.2%	6
Other (please specify)	7.0%	10
<i>answered question</i>		143
<i>skipped question</i>		1

City of Port Jervis Community Needs Public Survey		
For individuals in your household who are employed, where do they work?		
Answer Options	Response Frequency	Response Count
In Port Jervis	61.0%	72
In Orange County, not Port Jervis	28.8%	34
Tri-States Area (NY/NJ/PA)	16.1%	19
New York City	6.8%	8
Other (please specify)	11.0%	13
<i>answered question</i>		118
<i>skipped question</i>		26

City of Port Jervis Community Needs Public Survey		
What is the total annual gross income for everyone in the household?		
Answer Options	Response Frequency	Response Count
Under \$10,000	9.5%	13
\$10,000 - \$19,999	10.2%	14
\$20,000 - \$29,999	15.3%	21
\$30,000 - \$39,999	8.8%	12
\$40,000 - \$49,999	10.9%	15
\$50,000 and over	45.3%	62
<i>answered question</i>		137
<i>skipped question</i>		7

City of Port Jervis Community Needs Public Survey		
Do you have health insurance		
Answer Options	Response Frequency	Response Count
Yes	88.4%	122
No	11.6%	16
<i>answered question</i>		138
<i>skipped question</i>		6

City of Port Jervis Community Needs Public Survey		
If you have health insurance, who provides your health insurance		
Answer Options	Response Frequency	Response Count
Employer	58.4%	73
Medicare	14.4%	18
Medicaid	17.6%	22
Child Health Plus	13.6%	17
Other (please specify)	12.0%	15
<i>answered question</i>		125
<i>skipped question</i>		19

City of Port Jervis Community Needs Public Survey		
If your employer provides your health insurance, do you contribute?		
Answer Options	Response Frequency	Response Count
Yes	54.3%	57
No	45.7%	48
<i>answered question</i>		105
<i>skipped question</i>		39

City of Port Jervis Community Needs Public Survey		
Do you have access to a car?		
Answer Options	Response Frequency	Response Count
Yes	90.8%	119
No	9.2%	12
<i>answered question</i>		131
<i>skipped question</i>		13

City of Port Jervis Community Needs Public Survey		
What do you think is the most important need in the community? Please identify your top three.		
Answer Options	Response Frequency	Response Count
Affordable Housing	52.9%	73
Rent Assistance	13.8%	19
Job Training	21.7%	30
Available Jobs	60.9%	84
Public Safety/Crime Prevention	27.5%	38
Education	34.8%	48
Clothing	2.2%	3
Food	13.8%	19
Transportation	29.0%	40
Dental Insurance	11.6%	16
Health Insurance	22.5%	31
Utility Assistance	18.8%	26
Childcare	13.8%	19
Other (please specify)	8.0%	11
<i>answered question</i>		138
<i>skipped question</i>		6

City of Port Jervis Community Needs Public Survey

What has been your biggest health-related need in the past year? Please identify your top three.

Answer Options	Response Frequency	Response Count
Child development	13.7%	17
Counseling/Support	12.9%	16
Finding a doctor	26.6%	33
Finding a dentist	22.6%	28
Nutrition information	10.5%	13
Prenatal Care	5.6%	7
Mental health	12.1%	15
Personal care aide/Long-term home care	5.6%	7
Health insurance cost/availability	35.5%	44
Health, wellness, or fitness programs	25.8%	32
HIV/AIDS treatment/prevention	0.8%	1
Immunization	4.8%	6
Preventive care/screening (Diabetes, cholesterol, blood pressure)	16.9%	21
Pregnancy prevention/birth control	4.8%	6
Drug/alcohol abuse prevention or treatment	12.1%	15
Other (please specify)	9.7%	12
	<i>answered question</i>	124
	<i>skipped question</i>	20

City of Port Jervis Community Needs Public Survey

What has been your biggest housing-related need in the past year? Please identify your top three.

Answer Options	Response Frequency	Response Count
Permanent, affordable housing	34.1%	42
Homeless shelter	4.9%	6
Energy improvements	39.8%	49
Handicapped access	4.9%	6
Temporary housing	4.1%	5
Housing discrimination	3.3%	4
Homebuyer assistance	10.6%	13
Minor home repair	30.9%	38
Major home repair	18.7%	23
Assistance paying rent or mortgage or security deposit	30.1%	37
Assistance with landlord/tenant problems	13.0%	16
Assistance paying utilities	36.6%	45
Other (please specify)	9.8%	12
<i>answered question</i>		123
<i>skipped question</i>		21

City of Port Jervis Community Needs Public Survey

What has been your biggest job or business-related need in the past year? Please identify your top three.

Answer Options	Response Frequency	Response Count
Continuing education	37.1%	39
Economic assistance for businesses	11.4%	12
GED or high school diploma	8.6%	9
Help finding a job	23.8%	25
Small business assistance	17.1%	18
Transportation to/from work	19.0%	20
Improving reading and/or math skills	12.4%	13
Jobs for individuals with disabilities	14.3%	15
Job training	18.1%	19
Available Jobs	47.6%	50
Transportation to/from work	11.4%	12
Other (please specify)	13.3%	14
<i>answered question</i>		105
<i>skipped question</i>		39

City of Port Jervis Community Needs Public Survey		
What has been your biggest service-related need in the past year? Please identify your top three.		
Answer Options	Response Frequency	Response Count
Adult day care	8.4%	9
After school activities	20.6%	22
Child care	29.0%	31
Help with social services (VA, senior, etc.)	21.5%	23
Food	29.0%	31
Information on how to be a better parent	8.4%	9
Financial management/budgeting	36.4%	39
Child or senior abuse prevention	2.8%	3
Clothing	11.2%	12
Crime and violence assistance/prevention	16.8%	18
Domestic violence assistance/prevention	4.7%	5
Preschool (including Head Start)	7.5%	8
Translation and interpretation	8.4%	9
Other (please specify)	14.0%	15
<i>answered question</i>		107
<i>skipped question</i>		37

City of Port Jervis Community Needs Public Survey		
What has been your biggest social need in the past year? Please identify your top three.		
Answer Options	Response Frequency	Response Count
Community programs	37.6%	41
Children programs (aged 10 and under)	39.4%	43
Youth programs (aged 11 to 13)	11.9%	13
Teen programs (aged 14 to 18)	26.6%	29
Social activities for young adults (under 30)	21.1%	23
Social activities for older adults (over 30)	28.4%	31
Social activities for seniors (over 62)	21.1%	23
Other (please specify)	5.5%	6
<i>answered question</i>		109
<i>skipped question</i>		35

City of Port Jervis Community Needs Public Survey		
What has been your biggest recreation need in the past year? Please identify your top three.		
Answer Options	Response Frequency	Response Count
More or improved parks	53.6%	60
More community center resources	29.5%	33
Affordable or free fitness facility/gym	57.1%	64
Winter activities/resources	37.5%	42
Active recreation facilities (ball fields, courts)	11.6%	13
Passive recreation facilities (trails or paths for walking/jogging)	34.8%	39
Active recreation programs (sports or athletic leagues)	10.7%	12
Other (please specify)	7.1%	8
<i>answered question</i>		112
<i>skipped question</i>		32

City of Port Jervis Community Needs Public Survey		
What has been your biggest transportation need in the past year? Please identify your top three.		
Answer Options	Response Frequency	Response Count
To and/or from childcare	24.1%	19
To and/or from medical appointment	50.6%	40
To and/or from shopping	39.2%	31
To and/or from work/job interview	51.9%	41
Special transportation for individuals with disabilities	19.0%	15
Other (please specify)	16.5%	13
<i>answered question</i>		79
<i>skipped question</i>		65

City of Port Jervis Community Needs Public Survey	
Please identify any additional issues or concerns not covered in this survey.	
Answer Options	Response Count
	32
<i>answered question</i>	32
<i>skipped question</i>	112

Appendix B

Youth Survey Results

City of Port Jervis Community Needs Youth Survey		
Please identify your sex.		
Answer Options	Response Frequency	Response Count
Male	50.8%	160
Female	49.2%	155
<i>answered question</i>		315
<i>skipped question</i>		3

City of Port Jervis Community Needs Youth Survey		
Please check your age:		
Answer Options	Response Frequency	Response Count
Under 13	3.8%	12
13-14	30.7%	97
15-16	33.5%	106
17-18	22.5%	71
18-21	9.5%	30
Other (please specify)		0
<i>answered question</i>		316
<i>skipped question</i>		2

City of Port Jervis Community Needs Youth Survey		
Do you live...?		
Answer Options	Response Frequency	Response Count
With family	98.4%	305
With friends	1.0%	3
With foster family	0.3%	1
In a shelter/group home	0.0%	0
On streets	0.3%	1
Other (please specify)		3
<i>answered question</i>		310
<i>skipped question</i>		8

City of Port Jervis Community Needs Youth Survey		
Have you ever run away or been homeless?		
Answer Options	Response Frequency	Response Count
Yes	14.8%	46
No	85.2%	264
<i>answered question</i>		310
<i>skipped question</i>		8

City of Port Jervis Community Needs Youth Survey		
Are you...?		
Answer Options	Response Frequency	Response Count
In School	99.4%	306
Out of School	0.6%	2
<i>answered question</i>		308
<i>skipped question</i>		10

City of Port Jervis Community Needs Youth Survey		
How would you describe your school experience? Please check all that apply.		
Answer Options	Response Frequency	Response Count
Poor grades	24.9%	76
Poor attendance	11.1%	34
Suspension	10.2%	31
Bullying	14.4%	44
Good grades	77.7%	237
Helpful teen peers	23.6%	72
Positively contributes to school community	22.6%	69
Participates in extra-curricular activities	39.7%	121
Other (please specify)		42
<i>answered question</i>		305
<i>skipped question</i>		13

City of Port Jervis Community Needs Youth Survey		
If you are no longer in school, what was the last grade you completed?		
Answer Options	Response Frequency	Response Count
9th or less	22.2%	4
10th	22.2%	4
11th	22.2%	4
12th	11.1%	2
GED	11.1%	2
Other (please specify)	11.1%	2
<i>answered question</i>		18
<i>skipped question</i>		300

City of Port Jervis Community Needs Youth Survey		
What grade are you currently in?		
Answer Options	Response Frequency	Response Count
Seventh	19.7%	62
Eighth	14.3%	45
Ninth	5.7%	18
Tenth	19.7%	62
Eleventh	22.9%	72
Twelfth	17.8%	56
<i>answered question</i>		315
<i>skipped question</i>		3

City of Port Jervis Community Needs Youth Survey		
If you are looking for a part-time job, have you had much trouble finding one?		
Answer Options	Response Frequency	Response Count
Yes	49.3%	138
No	50.7%	142
<i>answered question</i>		280
<i>skipped question</i>		38

City of Port Jervis Community Needs Youth Survey		
If yes, why do you think you had trouble finding a job?		
Answer Options	Response Frequency	Response Count
Lack of skills for available jobs	2.5%	4
Lack of experience for available jobs	11.0%	18
Lack of car/driver's license	19.0%	31
Parents don't want me to work	8.6%	14
Not motivated to look	12.3%	20
No jobs available	47.9%	78
Other (please specify)	21.5%	35
<i>answered question</i>		163
<i>skipped question</i>		155

City of Port Jervis Community Needs Youth Survey		
What do you do in your spare time? Check all that apply.		
Answer Options	Response Frequency	Response Count
Watch TV	78.9%	243
Hang out with friends indoors	75.6%	233
Hang out with friends outdoors	84.7%	261
Hang out at community center	7.1%	22
Read magazines/comics	20.8%	64
Drink alcohol	25.3%	78
Drugs	9.1%	28
Biking	30.2%	93
Listen to music	89.0%	274
Organized activities (sports, athletics)	40.6%	125
Play computer games	44.5%	137
Surf the internet	64.6%	199
Organized activities (social clubs)	5.8%	18
Organized after-school activities	19.8%	61
Spend time with family	57.8%	178
Skateboarding	15.9%	49
Church	13.6%	42
Movies	70.1%	216
Shopping	46.8%	144
Read books	29.5%	91
Cafes	12.3%	38
Hobbies/Skills	50.6%	156
Hang out alone	39.0%	120
Other (please specify)	18.5%	57
	<i>answered question</i>	308
	<i>skipped question</i>	10

City of Port Jervis Community Needs Youth Survey		
How do you find out about activities and events going on in the community? Check all that apply.		
Answer Options	Response Frequency	Response Count
Friends	90.1%	273
School notice boards	31.0%	94
Parents/family	53.8%	163
Teachers	46.5%	141
Newspaper/notices	35.0%	106
Not aware of activities/events	4.3%	13
Internet	37.6%	114
Community center	5.3%	16
TV/Radio	32.0%	97
Other (please specify)	15.2%	46
<i>answered question</i>		303
<i>skipped question</i>		15

City of Port Jervis Community Needs Youth Survey		
Of the activities or facilities available in Port Jervis, what do you participate in? Check all that apply.		
Answer Options	Response Frequency	Response Count
School sports	46.4%	117
Youth center	9.1%	23
Boy Scouts/Girl Scouts	8.7%	22
Little League/Pop Warner/Soccer	17.5%	44
Lessons (Martial Arts, etc.)	6.7%	17
Cheerleading	9.9%	25
After school job	25.0%	63
Outdoor activities (fishing, hiking)	45.6%	115
School play, drama, musical instrument	14.3%	36
Academic (Odyssey of Mind, Mock Trials, Spelling Bee, etc.)	5.6%	14
After-school clubs	26.2%	66
Volunteer activities	18.3%	46
Church activities	13.5%	34
Other non-school sports (please identify)	13.1%	33
<i>answered question</i>		252
<i>skipped question</i>		66

City of Port Jervis Community Needs Youth Survey		
Do you think there is enough for young people to do in Port Jervis?		
Answer Options	Response Frequency	Response Count
Yes	22.2%	65
No	77.8%	228
<i>answered question</i>		293
<i>skipped question</i>		25

City of Port Jervis Community Needs Youth Survey	
If "no," what activity or activities would you like to see in Port Jervis? Please list.	
Answer Options	Response Count
	214
<i>answered question</i>	214
<i>skipped question</i>	104

City of Port Jervis Community Needs Youth Survey	
If "no," what activity or activities would you like to see in Port Jervis? Please list.	
Response Text	
Movie theater, concert hall	
Arcades, a theater, paintball, cyber cafe	
place for concerts. movie theatre. planned parenthood.	
I'll like to see swimming pools, boxing, amusement park, big wheel, camping grounds.	
Paint ball center and nice basketball hoops	
MLB field, fairs	
swimming pool, theater, campground & roller skating rink	
paint ball, boxing, swimming, game room, mall	
I say no because there's really nothing. they should put go-cart place, amusement parks, water parks	
Port Jervis civic center/Gocart Place/amusement park	
A swimming pool. Paint ball place. Movie theater.	
I want to see indoor swimming pool, roller skating rink	
bike trails, pools, park, cafe center boxing ring, better school, movie theater, bigger lockers	
paint ball fights	
paintball arena, more skating rinks, more parks, movie theater	
Jobs. Organized year round sports. Boxing.	
Indoor swimming pool, concert arena	
Swimming pool, boxing, amusement park, movies	
swimming pool, sports arena, amusement park, movie theater, parks, a place where teens can hangout	
Paint ball field; MLB baseball field	

quad track
They should make a dirt bike (Teum) or motorcross.
paint ball, swimming pool, boxing arena, MLB field
swimming pool
More parks without drug dealers
A pool
Boys & Girls Club Better after school center More school dances Pools
More malls
Skating rink in Port Jervis, movie theater
swimming, movie theater
Movies - no place to hang out
paintball field, BMX trails, movies
A mall would be nice
a bike park because there is no bike park only a skate park and they won't let us in with bikes
Indoor/outdoor movie theater. More restraurants (hangout spots) More bowling. Arcade
I would like to see community sports teams, indoor basketball court open for use
Movie theater, some where cool that is for teens
swimming pool, movie theater, roller park
swimming pool, basketball courts, paint ball fields, and football fields
An arcade
Something fun maybe if you had more places to go teenagers wouldn't get into drugs
More wrestling programs and places to practice
put swimming pools, skateparks, more sport centers
More stores
They should let kids go outside and play soccer or baseball. Kids need more choices. And a pool table.
A place where there is land. A place to just walk and relax. A place to ride quads and stay out of trouble
No I think there could be a place for bmxing because there's only a skating place and a paintball field.
Drama club Lacross Swimming
tournaments for all sports in parks, etc.
Games set up by people like softball, football, basketball
Ice skating
Something other than nothing at all
I would like to see a hockey team, because we have a lot of hockey sticks sitting in the dust not being used
Boxing gym
swimming pool for everyone to come to, better parks to go to and more things to do at them
swimming pool, movie theater
swimming pool, movie theater
swimming pool, dirt bike trails, golf
Places were people can hang out
swimming pool, movie theater, concert stage
More video game centers, better place where people can go and be with their friends and hang out. A mall
Bigger playgrounds, movie theater, arcade, sports arena

Boxing classes, mixed martial arts classes, pool hall, public pool
A movie theater
A music venue, a lot of teens enjoy music and it'd definately be something to do.
A damn movie theater, hockey rink, mini mall that is cool, and more and more stores. Plus a sports arena ice rink.
Fiahing tournaments, biking, hockey
paintball, arcade
Movie theater, better sports facilities, recreational sports leagues for older youth/young adults
I would like youga classes and drama club and arcade plus a movie theater and a mall and not enough stores and a community swimming pool.
water park, mall, ice skating rink
paint ball
Water park, ATV tracks or R/C tracks, movie theater, swimming pool
Water park, arcade, movie theater, mall! Free gym to work out, sports center, ice skating rink; ice time
water park, arcade, paint ball, mall, strip mall
water park, laser tag, movie theater, stores, community swimming
water park, mall, movie theater, sport arena, arcades, ice skating rink
paint ball, movie theater, car shows, mall
There could be movie theater, more stores and a sports center.
water parks, arcade, biking parks, sports arena
water parks, video arcade, aquarium
water park, basketball court
paint ball, arcade, amusement parks, movie theater, places to eat
I have no activities in mind.
Rollerskating, hang out (mall)
Swimming
Get the hockey league back running.
More kid friendly places/ movie theaters, gyms, gymnastic places, camps
More places teens can go without getting into trouble and not be religious.
Indoor basketball gym
Public swimming pool, indoor skating rink, movie theater
Movies
Should be more places where kids can all be excepted like arcades, dances.
kids walk the streets at night and have nothing to do
Local concerts with real bands. A better park, local movie theater. Some local program to clean up litter.
movie theater, another cafe, hobby shop, lounge, club, gallery
Movie theater
A pool and skating rink
Boxing classes Hiphop dances/classes
Bring back the Vault!! Make the skate park better
A movie theater, more places for kids to go to have fun and relax with friends. More basketball courts.
Arcade and indoor facility to play sports during winter
Movies, mall, classes for outside school job type classes
More things to do
A basketball gym
More parks to hang out at
Places to hang out so we don't walk around town.

A place for hardcore bands to play, maybe an arcade of some sorts.
A gym built to play basketball and other places to hang out.
A movie theater, an under 21 club, a music venue, more entertainment.
Baseball league
Movie theater
Many more things to keep kids out of trouble, but they should be monitored.
More clubs for kids to join like horseback riding, swimming, and street hockey
Movies, pool, concerts
I would like to see a literacy club where students can just write and let their imaginations go wild
There are some things to do but mostly you need money for and a lot of us have no jobs
laser tag, mall, movies
Port needs more motivated youth organizations to help the community, they also need better advertisement for the ones available. There should be things like a motivational youth Salvation Army team and small organized missions trips for youth who would like to help the community and maybe go further with it.
Hang out area, lounge
There should be a park in Port Jervis for bike riding, sports for all ages.
Need a swimming pool at least 4 of them.
A movie theater, a mall
shopping mall, movie theater, lounges
amusement park
movies, arcade, and a lot more stuff
There is absolutely nothing to do in Port, no fun places to go, the youth center is all run down. It sucks! Why do you think kids get into drinking and drugs, because there is nothing else to do (especially for kids who don't do sports!).
jobs, teen centers, anything
bring back our town's dealer
There is enough for young people to do in Port Jervis but there could be an art studio.
Anything is good
movie theaters
a place for dancing on a Saturday night
art centers, youth center or two
movie theater
Intermural football
movie, theater, mall
shopping malls, paintball
movie theater, community pool
a movie theater around here.
movie theater. more places to go without getting in trouble
really wouldn't matter as long as it's something students will enjoy and keep students out of trouble
camps in summer and a place to go outdoors and hang out
movie theater
more than what we have now
music venue
movie theater, bike rental shop, more sports fields
movie theater, mall, arcade
a good place for teens to hang out at and have a good time not enough recreational movies, arcade, better bowling alley
a place for youth to hangout, theater

more things to do
movies, arcade, skating center, food courts
as a gamer, I feel there should be after school gaming events
movie theater in town, someplace to hangout other than community center and library
I don't care...I don't like it here too much problems
mall, pool
theater
better parks
movie theater, restaurant
I hate Port Jervis. There's so much drugs and **sholes around. I'd like to see a program to help kids with drug problems.
lacrosse
mall
more jobs for teens
more than normal
community pool theater arcade
theater, arcade
ice skating rink, more teen jobs
more volunteer groups, centers and clubs
paintball arena, community center, bmx/biking jumps, nicer/bigger skateboard park
bigger skateboarding park, civic center
paintball, swimming pool, skating rink, movie theatre
paintball, swimming pool, movie theater, skating rink, and ice skating, and a shopping mall, go kart racing
swimming pool, shopping place, movie theater, active tennis and soccer places, better schools, just more things to do.
build a movie theater and a pool
paintball, skating rink, pool
a teen club, a movie theater, public pool, dance center, cheerleading, gymnastic gym, a water park
pool, movie theater, civic center, biking jumps, local track, snowboarding resort
field hockey, movie theater, pool, better softball field
paintball, arcade, concert center, entertainment, electronic store, more food restrants
swimming pool, civic center movie theater
swimming pool, laser tage arena, arcade
better skate park, better middle school, make an arena, indoor free basketball court
paintball arena pool skating rink
swimming pool
paintball pool arcade
pool
bmX track, civic center, swimming pool, arcade center.
public swimming pool entertainment center for youths better school
paintball, swimming pool, a movie theatre, skateing rink
i would like to see a movie theater, maybe more golf, swimming pool, skating rink, civic center, better fields for sports, nicer schools, night club

a museum, swimming area, and a greener and lush forested park
hunting, fishing, paintball arena/battle field, pro skating park, bmx
water park
maybe a movie place here in port jervis
quad track skate park
game place, paintball place
i would like to see a movie theater and more sports leagues around the year and a place where kids can hang out sit around and just chill and a video game arcade
skateboard, bmx park, ect.
an arcade places a movie theater more better stores
paintball arena. bmx arena.
need a bmx track!
dmx trake
paintball arena, skate park, more parks, a roller skating rink
what i would like to see is maybe a park back in west end.
better basketball court
r.c. cars hobby store's paintball arena
larger skate park, paintball arena bmx track, sports center
in port jervis i would like to see a sports center, like a place with batting cages, basketball courts, etc... a sports center.
skateboarding, and extreme biking
movies, arcades, kid lounges
more social things for teens there are too many young women pregnant and both males and females turning to negative things. Intermoral sports, shows (plays, concerts)
all you can eat buffet
more dancing studios, art schools, etc...
a new store an all you can eat buffet

City of Port Jervis Community Needs Youth Survey		
Who encourages your after-school activities? Please check all they apply.		
Answer Options	Response Frequency	Response Count
Mother	61.6%	172
Aunt	13.3%	37
Other family	19.4%	54
School counselor	8.2%	23
Employer/boss	3.6%	10
Music/skills teacher	8.2%	23
Father	49.8%	139
Uncle	12.2%	34
Minister/Pastor	2.5%	7
Coach/Trainer	19.4%	54

"Big Brother"/"Big Sister"	12.2%	34
Therapist/Psychologist	2.5%	7
Grandparent/s	19.0%	53
Brother/Sister	24.7%	69
School teacher	17.9%	50
Friend/s	62.7%	175
Scout/group leader	1.4%	4
Other (please specify)	16.5%	46
<i>answered question</i>		279
<i>skipped question</i>		39

City of Port Jervis Community Needs Youth Survey		
Of the activities or facilities available in Port Jervis, why would you choose not to participate in them? Check all that apply.		
Answer Options	Response Frequency	Response Count
Not a sport/activity I enjoy	45.8%	132
My friends don't play/participate	26.0%	75
Costs money	22.6%	65
Can't get to it	17.4%	50
Must go home after school	17.4%	50
Monopolized/taken over by others	12.8%	37
Fear of being bullied	5.2%	15
Afraid for personal safety	3.8%	11
Others use drugs/alcohol	8.3%	24
Anti-social (others)	4.9%	14
Anti-social (me)	5.9%	17
Not sure	37.5%	108
Other (please specify)	11.1%	32
<i>answered question</i>		288
<i>skipped question</i>		30

City of Port Jervis Community Needs Youth Survey

What has been your biggest recreation need in the past year? Please select your top 3 from the options on the drop down menu below.

Pick One

Answer Options	More or improved parks	More community center resources	Affordable or free fitness facility/ gym	Winter activities/ resources	Active recreation facilities (ball fields, courts)	Passive recreation facilities (trails or paths for walking/ jogging)	Active recreation programs (sports or athletic leagues)	Other	Response Count
#1	133	13	65	31	20	4	7	0	273
#2	2	17	68	52	55	27	9	0	230
#3	0	0	8	42	42	39	59	7	197

									Question Totals
Other (please specify)									18
									<i>answered question</i> 273
									<i>skipped question</i> 45

City of Port Jervis Community Needs Youth Survey		
Do you now or have you ever had a problem with any of the following? Check all that apply.		
Answer Options	Response Frequency	Response Count
Dating violence	25.4%	35
Child abuse	11.6%	16
Teen sex	18.1%	25
Sexual violence/sexual abuse	10.9%	15
Family conflict	73.2%	101
Sexually transmitted diseases	4.3%	6
Other (please specify)	10.9%	15
<i>answered question</i>		138
<i>skipped question</i>		180

City of Port Jervis Community Needs Youth Survey		
Are you sexually active?		
Answer Options	Response Frequency	Response Count
Yes	38.1%	111
No	61.9%	180
<i>answered question</i>		291
<i>skipped question</i>		27

City of Port Jervis Community Needs Youth Survey		
If you are sexually active, are you using birth control?		
Answer Options	Response Frequency	Response Count
Yes	32.2%	59
No	67.8%	124
<i>answered question</i>		183
<i>skipped question</i>		135

City of Port Jervis Community Needs Youth Survey		
If you are sexually active, are you/your partner pregnant? Have you/your partner ever been pregnant?		
Answer Options	Response Frequency	Response Count
Yes	5.2%	10
No	94.8%	181
<i>answered question</i>		191
<i>skipped question</i>		127

City of Port Jervis Community Needs Youth Survey		
Do you now or have you ever had any problems with the following? Please check all that apply.		
Answer Options	Response Frequency	Response Count
Health concern	29.8%	48
Depression	65.2%	105
Thoughts of suicide	33.5%	54
Smoking	25.5%	41
Eating disorder	16.1%	26
Disability	8.7%	14
Alcohol	20.5%	33
Drugs	18.0%	29
Inhalants	7.5%	12
Other (please specify)	9.3%	15
<i>answered question</i>		161
<i>skipped question</i>		157

City of Port Jervis Community Needs Youth Survey		
Have you ever encountered any gang activity?		
Answer Options	Response Frequency	Response Count
Yes	31.0%	87
No	69.0%	194
<i>answered question</i>		281
<i>skipped question</i>		37

City of Port Jervis Community Needs Youth Survey		
Do you now or have you ever had a problem with any of the following? Please check all that apply.		
Answer Options	Response Frequency	Response Count
PINS	32.8%	20
Arrests	39.3%	24
TD	4.9%	3
Crime	57.4%	35
<i>answered question</i>		61
<i>skipped question</i>		257

City of Port Jervis Community Needs Youth Survey		
Do you now or have you ever had a problem with either of the following? Please check all that apply.		
Answer Options	Response Frequency	Response Count
Risky behavior	86.4%	89
Risky internet-related behavior	30.1%	31
<i>answered question</i>		103
<i>skipped question</i>		215

City of Port Jervis Community Needs Youth Survey		
Do you feel that Port Jervis provides young people with the following? Please check all that apply.		
Answer Options	Response Frequency	Response Count
Opportunities to explore a variety of life situations, viewpoints, and cultures.	22.4%	44
Opportunities that encourage curiosity and exploration.	23.0%	45
Opportunities to express oneself through music, drama, creative writing, or public speaking.	43.4%	85
Opportunities to make decisions that affect the community.	21.4%	42
Safe space to express their ideas, concerns, and opinions.	21.4%	42
Opportunities to "give back" to larger community through volunteering and service.	30.1%	59
Opportunities to develop and practice job-related skills.	28.6%	56
Opportunities to contribute ideas for activities, which are accepted and implemented.	16.8%	33
Opportunities to play an active leadership role.	28.1%	55
Caring adults available to provide guidance and support.	63.3%	124
	<i>answered question</i>	196
	<i>skipped question</i>	122

City of Port Jervis Community Needs Youth Survey	
Please identify any additional issues or concerns not covered in this survey.	
Answer Options	Response Count
	67
	<i>answered question</i> 67
	<i>skipped question</i> 251

City of Port Jervis - NY134
FY2010 Five-Year PHA Plan

Resident Advisory Board (RAB) Comments

The Port Jervis Community Development Agency (PJEDA) held a Public Hearing, on behalf of the City of Port Jervis, on Wednesday, May 26, 2010 at 6:30PM. Advance notice of the meeting was published in the Times Herald Record.

The Public Hearing was held at:

City Hall
20 Hammond Street
2nd Floor, City Common Council Chambers
Port Jervis, New York 12771

The following were the comments/opinions expressed by local residents concerning the draft PHA Plan:

Ms. Kay Riviello, a private citizen, asked if HUD could give us more funding to assist more families next year. It was explained to her, that HUD determines our budget and there are other factors, such as lease-up and monies that are being spent. John Wortmann, a Councilman, wanted to know if the 5 Year Plan was strictly for the Section 8 Program. We advised him that the 5 Year Plan is an Operational Plan for the next five years, as to how we will be operating our program. He thanked us for this information. Also, former Board Chairman and now private citizen, Richard Roberts, spoke supporting the Section 8 program and the benefits it has provided to the community.