

## NYCHA Marks Sandy Anniversary with Major Projects Underway

NYCHA marked the fourth anniversary of Superstorm Sandy with a construction and hiring boom. At this time last year, major construction was underway at one development—the Lower East Side Rehab Group 5. In the past year, the Authority has broken ground on three additional major recovery projects. As these projects are ramping up major construction, the recovery and resiliency efforts at Lower East Side Rehab Group 5 are nearing completion.

“On the anniversary of Hurricane Sandy, we are proud to announce NYCHA has made major progress in the recovery effort—moving large-scale, multi-million-dollar projects forward with shovels in the ground and connecting residents to economic opportunities in the process,” said Chair and CEO Shola Olatoye. “As NYCHA builds back stronger and more resilient than ever before, we are committed to seeing the recovery effort through, improving residents’ quality of life and ensuring our developments are protected for this generation and the next.”

The major Sandy recovery projects underway include an \$88 million project at Astoria

Houses, a \$41 million project at Coney Island Sites 4 and 5, and a \$67 million project at Ocean Bay-Oceanside. Work includes comprehensive upgrades to damaged areas, including roof replacements,

tems and flood-protected equipment buildings; resiliency measures to prevent flooding; and site-wide improvements, including upgraded playgrounds and exterior safety lighting.

and insurance payments have funded preconstruction work at 23 developments. Initial repair and preparatory work includes boiler demolition and restoration, asbestos abatement, replacement of electrical wiring, and renovations of more than 300 first-floor apartments damaged by the storm. So far, 232 apartments at 10 developments have been fully renovated and restored.



**Vladeck Houses resident Gaston Acevedo, a Local 3 apprentice program electrician, performs Sandy-related wiring work at Red Hook**

### Sandy by the Numbers

- 219 buildings damaged
- \$3 billion FEMA funds awarded
- \$423 million spent to date
- 127 NYCHA residents hired for recovery work to date
- 4 major projects to repair 18 buildings housing over 3100 residents started
- 232 first floor Sandy-damaged apartments renovated
- 23 developments undergoing repair or recovery work
- 110,000 flyers on Sandy meetings, events and construction updates delivered to residents
- From April 2014 through Oct. 2016, NYCHA organized, attended, or participated in more than 1,385 Sandy-related meetings
- \$201 million in major construction underway in 2016; \$5.2 million in progress in 2015

stand-by generators for back-up power, new electrical sys-

Over \$423 million in other federal disaster assistance

### Section 3 Careers

NYCHA is also working to strengthen pathways to careers and economic opportunity for residents. More than 220 low-income New Yorkers have been employed through Section 3 on Sandy-related contracts to date, and more than half are NYCHA residents.

Additionally the Authority is planning to launch a pre-apprenticeship training and placement program to connect residents to promising careers in the construction industry. Participants will receive access to job training and direct entry into skilled trades unions working on Sandy construction projects at NYCHA developments.

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**Why is someone following Maintenance Worker Kevin Keena at Wise Towers?**

## NYCHA Notes

### Chair Olatoye Addresses White House Forum



**Chair Shola Olatoye**

Chair and CEO Shola Olatoye joined innovators, local governments and community groups at the White House Opportunity Project on October 6 to discuss the Authority's progress in using new digital tools to better serve residents. At the forum, Chair Olatoye called for more tech partnerships and new tools to solve outstanding data challenges and help improve public housing.

Citing recent technical initiatives, the Chair mentioned distribution of smartphones to frontline staff; use of NYCHA metrics for transparency into key indicators; the MyNYCHA app; the Self-Service Portal and Digital Vans.

A video of the Chair's remarks can be found [here](#).

### Check Out the Culture and Arts Exchange

The listing of employee organizations on [Connect](#) now includes the Culture and Arts Exchange, formed by Deputy Director for Community Safety Strategies Andre Cirilo. As he explains, the organization was created "to highlight the skills and abilities of NYCHA staff to improve morale."



**Andre Cirilo**

Mr. Cirilo has been fostering interest in the arts since he was a resident of Campos Plaza, where he worked on music, poetry and dance programs for residents.

"I realized a long time ago that creating art and enjoying art as a group brings people together and inspires them to discover talents they didn't know they had," Mr. Cirilo said. "I want to do the same things with my fellow employees and I personally know a lot of people who are really talented."

Starting early next year, the Culture and Arts Exchange will begin hosting events aimed at highlighting the various skills and abilities of NYCHA staff. The Exchange has also created relationships with several local theatre and arts venues, including The Public Theatre, to obtain discount tickets to share with Exchange members.

To learn more about the Culture and Arts Exchange, email Mr. Cirilo at [phe.cultureandarts@gmail.com](mailto:phe.cultureandarts@gmail.com) or search on Facebook for "Housing Authority Culture & Arts Exchange."

### Hispanic Heritage Month Celebration



**Deborah Martinez, President of the Grand Council of Hispanic Societies in Public service, addresses guests celebrating Hispanic Heritage Month.**

Congratulations to the Hispanic Society of NYCHA for hosting its Hispanic Heritage Month celebration on October 13. Proud Hispanic employees and others attended the lively event, along with District Council Local 957 President Walthene Primus; Board Member Victor Gonzalez; executive staff; and Society members, families, and friends.

The evening included remarks from guest speakers Yvette Andino, Director for Employee Engagement and Special Assistant to the Chair, and Debra Martinez, President of the Grand Council of Hispanic Societies in Public Service (at left in above photo). The speakers remarked on the importance of education as a means to achieve a position through which Hispanics can help themselves and their community. Delicious ethnic dishes and music by Latin singer Janet Guaba set the right mood for the festivities, but the best part, says Society Vice President Edith Irizarry-Oviedo, was "a chance to celebrate who we are and the amazing diversity of the Hispanic culture."

### Asian American Association Celebrates Diwali



**AAA Pres. C.J. Patel, GM Michael Kelly, and AAA Exec VP Sushil Mehta**

General Manager Michael Kelly wished Asian American Association (AAA) members and friends a Shubh Diwali, or Happy Diwali, at the AAA's observance of the ancient festival celebrating the victory of good over evil, held in the DC 37 headquarters on October 25. "For more than 21 years, the Asian American Association has enriched NYCHA by adding holidays like the Diwali festival to our calendar, and insights to our understanding," the GM remarked. The lighting of the Diwali lamp, symbolizing the victory of darkness over light, was followed by the customary luncheon enjoyed by AAA members and their many friends.



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## Recognizing Customer Service Excellence

Great customer service is the foundation of the Housing Authority's commitment to safe, clean and connected communities. Employees at all levels of NYCHA were involved in our 2016 Customer Service Week celebration, from celebratory lunches to the senior leadership team shadowing development staff to better understand their workloads.

Congratulations to the 2016 Service Champion Award Winner Maurice Robinson, Executive Agency Counsel in the Department of Equal Opportunity, and to all of our runners-up and nominees who were honored by Chair & CEO Shola Olatoye and General Manager Michael Kelly in the Executive Board Room on October 28. "We received so many noteworthy nominations that we decided to also recognize 10 runners-up," said Director of Employee Engagement Yvette Andino.

In presenting Mr. Robinson with a certificate of excellence, Chair Olatoye cited his "tireless efforts to ensure that all employees and residents can work and live in a discrimination-free environment." Mr. Robinson coordinated and helped deliver agency-wide training regarding mandates from the Mayor's Office that protect the right of every New Yorker to use City



Standing between Chair Olatoye and GM Kelly are, from left: Antonia Zambrano, Harriet Granderson, D'Andra Van Heusen, Nickcole Rivera, Modestine Rogers, Nicole Johnson, Dhia Barnes, Melissa Casey, and Himaxu Parikh. Not in photo is Cynthia Miller. Seated in front with Mr. Robinson are Board Members Beatrice Byrd and Willie Mae Lewis.

single-sex facilities consistent with their gender identity.

"Right now, we have a renewed level of commitment to engage with employees," the Chair said, "with our new Employee Engagement Director Yvette Andino, our revamped monthly employee newsletter, and our sense of what it means to collectively implement our NextGen agenda." Emphasizing that customer service applies to NYCHA's external as well as internal customers, Chair Olatoye asked staff to

"remember that every action has a reaction and you have the power to set the tone."

In accepting the honor, Mr. Robinson said he shared the award with his DEO team and thanked them for their support: "I would not have accomplished anything in my seven months here without their leadership and followership."

Congratulating the 10 runners-up, General Manager Michael Kelly remarked, "Customer service isn't an individual act; it's a habit, something you do every day. The 10 outstanding employees identified out of 11,000 deserve our praise, along with the winner. We thank you all for your exceptional work."

## Senior Staff "Shadow" Employees on the Job for Firsthand View

Have you ever wondered if anyone in NYCHA's leadership team knows what your job is *really* like?



Maintenance Worker Kevin Keenan with EVP Cathy Pennington.

Almost 20 caretakers, maintenance workers, housing assistants and others had a chance to show 15 senior staff the

lowdown during Customer Service Week.

"We want our senior team to know firsthand what it's like for property management staff, and Customer Service Week seemed like the perfect opportunity," said General Manager Michael Kelly, whose office organized the visits.

Observing staff in the field isn't something new for most top administrators, but shadowing staff for a half-day as they perform their normal tasks provides a close-up view and more time to talk.

"I was very impressed with the professionalism and dedication to do a good job" said Executive Vice President (EVP) for Leased Housing Cathy

Pennington, who visited Maintenance Worker Kevin Keenan at Wise Houses. "I also noted the difficulties of accessing needed supplies, especially at a development that is so spread out."

Mr. Keenan thought it was a good idea for senior staff to see "what we go through every day" and felt that Ms. Pennington really cared about the problems he encountered. EVP and Chief Information Officer Robert Marano visited several employees at Astoria Houses. "It was good to see people using the technology we put out there, even in ways we didn't expect," he said.

Mr. Marano was surprised to see a maintenance worker



EVP and Chief Information Officer Bob Marano and Project Manager Charisse Jamroz with Astoria Houses Housing Assistant Elisha Robinson.

use the "speech to text" functionality in the recently rolled-out handhelds to verbally enter notes on a work ticket. "I was impressed with how quickly he learned to navigate the app," he added.

## Employee Voices: Connecting Residents to Community Resources

by Alicka Ampry-Samuel, Senior Advisor to the EVP for Community Engagement & Partnerships



**Alicka Ampry-Samuel, Senior Advisor to the EVP for Community Programs and Development.**

As a recent addition to the New York City Housing Authority team, I am grateful to work within the Community Engagement and Partnerships (CEP) Division. Under NextGeneration NYCHA, we are all working hard to make sure that residents and the developments are safe, clean and connected. And I was pleasantly surprised to see my previous work within the community perfectly align with my new role as Senior Advisor within CEP.

I was honored to accept the Harvest Heroes 2016 Award from BedStuy Campaign Against Hunger (BSCAH) for my prior work to connect residents to their communities and also to connect community-based organizations to residents and local leaders. This collaborative effort is a true example of the mission of CEP to “engage and connect NYCHA residents to critical programs, services, and the priorities within NextGeneration NYCHA.” Our department supports NYCHA’s extensive network of resident associations and also man-

ages partnerships, programs and initiatives in the areas of economic opportunity and services for youth and seniors.

BSCAH has been working with our resident associations to provide healthy foods through their onsite mobile food pantry and also to provide opportunities for young residents to grow their own food within BSCAH’s community gardens. In my previous position, I had the opportunity to help BSCAH raise funds to expand their

services and build a state-of-the-art commercial kitchen that is available for use by local chefs. I immediately saw this as an opportunity for NYCHA’s recent Food Business Pathways graduates. As we work with residents through our Resident Engagement and Resident Economic Empowerment and Sustainability Departments, BSCAH is yet another positive partnership we are developing.

Being able to engage with residents through outreach

and information sharing, and connect them with partners that will help advance them and their community, is rewarding within itself. Receiving the Harvest Heroes Award was a great personal honor, but I am not the exception, just the example of so many great staffers and NYCHA alumni.

*Ms. Ampry-Samuel was born and raised in Marcus Garvey Houses.*

### “My Remarkable Life”



**Valerie Pepe at a book signing on Staten Island in October 2016.**

Most of us have never heard of arthrogryposis multiplex congenita (AMC) and probably can’t even pronounce it. Administrative Staff Analyst in Energy Sustainability Valerie Pepe doesn’t say it much either because she refuses to think of herself as a person who is limited in any way. But she does mention it in her recently published book, “Deformed—My Remarkable Life,” which describes her successful struggle to overcome the crippling disease to live a normal life.

“I didn’t know I had a condition,” Ms. Pepe says, recalling how her parents refused to treat her differently as a

child. Not being able to ride a bike or run didn’t prevent her from being included with friends. Only in college—after 12 prior operations that required her to learn how to walk again seven times—did being “different” finally hit home.

“I was lucky and didn’t have it so severe compared to other people,” she says. Serving as founding chairwoman of the annual AMC Music Festival on Staten Island, which has raised \$55,000 for research, Ms. Pepe knows many people with AMC. The monies raised are donated to the non-profit [Arthrogryposis Multiplex Congenita Support, Inc.](#), which helps affected families, adults and children. Since 2005, this non-profit has grown from 60 to 800 members internationally.

“People in the group email and Facebook me because they admire what I’ve been able to do. I encourage the children and tell their parents to give them ‘tough love,’ like mine did,” Ms. Pepe says.

The hardest part is that there’s not treatment or medication for the condition after

the age of 21, and many doctors never even studied it, she explains. “My parents were role models; they worked hard and expected me to do the same.”

That attitude enabled Ms. Pepe to work two jobs while attending St. John’s University as an undergraduate and graduate student. While working at NYCHA, she later earned a Certificate in Writing from New York University. When one of her professors suggested that her own experience could be material for a book, Ms. Pepe realized that she had a story to tell.

“My book is about a woman who lives a life like everybody else and met wonderful people along the way because of my condition,” she says. “I’m lucky to be born this way because otherwise I wouldn’t have all these people in my life. You don’t need to have a disability to read this book; it’s about life and what people go through.”

The book can be ordered from Amazon [here](#).

## IT News and Notes

### How to Protect Your Credit Cards and Information

Here are some reminders for how to protect your credit cards and information as you prepare for the holiday shopping season.

- Carry only the credit cards you need.
- Keep a record of your account numbers, expiration dates, and the telephone numbers of each card issuer in a safe place so you can report a loss quickly.
- Guard your account information, including your PIN. Never leave it out in the open or write it on an envelope.
- Do not disclose your ac-

count number over the phone unless you initiate the call.

- Draw a line through blank spaces on charge or debit slips above the total so the amount cannot be changed.
- Do not sign a blank charge or debit slip. Only sign charge or debit slips as you use them.
- Tear up copies and save your receipts to check against your monthly statements.
- Check your account activity. Open your monthly statements promptly and compare them to your receipts. Report mistakes or discrepan-

cies as soon as possible.

- Cut up old cards (and cut through the account number before you throw them away).
- Pay your holiday bills with a credit card and not by check. Your check contains all the account information a forger needs to rip you off! So pay by credit card whenever possible.

For more information and a quick guide from the Federal Trade Commission that includes what to do when your card is lost or stolen, how to report fraudulent transactions, and how to limit your losses,

see <https://www.consumer.ftc.gov/articles/0213-lost-or-stolen-credit-atm-and-debit-cards>.

Quickly report any loss or theft of your cards to the card issuer. Federal law protects you if your credit or debit (ATM) card is lost or stolen. Your protection against unauthorized charges depends on the type of card and how soon you report the loss. Acting fast limits your liability for unauthorized charges.

## SafeNYCHA

### Tips for Safe Snow Removal and Protection from the Cold



Shoveling out from Blizzard Jonas at Pomomok Houses on January 13, 2016. More than two feet of snow caused a travel ban in the city.

Since many of us may be on snow removal duty at home or at work this winter, here are some helpful tips for snow removal and for protecting yourself from the cold.

#### General Safety Precautions

Snow removal can be a strenuous activity, particularly because cold weather can be taxing on the body. There is a potential for exhaustion, dehydration, back injuries, or heart attacks.

To protect yourself, you should always:

- Warm-up before starting: march on the spot, climb stairs or take a walk around the block.
- Wear appropriate boots and clothing for cold, wet and windy conditions. Wear layers that can be adjusted to changing conditions.
- Wear personal protective equipment such as hat, goggles, gloves, and cleats for walking on snow or ice.
- Take frequent breaks in warm areas to warm up.
- Cold weather puts an added strain on the heart so avoid overexertion. Non-routine exercise such as shoveling snow or pushing a vehicle can bring on a heart attack or make other medical conditions worse.
- If you experience pain of any kind, stop immediately and get help.

- Watch for signs of frost bite and hypothermia.
- When walking on an icy or snow-covered walkway, take short steps and walk at a slower pace so you can react quickly to a change in traction.

For more information, refer to the [Snow Removal Operations standard procedure \(SP 040:62:1\)](#).

#### Signs of Hypothermia

When exposed to cold temperatures, your body begins to lose heat faster than it can be produced. The result is "hypothermia" or abnormally low body temperature. Body temperature that is too low affects the brain, making the victim unable to think clearly or move well. This makes hypothermia particularly dangerous because a person may not know it's happening and won't do anything about it.

Although hypothermia usually occurs at very cold tem-

peratures, it can occur even at cool temperatures above 40 degrees if a person becomes chilled from rain, sweat, or submersion in cold water.

Some of the signs and symptoms of hypothermia are:

- vigorous shivering;
- confusion/fumbling hands;
- memory loss/slurred speech;
- drowsiness or exhaustion;
- slow heart rate or breathing, and
- loss of consciousness.

#### Signs of Frostbite

At the first signs of redness or pain in any skin area, get out of the cold or protect any exposed skin: Frostbite may be setting in. If you think you're experiencing hypothermia or frostbite, get immediate medical attention or call 9-1-1.

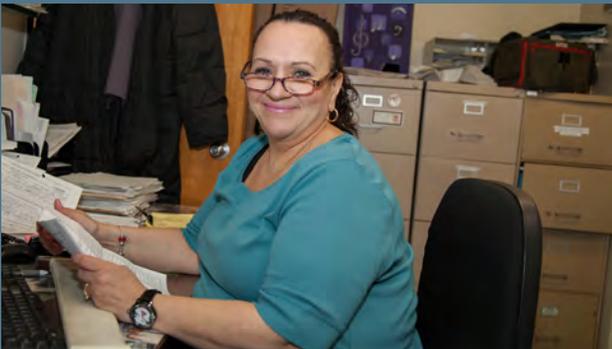
## Meet Our Latest “I Am NextGen” Honorees

NYCHA continues to bring outstanding employees, residents and other stakeholders to the attention of the public through its popular “I Am NextGen” campaign. Our latest honorees are Language Bank volunteer Marisol Sempritt and NYPD Neighborhood Coordination Officers Leandro Payero and Joseph Repetti. The Neighborhood Coordination Program is designed to unite police and the community as trusted partners in reducing crime and building stronger neighborhoods.

**Marisol Sempritt**, Secretary IIIA at Gompers Houses, joined NYCHA in 1997. She works as the superintendent’s secretary and has been a NYCHA Language Bank volunteer for 14 years. She also helps other City agencies provide language assistance services.

NYPD Neighborhood Coordination Officers **Leandro Payero and Joseph Repetti** worked with residents, property management and other partners to accomplish the goal of making Butler Houses a cleaner and safer development.

**I am NextGeneration NYCHA**



“We have everything here at NYCHA, all nationalities – it’s like the United Nations. My job is great because my residents know me. They talk to me like I’m family. If you help people, they will always remember that about you.”

**I am NextGeneration NYCHA**



“Due to the efforts of everyone in the community – including the Butler Houses Resident Association, property management, residents, the NYPD, and other partners – we were able to accomplish our goals of making this development cleaner. Working together we can make a difference.”

### Why do you volunteer your time for the Language Bank?

I was already using my Spanish at work to help residents so I thought “why not make it official” by joining the Language Bank. I love talking to different people, and knowing their language really helps to gain their confidence.

### What’s the best thing about being a volunteer?

I love speaking and writing Spanish, and I have improved a lot! Spanish varies so much—words can have different meanings depending on where you’re from. Because NYCHA has such a variety of people, I’ve learned from all the people I speak to, from places like Mexico and Nicaragua.

### What is your funniest Language Bank experience?

When I first joined, I translated a tenant meeting here at 80 Pitt Street, and I said something and the whole audience laughed at me. I didn’t know what I said that was so funny! Apparently I said something that was totally wrong! The tenants busted up, and some of the staff who were there still crack up about it when they see me. Laughter is something that really unites people and helps them get along.

### What was your strategy to help make Butler Houses cleaner?

For the past year, we have worked with PSA 7’s commanding officer Deputy Inspector Jerry O’Sullivan, Butler Property Manager Ndukah Chukwuma, and Resident Association President Cornell Nolton to tackle an issue that concerns many of Butler’s residents: the trash left outside the development. We used a three-step approach to address the garbage issue: informing residents about proper disposal of household and bulk garbage and recycling; holding lobby meetings with residents to review proper trash disposal rules and answer questions; and issuing summonses to residents who didn’t comply with the rules.

### What changes have you seen?

Now the front of the buildings look 80 percent better because of everything we’re doing to make this development a nicer, safer place. It’s not something that happened overnight, but for approximately the last year that we’ve been working on this issue, there’s been a change. Also, people wave to us now, residents and staff know us, and the buildings and grounds are becoming cleaner. Working together, we can make a difference.

## NYCHA Is Committed to Providing Excellent Language Assistance Services



DOC's Millie Molina (right) outlines NYCHA's language assistance services policy at the Bronx Property Management Department (PMD) meeting on July 19. Bronx PMD Director Melania Allen is second from right.

Since July of this year, Department of Communications' (DOC) Senior Manager for Events Communications Services Millie Molina and Associate General Counsel Rosanne Pisem have delivered training to Operations

property managers and senior staff on NYCHA's language assistance services policy. NYCHA is committed to providing meaningful access to information and services for individuals with limited English proficiency (LEP).

The translation and interpretation services ensure that residents, applicants, and Section 8 voucher holders with LEP can fully participate in NYCHA's programs and activities, as required by NYCHA policy and New York City law.

These services are provided by DOC's Language Services Unit (LSU), which manages NYCHA's Language Bank volunteer employees. More than 150 volunteers, who collectively speak 34 languages, provide their expertise in situations ranging from interpreting over the phone or at public hearings to translating a wide range of documents. (See page 6 for information on Language Bank volunteer

Marisol Sempritt, who is also an "I Am NextGen" honoree.)

"Every employee will participate in a mandated language assistance services training, either through in-person presentations, which I really enjoy, an online tutorial, or presentations at muster," Ms. Molina said.

The tutorial will be emailed to employees with desktop computers in November.

To request interpretation or translation services, please complete a [request form](#) from the Forms and Reference Library on Connect and send it to [Languageservices@nycha.nyc.gov](mailto:Languageservices@nycha.nyc.gov) or call the LSU hotline at 212-306-4443.

## NCOs Help Butler Clean Up



VP for Public Safety Gerald Nelson, NYPD Neighborhood Coordination Officer (NCO) Leandro Payero, Chair Shola Olatoye, and NCO Joseph Repetti.

At Butler Houses in the Bronx, household garbage left in the entranceways and on the sidewalk had become a major problem. Thanks to the joint efforts of two NYPD Officers and Public Service Area (PSA) 7, Butler's resident association, and residents, the development's entrances are now cleaner and more welcoming for residents and their guests.

Butler is one of 15 NYCHA developments taking part in

the Mayor's Action Plan for Neighborhood Safety, a multi-agency effort to reduce crime in New York City neighborhoods and build stronger neighborhoods by listening to and addressing residents' concerns and providing expanding programming.

For the past year, NYPD Neighborhood Coordination Officers (NCO) Leandro Payero and Joseph Repetti, along with PSA 7's commanding officer Deputy Inspector Jerry O'Sullivan, have been tackling an issue of concern for many of Butler's residents: the trash left outside the development.

NCOs are neighborhood-based patrol officers who, in addition to crime-fighting, also meet with community members to discuss their concerns and work on solutions.

The officers are currently holding another round of meetings to inform residents about opportunities and resources.

## Love Where You Live

NYCHA is proud to launch Love Where You Live, a campaign to encourage residents to work together with the Authority to make their developments cleaner and safer places, where residents are proud to live and employees are proud to work.

Residents can take actions big and small, such as disposing of household trash and bulk waste (mattresses and furniture) in the proper place, recycling, or picking up after their dogs.

In a new pilot program, NYCHA has installed trash bins designed for doggy waste and free waste bags at Stapleton Houses in Staten Island and Van Dyke Houses in Brooklyn. Bins are also scheduled to be installed at Patterson Houses in the Bronx. NYCHA has held resident meetings about the new bins and posted flyers reminding residents that it's the law to pick up after pets.

In addition, the MyNYCHA app has been updated to provide residents the opportunity to create work orders for issues in their building's common areas, such as large amounts of trash, improperly discarded furniture and other bulk items on development grounds and more, all from the convenience of their computer or mobile device, any time of day or night. Working together, NYCHA and its residents can build safer, cleaner, and more connected communities.



## News to Use

### Deadline for Parking Permit Renewals

All NYCHA-issued employee parking permits will expire on December 31, 2016. **Please submit your renewal request by November 28, 2016 to ensure that the new permit arrives before the expiration date.** Employees who recently received permits with the expiration date of December 31, 2018, will not have to renew for this cycle. Employee parking permits only allow employees to park in employee parking lots, not in resident parking lots. The parking permit must be displayed at all times on your rear-view mirror when parking in designated areas.

Please note the following when submitting your request:

- Complete Movaris NYCHA e-form 009.069, Request for Employee Parking Permit. Be sure to include copies of your valid driver's license and vehicle registration. Employees using a vehicle they do not own must attach a notarized letter of explanation.
- Employees can register two vehicles on one permit, using one Movaris form.
- The form will be routed to your supervisor for approval, which is contingent on NYCHA-related work. Employee permits are not issued for commuting.
- If your supervisor approves your request, Human Resources will review the good-standing driving record provided by the Department of Motor Vehicles.
- If approved by Human Resources, the Revenue and Receivable Division will send the approved application to LAZ Parking, which will send you the permit. There is a three-week lead time from the date that Revenue and Receivable Division processes the request to LAZ Parking.
- Additional information regarding NYCHA's Parking Procedure can be found in the Standard Procedure Manual (SP 100:16), published in the Forms and Reference Library.

Please note that there is a \$25 replacement fee for any change of vehicle, plate number, and lost permit (applicable to both single-vehicle and two-vehicle permits).

If you have any questions or concerns, please contact Jean Mondesir, Assistant Director, at (212) 306-3838 or Annette Emrick, Assistant Director, at (212) 306-2866, in the Accounting and Fiscal Services Department. They can also be reached at

### The IT Knowledge Base Is Here

The Information Technology Department is pleased to announce the release of the IT Knowledge Base, an online repository where you can find helpful information about the following:

- **Siebel** (for ATAD and Leased Housing, Property Management, Customer Contact Center, REES, and Emergency Services);
- **Maximo** (for development staff, Emergency Services, Tech Services, Elevator Services, Borough Management, NextGen Ops Property Management, Mixed Finance, and Kraus Management);
- **iWM** (for handheld users, development staff, Emergency Services, Tech Services, Elevator Services, Borough Management,

NextGen Ops Property Management, Mixed Finance); and

- **HR Professional Development and Training.**

The IT Knowledge Base has tutorials, self-help guides, enhancement announcements, outage/alert information, and much more. Additional information will be added as the site expands.

You can access the Knowledge Base through the "Resources" tab on NYCHA Connect or by clicking [here](#).

Send us your comments, questions, and suggestions by clicking on the "Give us your feedback" link at the upper right corner of the portal.

### Transfer Period Is Coming for Teamsters

#### **This year's application filing period for the Automated Transfer List System (ATLS) for employees in Teamsters-represented titles will end on December 9, 2016.**

Once a year, eligible employees are allowed to select up to six locations in ATLS to which they would like to transfer. Human Resources' Employment Division implements the lateral transfers by accessing their transfer requests.

Employees that have NYCHA computers and LAN ID numbers may file their requests electronically through the Authority's Internet home page (NYCHA Connect).

The Human Resources Department has provided an ATLS package that contains complete information along with the ATLS Request Form and ATLS Location Reference List to NYCHA departments. For information about ATLS, please contact ASK HR at 212-306-8000 or at [ASK\\_HR@nycha.nyc.gov](mailto:ASK_HR@nycha.nyc.gov).

### Preparing for Your Retirement Now

#### **NATIONAL RETIREMENT SECURITY WEEK**

**Sponsored by NAGDCA**  
*The Voice of Public Sector  
Defined Contribution Plans*

*The following information is from the NYC Office of Labor Relations Employee Benefits Program website at [www.nyc.gov/olr](http://www.nyc.gov/olr).*

The New York City Deferred Compensation Plan (DCP), which consists of a 457 and 401(k) Plan, allows you to set aside pre-tax and after-tax (Roth) savings through easy

payroll deductions.

Experts advise that you will need from 80 percent to 100 percent of your current income to be able to maintain your lifestyle during retirement.

When it comes to saving for retirement, there is never a better time than today to assess your prospects toward meeting your goals. It is important to begin saving today for retirement or consider increasing your Deferred Compensation contributions if you aren't meeting your goals.

For more information, visit the OLR website to learn [how to enroll in the Plan](#) and how [changing your contribution percentage](#) affects your take-home pay.