

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

---

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2001

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

## PHA Plan Agency Identification

**PHA Name:** Schenectady Municipal Housing Authority

**PHA Number:** NY028v01

**PHA Fiscal Year Beginning:** 04/2001

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The mission of the Schenectady Municipal Housing Authority is to provide decent, safe, sanitary, and affordable housing for low and moderate income residents from the City of Schenectady in an environment rich with programs, services, opportunities, and incentives for achievement.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: 100 vouchers by 3/31/2004
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments 5 added units, Homeownership Program by 3/31/2002
  - Other (list below)  
SMHA will emphasize the provision of a continuum of affordable housing opportunities to public housing residents, including at least 20 referrals/year to our Section 8 and/or first time homebuyer program by 3/31/2001.
- PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score)  
 Improve voucher management: (SEMAP score) Satisfactory performance or better by 3/31/2001.

Increase customer satisfaction:

Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

Renovate or modernize public housing units:

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

\*SMHA shall achieve and sustain an LIPH occupancy rate of 95% or more by 3/31/2001.

\*SMHA will achieve and maintain an adequate MTCS reporting rate for the Section 8 program, thereby avoiding HUD sanctions by 3/31/2001.

\*SMHA will achieve at least a 90% utilization rate in Section 8 by 3/31/2001 (excepting for new subsidy units, where we will achieve 90% utilization with 24 months).

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

Conduct outreach efforts to potential voucher landlords

Increase voucher payment standards

Implement voucher homeownership program:

Implement public housing or other homeownership programs:

Implement public housing site-based waiting lists:

Convert public housing to vouchers:

Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Implement public housing security improvements:

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)  
The SMHA Security Coordinator shall maintain and enhance the relationships we presently enjoy with local law enforcement agencies, including the Schenectady Police Department and the Schenectady County Sheriff's office.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
  - Objectives:
    - Increase the number and percentage of employed persons in assisted families:
    - Provide or attract supportive services to improve assistance recipients' employability: As of Fall, 2000, four vocational training courses have been added to our array of resident self-sufficiency programs: Automotive Sources/Hudson Valley Community College, Nail Technology, Office Practice, and Nursing Technology/Capital District Educational Opportunity Center.
    - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
    - Other: (list below)  
SMHA will endeavor to maintain partnerships already established with important service providers at present, and endeavor to enter into a least four additional partnership agreements by 3/31/2004.

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

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

**Other PHA Goals and Objectives: (list below)**



This page intentionally left blank.

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

Our Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be working towards the achievement of our mission.

The administrative plans, statements, budget summary, policies, etc., set forth in the Annual Plan all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan put forward by the City of Schenectady.

Our five year goals are:

- Expand the supply of assisted housing
- Improve the quality of assisted housing
- Increase assisted housing choices
- Provide an improved living environment
- Promote self-sufficiency and asset development of assisted households, and
- Ensure equal opportunity and affirmatively further fair housing.

Some specific highlights of our Annual Plan include:

- We've adopted two local preferences: a preference for "Job Market Participants", and another for applicants residing in the local area at the time of application.
- We have adopted an aggressive screening policy for admissions to public housing.
- Applicants will be selected from the Waiting List by preference and by time and date of application.
- We have established a minimum rent of \$25/month.
- We have established flat rents for each of our developments.
- We are promoting homeownership to its fullest extent through various programs and Section 8.
- We believe that every avenue must be taken to create a secure environment in our housing developments.

In summary, we are on a course to improve the condition of affordable housing in the SMHA and the City of Schenectady.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	6
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	24
5. Operations and Management Policies	28
6. Grievance Procedures	30
7. Capital Improvement Needs	31
8. Demolition and Disposition	33
9. Designation of Housing	34
10. Conversions of Public Housing	35
11. Homeownership	37
12. Community Service Programs	39

13. Crime and Safety	44
14. Pets	46
15. Civil Rights Certifications (included with PHA Plan Certifications)	46
16. Audit	46
17. Asset Management	46
18. Other Information – Resident Assessment, Follow-up Plan	49

**Attachments**

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

**Required Attachments:**

- NY028a01 Admissions Policy for Deconcentration
- NY028b01 FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X NY028c01 Section 8 Homeownership Capacity Statement
- X NY028d01 Implementation of Public Housing Resident Community Service Requirements
- X NY028e01 Pet Policy
- X NY028f01 5-Year Plan Update
- X NY028g01 Resident Membership of the PHA Governing Board
- X NY028h01 Membership of the Resident Advisory Board/s

**Optional Attachments:**

- PHA Management Organizational Chart
- NY028i01 FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan NY028j01
- NY028k01 Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
 NY028l01 Comments – Public Hearing

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with	5 Year and Annual Plans

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	5,840	5	2	2	2	2	3
Income >30% but <=50% of AMI	4,149	5	2	2	2	2	3
Income >50% but <80% of AMI	1,729	5	2	2	2	2	3
Elderly	4,709	5	3	2	4	2	3
Families with Disabilities							
Race/Ethnicity – White	10,367	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – Black	1,060	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – Hispanic	236	N/A	N/A	N/A	N/A	4	N/A
Race/Ethnicity - Other	118	N/A	N/A	N/A	N/A	N/A	N/A

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

Consolidated Plan of the Jurisdiction/s

- Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
  - American Housing Survey data  
Indicate year:
  - Other housing market study  
Indicate year:
  - Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
	If used, identify which development/subjurisdiction:		
	# of families	% of total families	Annual Turnover
Waiting list total	311		252
Extremely low income <=30% AMI	272	87.62	
Very low income (>30% but <=50% AMI)	33	10.48	
Low income (>50% but <80% AMI)	6	1.90	
Families with children	140	45.00	
Elderly families	18	5.80	
Families with Disabilities	79	25.32	
Race/ethnicity – White	165	53.20	

### Housing Needs of Families on the Waiting List

Race/ethnicity – Black	130	41.66	
Race/ethnicity – Native American	4	1.28	
Race/ethnicity - Asian Pacific	12	3.84	
Race/ethnicity – Hispanic	65	20.83	

Characteristics by Bedroom Size (Public Housing Only)

1BR	133	42.8	107
2 BR	102	32.8	83
3 BR	50	16.1	41
4 BR	21	6.8	17
5 BR	4	1.0	3
5+ BR	1	0.5	1

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

If yes:

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

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	560		284
Extremely low income <=30% AMI	418	74.70	
Very low income	138	24.70	

### Housing Needs of Families on the Waiting List

(>30% but <=50% AMI)		
Low income	4	0.60
(>50% but <80% AMI)		
Families with children	293	52.24
Elderly families	92	16.42
Families with Disabilities	134	24.00
Race/ethnicity – White	267	47.68
Race/ethnicity – Black	270	48.21
Race/ethnicity – Native American	6	1.07
Race/ethnicity - Asian Pacific	17	3.04
Race/ethnicity – Hispanic	84	15.00

Characteristics by  
Bedroom Size  
(Public Housing  
Only)

1BR  
2 BR  
3 BR  
4 BR  
5 BR  
5+ BR

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

If yes: List closed 05/22/1999

How long has it been closed (# of months)? 16 months, as of 09/22/2000

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing Needs

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

**(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	2,425,700	
b) Public Housing Capital Fund	1,970,700	
c) HOPE VI Revitalization	-	
d) HOPE VI Demolition	-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,846,300	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	238,200	
g) Resident Opportunity and Self-Sufficiency Grants	31,600	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
Congregate Care (CHSP)	67,600	Public Housing Supportive Services
Service Coordinator (SCPH)	50,000	Public Housing Supportive Services
ROSS Grant (1999)	75,000	Public Housing Supportive Services
ROSS Grant (2000)	150,000	Public Housing Supportive Services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	<b>2,477,000</b>	<b>Public Housing Operations</b>

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)	20,700	Public Housing Operations
<b>4. Non-federal sources</b> (list below)	70,000	Public Housing Operations
<b>Total resources</b>	13,422,800	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (2months)
- Other: (describe)

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

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

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIG authorized source)

**(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

Other (list below)

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction

- 1 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)  
Residents who live in the County of Schenectady.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office

Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Extension of Voucher Term: The Schenectady Municipal Housing Authority may grant one or more extensions of the term, but the initial term plus any extensions will never exceed 120 calendar days from the initial date of issuance.

To obtain an extension, a client must make a request in writing prior to the expiration date of the Voucher. A statement of efforts made to find a unit must accompany the request. If efforts are documented, and additional time can reasonably be expected to result in successfully locating a unit, an extension may be granted.

If the family includes a person with disabilities and the family requires an extension due to the disability, an extension will be granted allowing the family up to the full 120-day search time.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Residents who live in the County of Schenectady.

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

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

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

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

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

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

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

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

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

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

- Through published notices  
 Other (list below)  
Letters to applicable agencies.

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

[24 CFR Part 903.7 9 (d)]

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

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

Fair market rents (FMR)

95<sup>th</sup> percentile rents

- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)
  - Annual recertification
  - Income decrease

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

Schenectady Municipal housing Authority's Board of Commissioners, five of whom are appointed by the Mayor and two of whom are elected tenant commissioners, heads the Authority. Reporting to the Board of Commissioners is the Executive Director, Sharon A. Jordan, who supervises the following departments/heads: Assistant Executive Director, Finance, Maintenance, Construction and Capital Fund, Homeownership, Section 8, and Central Administration. The Finance Director supervises the MIS and the IT Directors. The Construction and Capital Fund Coordinator supervises the SHIP Program Coordinator. The Assistant Executive Director, Stanley Skinner, supervises the Conventional Housing Program, the Family Investment Center Coordinator, the PHDEP Coordinator, the Community Services Coordinator, and Security. The Conventional Housing Program Director supervises the Senior Independence Coordinator, the Services Unlimited Coordinator and the Tenant Investigator.

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1,003	252
Section 8 Vouchers	1,122	230
Section 8 Certificates	0	0
Section 8 Mod Rehab	41	30
Special Purpose Section 8 Certificates/Vouchers (list individually)	100	24
Public Housing Drug Elimination Program (PHDEP)	600	N/A
Other Federal Programs(list individually)		
ROSS Service Coordinator	210	N/A
Congregate Care	44	10
ROSS Service Delivery	125	N/A
EDSS	350	N/A

**C. Management and Maintenance Policies**

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

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

Maintenance Manual

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
  - Other (list below)  
Section 8 Department

Informal review and hearing requests are to be in writing to the Section 8 Program Coordinator.

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment NY028b01.

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan as Attachment NY028i01.

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
--

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)

<input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <ul style="list-style-type: none"> <li><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: )</li> <li><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )</li> <li><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )</li> <li><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</li> <li><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</li> <li><input type="checkbox"/> Other: (describe below)</li> </ul>

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	5(h) Development Grant
1b. Development (project) number:	NY06P028012 and NY06P028013
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
2. Date Homeownership Plan/Program approved, submitted, or planned for submission:	
3.	02/18/1998
4. Number of units affected:	10 new construction units; 40 rehabilitation units
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 06/27/00

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

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise) (Through our Edge database)  
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families (SJTA Jobs Clubs, etc.)  
 Jointly administer programs (WIA-One Stop Shop/FIC)  
 Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program

Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies (18-month earned income set aside)
- Public housing admissions policies (Job market preference)
- Section 8 admissions policies (Job market preference)
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA (See responses 2 and 3)
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation (Future)
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

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

<b>Adult Education</b> (On-site classes in various subjects for adults); GED/High School Equiv./ Computer Training Class	<b>15</b>	First come, first served; Open enrollment	Project Gateway/ Washington Irving Adult Education Center – Steinmetz Homes (ALL)	Both
<b>Child Care/Certified Family</b> (Full and part time care given in resident’s apartments; DSS Certified as qualified & safe); Infant care; Part time after school; Nearby on-site locations	<b>20</b>	First come, first served	Family Day Care/ Various Resident Businesses – Steinmetz Homes & Yates Village (ALL)	Both
<b>Child Care/Licensed Group</b> (Full day child care in group setting provided on-site); Regular day care (Steinmetz & Yates); Second shift care (Steinmetz); DSS licensed; DSS paid/sliding scale; USDA meals/snacks; 18 month to 5 years of age	<b>80</b>	First come, first served	Group Day Care/ YWCA Children’s Center = Steinmetz Homes & Yates Village (ALL)	Both
<b>Counseling and Advocacy</b> (Individual assessment of need, one to one counseling, representation and advocacy when needed); Clinical Counseling; Alcohol/Substance Abuse; Advocacy for the resident Welcome Wagon; Special Training Events; Boys Group (Teens); Resident Needs Assessment; Referral to other programs	<b>30</b>	First come, first served	The Access Program by Catholic Charities – Steinmetz Homes & Yates Village (ALL)	Both
<b>Employment &amp; Education</b> (The Family Investment Center is a large public facility located at Steinmetz Homes, housing a large number of educational and employment programs for federal residents); Small Business Start-Up Assistance; Employment/ Training Registry; Job Development for SMHA residents (Sec. 3); Houses a Community Technology Center (public access computers); SUNY CareerCounseling; SCCC College Classes; Medical/Dental Clinic; Houses several of the programs listed elsewhere	<b>1,100</b>	First come, first served	SMHA’s Family Investment Center at Steinmetz Homes (ALL)	Both
<b>Senior and Disabled Services</b> (An alternative living arrangement for older adults); Must be 55 years or older, with certain disabilities/general health	<b>21</b>	First come, first served	Enriched Housing/ Family and Child Services – Ten Eyck Apartments	Public Housing – Yes Section 8 – No

problems; Support provided while retaining a private apartment; Involves extra charge beyond federal rent; Noon meals; Social & Emotional Support; Daily program for EH participants; Personal Care; Transportation; Housekeeping, Laundry, & Shopping; 24 hr emergency coverage				
<b>Senior and Disabled Services</b> (Provides supportive services to frail older adults and disabled); Must be 62 years+, or non-elderly with a disability; Help in coordinating needed services; Congregate meals at noon – 7 days/week; Transportation services; Housekeeping & laundry assistance; Personal assistance with shopping/errands; Involves monthly charge	<b>45</b>	First come, first served	SMHA’s Senior Independence – Ten Eyck Apartments, Schonowee Village, Lincoln Heights	Public Housing – Yes Section 8 – No
<b>Senior and Disabled Services</b> (Provides limited assistance for the well senior and disabled but independent individual.) Linkage with community agencies and service providers; Information for seniors; Assistance in filling our various applications; Assistance with lost Social Security checks; Many planned social activities; Advocacy for interests of the resident with SMHA and other agencies	<b>150</b>	First come, first served	SMHA’s Services Unlimited – Ten Eyck Apartments, Schonowee Village, Lincoln Heights	Public Housing – Yes Section 8 – No
<b>Youth Education</b> (After school Remedial Education for K-8 students who are one or more years behind their peers in mathematics and/or reading.); Three classes/week; Pre/Post testing in reading; Individual education plans; Family visits, if needed; Referrals to other programs	<b>48</b>	First come, first served	Latimer Education/ Carver Center – Steinmetz Homes (ALL)	Both
<b>Youth Services &amp; Activities</b> (Personal & educational development, citizenship & leadership development, health & physical education, social recreation, cultural enrichment, and outdoor & environmental education.); Drop-in recreation	<b>420</b>	First come, first served	Youth Centers/Boys & Girls Club – Steinmetz Homes, MacGathan Townhouses, Yates Village  Troops with Mohawk Pathways Girl Scout	Both

sites; Sports programs; Tae Kwon Do; Homework help/tutoring; Decision-making skills; Cultural programs; Leadership development; Community pride; Special interest clubs; Teenage program; Summer fun sessions; personal guidance; Holiday events/ parties; Violence prevention; Summer day camp; Referral to other agencies; Girl Scout Troops; Brownie Troops ; Daisy Troops			Council	
<b>Youth Services &amp; Activities</b> (Free noon lunch for children at Steinmetz & Yates Community Centers.); For all children 18 years and younger; No registration or ID required; Operates for 6/7 weeks each summer	<b>200</b>	First come, first served	Summer Lunch Program/Hispanic Outreach Services – Steinmetz Homes & Yates Village	Both

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<b>50</b>	<b>50 - 06/01/00</b>
Section 8	<b>80</b>	<b>79 – 06/01/00</b>

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

If no, list steps the PHA will take below:

Not applicable

**C. Welfare Benefit Reductions**

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

Attachment Filename: NY028d01

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports

- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)  
 Yates Village; Steinmetz Homes; MacGathan Townhouses

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

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

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

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

**C. Coordination between PHA and the police**

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

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

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

Yates Village; Steinmetz Homes; MacGathan Townhouses

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: NY028j01)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Attachment Filename: NY028e01

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? \_\_\_\_\_
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

See Capital Fund activities.
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment: NY028j01
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

Any adult resident who has lived 90 days in Public Housing before election date.

c. Eligible voters: (select all that apply)

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

Any adult resident who has lived 90 days in Public Housing before election date.

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: City of Schenectady

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

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

Other: (list below)

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

The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

The Schenectady Municipal Housing Authority is part of the entire effort undertaken by the City of Schenectady to address our jurisdiction's affordable housing needs.

Of the \$1,422,319 made available for Housing Assistance in the 2000 City of Schenectady Consolidated Plan, \$1,032,436 has been allocated to the Schenectady Municipal Housing Authority's SHIP program.

SHIP is the Schenectady Home Improvement Program. Funds are used for the rehabilitation of single family and multi-family homes up to four units for low and moderate income owner-occupants. Grant assistance is provided up to \$25,000 per structure.

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

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

#### **RESIDENT ASSESSMENT – FOLLOW UP PLAN**

**Communications - Estimated date: 06/01/2001**

**- Funding: Operating Budget**

SMHA will post at Central Office a notice of meeting(s) and event(s) in the common area used for rent collection. We will also announce such events in our monthly newsletter to residents. We will keep a log of incoming calls, returned calls, and the

disposition of each call. Each call from a resident will be responded to in a timely fashion, and recorded as such. We will arrange to have key staff persons attend available training classes having to do with stress management, client relations, and/or training in telephone answering protocols. We have recently assigned a staff person to attend scheduled meetings of existing resident groups, and work with interested residents in developments having no resident organizations. We will also ask this individual to attend various departmental staff meetings to explain the concerns of residents to staff.

**Safety - Estimated Date: 08/01/2001**

**- Budget: EDSS, Operating Budget**

We propose to carry a minimum of four stories in our monthly newsletter to residents over the next 12 months, the first having to do with the work of our new Lease Enforcement Specialist, a story on our Security Coordinator, another story on our efforts to develop Neighborhood Watch chapters in the developments and inviting residents to participate, and a final story on HA assistance available to residents who may be interested in forming additional resident association groupings. The Maintenance Department will give priority to all work requests involving broken or compromised locks, binding doors, broken screen locks, and related items. In response to the perception of residents that their fellow residents “don’t care”, we will run at least two stories over the next 12 months in the resident newsletter highlighting the work of residents and resident leaders who have contributed to the welfare of their developments in important ways. In terms of management taking action on lease violations, we are confident that as we describe the exceptionally effective work of our new Lease Enforcement Specialist, we will be able to effect this perception.

## **Attachments**

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

### **NY028a01 Admissions Policy for Deconcentration**

It is Schenectady Municipal Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Schenectady Municipal Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the average income of families residing in all of our developments throughout our citywide jurisdiction. We will then compare this figure to the average income of families residing in qualifying single developments owned and operated by the SMHA. If the average income in any one development should fall below 85% of the city average, or exceed 115% of the city-wide average, we will take corrective action. Based on our own analysis of the situation, we will devise appropriate corrective marketing and "deconcentration" strategies.



**Annual Statement/Performance and Evaluation Report  
NY028b01  
Part I: Summary**

**US Department of Housing  
and Urban Development**

**Attachment**

Comprehensive Grant Program (CGP)  
(Exp 7/31/98)

Office Public and Indian Housing OMB Approval No. 2577

HA NAME <b>SCHENECTADY MUNICIPAL HOUSING AUTHORITY</b>		Comprehensive Grant Number <b>Capital Fund</b>		FFY of <b>2001</b>
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		
		Original	Revised (1)	
1	Total Non-CGP Funds			
2	1406 Operations (May not exceed 10% of line 19)	394,136		
3	1408 Management Improvements	326,298		
4	1410 Administration	197,068		
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	63,000		
8	1440 Site Acquisition			
9	1450 Site Improvement	487,838		
10	1460 Dwelling Structures	380,000		
11	1465.1 Dwelling Equipment – Nonexpendable	37,343		
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment	85,000		
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1495.1 Relocation Costs			
17	1498 Mod Used for Development			
18	1502 Contingency (May not exceed 8% of line 19)			
19	<b>AMOUNT OF ANNUAL GRANT (SUM OF LINES 2- 18)</b>	1,970,683	0	
20	Amount of Line 19 Related to LBP Activities	0		
21	Amount of Line 19 Related to Section 504 Compliance	0		
22	Amount of Line 19 Related to Security	84,838		
23	Amount of Line 19 Related to Energy Conservation Measures	0		
Signature of Executive Director and Date		Signature of Public Housing Director/Office of Native American Programs		

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement  
Form HUD 52837 (10/96)

(2) To Be Completed for the Performance and Evaluation Report  
Handbook 7485.3

Ref



**Annual Statement/Performance and Evaluation Report**

Approval No. 2577-0157 (exp 7/31/98)

**Part II: Supporting Pages**

Comprehensive Grant Program (CGP)  
Capital Fund

**US Department of Housing**

OMB

**and Urban Development**

Office of Public and Indian Housing

Development No. /Name HA-Wide Activities	General Description of Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated(2)	F
PHA Wide Mgt Improvement	a. Continuing Anti-drug Program through Project Pride which includes programming such as Boys & Girls Club	1408	100%	150,000			
	b. Provide training for staff; computer, accounting, and occupancy	1408	25%	15,098			
	c. Family Self Sufficiency Program	1408	100%	50,000			
	d. Security Coordinator - includes Salary & Fringe	1408	100%	37,000			
	e. Off-duty police for foot patrols	1408	100%	5,000			
	f. Computer software	1408	100%	34,200			
	g. Senior Services Coordinator	1408	50%	35,000			
	SUBTOTAL			326,298	0	0	
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American			

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

Form HUD-52837  
(10/96)  
Ref Handbook 7485.3

**Annual Statement/Performance and Evaluation Report**

Approval No. 2577-0157 (exp 7/31/98)

**Part II: Supporting Pages**

Comprehensive Grant Program (CGP)  
Capital Fund

**US Department of Housing**

OMB

**and Urban Development**

Office of Public and Indian Housing

Development No. /Name HA-Wide Activities	General Description of Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligate(2)	F
PHA Wide Administrative Expense	100% Salary & Fringe for Construction Department:  Housing Finance Assistant-75%; Two Inspectors -100%  Modernization Coordinator - 80%  Inspector - 10%  Executive Director - 10%	1410	100%	197,068			
	SUBTOTAL			197,068	0	0	

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

Form HUD-52837 (10/96)

**Annual Statement/Performance and Evaluation Report**

Approval No. 2577-0157 (exp 7/31/98)

**Part II: Supporting Pages**

Comprehensive Grant Program (CGP)  
Capital Fund

**US Department of Housing**

OMB

**and Urban Development**

Office of Public and Indian Housing

Development No. /Name HA-Wide Activities	General Description of Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligate(2)	F
PHA Wide Fees/Costs	Architect & Engineering services for planning, drawing, specifications and plans	1430	100%	63,000			
	SUBTOTAL			63,000	0	0	
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American			

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

Form HUD-52837 (10/96)

**Annual Statement/Performance and Evaluation Report**

Approval No. 2577-0157 (exp 7/31/98)

**Part II: Supporting Pages**

Comprehensive Grant Program (CGP)  
Capital Fund

**US Department of Housing**

OMB

**and Urban Development**

Office of Public and Indian Housing

Development No. /Name HA-Wide Activities	General Description of Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligate(2)	F
NY28-1 Schonowee Village	Kitchen and Bath Renovations	1460	27%	250,000			
	Conversion of one apartment to handicap	1460	100%	50,000			
	Rehab Apartments to meet PHAS standards	1460	100%	16,320			
	SUBTOTAL			316,320	0	0	

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

Form HUD-52837 (10/96)

**Annual Statement/Performance and Evaluation Report**

Approval No. 2577-0157 (exp 7/31/98)

**Part II: Supporting Pages**

Comprehensive Grant Program (CGP)  
Capital Fund

**US Department of Housing**

OMB

**and Urban Development**

Office of Public and Indian Housing

Development No. /Name HA-Wide Activities	General Description of Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligate(2)	F
NY28-11B Steinmetz Homes	Sewer	1450	50%	487,838			
	Rehab Apartments to meet PHAS standards	1460	100%	20,000			
	SUBTOTAL			507,838	0	0	
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American			

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

Form HUD-52837 (10/96)

**Annual Statement/Performance and Evaluation Report**

Approval No. 2577-0157 (exp 7/31/98)

**Part II: Supporting Pages**

Comprehensive Grant Program (CGP)  
Capital Fund

**US Department of Housing**

OMB

**and Urban Development**

Office of Public and Indian Housing

Development No. /Name HA-Wide Activities	General Description of Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligate(2)	F
NY28-11D Yates Village	Rehab Apartments to meet PHAS standards	1460	100%	24,800			
	SUBTOTAL			24,800	0	0	
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American			

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

Form HUD-52837 (10/96)

ef Handbook 7485.3

**Annual Statement/Performance and Evaluation Report**

Approval No. 2577-0157 (exp 7/31/98)

**Part II: Supporting Pages**

Comprehensive Grant Program (CGP)  
NYO6PO28708

**US Department of Housing**

OMB

**and Urban Development**

Office of Public and Indian Housing

Development No. /Name HA-Wide Activities	General Description of Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligate(2)	F

NY28-11A Lincoln Heights	Rehab Apartments to meet PHAS standards	1460	100%	5,920		
SUBTOTAL				5,920	0	0
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American		

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

Form HUD-52837 (10/96)

**Annual Statement/Performance and Evaluation Report**

**US Department of Housing  
and Urban Development**  
Approval No. 2577-0157 (exp 7/31/98)  
Office of Public and Indian Housing

OMB

**Part II: Supporting Pages**  
Comprehensive Grant Program (CGP)  
NYO6PO28708

Development No. /Name HA-Wide Activities	General Description of Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligate(2)	F
NY28-3 MacGathans Townhouses	Rehab Apartments to meet PHAS standards	1460	100%	4,000			
NY28-7 Maryvale Apartments	Rehab Apartments to meet PHAS standards	1460	100%	640			
	SUBTOTAL			4,640	0	0	
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American			

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

Form HUD-52837 (10/96)

**Annual Statement/Performance and Evaluation Report**

Approval No. 2577-0157 (exp 7/31/98)

**Part II: Supporting Pages**

Comprehensive Grant Program (CGP)  
 NYO6PO28708

**US Department of Housing**

OMB

**and Urban Development**

Office of Public and Indian Housing

Development No. /Name HA-Wide Activities	General Description of Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligate(2)	F
NY28-11C Ten Eyck Apartments	Rehab Apartments to meet PHAS standards	1460	100%	8,320			
	SUBTOTAL			8,320	0	0	
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American			

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

Form HUD-52837 (10/96)

**Part II: Supporting Pages**

**and Urban Development**

Comprehensive Grant Program (CGP)  
Capital Fund

Office of Public and Indian Housing

Development No. /Name HA-Wide Activities	General Description of Major Categories	Developmen t Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligate(2)	F
PHA Wide	Refrigerators & stoves	1465	100%	37,343			
	Maintenance Equipment - New plows and recycling equipment	1475	100%	60,000			
	Personal Computers, printers, wiring, etc.	1475	100%	25,000			
	SUBTOTAL			122,343	0	0	
	GRAND TOTAL			<u>1,970,683</u>			
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American			

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

52837 (10/96)

(2) To Be Completed for the Performance and Evaluation Report  
Handbook 7485.3

**Annual Statement/Performance and Evaluation Report**  
**Part III: Implementation Schedule**  
**Comprehensive Grant Program (CGP)**

**Capital Fund**

Development No. /Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)
1408 Management Improvement	9/30/03			9/30/04		
1410 Administrative Expense	9/30/03			9/30/04		
1430 Arch/Eng Fees	9/30/03			9/30/04		
NY28-1 Schonowee Village	9/30/03			9/30/04		
NY28-3 MacGathan Townhouses	9/30/03			9/30/04		
NY28-7 Maryvale Apts	9/30/03			9/30/04		
NY28-11A Lincoln Heights Apartments	9/30/03			9/30/04		
NY28-11B Steinmetz Hms	9/30/03			9/30/04		
NY28-11C TenEyck Apts	9/30/03			9/30/04		
NY28-11D Yates Village	9/30/03			9/30/04		

1) To be Completed for the Performance and Evaluation Report or a Revised Annual Statement (2) To be Completed for the Performance and Evaluation Report

1) To be Completed for the Performance and Evaluation Report or a Revised Annual Statement (1/95)

Form

2) To be Completed for the Performance and Evaluation Report 7485.3

Ref. H

**Annual Statement/Performance and Evaluation Report**  
**Part I: Summary**

**US Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

OMB Approval

Comprehensive Grant Program (CGP)  
0157 (Exp 7/31/98)

HA NAME <b>SCHENECTADY MUNICIPAL HOUSING AUTHORITY</b>		Comprehensive Grant Number <b>Capital Fund</b>		FFY of <b>2001</b>
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number <input type="checkbox"/> Performance and Evaluation Report for Program Year <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total
		Original	Revised (1)	
1	Total Non-CGP Funds			
2	1406 Operations (May not exceed 10% of line 19)			
3	1408 Management Improvements			
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment - Nonexpendable			
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1495.1 Relocation Costs			
17	1498 Mod Used for Development	73,622		
18	1502 Contingency (May not exceed 8% of line 19)			
19	<b>AMOUNT OF ANNUAL GRANT (SUM OF LINES 2- 18)</b>	73,622	0	
20	Amount of Line 19 Related to LBP Activities	0		
21	Amount of Line 19 Related to Section 504 Compliance	0		
22	Amount of Line 19 Related to Security	0		
23	Amount of Line 19 Related to Energy Conservation Measures	0		
Signature of Executive Director and Date		Signature of Public Housing Director/Office of Native American Prog		

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

52837 (10/96)

Part II: Supporting Pages  
Comprehensive Grant Program (CGP)  
Capital Fund

and Urban Development  
Office of Public and Indian Housing

Development No. /Name HA-Wide Activities	General Description of Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual
				Original	Revised (1)	Funds Obligate(2)
NY06P02801 3	Rehabilitation of 1-2 homes	1498	100%	73,622		
	SUBTOTAL			73,622	0	0

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native Am Date
--	--

(1) To Be Completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To Be Completed for the Performance and Evaluation Report

**Annual Statement/Performance and Evaluation Report**  
**Part III: Implementation Schedule**  
 Comprehensive Grant Program (CGP) Capital Fund

Development No. /Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Rev
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
1408 Management Improvement	9/30/03			9/30/04			
1410 Administrative Expense	9/30/03			9/30/04			
1430 Arch/Eng Fees	9/30/03			9/30/04			
NY28-1 Schonowee Village							
NY28-3 MacGathan Townhouses							
NY28-7 Maryvale Apartments							
NY28-11A Lincoln Heights Apartments							
NY28-11B Steinmetz Homes							
NY28-11C Ten Eyck Apartments							
NY28-11D Yates Village							
1) To be Completed for the Performance and Evaluation Report or a Revised Annual Statement      (2) To be Completed for the Performance and Evaluation Report							
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator			

## **NY028c01 Section 8 Homeownership Capacity Statement**

The Schenectady Municipal Housing Authority plans to administer a Section 8 voucher homeownership program, based on the final rule published in the Federal Register on September 12, 2000.

SMHA currently operates a very successful Section 5(h) homeownership program called "Aim for Ownership". Participants are required to have an annual gross income of at least \$16,000, income between 35% - 80% of area median income per family size, and first time homebuyer status as defined by HUD. Participants must have a minimum down payment of \$500 and receive complete homebuyer counseling and training.

SMHA's Section 8 homeownership program will require, as does the Aim for Ownership program, that financing for purchase of a home will: be provided, insured or guaranteed by the State or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

## **NY028d01 Implementation of Public Housing Resident Community Service Requirements**

The Board of Commissioners of the Schenectady municipal Housing Authority has passed a resolution establishing an SMHA Community Services Program/ Requirement for those residents who do not qualify for an exemption under federal HUD Community Services regulations. This Program shall commence April 1, 2001.

In preparation for the implementation of this program, SMHA anticipates taking the following steps:

- Change the wording of our lease to indicate that residents NOT exempted from the requirement to provide 96 hours of service to the community annually, shall be required to prove that they have completed such service at the time of recertification as a requirement for remaining in public housing. Those not having completed such service at the time of their first re-certification after April 1, 2002, shall be given a reasonable time in which to complete such service and provide evidence of the same to the Housing Authority.
- SMHA will review computerized information from our Family Information forms (50058's) in order to determine resident families who may have one or more adult members needing to perform community service under federal regulations. A survey will be sent to such families asking for detailed information as need to determine whether they are required to perform such service, or are exempt. Those required to perform service shall be notified in writing.
- Residents shall also be apprised of their community service obligations at the time of annual recertification for housing eligibility.
- SMHA intends to allow residents to perform community service work either with SMHA, or in/for non-profit and governmental agencies within the City of Schenectady. This fall, an information gathering form shall be sent to various agencies asking for a brief description of volunteer service opportunities they may have available to our residents. Such information across several agencies will then be compiled in a pamphlet and given to those residents required to perform service. It will also be available to other residents who may be interested in performing such service on a voluntary basis.
- All residents who are required to perform community service will be asked to fill out an annualized time sheet, which must include the signature/job title of the person supervising or overseeing the resident's work at SMHA or another agency in the community. This sheet must be presented to the Occupancy Department as part of the annual recertification process.

## NY028e01 Pet Policy

**General Regulations:** In accordance with HUD policy, SMHA will allow residents to keep pets in both senior/disabled and family apartment units, effective April 1, 2001.

**Definition of Pets:** Common household pets such as dogs, cats, birds, turtles, or caged rodents traditionally kept in the home for pleasure. This does not include the raising of animals commercially.

**Number of Pets:** One per apartment, except by special permission.

**Spaying or neutering:** Required prior to pet being 6 months old, with documentation to SMHA.

**Weight:** No animal shall weight more than 20 lbs.

**Inoculations:** Various inoculation shots are required for both dogs and cats, as well as other standard health procedures. Dogs must be leashed and muzzled when out of apartment.

**Limitations:** No dogs or cats are allowed in any community room, laundry room, community kitchen facility, restrooms, the Family Investment Center, hallways, stairwells, other public space.

**Ability to Care for Pet:** Resident must have a doctor's certificate verifying ability to care for pet.

**Emergency Care Giver:** Resident must identify an emergency care giver in the event they are unable to care for pet. Those pets left without care for 24+ hours will be taken to an Animal Shelter.

**Pet Waste:** Tenants owning cats shall provide a litter tray in the apartment, and dispose of excrement daily. Dogs and cats cannot excrete waste anywhere on SMHA property, except that a special area shall be provided at each development for the walking of dogs. Residents must recover and remove dog excrement and properly dispose of same. A charge of \$10 shall be levied against the account of any resident where SMHA staff must remove dog feces from our property.

**Security Deposit:** A \$100 security deposit shall be charged to the owners of dogs and cats.

**Threat Due to Pet:** If a pet becomes vicious, displays symptoms of severe illness, or demonstrates other behavior that constitutes a threat, SMHA may request the pet owner to immediately remove the pet. If they do not, SMHA may contact suitable local authorities.

**Notice of Pet Rule Violation:** Notice shall contain a brief statement of the alleged violation. Pet owner has ten (10) days to correct the violation(s) and/or request an administrative conference to discuss the violation. Original notice given the tenant in writing shall state that failure to correct violation or discuss same may result in animal being removed by SMHA.

**Damages:** Pet owners shall be charged for all violations and damages caused by their pet.

## NY028f01 5 Year Plan Update

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

**PHA Goal:** Expand the supply of assisted housing

- Acquire or build units or developments– 5 added units Homeownership Program by 3/31/2001. **Completed 9/26/00.**

**PHA Goal:** Improve the quality of assisted housing

- Renovate or modernize public housing units. **Completed more than a dozen modernization projects. Anticipate on-going/further attainment.**
- SMHA will achieve at least 90% utilization rate in Section 8 by 3/31/2001. (except for new subsidy units-MHOPWD's, where we will achieve 90% utilization within 24 months). **Currently running a 100% utilization rate in Section 8. 9/26/00.**

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

**PHA Goal:** Provide an improved living environment

- Implement public housing security improvements: Crime rate equal to or less than the City of Schenectady. **Newly hired specialist in investigating and following up on tenant complaints and leads has conducted over 100 compliance visits to tenant apartments, recovering in 40% of the cases drugs, weapons, etc. Other less serious violations of lease discovered in many other apartments, resulting in numerous voluntary vacates and eviction actions. Rate of reported crimes in public housing now less than City average in almost all categories.**

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

**PHA Goal:** Promote self sufficiency and asset development of families and individuals.

- Provide or attract supportive services to improve assistance recipient's employability. **SMHA has been successful in having the Capital District Educational Opportunity Center offer fur new educational programs in our Family Investment Center; these include a Nail Technology course, an Office Practice course, a Nursing Technician course and an on-going Job Club for those having completed training. All courses take about 10 weeks and can reliably lead to employment paying \$8-10/hour in locality.**

**All goals and objectives have been completed on or before listed deadlines.**

## **NY028g01 Resident Membership of the PHA Governing Board**

<u>Name of Resident Member</u>	<u>Method of Selection</u>	<u>Term of Appointment</u>
AnGel Danzy	Election	4/1/2000 – 3/31/2002
Joyce Porter	Election	4/1/2000 – 3/31/2002

## **NY028h01 Membership of Resident Advisory Board**

Ronald Alheim

AnGel Danzy

Johanna Dietz

James Hill

Joyce Porter

**Five-Year Action Plan**  
**Part I: Summary**  
 Comprehensive Grant Program (CGP)

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

NY028i01

SCHENECTADY MUNICIPAL HOUSING		Locality (City/County & State): SCHENECTADY, NY			✓ Original Revision No. _____		
Number/Name	Work Statement for Year FFY: <u>2001</u>	Work Statement for Year 2 FFY: <u>2002</u>	Work Statement for Year 3 FFY: <u>2003</u>	Work Statement for Year 4 FFY: <u>2004</u>	Work Statement for Year 5 FFY: <u>2005</u>	Work Statement for Year 6 FFY: <u>2006</u>	
	<b>See Annual Statement</b>	NY28-3      300,000	NY28-1      120,000	NY28-11      837,343	NY28-1	NY28-1	
		NY28-11      537,343	NY28-3      362,000		NY28-3	NY28-3	
			NY28-11      355,343		NY28-7	NY28-7	
<b>Improvements Subtotal</b>			837,343	837,343	837,343		NY28-11
<b>Improvements</b>			394,136	394,136	394,136		
<b>Dwelling Structures and Equipment</b>			85,000	85,000	85,000		
<b>...</b>			197,068	197,068	197,068		
<b>...</b>			63,000	63,000	63,000		
<b>...</b>			394,136	394,136	394,136		
<b>...</b>							
<b>Reserve</b>							
<b>Development</b>							
<b>Funds</b>		1,970,683	1,970,683	1,970,683			
<b>Funds</b>							
<b>Funds</b>		1,970,683	1,970,683	1,970,683			
Executive Director		Date:	Signature of Public Housing Director/Office of Native American Programs Administrator  <b>X</b>		Date:		

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
 Physical Needs Work Statement(s)  
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY:01	Work Statement for Year <u>2</u> FFY: <u>2002</u>			Work Statement for Year 1 FFY:01
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category
See Annual Statement	<b><u>NY28-3, MACGATHAN TOWNHOUSES</u></b>			
	Conversion from electric to gas	50%	300,000	
	<b><u>NY28-11A, LINCOLN HEIGHTS</u></b>			
	Drainage on Hillside	100%	160,000	
	Window Sill Replacement	100%	60,000	
	Sandblast 8 Buildings	100%	80,000	
	<b><u>NY28-11D, YATES VILLAGE</u></b>			
	Family Investment Center	100%	212,343	
	<b><u>APARTMENTS</u></b>			
	Stoves & Refrigerators	15%	25,000	
	<b>Subtotal of Estimated Cost</b>		837,343	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
Physical Needs Work Statement(s)  
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: 01	Work Statement for Year <u>3</u> FFY: <u>2003</u>			Work Statement for Year 1 FFY: 01
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category
<b>See Annual Statement</b>	<b><u>NY28-1, SCHONOWEE VILLAGE</u></b>			
	Replace Hallway and Emergency Lighting	100%	50,000	
	Install / Upgrade Carbon Monoxide Detectors	100%	10,000	
	Replace / Repair Brick on 5 buildings	100%	60,000	
	<b><u>NY28-3, MACGATHAN TOWNHOUSES</u></b>			
	Conversion from Electric to Gas	50%	350,000	
	Install / Upgrade Carbon Monoxide Detectors	100%	12,000	
	<b><u>NY28-11C TEN EYCK APARTMENTS</u></b>			
	Install / Upgrade Carbon Monoxide Detectors in basement	100%	3,000	
	Replace / Upgrade Boilers	100%	173,000	
	<b><u>NY28-11D, YATES VILLAGE</u></b>			
	Repair / Seal Roadway in Site	100%	20,000	
Concrete Steps and Rails	100%	135,000		
<b><u>APARTMENTS</u></b>				
Stoves & Refrigerators	15%	24,343		
<b>Subtotal of Estimated Cost</b>			837,343	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
 Physical Needs Work Statement(s)  
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: 01	Work Statement for Year <u>4</u> FFY: <u>2004</u>			Work Statement for Year 1 FFY: 01
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category
See Annual Statement	<u><b>NY28-1, Schonowee Village</b></u>			
	Enclose Porches on Catwalks	52%	200,000	
	<u><b>NY28-11B - STEINMETZ HOMES</b></u>			
	Rebuild Buildings 50 and 51	100%	549,243	
	<u><b>NY28-11D - YATES VILLAGE</b></u>			
	Canopies for Handicap Ramps	100%	40,000	
	Replace Entry doors on Community Room	100%	3,100	
	<u><b>APARTMENTS</b></u>			
	Stoves & Refrigerators	15%	45,000	
	<b>Subtotal of Estimated Cost</b>		837,343	

Work Statement for Year 1 FFY:01	Work Statement for Year <u>5</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category
See Annual Statement	<b><u>NY28-1, SCHONOWEE VILLAGE</u></b>			
	Enclose Porches on Catwalks	48%	187,000	<b><u>NY28-11C, TEN EYCK APARTMENTS</u></b>
	Additional Exterior Lighting throughout Site	100%	15,000	Install Additional Exterior Lighting in Parking Lot
	<b><u>NY28-3, MACGATHANS TOWNHOUSES</u></b>			<b><u>NY28-11D, YATES VILLAGE</u></b>
	Miscellaneous Sidewalk Replacement	100%	20,000	Install Playground Equipment
	Exterior Wall Repair on 12 buildings	100%	15,000	
	Additional Exterior Lighting throughout Site	100%	15,000	<b><u>APARTMENTS</u></b>
	Upgrade Water lines in basement for 50 apartments	100%	25,000	Stoves and Refrigerators
	<b><u>NY28-7, MARYVALE APARTMENTS</u></b>			
	Install / Upgrade Carbon Monoxide & Smoke Detectors	100%	2,500	
	<b><u>NY28-11A, LINCOLN HEIGHTS</u></b>			
	Install / Upgrade Carbon Monoxide & Smoke Detectors	100%	10,000	
	Install Exterior Light Pole near Building "G"	100%	4,000	
	<b><u>NY28-11B, STEINMETZ HOMES</u></b>			
	Rebuild Buildings 50 & 51	36%	306,343	
Install / Upgrade Carbon Monoxide & Smoke Detectors	100%	60,000		
Install Drain Pans for Washing Machines and Hbt Water Heaters for 49 buildings	100%	75,000		
Additional Exterior Security Lighting throughout Site	100%	20,000		
<b>Subtotal of Estimated Cost</b>		837,343	<b>Subtotal</b>	

Work Statement for Year 1 FFY:01	Work Statement for Year <u>2</u> FFY: <u>2002</u>			Work Statement for Year 2 FFY:02
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category
See Annual Statement	Security Coordinator	100%	37,000	Security Coordinator
	Foot Patrols	100%	47,838	Foot Patrols
	Staff Training	100%	15,098	Staff Training
	Family Self-Sufficiency	100%	50,000	Family Self-Sufficiency
	Computer Software	100%	34,200	Computer Software
	Project Pride	100%	175,000	Project Pride
	Senior Services Coordinator	50%	35,000	Senior Services Coordinator
	<b>Subtotal of Estimated Cost</b>		394,136	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
 Physical Needs Work Statement(s)  
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>01</u>	Work Statement for Year <u>4</u> FFY: <u>2004</u>			Work Statement for Year 1 FFY: <u>01</u>
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category
<b>See Annual Statement</b>	Security Coordinator	100%	37,000	Security Coordinator
	Foot Patrols	100%	47,838	Foot Patrols
	Staff Training	100%	15,098	Staff Training
	Family Self-Sufficiency	100%	50,000	Family Self-Sufficiency
	Computer Software	100%	34,200	Computer Software
	Project Pride	100%	175,000	Project Pride
	Senior Services Coordinator	50%	35,000	Senior Services Coordinator
	<b>Subtotal of Estimated Cost</b>		394,136	

## MINUTES OF THE RESIDENT ADVISORY BOARD MEETING OF 10/3/2000 – Agency Plan Review FY 2001

### 1. INTRODUCTIONS

Resident attendees: AnGel Danzy, Johanna Dietz, Joyce Porter  
Section 8 attendee: Ronald Alheim  
SMHA Staff: Sharon Jordan, Stan Skinner, Alan Olds,  
Sandra Baxter, Richard Homenick,  
Madlyn Harwell, Thomas Bellick, Tony Fyvie,  
Carol Weintraub, Art Zampella

### 1. OVERVIEW

Sharon Jordan, Executive Director, said that the Housing Reform Bill of 1998 requires HUD to have its Authorities do an Annual and a Five-Year Plan and would like the residents comments.

Last year, the Annual and Five-Year Plans were reviewed and this year, the review will be the of the new sections of the Annual Plan for FY2001. The PHDEP plan and Capital Fund plan are attachments. Comments were requested after the presentations.

### 1. COMMUNITY SERVICE PLAN – Led by Stan Skinner, Ass't Ex. Director

Mr. Skinner said that HUD regulations require community service by Public Housing Authority residents to be implemented by April 1, 2001. HUD indicated that all residents over 18 years old and not exempt should give 8 hours/month or 96 hours/year to community service. There are exemptions: retired, disabled, senior citizens, college students, those in employment training programs, or those on unemployment insurance. The community service can be done at the Housing Authority or at other community agencies in the City of Schenectady. This Fall, our MIS Director will provide a report of all Public Housing residents over 18 years old, who will then be mailed a survey. If community service requirements need to be fulfilled, a letter will be sent to the resident, and upon recertification, that paper will be presented by the resident for the Housing Authority file. If the resident has not complied with the federally required community service, the resident will be given an extension, perhaps 2-3 months, to document 96 hours of community service. If the requirement is not fulfilled, the resident will be asked to leave housing.

Ron Alheim, the Section 8 Representative, said that [timing] was very generous.

Joyce Porter, a Public Housing Representative, said that the exemptions just about exclude everybody.

Madlyn Harwell, SMHA Staff, asked if the Housing Authority would have to hire anyone to track community service.

Sharon Jordan said this is an unfunded mandate.

AnGel Danzy, Public Housing Representative, asked what type of community service?

Sharon Jordan gave examples of working at the Boys and Girls Clubs, the Red Cross, cleanup at the Housing Authority, etc.

Alan Olds, SMHA Staff, asked what age is considered a "senior"?

Stan Skinner said 62 years or older.

Sandra Baxter, SMHA Staff, asked if HUD has explained the reasoning behind community service for recipients of housing?

Sharon Jordan said she believes it is a philosophical one: if the government is giving subsidy, the recipients should be giving something back. (Housing Reform Bill of 1998)

Art Zampella, SMHA Staff, asked if when residents start their leases, would they be notified of the community service requirement at that time.

Ms. Baxter said yes.

## PET POLICY

Sharon Jordan said there were many objections to mandating pets in Public Housing. She said there is a very strong pet food lobby, which forced the issue. Presently, pets are allowed now for seniors and disabled residents. The pet policy for all of public housing will be the same as it is now. SMHA will not be discriminatory.

Sandra Baxter went over the pet policy that will be implemented in all SMHA developments April 1, 2001. SMHA cannot ban certain breeds of dogs. The requirements will be an extra security deposit per pet, verification of weight limit, inoculations, spaying/neutering by a veterinarian. Dogs must be licensed and all pets must wear ID. Pictures will be required of each pet for the occupancy file. Pets will not be allowed in common areas such as laundry rooms and community rooms. There will be a charge to residents for removal of pet waste and kitty litter. Any animal that demonstrates aggressive behavior will not be allowed to remain in housing. SMHA Pet Policy with specifics will be outlined in the Public Housing Administrative Plan on file.

Ron Alheim asked if there will be a requirement for resident to prove the ability to care for a pet and would that come from a primary care physician or a veterinarian.

Sandra Baxter said that it would be the primary care physician.

Sharon Jordan said we could remove that requirement, because HUD will not accept something that is not reasonable.

Ron Alheim asked who would take care of the pet if there were an illness.

Sandra Baxter said that the resident must fill out a form with designation of care for a pet under those circumstances. If no one comes, the animal will be given over to the City's Animal Control.

Madlyn Harwell asked if SMHA would require the resident to have insurance?

Sandra Baxter said that personal insurance would not be required. SMHA's insurance company said that SMHA could be sued, however.

AnGel Danzy asked if guests of residents could bring pets into the developments.

Sandra Baxter said that the new Public Housing Administrative Plan would not allow visiting animals. It would not be allowed since SMHA's insurance company will not cover SMHA for visiting pets.

Art Zampella asked what if a resident has a pet illegally.

Sandra Baxter said that would be a violation of the lease.

Sharon Jordan said that SMHA did not have major problems when it implemented the pet policy for the seniors and disabled. However, SMHA must document things very well.

Art Zampella asked about barking disturbing neighbors.

Sharon Jordan said that would be a noise violation of the lease.

AnGel Danzy said she is really against having animals in Housing Authorities, except for seniors or disabled.

Sharon Jordan said she appreciated Ms. Danzy's comment, but it is HUD's regulation mandated by Federal law.

Johanna Deitz asked if there would be specially designated areas for walking a pet.

Sharon Jordan said that SMHA would rather residents use a pooper scoop.

Madlyn Harwell asked if the pet policy addressed animal abuse or neglect.

Sandra Baxter said it would be added.

## SECTION 8 HOMEOWNERSHIP

Richard Homenick passed out the following and it was reviewed in the meeting:

### "Section 8 Homeownership Program

Richard Homenick, Section 8 Program Coordinator  
Schenectady Municipal Housing Authority  
October 03, 2000

Final Rule Effective: September 12, 2000

Summary: A public housing agency may provide tenant-based assistance to an eligible family that purchases a dwelling unit that will be occupied by the family.

The program is designed to promote and support homeownership by a 'firsttime' homeowner – a family that moves for the first time from rental housing to a family-owned home.

Funding: HUD does not provide any additional or separate funding to PHA's for homeownership assistance under Section 8.

Program Size: Program size is the option of the PHA. The program itself is optional.

Eligibility: Participant families must meet all of the following initial requirements at commencement of homeownership assistance:

1. Housing Choice Voucher Program participant (Section 8).
2. Satisfy first-time homebuyer requirements.
3. Satisfy minimum income requirement (federal minimum hourly wage multiplied by 2,000 hours).
4. Satisfy employment requirements (1-year of full time employment, 30+ hours).
5. No default on a mortgage securing debt to purchase the home.
6. No family member may have a present ownership interest in a residence.
7. The family must enter a contract of sale.
8. Satisfy other PHA requirements as defined in the Section 8 Administrative Plan.

SMHA Plan: Implement a small pilot program after SMHA's FY2001 Annual Plan receives HUD approval, and the amended Section 8 Administrative Plan receives the approval of the SMHA Board of Commissioners."

Sharon Jordan said SMHA would be doing a demonstration project for the first year.

Ron Alheim said the income requirement in excess of \$16,000 looks high.

Richard Homenick said that SMHA's 5(h) Homeownership program has the same income guidelines. He reminded all that this is an unfunded program and that SMHA is not obligated to take this on. The Section 8 Homeownership program will not be implemented until the Board of Commissioners and HUD approves this Agency Plan.

Ron Alheim said this is so positive for the City of Schenectady. Can State or CDBG give money or the Chamber of Commerce?

Sharon Jordan said that SMHA would still be getting the Section 8 subsidy for these units.

Madlyn Harwell wanted to go on record as opposing this program. She feels the residents should be well prepared, bankable and expect to have more money in the future when the homeownership responsibility falls totally on them.

Ron Alheim asked if SSI money could be counted as income for homeownership.

Richard Homenick said yes, and that residents will have to go through a homeownership counseling program.

Alan Olds said he was curious as to where the HAP would go— to the homeowner or the mortgage lender?

Richard Homenick said either.

Alan Olds asked about default of the homeowner.

Sharon Jordan said the property would go back to the mortgage lender.

Joyce Porter passed out a flyer regarding Rent Reform that she wanted to go into the record. It follows:

“Real Rent Reform

1. 3-year freeze on rent increases. Minimum 3 years, maximum 5 years, with a 3year wait if you need to re-enter the program.
2. No more than a \$10 increase per household.
3. The rent should be taken from the head of household. 20% of net income.

I'm requesting that we open this program with 50 families from each complex. A committee will be appointed to oversee this program.

Number one on this list is the key to all steps. We ask that you include this in your upcoming plan for 2001!

Thank you. [Joyce Porter] 9/29/2000”

Sharon Jordan said we would put this into the record, but HUD regulations do not permit this rental structure.

## **GENERAL QUESTION AND ANSWER PERIOD**

Ron Alheim asked the reasoning for only requesting 100 additional vouchers in the 5 year plan.

Stan Skinner said a minimum level was checked, so it is achievable.

Ron Alheim asked why SMHA is not working with SCCC (Schenectady County Community College) for certain program offerings instead of HVCC (Hudson County Community College).

Stan Skinner said specifics were not offered by SCCC at the time of the 5-year plan.

Ron Alheim asked if there was babysitting while residents go to classes.

Tom Bellick said that if there was a need, SMHA would do it.

Ron Alheim speaking about Assignment, said that three turn downs seemed generous.

Sharon Jordan said that we are flexible.

Ron Alheim, regarding 5b Occupancy asked if it is in SMHA's lease that if a family member returns, they are required to be put on the lease.

Sandra Baxter said yes.

Ron Alheim, regarding Minimum Rent, asked why SMHA picked "\$25" as the option.

Sharon Jordan said that it was the only choice we had. The template is fixed. \$25 is SMHA's minimum rent.

Ron Alheim, regarding Section 8 Homeownership, questioned why 25 or fewer was checked off and asked if this is below expectations.

Richard Homenick said SMHA would probably be doing only 3 to 4 as a pilot program.

Ron Alheim, regarding section 13A and crime, asked what is considered a high incidence/low incidence of crime.

Tom Bellick said this is based on 10-12 years of statistics from the Schenectady Police Department. Some points were derived from the County's numbers if they were not available from the police. The check marks are based on this information.

Ron Alheim was surprised that "fearful" was not checked.

Tom Bellick said the survey did not indicate this.

Johanna Deitz said she feels less safe this year than last year.

Thomas Bellick asked if she is reporting incidents to the police.

Stan Skinner said that one of the interesting things the Security Coordinator found out was that there is less crime per capita in Schenectady Housing than in the City of Schenectady.

Sharon Jordan said that unless crime is reported, SMHA cannot deal with it.

Art Zampella said to make reports to the Schenectady Police Department's dispatcher or the Schenectady Police Department's vice squad.

Alan Olds said that SMHA has a "Tip Line". The phone number is listed each month in the SPOTLIGHT newsletter.

Ron Alheim said that it takes a lot of citizen input.

Madlyn Harwell asked why SMHA has to have a Section 8 Homeownership program in the Plan.

Sharon Jordan said SMHA cannot implement it if it is not discussed in the Plan and at the meeting.

**NY028101**

**MINUTES OF THE PUBLIC HEARING ON THE 2001 AGENCY PLAN-  
November 21, 2000**

Staff Present: Sharon Jordan, Stan Skinner, Alan Olds, Carol Weintraub, Richard Della Ratta

Commissioners Present: Augustus Bessinger, Lois Bradt, AnGel Danzy, Frank Duci, David Kaczmarek,  
Bernard Waldron

Residents Present: Audrey Hulett, 212 Schonowee Village  
Joanne Monte, 205 Schonowee Village

David Kaczmarek, Chairman, opened up the portion of the November Board meeting for the Public Hearing on the Agency Plan.

There were no comments.

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

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

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

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

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

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



# Public Housing Drug Elimination Program Plan

NY028j01

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$** \_\_\_\_\_
- B. Eligibility type (Indicate with an “x”)** N1 \_\_\_\_\_ N2 \_\_\_\_\_ R X \_\_\_\_\_
- C. FFY in which funding is requested** \_\_\_\_\_
- D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Drug Elimination Program in Schenectady is designed to address the needs of the residents at Steinmetz Homes, Yates Village and MacGathan Townhouses, using crime data and suggestions from Law Enforcement officials. The PHDEP Plan for FY 2001 funding involves the provision of remedial education services for 48 students, hiring 6 residents to patrol the developments every evening, provision of x hours of Off Duty Police Foot patrols at SMHA’s family sites, and a Security Coordinator to direct security staff and police officers, as well as conduct occupancy-related security tasks. Our partner agencies include Carver Community Center, the Boys & Girls Club, the YWCA, Wackenhut Corporation, and the Schenectady Police Department.

Additionally, SMHA will provide 350 youth with Boys & Girls Club activities at SMHA, a full service Day Care Center for 100 children, a full service Computer Center, and a Family Self-Sufficiency program. These services will be provided through non-PHDEP funding streams; including private and State funding.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Yates Village	307	
Steinmetz Homes	243	
MacGathan Townhouses	50	

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

**6 Months** \_\_\_\_\_ **12 Months** \_\_\_\_\_ **18 Months** \_\_\_\_\_ **24 Months** X **Other** \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	300,600	NY06DEP0280195	0		Closed
FY 1996	300,600	NY06DEP0280196	0		Closed
FY 1997	300,600	NY06DEP0280197	0		Closed
FY1998	300,600	NY06DEP0280198	\$131,181		12/2000
FY 1999	228,518	NY06DEP0280199	\$228,518		12/2001

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The goals and objectives of the PHDEP Plan for FY 2001 are: The Latimer Remedial Education program will provide 48 students with remedial education services. Wackenhut Security Corporation will hire 6 residents to patrol the developments every evening and offer Spring and Summer walking patrols by off-duty police officers. We will employ a Security Coordinator, to direct resident security staff, and off duty police officers, as well as conduct occupancy related security tasks; including tenant investigations, including criminal history check of new residents, and address criminal complaints of public housing residents.

The PHDEP program is part of a much larger umbrella of a human service/security system at SMHA which includes a wide range of activities for youth and their families. SMHA will use non-PHDEP resources to offer 350 youth at SMHA the opportunity to participate in Boys & Girls Club activities, a full service computer center and a Family Self-Sufficiency program. Private and non-HUD resources finance other offerings at SMHA: a full service Day Care Center for 100 children provided by the YWCA of Schenectady. Schenectady County Community College and the Capital District Economic Opportunity Center provide a wide variety of college courses and vocational training programs for adults at our Family Investment Center.

We collect quarterly reports from each agency providing services at SMHA, which measure progress against a detailed workplan agreed to at the beginning of each program year (July 1). The Schenectady Police Department provides semi-annual crime statistics in conjunction with HUD's Semi-Annual Electronic Reporting System. We also conduct the HUD required PHDEP Survey/evaluation.

## B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY <u>2001</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	128,563
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	109,600
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>238,163</b>

## C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$128,563</b>		
Goal(s)		Employ 6 residents as security guards at SMHA family housing sites, under contract with Wackenhut. Provide Spring and Summer walking patrols by police officers. Employ 1 full-time Security Coordinator, to direct resident security staff, and off duty police officers, as well as conduct occupancy related security tasks.					
Objectives		Less than 5% of SMHA youth will be arrested for drug-related crimes.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Resident Security			4/2001	6/2002	43,563		6 residents hired
2. Foot Patrols – Off Duty Officers			4/2001	6/2002	25,000		X hours of patrols
3. Security Coordinator			4/2001	6/2002	60,000		Coordinate Security at SMHA

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$109,600</b>		
Goal(s)							
Reduce or maintain low levels of drug related crime at SMHA's family housing developments							
Objectives							
48 youth enrolled in Remedial Education program during year							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Remedial Education	48	Youth 7-14	4/2001	3/2002	45,600		48 students
2. PHDEP Coordinator	590	All	4/2001	3/2002	64,000		
3.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators

	Served					/Source)	
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>						<b>Total PHDEP Funds: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	Activities, 1,2,3		Activities 1,2,3	
9130				
9140				
9150				
9160	Activities 1,2		Activities 1,2	
9170				
9180				
9190				
<b>TOTAL</b>		\$		\$

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”