

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

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# PHA Plans

5-Year Plan for Fiscal Years 2000 - 2004

Annual Plan for fiscal year 2002

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

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name:** Saratoga Springs Housing Authority

**PHA Number:** NY020

**PHA Fiscal Year Beginning:** (07/2002)

**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)

- X      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)

**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.**

- X      PHA Goal: Expand the supply of assisted housing  
Objectives:  
      Apply for additional rental vouchers:  
X      Reduce public housing vacancies:  
      Leverage private or other public funds to create additional housing opportunities:  
      Acquire or build units or developments  
      Other (list below)
- X      PHA Goal: Improve the quality of assisted housing  
Objectives:  
      Improve public housing management: (PHAS score)  
      Improve voucher management: (SEMAP score)  
X      Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- X Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- X Other: (list below)

Manage the Saratoga Springs Housing Authority existing public housing program in an efficient and effective manner, thereby qualifying as at least a standard performer

Objective #1 The Saratoga Springs Housing Authority has been a standard and is currently a high performer under PHAS and hopes to maintain this status under PHAS

Objective #2 The Saratoga Springs Housing Authority shall make our units more marketable with more outreach to the community to increase the size of our waiting list  
6/31/2005

- 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:
  - X Other: (list below)  
Shelter Plus Grant

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

- X 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)
  - X Other: (list below)

Provide a safe and secure environment in the Saratoga Springs Housing Authority

- 1) The Saratoga Springs Housing Authority will try to reduce crime by 5% by 6/31/2005 2)  
 Continue to work with the Saratoga Springs PD 3)  
 Continue to make housing assistance available to all who are qualified

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

- x PHA Goal: Promote self-sufficiency and asset development of assisted households  
 Objectives:  
 Increase the number and percentage of employed persons in assisted families:  
 Provide or attract supportive services to improve assistance recipients' employability:  
 Provide or attract supportive services to increase independence for the elderly or families with disabilities.  
 x Other: (list below)  
 Objective #1 Use section 3 employment

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

- x PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
 Objectives:  
 x Undertake affirmative measures to ensure access to assisted housing to qualified applicants 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)**

**Annual PHA Plan  
PHA Fiscal Year 2002**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**The mission of the Saratoga Springs Housing Authority is to assist low-income families with safe, decent and affordable housing as they strive to achieve social and economic opportunities, and to improve their quality of life. The Housing Authority is committed to operating in an efficient, economical and ethical manner.**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments CFP 2002 NY020h01, PET POLICY NY020c01, CFP P/E REPORT 2000 NY020d01, 2001 P/E REPORT NY020g01, RESIDENT ADVISORY BOARD NY020e01, COMMUNITY SERVICE REQUIREMENTS NY020f01, DECONCENTRATION AND INCOME MIXING NY020a01, BOARD CHART NY020b01**

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

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2002 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**)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2002 Capital Fund Program 5 Year Action Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
 ( CFP 2002- NY020a01) ( PET POLICY- NY020a03)(BOARD CHARTNY020a09) ( CFP P/E REPORT 2000- NY020a04)(CFP P/E REPORT NY020a08) (RESIDENT ADVISORY BOARD-NY020a05) (COMMUNITY SERVICE-NY020a06) (DECONCENTRATION AND INCOME MIXING-NY020a07)

**Supporting Documents Available for Review**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X 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
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
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

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

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

[24 CFR Part 903.79 (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-ability</b>	<b>Size</b>	<b>Locati on</b>
Income <= 30% of AMI	622	N/A	Unkno wn	Unkno wn	Unkno wn	Unkno wn	Unkhw
Income >30% but <=50% of AMI	603	N/A	Unkno wn	Unkno wn	Unkno wn	Unkno wn	Unkno wn
Income >50% but <80% of AMI	436	N/A	Unkno wn	Unkno wn	Unkno wn	Unkno wn	Unkno wn
Elderly	440	N/A	Unkno wn	Unkno wn	Unkno wn	Unkno wn	Unkno wn
Families with Disabilities	Unkno wn	N/A	Unkno wn	Unkno wn	Kuna	Unkno wn	Unkno wn
Race/Ethnicity	10%	N/A	Unkno wn	Unkno wn	Unkno wn	Unkno wn	Unknw
Race/Ethnicity	16.3%	N/A	Unknw	Unknw	Unknw	Unknw	Unknw
Race/Ethnicity	11.0%	N/A	Unknw	Unknw	Unknw	Unknw	Unknw
Race/Ethnicity							

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:

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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/sub jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	86		96
Extremely low income <=30% AMI	56	65	
Very low income (>30% but <=50% AMI)	22	26	
Low income (>50% but <80% AMI)	8	9	
Families with children	31	36	
Elderly families	15	17	
Families with			

<b>Housing Needs of Families on the Waiting List</b>			
Disabilities	42	49	
Race/ethnicity	W-65	75	
Race/ethnicity	B-16	20	
Race/ethnicity	Hisp-3	3	
Race/ethnicity	Other-1	2	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0	14
2 BR	4	19%	19
3 BR	0	0	13
4 BR	5	24%	0
5 BR	1	5%	0
EFFICENCY	11	52%	29
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

While we wish we could meet the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to address our housing needs. Neither the Saratoga Springs Housing Authority nor the Federal Government has the resources necessary to accomplish our objective. The only practical thing we can do is to apply for the grant opportunities made available by HUD over the course of the next year. Whenever possible, we will respond to HUD NOFA's to increase the amount of affordable housing in Saratoga Springs Housing Authority jurisdiction.

#### **(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

- X Other: (list below)
  - 1) Continue to work with the local Urban League and like agencies

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

Select all that apply

- X 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:

- X 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
- X Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

**Financial Resources:  
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	441,249	
b) Public Housing Capital Fund	552,595	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	392,656	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	0	
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2000 Drug	16,559	Law enforcement
2001 Drug	30,000	Law enforcement
<b>3. Public Housing Dwelling Rental Income</b>	803,720	PHA operations
<b>4. Other income (list below)</b>	5,000	Laundry, vending, Forfeited security
<b>5. Non-federal sources (list below)</b>	29,620	Investment income
<b>Total resources</b>	2,271,399	

We specifically reserve the right to change this financial resources statement based on later, better information.

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

[24 CFR Part 903.7 9 (c)]

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

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

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

- a. When does the PHA verify eligibility for admission to public housing? (Select all that apply)
- When families are within a certain number of being offered a unit: (state number)
  - When families are within a certain time of being offered a unit: (state time)
  - X Other: (describe)
    - 1) At the time of submission and before moving in.
- b. Which non-income (screening) factors do the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
  - X Rental history
  - X Housekeeping
  - Other (describe)
- c. X Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. X Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. X Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC-authorized source)

##### **(2) Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)?
- Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - X Other (describe)
    - 1) Open-all areas
- b. Where may interested persons apply for admission to public housing?
- X PHA main administrative office
  - PHA development site management office
  - X Other (list below)
    - 1) Mail

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)

- X One  
Two  
 Three or More

b. X 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:

X 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)

X Emergencies

Medical justification

X Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

1. X 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:

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

X Victims of domestic violence

X Substandard housing

X Homelessness

X 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

X Residents who live and/or work in the jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an

absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

#### 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)?

- X The PHA-resident lease
- X The PHA’s Admissions and (Continued) Occupancy policy
- X 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)

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

**(6) Deconcentration and Income Mixing**

a.  Yes x No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If yes, continue to the next question

b.  Yes x 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 x 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 were 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)

- X 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)

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

## B. Section 8

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

### (1) Eligibility

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

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

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

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

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

- X Criminal or drug-related activity

- X Other (describe below)  
1) Repayment agreements.

**(2) Waiting List Organization**

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

- X 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)

- X PHA main administrative office  
X Other (list below)  
1) Mail

**(3) Search Time**

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

If yes, state circumstances below:

- 1) Participant must provide list of prospective rental unit inquiries for delays in emergencies or medical reasons.

**(4) Admissions Preferences**

- a. Income targeting

- X 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. X 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

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- X Substandard housing
- X Homelessness
- X 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
- X Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**The Saratoga Springs Housing Authority operates Public Housing. The Authority has decided to set the following rent policies concerning Public Housing.**

**1) The Saratoga Springs Housing Authority is phasing in rent for qualified residents that transition from welfare to work according to Section 508 of QHWRA. There will be no increase in their rent for the first year, it will increase 50% of the normal increase in the second year, and will be determined by appropriate income for the third year.**

**2) We have established a minimum rent of \$50**

**3) We have established a flat rent of 90% of the current FMR**

### **A. Public Housing**

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

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

Describe the PHA's income based rent setting policy/is 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. X Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

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

1) Medical and financial hardships

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

1.  Yes x 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

X 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
- X 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)

g.  Yes x 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
- X Other (list/describe below)

The Saratoga Springs Housing Authority flat rent is 90% of the current FMR

0 bedroom-\$369 1bedroom-\$455 2 bedroom-\$559 3bedroom-\$701  
4 bedroom-\$783

## 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
- X 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 sub market
- 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 sub market
- 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)

1) The PHA will review its payment standard if applicants have difficulty finding suitable rental units.

## **(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)

- 1) Medical hardship  
2) Financial hardships

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

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

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

Describe the PHA's management structure and organization.

(Select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

**C. Management and Maintenance Policies**

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

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

(2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

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

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

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

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

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) CFP2002 NY020a02

-Or-

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

**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:

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 No dwelling Structures	
13	1475 No dwelling 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)

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

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

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

b. if yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name CFP2002- NY020a02)

-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 x 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 x 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 x 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 x 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 x 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 x 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: <u>(DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

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

[24 CFR Part 903.7 9 (j)]

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

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

1.  Yes x 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)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date	

submitted or approved:

- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

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

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

### 2. Program Description:

#### a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

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

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

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

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

#### **(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

X 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)
<i>DOMESTIC VIOLANCE</i>	<i>18</i>	<i>NEWSLETTER FLYERS</i>	<i>MAIN OFFICE / COMMUNITY CENTER</i>	<i>PUBLIC HOUSING</i>
<i>CORNELL COOPERATIVE EXTENSION</i>	<i>10</i>	<i>NEWSLETTER FLYERS</i>	<i>MAIN OFFICE / COMMUNITY CENTER</i>	<i>PUBLIC HOUSING</i>

**(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		
Section 8		

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

**C. Welfare Benefit Reductions**

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

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

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

[24 CFR Part 903.79 (m)]

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

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

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)

NY20-1, NY20-2, NY20-3A&B

**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)

**NY20-1, NY20-2, NY20-3A&3B**

**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
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X 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)

**NY20-1, NY20-2, NY20-3A&B**

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

PHAs eligible for FY 2001 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 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)] ATTACHMENT (NY020a03)

**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)]

SENT TO HUD ON fill in date

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes x No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

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 X 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. X 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

Any adult recipient of PHA assistance could nominate X Candidates

X 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

X Any adult recipient of PHA assistance who has received assistance from the SSHA for at least 90 days prior to the date set for the election

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (City of Saratoga Springs)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List below)
  - Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

1. The Consolidated Plan of the City of Saratoga Springs support the PHA by it's commitment to working together with the PHA to: (1) insure the supply of affordable housing, (2) address the barriers to affordable housing, (3) meet the housing needs of the residents of the Housing Authority and (4) provide no housing support to the residents of the Housing Authority. Throughout the past six years, the 1995 Consolidate Plan has helped draw attention and CDBG funding to several projects that directly served the Housing Authority properties and residents. The PHA and the City's Community Development Office have continued to collaborate in the ongoing preparation of both this plan and the 2002 Consolidated Plan.

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

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

# Public Housing Drug Elimination Program Plan

**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 \$83,289 \_\_\_\_\_
- B. Eligibility type (Indicate with an "x") N1 \_\_\_\_\_ N2 \_\_\_\_\_ R X \_\_\_\_\_
- C. FFY in which funding is requested 2001 \_\_\_\_\_

### **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 year 2001 PHDEP Plan of the Saratoga Springs Housing Authority shall consist of a comprehensive security and preventive-based approach to reduce/eliminate drug-related crime at the public housing community. The Housing Authority shall utilize Community Police Patrols, Voluntary Tenant Patrols, resident training and employment, preventative education programs, and security improvements to achieve its goals. The authority will also continue to improve its facilities to improve the safety of our residents

### **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)** Jefferson Terrace105255Vanderbilt Terrace58166Stonequist176184

### **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 X 18 Months \_\_\_\_\_ 24  
Months \_\_\_\_\_ 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 2000	77,707	NY06DEP0200100	\$56,100	1/01/2003	FY 1996 X
169,500	NY06DEP0200196	FY 1997 X	101,700	NY06DEP0200197	FY 1998 X
101,700	NY06DEP0200198	FY 1999	74,560	NY06DEP0200199	\$33,672
01/01/2002					

## 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.

It is the goal of the Saratoga Springs Housing Authority PHDEP plan to reduce drug related and/or criminal behavior 5% by June 30, 2005. Uniform Crime Statistics provided by the Saratoga Springs Police Department shall monitor crime statistics.

### B. PHDEP Budget Summary

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

FY	2001	PHDEP Budget Summary	Budget Line Item	Total Funding	
			9110 - Reimbursement of Law Enforcement	\$30,000	
			9120 - Security Personnel	9130 - Employment of Investigators	9140 - Voluntary Tenant Patrol
			9150 - Physical Improvements	\$35,582	
			9160 - Drug Prevention	\$17,707	
			9170 - Drug Intervention	9180 - Drug Treatment	9190 - Other Program Costs
			<b>TOTAL PHDEP FUNDING</b>	<b>\$83,289</b>	

## 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: \$ 30,000** Goal(s)To reduce drug related crime and other criminal activity in and around the public housing community.ObjectivesTo utilize a comprehensive security and preventive based approach to crime reduction through community policing and resident involvement.Proposed Activities# Of Persons ServedTarget PopulationStart DateExpected Complete DatePHEDEP FundingOther Funding (Amount/ Source)Performance Indicators 1.Community Policing1/20021/2003\$30,000Crime Statistics2.3.

**9130 - Employment of Investigators Total PHDEP Funding: \$** Goal(s)Included in the cost of Law EnforcementObjectivesProposed Activities# Of Persons ServedTarget PopulationStart DateExpected Complete DatePHEDEP FundingOther Funding (Amount /Source)Performance Indicators 1.2.3.

**9140 - Voluntary Tenant Patrol Total PHDEP Funding: \$** Goal(s)To reduce crime. ObjectivesThe main objective of the Neighborhood Watch is to create a neighborhood where neighbors cooperate in watching over each other's property. Residents are taught to be aware of, and report, suspicious activity in an effort to prevent criminal activity before it happens. Proposed Activities# Of Persons ServedTarget PopulationStart DateExpected Complete DatePHEDEP FundingOther Funding (Amount /Source)Performance Indicators 1. 2.3.

**9150 - Physical ImprovementsTotal PHDEP Funding: \$ 35,582**Goal(s)Increased safety and deterrence of crime.ObjectivesEnhance residents sense of security in their neighborhood Proposed Activities# Of Persons ServedTarget PopulationStart DateExpected Complete DatePHEDEP FundingOther Funding (Amount /Source)Performance Indicators 1. Surveillance equipment1/20021/2003\$10,000Resident surveys2. Lighting1/20021/2003\$5,000Residents survey3. new walkways 1/20021/2003\$20,582Resident survey

**9160 - Drug Prevention Total PHDEP Funding: \$ 10,707** Goal(s)To eliminate/reduce drug and alcohol related criminal behavior.ObjectivesInvolve residents and the community in prevention and education efforts to reduce/eliminate drug and alcohol related criminal behavior.Proposed Activities# Of Persons ServedTarget PopulationStart DateExpected Complete DatePHEDEP FundingOther Funding (Amount /Source)Performance Indicators 1. DARE421Public housing 1/20021/2003\$500Resident survey2. Police educational and Promotional material 605Public housing1/20021/2003\$500Resident survey3. Youth Activities421Public housing1/20021/2003\$5004. Domestic Violence Workshops421Public housing1/20021/2003\$500Surveys, crime statistics5. Resident Opportunities605Public housing1/20021/2003\$15,707Surveys, resident employment

**9190 - Other Program Costs** Total PHDEP Funds: \$ Goal(s) To monitor employee and resident training. Objectives Administrative support, monitor activities, and provide guidance. Proposed Activities# Of Persons Served Target Population Start Date Expected Complete Date PHEDEP 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)** e.g. Budget Line Item # 9120 Activities 1, 3 Activity 2 9110 Activity 1 \$7,500 Activity 1 \$15,000 9120 9130 9140 9150 Activity 1, 2, 3 \$7,500 Activity 1 \$15,000 9160 Activities 1, 2, 3, 4, 5 \$2,695 Activities 1, 2, 3, 4, 5 \$5,385 9170 9180 9190 **TOTAL** \$ 17,695 \$35,385

**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.”

# CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> SARATOGA SPRINGS HOUSING HOUHORITY		<b>Grant Type and Number</b> CFP NY06P02050201 Capital Fund Program Grant No: 2 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> FY-2001	
XOriginal Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements	\$ 10,000			
4	1410 Administration	\$ 19,700			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	\$ 35,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	\$ 50,000			
10	1460 Dwelling Structures	\$ 291,833			
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 20,000			
12	1470 Nondwelling Structures	\$ 100,000			
13	1475 Nondwelling Equipment	\$ 26,062			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 552,595			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: SARATOGA SPRINGS HOUSING AUTHORITY		Grant Type and Number CFP NY06P02050201 Capital Fund Program Grant No: 2 Replacement Housing Factor Grant No:			Federal FY of Grant: FY-2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	TRAINING OF STAFF	1408	1	\$ 10,000				
HA-WIDE	MOD COORNINATOR	1410	1	\$ 19,700				
HA-WIDE	A/E FEE'S	1430	1	\$ 35,000				
NY-20-3B	NEW SIDEWALKS	1450	14,000 SQFT	\$ 50,000				
NY-20-3A	NEW D.H.W. BOILERS/PIPING	1460	3	\$ 60,000				
NY-20-3B	NEW HEATING BOILERS/PIPING	1460	15	\$ 75,000				
NY-20-3A	REPLACEMENT OF STOREFRONT	1460	25	\$ 56,833				
NY-20-3A	ROOF REPLACEMENT	1460	12,500 SQFT	\$ 100,000				
NY-20-3B	REPLACEMENT OF RANGES/WIRING	1465	40	\$ 20,000				
NY-20-02	COMPLETE CONSTRUCTION OF MAINTENANCE GARAGE	1470	1,000 SQFT	\$ 100,000				
NY-20-2	NEW EQUIPMENT FOR GARAGE	1475	1	\$ 26,062				



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant:2002 PHA FY:2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant:2004 PHA FY:2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	Annual Statement				
JEFFERSON/20-01		\$0	\$ 162,062	\$0	\$ 111,062
JEFFERSON/20-02		\$0	\$ 75,000	\$0	\$ 75,000
STONEQUIST/20-3A		\$ 200,000	\$0	\$ 125,000	\$ 250,000
VANDERBILT/20-3B		\$ 111,062	\$ 100,000	\$ 185,062	\$0
HA-WIDE		\$ 241,533	\$ 216,533	\$ 184,533	\$ 116,533
CFP Funds Listed for 5-year planning		\$ 552,595	\$ 552,595	\$ 552,595	\$ 552,595
Replacement Housing Factor Funds					





## **PET OWNERSHIP**

Effective October 1, 2000, limited ownership of dogs and cats (including small, caged animals, birds or fish) is permitted, subject to the requirements of state and local laws. All animals shall not weigh over a total of 20 lbs. Residents shall provide on an annual basis, a copy of the required city license. A security deposit of \$100 is also required along with an insurance policy protecting the Authority for any physical damage that the animal may do. Other animals are not permitted at SSHA developments. The Authority continues its ban on dangerous or threatening animals or animals that become a nuisance. Because of concerns regarding the impact of the change of the law, SSHA residents are advised that this policy is subject to modification.

**(SEE CITY CODE BELOW)**

**CODE OF THE CITY OF SARATOGA SPRINGS NEW YORK**  
**V9 Updated through 12-29-2000**

**PART II GENERAL LEGISLATION**  
**Chapter 101, DOGS AND OTHER ANIMALS**

[HISTORY: Adopted by the City Council of the City of Saratoga Springs at time of adoption of Code 4-4-1994 by L.L. No. 1-1994 (see Ch. 1, General Provisions, Art. I). Amendments noted where applicable.]

**GENERAL REFERENCES**

Noise -- See Ch. 148.

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**ARTICLE I, Dogs Generally**

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**§ 101-1. Definitions.**

As used and intended in this chapter and for the purposes hereof, unless the context otherwise indicates, the following terms shall have the meanings indicated:

**ANIMAL CONTROL OFFICER** -- A Dog Control Officer as defined in § 114 of the New York State Agriculture and Markets Law and will be responsible to enforce all city ordinances enacted concerning dogs and other animals and to enforce Article 7 of the New York State Agriculture and Markets Law, Licensing, Identification and Control of Dogs.

**CONFINED** -- As applied to a dog, that such animal is securely confined or restrained and kept on the owner's premises either within a building, kennel or other suitable enclosure or securely fastened on a chain, wire or other effective tether of such length and so arranged that the animal cannot reach or endanger any person on any adjacent premises or on any public street, way or place or, if the animal is being transported by the owner, that it is securely confined in a crate or other container or so restrained in a vehicle that it cannot escape therefrom

**DOG** -- Includes both male and female dogs.

**OWNER** -- Includes any person or persons, firm, association or corporation who or which at any time owns or has custody and control of or harbors or is otherwise responsible for any dog which is kept, brought or comes within the corporate limits of this city.

**§ 101-2. Compliance required.**

The owner, as above defined, of every dog which is at any time kept, brought or comes within the corporate limits of this city will be held responsible for the strict observance by such animal and with respect to such animal of all the rules and regulations contained in this chapter at all times when such animal is within the corporate limits of this city.

**§ 101-3. Report of bites.**

Every owner of a dog shall immediately report to the Department of Public Safety, Health Officer or Animal Control Officer every case where a person has been bitten by a dog.

**§ 101-4. Failure to confine.**

Every owner failing to confine a dog after being directed to do so by the Health Officer and/or Animal Control Officer shall be guilty of violating the provisions of this Article.

**§ 101-5. Report of rabies.**

Every dog having rabies or suspected of being infected with rabies shall be reported immediately to the Department of Public Safety or Health Officer, and the owner shall promptly comply with any and all directions the Health Officer and/or the Animal Control Officer shall give with reference to the observation of such animal or the continued confinement, immunization or other disposition to be made of such animal under the provisions of Section 2.14 of Part 2 of the State Sanitary Code, or otherwise.

**§ 101-6. Enforcement**

The Police Department is hereby authorized and directed to enforce strictly all the provisions, rules and regulations of this chapter or any emergency orders issued by the Health Officer.

**§ 101-7. Penalties for offenses.**

Every person violating the provisions of this Article shall, upon conviction, be punishable by a fine of not less than \$50 nor more than \$100.

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**ARTICLE II, Dog Control**

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**§ 101-8. Leash or other control required. [Amended 5-5-1998]**

No person who owns, harbors or has the custody and control of any dog shall cause or permit said dog to be on any street or in any public place in the City of Saratoga Springs unless said dog is under the complete control of the person accompanying the animal. As used in this section, the term "control" shall mean that the dog shall be held on a leash of sufficient strength not exceeding 25 feet in length.

**101-9. Nuisances. [Amended 2-2-1999]**

No person, company or corporation who owns a dog shall cause or permit his or her dog to become a nuisance within the corporate limits of the City of Saratoga Springs, New York. As used in this section, "nuisance" shall be defined as follows:

- A. Dumping, knocking over or tearing open of garbage and other receptacles.
- B. Depositing of fecal matter or urinating upon property of another person, company or corporation.
- C. Fighting with other dogs or other domestic animals.
- D. Barking, howling, whining or other noise which is of such character that a reasonable person of normal sensitivities would not tolerate under the circumstances.
- E. Tearing, digging or otherwise destroying or damaging property of any person, company or corporation.

**§ 101-10. Penalties for offenses. [Amended 2-2-1999]**

Any person convicted of any violation of §§ 101-8 and 101-9 hereof shall be punishable by fines as follows:

- A. For the first offense: a fine of up to \$50.
- B. For the second and subsequent offense: a fine of up to \$250, and each day on which the violation continues shall be and constitute a separate offense

**§ 101-11. Report of violations**

It shall be the responsibility of all persons to report violations of §§ 101-8 and 101-9 hereof to the Police Department of the City of Saratoga Springs, New York, in order that identification of the dog and the owner may be made. It shall further be the responsibility of any police officer to whom the complaint is made to serve a summons for any such violation upon identification of the dog and owner by the person reporting such violation.

**§ 101-12. Seizure and redemption of dogs**

In addition to the foregoing penalties, any dog, unaccompanied by its owner, harbinger or custodian, found in violation of §§ 101-8 or 101-9 hereof shall be forthwith picked up by the representative of an agency retained for such purpose by the City of Saratoga Springs and taken to an authorized kennel or pound. In such event, said dog shall be released only upon the payment of the fine specified in § 101-10 hereof, in addition to a daily service charge as agreed upon between the authorized agency and the City of Saratoga Springs.

**§ 101-13. Dogs attacking persons; penalties for offenses.**

- A. No person, company or corporation who owns, harbors or has custody and control of any dog shall cause or permit such dog to attack any person at any time. As used in this section, the term "attack" shall be defined as any physical assault, including mauling, biting, tearing or scratching
- B. Any person convicted of a violation of this section shall be punishable by a fine of not less than \$25 nor more than \$50 for the first offense and by a fine of not less than \$50 nor more than \$75 for a second offense.
- C. In addition to the foregoing penalties, said owner shall be liable for all reasonable medical costs and the cost of replacing damaged property as determined by the City Court upon presentation of medical services receipts and replaced property receipts.
- D. The owner, harbinger or custodian of any dog who has been convicted of a second offense shall be required to hold said animal on a leash, as described in § 101-8 hereof, at all times when not on his or her property.
- E. Upon a third violation of this section, the owner of said dog shall be required, within 30 days after such conviction, to dispose of said animal outside the City of Saratoga Springs and will also be liable for any medical costs or costs of replacement for damaged property.
- F. In the event of the owner's refusal, failure or neglect to do so, he or she shall be punishable by a fine of \$250, medical costs and costs of replacement of damaged property and shall be deemed a disorderly person and punishable as such.
- G. Each day on which such refusal, failure or neglect continues shall constitute a separate offense.

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## **ARTICLE III, Animals at Large; Cruelty and Abandonment**

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### **§ 101-14. Animals at large prohibited; penalties for offenses.**

A. No person being the owner or having the custody or control of any cattle, horse, sheep or swine shall permit the same to be at large upon a highway or other public place.

B. Every person violating this section shall, upon conviction, be punishable by a fine not to exceed \$25 for each offense. A person who carries or causes to be carried in or upon any vehicle or otherwise any animal in a cruel or inhumane manner or so as to produce torture is guilty of a misdemeanor, punishable by imprisonment for not more than one year or by a fine of not more than \$500, or by both.

### **§ 101-16. Abandonment; penalties for offenses.**

A person being the owner or possessor or having charge or custody of an animal who abandons such animal or leaves it to die in a street, road or public place or who allows such animal, if it becomes disabled, to lie in a public street, road or public place more than three hours after he receives notice that it is left disabled is guilty of a misdemeanor, punishable by imprisonment for not more than one year or by a fine of not more than \$500, or both.

### **§ 101-17. Failure to care for animals; penalties for offenses.**

A. No person shall fail to provide proper food, water or shelter, taking into account the existing weather conditions, whether current or anticipated. "Food" shall mean food necessary to maintain the good health of the animal. "Water" shall mean water which is clean, in sufficient quantity to sustain the animal and not frozen. "Shelter" shall mean not only the place where the animal may get out of the weather, to include temperature, but also includes an adequate size area for exercise, taking into account the size and activity of the animal.

B. A person found in violation of this section is guilty of a misdemeanor, punishable by imprisonment for not more than one year or by a fine of not more than \$500, or both.

### **§ 101-18. Establishment; fees**

There may be a public pound located at such place as the Council may from time to time direct and at such fees as the Council may establish.

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## **ARTICLE V, Poultry and Swine**

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### **§ 101-19. Fowl at large.**

No person shall allow fowl to run at large in the Inside Tax District, but he shall keep the same in suitable houses and runways.

### **101-20. Noise by fowl**

No person shall harbor a crowing cock in the Inside Tax District, the crowing of which disturbs neighbors during the hours from 12:00 midnight to 7:00 a.m., longer than one day after written notice thereof by the office of the Commissioner of Public Safety.

**§ 101-21. Keeping swine.**

No swine shall be kept in the Inside Tax District. Swine in the Outside Tax District must be kept within an enclosure located not less than 200 feet from a highway and not less than 50 feet from a dwelling. A watertight feeding trough must be provided, and no swill shall be thrown upon the ground. The feed trough and enclosure must be kept in a clean and sanitary condition. Odors from such enclosure which shall be offensive to passers upon a highway or to neighbors shall be presumptive evidence of the unsanitary condition thereof.

**§ 101-22. Penalties for offenses.**

Any person in violation of §§ 101-19, 101-20 and 101-21 shall be subject to a fine of \$25 for each offense and \$15 for each day's continuance after notice from the Commissioner of Public Safety or his agent of the violation of these sections.

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**ARTICLE VI, Compliance With Statute**

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**§ 101-23. Late penalty for dog licenses.**

Any person, company or corporation who fails to license his or her dog in accordance with Article 7 of the New York State Agriculture and Markets Law shall be assessed a civil penalty of \$10 for each dog, in addition to the required license fees as specified in Article 7 of the New York State Agriculture and Markets Law.

**§ 101-24. Applicability of state provisions.**

All persons, companies or corporations who own, harbor or have the custody and control of any dog will comply with all rules, regulations and laws of Article 7 of the New York State Agriculture and Markets Law and the New York Codes, Rules and Regulations pertaining to said Article when such dog is within the corporate limits of the City of Saratoga Springs, New York.

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**ARTICLE VII, Cleaning Up After Pets [Added 5-5-1998]**

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**§ 101-25. Compliance required.**

Any person who owns, keeps, possesses or controls any dog shall promptly remove any fecal matter left by the dog on any public property and on any private property not owned by such person or lawfully occupied by such person.

**§ 101-26. Possession of cleaning implements required in public places.**

In addition to and not in limitation of the provisions of § 101-25 above, every person who shall own, keep, possess or control any dog within the City of Saratoga Springs shall possess, at all times when accompanying said dog within such public place, implements or devices sufficient to clean and remove any fecal matter left by the dog in said public place. Failure to possess such implements or devices under such circumstances shall be sufficient to constitute a violation of this article.

**§ 101-27. Penalties for offenses.**

Any person violating this article shall, upon conviction, be subject to a fine of \$25 for each offense.

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: SARATOGA SPRINGS HOUSING HOUHORITY</b>		<b>Grant Type and Number CFP NY06P02050100</b>			<b>Federal FY of Grant:</b>
		Capital Fund Program Grant No: 1			FY-2000
		Replacement Housing Factor Grant No:			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	0		0	0
3	1408 Management Improvements	0		0	0
4	1410 Administration	\$44,700		\$2,183	\$2,183
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	\$38,600		\$38,600	\$1,470
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	\$20,000		0	0
10	1460 Dwelling Structures	\$381,533		\$64,548	\$64,548
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	\$44,700		0	0
13	1475 Nondwelling Equipment	\$12,000		0	0
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: SARATOGA SPRINGS HOUSING HOUEHORITY	Grant Type and Number CFP NY06P02050100 Capital Fund Program Grant No: 1 Replacement Housing Factor Grant No:	Federal FY of Grant: FY-2000
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Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/00 
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$541,533		\$105,331	\$68,201
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: SARATOGA SPRINGS HOUSING AUTHORITY		Grant Type and Number CFP NY06P02050100 Capital Fund Program Grant No: 1 Replacement Housing Factor Grant No:				Federal FY of Grant: FY-2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	ADMINISTRATION	1410	1	\$44,700				
HA-WIDE	A/E FEE'S	1430	1	\$38,600				
VANDERBILT/20-3B	SITE WORK	1450	1	\$20,000				
STONEQUIST/20-3A	WINDOWS	1460	840	\$280,00				
VANDERBILT/20-3B	DOORS	1460	216	\$62,829				
VANDERBILT/20-3B	BATHROOMS	1460	58	\$48,704				
HA-WIDE	MAINTENANCE BUILDING	1470	1,200	\$44,700				
HA-WIDE	MAINTENANCE EQUIPMENT	1475	1	\$12,000				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: SARATOGA SPRINGS HOUSING AUTHORITY		Grant Type and Number CFP NY06P02060200 Capital Fund Program No: 2 Replacement Housing Factor No:				Federal FY of Grant: FY2000	
FY2001 Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE	12/2001			12/2002			
NY20-02	12/2001			12/2002			
NY20-3A	12/2001			12/2002			
NY20-3B	12/2001			12/202			



# **SARATOGA SPRINGS RESIDENT ADVISORY BOARD**

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## **14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE**

### **14.1 GENERAL**

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement

### **14.2 EXEMPTIONS**

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

### **14.3 NOTIFICATION OF THE REQUIREMENT**

The Saratoga Springs Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Saratoga Springs Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Saratoga Springs Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/00. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

#### **14.4 VOLUNTEER OPPORTUNITIES**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Saratoga Springs Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Saratoga Springs Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

#### **14.5 THE PROCESS**

At the first annual reexamination on or after October 1, 2000, and each annual reexamination thereafter, the Saratoga Springs Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Saratoga Springs Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

**14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT**

The Saratoga Springs Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

**14.7 OPPORTUNITY FOR CURE**

The Saratoga Springs Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Saratoga Springs Housing Authority shall take action to terminate the lease.

**Component 3, (6) Deconcentration and Income Mixing**

- a. Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

**Deconcentration Policy for Covered Developments**

Development Name:	Number of Units	Explanation (if any)
[see step 4 at §903.2(c)(1)(iv)] Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]		