

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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SmallPHAPlanUpdate  
AnnualPlanforFiscalYear: **2003**

# **TownofDuanesburg**

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

## PHA Plan Agency Identification

**PHAName: Town of Duaneburg**

**PHANumber: NY428**

**PHAFiscalYearBeginning: 10/ 2003**

### **PHA Plan Contact Information:**

Name: **Joseph E. Mastrianni**

Phone: **518-372-4739 Ext. 26**

TDD:

Email (if available):

### **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

### **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
- Main administrative office of the local, county or 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)

**PHA Programs Administered :**

- Public Housing and Section 8       Section 8 Only       Public Housing Only



**Annual PHA Plan**  
**Fiscal Year 2003**  
 [24CFR Part 903.7]

**i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

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**Attachments**

- Attachment A: Supporting Documents Available for Review
- Attachment B: Membership of Resident Advisory Board or Boards
- Attachment C: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
- Attachment D: Summary of Progress

**ii. Executive Summary**

[24CFR Part 903.79(r)]

At PHA option, provide a brief overview of the information in the Annual Plan

**Optional and not required.**

**1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered

**A voucher homeownership program will be implemented this year for the town of Duaneburg Section 8 Program as part of a regional homeownership program sponsored by Joseph E. Mastrianni, Inc. A regional approach was necessary since funding available in the town of Duaneburg voucher program was not sufficient to support a home ownership program for the town alone. By using a regional approach, the cost of operating the program can be spread over all voucher programs administered by Joseph E. Mastrianni, Inc.**

**Based on comments made by members of the Resident Advisory Board, less emphasis will be placed on improving delivery of services than was contemplated in the Year 2003 Plan.**

**2. Voucher Homeownership Program**

[24CFR Part 903.79(k)]

A.  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 24CFR part 982? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**Homeownership program is administered by Joseph E. Mastrianni, Inc. a firm with twenty-seven years of experience in the subsidized housing industry.**

**3. Other Information**

[24CFR Part 903.79(r)]

**A. Resident Advisory Board (RAB) Recommendations and PHA Response**

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

2. If yes, the comments are Attached at Attachment C/YES

3. In what manner did the PHA address those comments? (select all that apply)

- The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included.
  - Yes  No: below
  - Yes  No: at the end of the RAB Comments in Attachment C.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment C.
- Other: (list below)

**B. 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: **New York State**

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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

**The priority and objectives of the New York State Consolidated Plan for federal fiscal years 1996 - 2000 support this Agency Plan with the following statements in the Strategic Plan Section of the State's Consolidated Plan:**

- 1. Preserve and increase the supply of decent, safe and affordable housing available to all low and moderate income households, and help identify and develop available resources to assist in the development of housing.**
- 2. Improve the ability of low and moderate income New Yorkers to access rental housing and homeownership opportunities.**

3. Address the shelter, housing, and service needs of the homeless poor and others with special needs.

## C. Criteria for Substantial Deviation and Significant Amendments

### 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### A. Substantial Deviation from the 5-year Plan:

A change in the PHA mission or a strategic goal will be considered a substantial deviation from the 5-year plan.

#### B. Significant Amendment or Modification to the Annual Plan:

Changes in or additions to the PHA mission; strategic goals; strategy for addressing needs; or policies governing eligibility, selection, and admission will be considered a significant amendment or modification to the PHA's 5-year and annual plan.

## Attachment A

### Supporting Documents Available for Review

PHAs are to 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>Related Plan Component</b>
<b>X</b>	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: 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 jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
<b>X</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing § 504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99 -52 (HA).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
<b>X</b>	Policies governing any Section 8 Homeownership program (section ___ II of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A&O Policy	Pet Policy
	The result of 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 result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **Required Attachment B: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide descriptions sufficient to identify how members are chosen.)

**An 54 -member Resident Advisory Board was selected to represent a cross section of tenants from the towns of Duaneburg, Schodack, Stillwater, Coeymans, Niskayuna, and the villages of Ballston Spa and Corinth. These are small Section 8 only PHAs ranging in program size from 15 units to 160 units, and without combining tenants from these programs into one Resident Advisory Board, it would have been impossible to obtain meaningful representation on each program. The Resident Advisory Board represents just over 10 percent of all tenants for the listed PHAs, and representation on the Board is proportional to the program size of each PHA.**

**Although Attachment B requires that members be listed here, no such listing is provided since a large proportion of the members of the Resident Advisory Board submitted their comments anonymously. In addition, it is the policy of this PHA not to release names of Section 8 tenants to the public.**

**Names of Resident Advisory Board members will be released to appropriate HUD officials only with assurance that such names will not be made public or posted in any document or vehicle that is accessible to the public.**

# Required Attachment C: Comments of Resident Advisory Board & Explanation of PHA Response (30 out of 54 members offered comments)

Plan Policies	Member Responses		
	Agree	Disagree	Opinion
<p><b>1. Program Mission</b></p> <p>The program's mission should be to provide affordable, decent, safe, and sanitary housing to elderly and disabled low-income families, as well as to other low-income families, as dictated by local needs.</p> <ul style="list-style-type: none"> <li>Program should be available to all low-income people.</li> </ul>	30	0	0
<p><b>2. Program Size</b></p> <p>There is no need to increase the size of the program beyond its current size by applying for additional funding from the Federal Government.</p> <ul style="list-style-type: none"> <li>I think it depends on the amount of funds available.</li> <li>Should be everyone should be equal no matter how many families there are.</li> <li>More people than we know could use the program.</li> <li>Although I would love that everyone could be helped the reality is that an increase in consumers without an appropriate increase in funding and staff would lower the overall quality of the program and we would all suffer the consequences.</li> <li>Unfortunately, I'm sure financially it's not possible to help everyone.</li> <li>No one should be turned down unless income is too high.</li> <li>Any family that fits the criteria should be able to get help from this program.</li> <li>Everyone who is in need should get the help they need.</li> <li>People receiving help should be thoroughly checked out to avoid fraudulent claims and insure that those who genuinely need assistance receive the benefit.</li> <li>Anybody should be helped if needed.</li> <li>I disagree because there may be a family who is in need of the help.</li> <li>People in need should be able to get help.</li> <li>It should be available to each family that financially needs the help, like me as a single mom, as a lot of us are in that situation.</li> </ul>	9	18	3
<p><b>3. Quality of Service</b></p> <p>The quality of service provided to you by your staff is acceptable and there is no need to improve service.</p> <ul style="list-style-type: none"> <li>As it stands, yes it is "acceptable", but to include "no need to improve services" in the same sentence is a stretch. Improvements</li> </ul>	28	0	2

in any sector are always a welcome and needed sight and I think this unnecessarily undermines the quality that the program “can” offer.

- Everyone has been very helpful and appreciated.
- I still think I am paying in a high percentage of my income.
- Very satisfactory and well appreciated.
- Housing Plus changed case workers so often that nothing was accomplished and it proved to be a waste of time.
- Everyone is so helpful and treats people that need help with respect.
- There should be a program that is part of Section 8 and also offers help for security deposits, if funding allows you to do so.

**4. Self-Sufficiency** **28      0      2**

Promoting self-sufficiency by increasing the percentage of employed persons in the program, providing supportive services to assist tenants in gaining employment, and attracting supportive services to increase independence for the elderly or families with disabilities should be goals of the program.

- Although these are not worthy goals, what I have found to be even more important goals are (1) self-advocacy, teaching someone how to navigate the system will help them learn life skills when a relapse occurs and (2) Family intervention - social support is usually what helps people keep their job. Most families don't know or understand how to help.
- I think it's very important when asking for help to be willing to help yourself and do your part.
- If the person isn't totally disabled.
- Depends on the disability of a person and age.
- Only when a person is genuinely able to work.

**5. Fair Housing** **27      3      0**

Staff should take extra measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, or disability.

- Staff already takes enough measures.
- Everyone should be treated equal.
- They are probably taking as many measures as they can concerning the above issues. However, what is becoming the main “discriminatory factor” is a credit report, something most low-income people don't have or poorly have.

**6. Preferences** **26      3      1**

In providing assistance to applicants, preferences should be given to residents of the community, the elderly, and the disabled.

- Including low-income families that do make an effort to make an effort to work as much as possible.
- Preferences can lead to discrimination issues. A need is a need. The neediers should come first.

- As well as students living off campus. They are in need just as much and struggling to achieve, but finding somewhere to live on loan and dollars and part-time employment is virtually impossible.

## 7. Home Ownership

22 5 3

Considerations should be given to allowing Section 8 tenants to use rental subsidies to purchase the house they rent, another house they wish to purchase, or to build a new house.

- I would like some information on this process.
- What an incentive. This would be a dream come true.
- Not if building a new home as scheming could be all too prevalent. Having a construction background, there are too many ways via friends and relatives that people can take a fair advantage of the program.
- Give the tenants a sense of stability and hope that they could actually work toward owning a home.
- Yes. Absolutely. That will help with a feeling of self-sufficiency and enable people to get off the program.
- If the budget is too low I can't see how they can afford a home.
- Maintenance of a house can be very expensive.
- I'm not completely sure of what this question means.
- This program, although very helpful, should not be taken advantage of.

## 8. Additional Comments made by Members

- I am very pleased with the help and professional way that I have experienced with my caseworker and inspector.
- I have had to get help from several agencies and usually feel terrible. Your agency is the one place that the staff are really nice and respectful and treat people in need of help so kind that I can't say enough good things about them.
- More two-bedroom, first floor apartments for the disabled would be helpful.
- This program has helped my family incredibly and I appreciate everything.
- Section 8 should not go by gross income. They should go by net. Trying to pay rent, gas, fuel, electric, car payment, car insurance, children, you are not getting enough money in your check and you get behind.
- The program is one of the only ones left that works. Thank you very much for these services. Were it not for the program my family would be homeless. I am disabled.
- Section 8 is a wonderful program whether elderly or disabled. It's helped my husband and I considerably.
- A tenant should be able to move to another apartment if not satisfied with the landlord, no matter if they have a one-year lease or not.
- I hope I made this out OK. I answered to the best of my ability.
- I am extremely grateful for the assistance I've received from Section 8. It makes it possible for me and my little boy to have a safe, clean place to live.
- A credit report should be obtained during screening which will help Section 8 screen for possible problems for a person finding adequate housing and employment. Another part should be a Motor Vehicle History Report. Again, because these are documents employers are looking at, you should too.
- Thank God for the program. Thank you all.
- We would like to thank you for your complicated and essential work.
- I am happy with your handling of my situation.
- I have had no problems with Section 8. Everyone has always been nice.

With one major exception, members of the Resident Advisory Board offered opinions that generally agreed with the policies in the plan. Eighteen of thirty respondents disagreed with the policy of limiting program size.

Policies concerning the plan mission, quality of service, and self-sufficiency were endorsed by all respondents. Also, there was unanimous support for fair housing, and support for preferences, and homeownership.

Policies endorsed by the membership of the Resident Advisory Board will continue to be stressed in the Annual Plan. Because of the strong interest expressed by members of the Resident Advisory Board in a homeownership program, a regional homeownership program will be made available in small agencies administered by Joseph E. Mastrianni, Inc. where it would not be financially supportable within the agency.

## **Required Attachment D: Brief Statement of Progress in Meeting the 5 - Year Plan Mission and Goals**

- Progress is being made in the implementation of a regional homeownership program.
- A Resident Advisory Board has been established and its membership has commented on the contents of the annual plan.