

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2003

VILLAGE OF FORT PLAIN HOUSING AGENCY

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

PHA Plan Agency Identification

PHA Name: Fort Plain Housing Agency

PHA Number: NY530

PHA Fiscal Year Beginning: 07/2003

PHA Plan Contact Information:

Name: Ruby D. Hutchison

Phone: 518-993-3949

TDD:

Email (if available): fpha@telenet.net

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
- Village of Fort Plain Housing Agency
168 Canal Street
Fort Plain, NY 13339
518-993-3949*

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)

*Village for Fort Plain
168 Canal Street
Fort Plain, NY 13339
518-993-4271*

*Village of Fort Plain Housing Agency
168 Canal Street
Fort Plain, NY 13339
518-993-3949*

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)

Village for Fort Plain
168 Canal Street
Fort Plain, NY 13339
518-993-4271

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PHA Programs Administered:

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

Annual PHA Plan Fiscal Year 2003

[24 CFR 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 file name in parentheses in the space to the right of the title.

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Annual Plan

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 - B. Statement of Consistency with Consolidated Plan
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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)
- Other (List below, providing each attachment name)
Attachment D: Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals

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 in other sections of this Update.

Homeownership was investigated through attendance of various informational seminars and through contact with PHA's with operating programs. Since the size of the PHA limits such a program's viability, there has been no move to institute such a program. As a more feasible option the PHA is looking to convert some of it's existing units to FSS. Should the FSS program be successful, then this could act as a basis for a Voucher Homeownership Program.

2. Voucher Homeownership Program

[24 CFR Part 903.7 9 (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 24 CFR 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 downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment 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):

3. Other Information

[24 CFR Part 903.7 9 (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 (File name) C
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 or
 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 at the end of the RAB Comments in Attachment ____.
- Other: (list below)

3. Other Information

[24 CFR Part 903.7 9 (r)]

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 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:

The Fort Plain Housing Agency applied for funding for an FSS coordinator in connection with converting 25 Housing Choice Vouchers into FSS vouchers. Our application, although eligible, was not funded due to funding unavailability. However the Fort Plain Housing Agency now has an approved FSS Action Plan on file in their Buffalo office.

B. Significant Amendment or Modification to the Annual Plan:

The Fort Plain Housing Agency applied for funding for an FSS coordinator in connection with converting 25 Housing Choice Vouchers into FSS vouchers. Our application, although eligible, was not funded due to funding unavailability. However the Fort Plain Housing Agency now has an approved FSS Action Plan on File in their Buffalo office.

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
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 (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 jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	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
X	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
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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	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 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
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	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 homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	Policies governing any Section 8 Homeownership program (section _____ 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 (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · 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); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · 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. 	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
X	The results 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 results 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 a description sufficient to identify how members are chosen.)

A 57-member Resident Advisory Board was selected to represent a cross section of tenants from the various jurisdictions of the Fort Plain Housing Agency. The breakdown of the process is shown below:

2003 Breakdown of Participants who were sent a survey

Community	Elderly	Disabled	Regular	Total
Amsterdam		1	1	2
Charleston				0
Fonda	2	2	2	6
Ft. Johnson		1		1
Fort Plain	8	6	9	23
Fultonville	1	1	3	5
Glen	1		1	2
Mayfield	1		2	3
Minden	1	1	2	4
Mohawk	1	1		2
Palatine Bridge	1	3	5	9
TOTAL	16	16	25	57
% of Total	28%	28%	44%	100%

This represents just over 24% of all of the tenants for our PHA's jurisdiction. 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 assurances 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 the Resident Advisory Board & Explanation of PHA Response (36 out of 57 members offered comments)

Plan Policies:

Resident Advisory Board Survey 1/2003

1. Program Mission

The Fort Plain Housing Agency'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, according to our area's need.

Agree	Disagree	No Opinion
36		

2. Program Size

Currently the Fort Plain Housing Agency has funding to assist 240 families, with families applying for assistance receiving letters that assistance is available in 9-12 months. Therefore, there is a need to increase the size of the program beyond its current size by applying for additional funding from the Federal Government.

Agree	Disagree	No Opinion
36		

3. Quality of Service

Over the next year there should be an extra emphasis on increasing tenant satisfaction with the program and improving management functions

Agree	Disagree	No Opinion
32	3	1

4. Self-Sufficiency

Some of the goals of the program should be 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.

Agree	Disagree	No Opinion
34	1	1

5. Family Self-Sufficiency

The Fort Plain Housing Agency should consider the possibility of converting some of this funding into Family Self-Sufficiency vouchers to help participants become totally self-reliant.

Agree	Disagree	No Opinion
34	1	1

Required Attachment C : Comments of the Resident Advisory Board & Explanation of PHA Response

6. Fair Housing

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

Agree	Disagree	No Opinion
33	1	2

7. Preferences

In providing assistance to applicants, preference should be given to residents of the communities, that the Fort Plain Housing Agency covers, the elderly, and the disabled.

Agree	Disagree	No Opinion
30	2	4

8. Home Ownership

Consideration should be given to allowing Section 8 tenants to use rental subsidies to purchase the house they rent or another house they wish to purchase.

Agree	Disagree	No Opinion
22	11	3

9. Additional Comments made by Members:

- *Regarding FSS, I am uncomfortable tying assistance to employment. No one should be denied assistance if they can't work or con do no more than they are now. There is no work in this area to be had.*
- *I have no complaints about the quality of service and believe that the Fort Plain Housing Agency is already emphasizing tenant satisfaction...*
- *Regarding Homeownership, if you can't pay your rent how can you pay property taxes and repairs? There should be help with rent only.*
- *Additional monetary consideration should be given to tenants who keep their unit neat and clean.*

Policies concerning Program Mission, Quality of Service, Fair Housing, and Preferences were endorsed by a large majority of respondents. At the time the survey was conducted there was a short waiting list. However, with the economic downturn the Fort Plain Housing Agency is seeing its waiting list grow by leaps and bounds.

Homeownership was endorsed by a majority of the respondents, but not in the overwhelming majority as the other issues. There continued to be comments about the affordable of such an undertaking on the tenant's part. Further, as a small PHA, the potential success of this program is extremely limited.

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

- *Positive comments by Resident Advisory Board members indicate that customer satisfaction has remained high...*
- *Concerted efforts have been made to increase SEMAP scores. Extensive outreach was conducted to encourage cooperating agencies referral to the PHA. The PHA has put into place it's new rent reasonableness program that was contracted for last year. The PHA now has completely up-to-date information to work with in setting rents for its units.*
- *Although last year's application for an FSS coordinator was not funded, the PHA now has an approved FSS plan on file with HUD Buffalo.*