

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

Small PHA Plan Update
Annual Plan for Fiscal Year: **01/2004**

Housing Authority of the City of Rensselaer, NY

(ny033v01)

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Rensselaer, NY

PHA Number: NY033

PHA Fiscal Year Beginning: (mm/yyyy) 01/2004

PHA Plan Contact Information:

Name: Maragaret A. Weldon, Executive Director

Phone: (518)436-0230

TDD: NA

Email (if available): rha@global2000.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

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 2004

[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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<input type="checkbox"/> Attachment __: Capital Fund Program Annual Statement	
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<input type="checkbox"/> Attachment H: Membership of Resident Advisory Board or Boards	
<input type="checkbox"/> Attachment __: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	
<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Attachment I: Deconcentration and Income Mixing	

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

This Section is left blank since it is optional.

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.

We have made the following changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year.

□ Implementation of Community Service Requirements:

The Housing Authority has reinstated enforcement of the 8-hour community service requirement in accordance with HUD PIH Notice 2003-17 issued June 20, 2003. All affected residents have been notified of the reinstatement of the requirements.

We are also making the following discretionary changes:

- We have made good progress in completing the work items budgeted and/or planned in our Capital Fund Program. We have completed or currently have budgeted through FY 2004 most of the work items included in our 5 Year Action Plan. As a result, we plan to conduct a comprehensive physical needs assessment during the ensuing fiscal year to determine our short and long range modernization need over the next five years. Our Annual Plan proposes to place the funds in a replacement reserve account for the fiscal years 2005 through 2008. Upon completion of the physical needs assessment, we will be in a better position to project our needs, in order of priority, for the next several years. We expect to include those needs in a subsequent Annual Statement for Fiscal Year 2005 and 5 Year Action Plan.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? **\$ 221,149**

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment B

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment A

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
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. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities:

c. Projected end date of activity:

4. 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):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA’s estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____N/A_____

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No: The PHDEP Plan is attached at Attachment _____

6. 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)
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 _____.
 - 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)

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: (State of New York)
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)
 - The Housing Authority will continue to provide a drug free workplace.
 - The Housing Authority will continue to maintain and renovate its public housing units.
 - The Housing Authority will continue to provide accessible housing in the public housing program to persons with disabilities.
 - The Housing Authority will continue to market its public housing and Section 8 program to make families and individuals aware of the

availability of decent, safe, sanitary and affordable housing in the City of Rensselaer.

- The Housing Authority will continue to apply its limited resources to the effective and efficient management and operation of public housing and Section 8 programs.

Other: (list below)

Our agency is part of the entire effort undertaken by the City of Rensselaer and the State of New York to address our jurisdiction's affordable housing needs. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to enhance the affordable housing available in our community. We intend to continue working with our local partners to try and meet these identified needs.

This year we expect to continue to utilize the funds we receive for our existing programs to house people. We will be focusing on management improvements, modernization and increasing the number of owners willing to participate in our Section 8 program. Priorities and guidelines for programs often change from year to year and our decisions to pursue certain opportunities and resources may change over the coming year if there are program changes beyond our control.

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 New York State Consolidated Plan establishes three strategic objectives that are of equal importance and form the basis of New York State's strategy:

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.

While not specifically targeting funds in the Consolidated Plan for such programs, New York State believes it has a vested interest in the federal government's commitment to continue to provide resources for the operations, maintenance and preservation of Section 8 and public housing. The Consolidate Plan states: "The preservation of this irreplaceable low-

income housing asset should remain a federal priority. Specifically, the federal government should maintain its commitment to rental assistance, preservation of housing eligible for mortgage prepayment and funding for operations, repairs, maintenance and modernization of public housing.”

2. Improve the ability of low and moderate income New Yorkers to access rental and home-ownership opportunities.

The Consolidate Plan includes the provision of rental assistance where possible and also to providing home-ownership opportunities to low-income and minority households. State housing agencies are encouraged to apply for Section 8 program funding.

The Consolidated Plan notes that there are insufficient Federal and State capital subsidies to increase the supply of affordable housing to address the problems of all those with cost burdens.

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

Among the programs to be utilized, are the various Section 8 programs.

The Consolidated Plan addresses Public Housing Resident Initiatives. The Plan states that “the State of New York does not directly own or administer Federal public housing. Therefore the requirements of this section of the Consolidated Plan do not apply to the State of New York.”

The New York State Objectives respond to the purposes of the National Affordable Housing Act that are:

1. to help families not owning a home to save for a down payment for the purchase of a home;
2. to retain wherever feasible as housing affordable to low-income families those dwelling units produced for such purposes with Federal assistance;
3. to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of housing affordable to low-income and moderate-income families;
4. to expand and improve Federal rental assistance for very low-income families; and
5. to increase the supply of supportive housing, which combines structural features and services needed to enable persons with special needs to live with dignity and independence.

In summary, the New York State Consolidated Plan strategies are consistent with and support the goals and objectives of the Housing Authority of the City of Rensselaer.

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 substantial deviation from the 5-year Plan occurs when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the 5-year plan.

B. Significant Amendment or Modification to the Annual Plan:

Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.

Attachment A

PHA Name: Housing Authority of the City of Rensselaer	Grant Type and Number Capital Fund Program: NY06P03350104 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **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				
2	1406 Operations	3,200			
3	1408 Management Improvements	10,000			
4	1410 Administration	41,600			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	20,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	39,349			
10	1460 Dwelling Structures	107,000			
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				

PHA Name: Housing Authority of the City of Rensselaer	Grant Type and Number Capital Fund Program: NY06P03350104 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	221,149			
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/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Rensselaer		Grant Type and Number Capital Fund Program #: NY06P03350104 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Operations</u>	1406						
	Maintenance tools; audit		Lump Sum	3,200				
	Subtotal Acct 1406			3,200				
HA Wide	<u>Management Improvements</u>	1408						
	Office equipment upgrades		Lump Sum	10,000				
	Subtotal Acct 1408			10,000				
HA Wide	<u>Administration</u>	1410						
	Salaries/benefits for Modernization Coordinator		Lump Sum	41,600				
	Subtotal Acct 1410			41,600				
HA Wide	<u>Fees and Costs</u>	1430						
	A & E Fees; reimbursable costs; consulting fees; physical needs assessment		Lump Sum	20,000				
	Subtotal Acct 1430			20,000				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Rensselaer		Grant Type and Number Capital Fund Program #: NY06P03350104 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Site Acquisition</u>	1440						
	Acquisition of sites bordering HA property for community garden and development entrance		Lump Sum	10,000				
	Subtotal Acct 1440			10,000				
HA Wide	<u>Site Improvements</u>	1450						
	Landscaping and site improvements; correct drainage problems		Lump Sum	39,349				
	Subtotal Acct 1450			39,349				
	<u>Dwelling Structures</u>	1460						
NY033-01	Add handicapped unit		1	20,000				
NY033-01	Community Room Renovations		Lump Sum	12,000				
NY033-01/02	Door replacement		Lump Sum	20,000				
NY033-01/02	Interior renovations		Lump Sum	55,000				
	Subtotal Acct 1460			107,000				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Rensselaer		Grant Type and Number Capital Fund Program #: NY06P03350104 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Grand Total			221,149				

Attachment B Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
HA Wide	HA Wide	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations	20,000	01/2005
Operations	20,000	01/2006
Operations	20,000	01/2007
Operations	20,000	01/2008
Management Improvements	10,000	01/2005
Management Improvements	10,000	01/2006
Management Improvements	10,000	01/2007
Management Improvements	10,000	01/2008
Administration	42,600	01/2005
Administration	43,600	01/2006
Administration	44,600	01/2007
Administration	45,600	01/2008
Fees and Costs	10,000	01/2005
Fees and Costs	10,000	01/2006
Fees and Costs	10,000	01/2007
Fees and Costs	10,000	01/2008
Total estimated cost over next 5 years	336,400	

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
NY033-1	John Warden Apartments	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replacement Reserves: funds set aside for future work items to be determined by a physical needs assessment to be conducted during Fiscal Year 2004. Estimated set aside for 86 units based on prorated average unit cost over a 4 year period. Estimate based on current CFP allocation of \$221,149	322,910	01/2005 01/2006 01/2007 01/2008
Total estimated cost over next 5 years	322,910	

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
NY033-2	Patroon's Dorp Apartments	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replacement Reserves: funds set aside for future work items to be determined by a physical needs assessment to be conducted during Fiscal Year 2004. Estimated set aside for 60 units based on prorated average unit cost over a 4 year period. Estimate based on current CFP allocation of \$221,149	225,286	01/2005 01/2006 01/2007 01/2008
Total estimated cost over next 5 years	225,286	

Attachment C

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Rensselaer, NY		Grant Type and Number Capital Fund Program Grant No: NY06P03350103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input 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: 06/30/2003 <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				
2	1406 Operations	22,000			
3	1408 Management Improvements				
4	1410 Administration	39,200			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000			
10	1460 Dwelling Structures	119,949			
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of Rensselaer, NY	Grant Type and Number Capital Fund Program Grant No: NY06P03350103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06/30/2003
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	221,149			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the City of Rensselaer		Grant Type and Number Capital Fund Program Grant No: NY06P03350103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
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	<u>Operations</u>		Lump Sum					
	Vehicle/maintenance tools			22,000				
	Subtotal Acct 1406			22,000				
HA Wide	<u>Administration</u>	1410	Lump Sum					
	Salaries/benefits for Modernization Coordinator			39,200				
	Subtotal Acct 1410			39,200				
HA Wide	<u>Fees and Costs</u>	1430	Lump Sum					
	A & E Fees; reimbursable costs; consulting fees			10,000				
	Subtotal Acct 1430			10,000				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Rensselaer			Grant Type and Number Capital Fund Program Grant No: NY06P03350103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
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	Site Improvements	1450	Lump Sum					
	Landscaping and site improvements			30,000				
	Subtotal Acct 1450			30,000				
	Dwelling Structures	1460						
NY033-1	Building 3 Hot Water System		Lump Sum	13,300				
NY033-1, 2	Kitchen and Bathroom Renovations		Portion of 146 units	60,198				
HA Wide	Roof replacement		As needed	12,000				
NY033-1	Repair floors and walls		As needed	21,751				
NY033-1	Upgrade maintenance facility to meet OSHA standards			8,000				
NY033-1	Electrical repairs			4,700				
	Subtotal Acct 1460			119,949				
	Grand Total			221,149				

Attachment D

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Rensselaer, NY		Grant Type and Number Capital Fund Program Grant No: NY06P03350102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/03 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				
2	1406 Operations	6,500	6,500	6,500	6,500
3	1408 Management Improvements	3,000	3,000	3,000	3,000
4	1410 Administration	37,200	37,200	37,200	37,200
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	23,000	8,000	683	683
8	1440 Site Acquisition				
9	1450 Site Improvement	59,000	59,000	5,530	5,530
10	1460 Dwelling Structures	59,500	78,894	8,500	6,275
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	3,000	3,000	3,000	0
13	1475 Nondwelling Equipment	16,804	16,804	500	500
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency	4,394	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	212,398	212,398	64,913	59,688

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the City of Rensselaer, NY	Grant Type and Number Capital Fund Program Grant No: NY06P03350102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 06/30/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	2,000	2,000	0	0
26	Amount of line 21 Related to Energy Conservation Measures	20,000	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: Housing Authority of the City of Rensselaer, NY		Grant Type and Number Capital Fund Program Grant No: NY06P03350102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
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	
	Operations	1406						100%
HA Wide	Floor stripper/buffing machine		Lump Sum	6,500	6,500	6,500	6,500	
	Subtotal Acct 1406			6,500	6,500	6,500	6,500	
	Management Improvements	1408						100%
NY033-01	Office/Maintenance Renovations		Lump Sum	3,000	3,000	3,000	3,000	
	Subtotal Acct 1408			3,000	3,000	3,000	3,000	
	Administration	1410						100%
HA Wide	Mod coordinator salary		Lump Sum	31,200	31,200	31,200	31,200	
	Inspection salary (HA Staff)		Lump Sum	6,000	6,000	6,000	6,000	
	Subtotal Acct 1410			37,200	37,200	37,200	37,200	
HA Wide	Fees and Costs	1430						
	A & E Fees; reimbursable costs; advertising costs; consultant fees		Lump Sum	23,000	8,000	683	683	
	Subtotal Acct 1430			23,000	8,000	683	683	

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

PHA Name: Housing Authority of the City of Rensselaer, NY		Grant Type and Number Capital Fund Program Grant No: NY06P03350102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
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	<u>Site Improvements</u>	1450						In progress
	Replace deteriorated concrete/asphalt		Lump Sum	18,000	18,000	5,530	5,530	
	Replace/repair retaining walls; landscaping; site improvements		Lump Sum	41,000	41,000	0	0	
	Subtotal Acct 1450			59,000	59,000	5,530	5,530	
	<u>Dwelling Structures</u>	1460						
NY033-01	Window replacement (portion of funds required)		86 units	20,000	0			
NY033-01, 02	Kitchen and Bath renovations		Portion of 146 units	0	24,394			
HA Wide	Upgrade emergency exit lighting as required		Lump Sum	2,000	2,000	0	0	Planning
NY033-02	Re-locate Dryer hook ups		55 units	11,000	11,000	0	0	Planning
NY033-02	Replace exterior/interior doors		60 units	18,000	33,000	0	0	Planning
NY033-01	Heat/Air system for office		Lump Sum	8,500	8,500	8,500	6,275	
	Subtotal Acct 1460			59,500	78,894	8,500	6,275	

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Rensselaer, NY			Grant Type and Number Capital Fund Program Grant No: NY06P03350102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
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	
NY033-02	<u>Non Dwelling Structures</u>	1470						
	Community Room renovations		Lump Sum	3,000	3,000	3,000	0	
	Subtotal Acct 1470			3,000	3,000	3,000	0	
	<u>Non Dwelling Equipment</u>	1475						
NY033-01, 02	Playground Equipment/upgrades		Lump Sum	16,804	16,804	500	500	
	Subtotal Acct 1475			16,804	16,804	500	500	
HA Wide	<u>Contingency</u>	1502						
	Contingency fund			4,394	0			
	Subtotal Acct 1502			4,394	0			
	Grand Total			212,398	212,398	64,913	59,688	28%

Attachment E

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: RENSSELAER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NY06P03350101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input 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: 06/30/03 <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				
2	1406 Operations	30,000		30,000	30,000
3	1408 Management Improvements	7,504		7,504	7,504
4	1410 Administration	25,000		25,000	25,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,000		3,000	3,000
8	1440 Site Acquisition				
9	1450 Site Improvement	93,075		93,075	36,877
10	1460 Dwelling Structures	123,825		123,825	58,410
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	282,404		282,404	160,791

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: RENSSELAER HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: NY06P03350101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06/30/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Rensselaer Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P03350101 Replacement Housing Factor Grant No:			Federal FY of Grant: 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	<u>Operations</u>	1406	Lump Sum					
	Replace Maintenance Truck/Plow			30,000		30,000	30,000	100%
	Subtotal Acct 1406			30,000		30,000	30,000	
HA Wide	<u>Management Improvements</u>	1408	Lump Sum					
	Office/Maintenance Renovations			7,504		7,504	7,504	100%
	Subtotal Acct 1408			7,504		7,504	7,504	
HA Wide	<u>Administration</u>	1410	Lump Sum					
	Mod. Coordinator Salary			25,000		25,000	25,000	100%
	Subtotal Acct 1410			25,000		25,000	25,000	
HA Wide	<u>Audit</u>	1411	Lump Sum					
	Audit			0				Deleted
	Subtotal Acct 1411			0				
HA Wide	<u>Fees and Costs</u>		Lump Sum					
	Architect/Advertising	1430		3,000		3,000	3,000	100%

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Rensselaer Housing Authority			Grant Type and Number Capital Fund Program Grant No: NY06P03350101 Replacement Housing Factor Grant No:			Federal FY of Grant: 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	
	Subtotal Acct 1430			3,000		3,000	3,000	
	Site Improvements	1450						
HA Wide	Landscaping		Lump Sum	75,658		75,658	20,270	
NY033-002	Correct drainage-B' way & 1 st St.		Lump Sum	8,315		8,315	7,505	
NY033-002	Repave Parking Areas		Lump Sum	2,682		2,682	2,682	
NY033-001	Sidewalk concrete repair		Lump Sum	6,420		6,420	6,420	
	Subtotal Acct 1450			93,075		93,075	36,877	
	Dwelling Structures	1460						
NY033-001	Bathroom Renovations			28,685		28,685	10,750	
NY033-001	Window Replacements			0				Deleted
NY033-002	Roof Replacement		Lump Sum	66,540		66,540	45,660	
NY033-001	Building 3A & 3B Remove Solar Panels and Replace Roof			26,600		26,600	0	
NY033-1	Replace condensing unit		Lump Sum	2,000		2,000	2,000	100%
	Subtotal Acct 1460			123,825		123,825	58,410	45%

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Rensselaer Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P03350101 Replacement Housing Factor Grant No:				Federal FY of Grant: 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	
	<u>Contingency</u>	1502						
HA Wide	Contingency Fund			0				Deleted
	Subtotal Acct 1502			0				
	Grand Total			282,404		282,404	160,791	

Attachment F

Housing Authority of the City of Rensselaer

Annual Plan

Fiscal Year 01/01/2004 – 12/31/2004

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
NA	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	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
X	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
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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" 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
X	Public housing rent determination policies, including the method 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	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
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
NA	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
X	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
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
NA	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
X	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	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
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	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
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
NA	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 (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
X	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
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" 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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Implementation of Community Service Requirements Definition of Substantial Deviation Deconcentration/Income Mixing Documentation	(specify as needed) ACOP/Annual Plan Annual Plan ACOP/Annual Plan

Attachment G

Housing Authority of the City of Rensselaer

Annual Plan

Fiscal Year 01/01/2004 – 12/31/2004

Required Attachment: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Shirley Alcombright

B. How was the resident board member selected: (select one)?

- Elected
 Appointed

C. The term of appointment is (include the date term expires): two year term expiring 09/30/05

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? **N/A**

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
 Other (explain):

B. Date of next term expiration of a governing board member: 01/31/04

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Mayor Mark Pratt

Attachment H

Housing Authority of the City of Rensselaer

Annual Plan

Fiscal Year 01/01/2004 – 12/31/2004

Required Attachment: Membership of the Resident Advisory Board or Boards

- i. 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.)

The Rensselaer Housing Authority has a resident organization called the Neighbors Pulling Together. The officers also serve as the Resident Advisory Board.

Nancy Evans, President

Shirley Alcombright, Vice President

Vacant, Treasurer

Attachment I

Housing Authority of the City of Rensselaer

Annual Plan

Fiscal Year 01/01/2004 – 12/31/2004

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)]
NY033-2	60 units	See Below	See Below

The Housing Authority of the City of Rensselaer has two public housing developments.

NY033-2 contains 60 units and is the most recently constructed development. This development has an average income at 117% of the average incomes of both developments. Resident incomes have increased substantially due to the current number of working families and families at the Flat Rent rate. There is little turnover at this development.

It should be noted that both public housing developments are significantly below 30% the area median income. Under current HUD guidelines, the Housing Authority is exempt from the deconcentration requirements.

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

10.4 DECONCENTRATION POLICY

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

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

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

10.5 Deconcentration Incentives

The Rensselaer Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

10.6 Offer of a Unit

When the Rensselaer Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Rensselaer Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Rensselaer Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family

rejects the offer of the unit, the Rensselaer Housing Authority will send the family a letter documenting the offer and the rejection.

10.7 Rejection of Unit

If in making the offer to the family the Rensselaer Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Rensselaer Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.