PHA Plans

Streamlined 5-Year/Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009
Streamlined Annual Plan for Fiscal Year 2005

Housing Authority of the City of Mechanicville (MHA)

ny015v01

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan
Agency Identification

PHA Name: Housing Authority of the City of Mechanicville (MHA)
PHA Number: NY015

PHA Fiscal Year Beginning: 10/2005

PHA Programs Administered:

☒ **Public Housing and Section 8** ☐ **Section 8 Only** ☐ **Public Housing Only**

Number of public housing units: 160 Number of S8 units: Number of public housing units:
Number of S8 units: 159 (note: - this number includes 9 units under the Section 8 Moderate Rehabilitation Program)

☐ PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

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

☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

A. Mission

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

☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☐ The PHA's mission is: (state mission here)

B. Goals

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

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

☐ PHA Goal: Expand the supply of assisted housing **(N/A)**
Objectives:
- ☐ Apply for additional rental vouchers:
- ☐ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☒ Other (list below)

PHA Strategic Goal: Maintain the availability of decent, safe, and affordable housing.

Objective(s):

- The Mechanicville Housing Authority (MHA) Board of Commissioners does not support increasing the supply of available public or subsidized housing in the City of Mechanicville. This position has been shaped by publiccomment and input as evidenced *through a community survey* distributed by the Mechanicville Comprehensive Master Plan Committee

in 1999;

- The MHA will strive to maintain an average occupancy rate of 97% or better in Public Housing;

- The Board of Commissioners is contemplate a plan that explores the feasibility of constructing replacement units in order to alleviate severe parking limitations and over crowding at John S. Moore Homes. This plan will consider various financing methods, including, but not limited to, leveraging public and private funds and utilization of unrestricted reserves.

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
☒ Improve public housing management: (PHAS score) 94
☒ Improve voucher management: (SEMAP score) 92
☒ Increase customer satisfaction:
☒ Concentrate on efforts to improve specific management functions:
☒ Renovate or modernize public housing units:
☐ Demolish or dispose of obsolete public housing:
☒ Provide replacement public housing: **(note: Pending further discussion of plan as stated see above)**
☐ Provide replacement vouchers:
☒ Other: (list below)

Objective(s):

- Despite severe federal funding limitations, escalating energy prices, inflation, staff reductions and meeting new physical inspection standards, the MHA will continue maintaining "High Performer" status under the public and subsidized housing programs. Additionally, despite our "High Performer" recognition by HUD and IPA Audits that continue to remain clean slate (zero findings) in all administered programs, the goal of improving overall management operations is an on-going concern. Specifically, in addition to the parameters stated above, we will also measure our success over the next five years by improving the following programmatic areas:

  - Conduct greater outreach and improve communications to current and prospective homeowners and participants by;
    - holding periodic owner workshop seminars and public meetings where community resource persons, PHAstaff and program participants and owners may make presentations on assisted housing programs;
    - Distribute owner briefing materials on HQS requirements;
    - Create an owner newsletter educating and informing homeowners on program regulations and criminal background

checks;

- Distribute a community wide survey to receive public comment and input on overall program administration, including, educational information on subsidized housing programs and housing quality standards, as well as feedback on seminars and newsletters. Feedback will be utilized to encourage other owners to participate.

☒ PHA Goal: Increase assisted housing choices
Objectives:
☒ Provide voucher mobility counseling:
☒ Conduct outreach efforts to potential voucher landlords **(note: see above)**
☐ Increase voucher payment standards
☒ Implement voucher homeownership program**: (note: see list below)**
☐ Implement public housing or other homeownership programs:
☐ Implement public housing site-based waiting lists:
☐ Convert public housing to vouchers:
☒ Other: (list below)

Objective(s):

- The MHA will explore implementing a Section 8 Homeownership Program. We will not rule out partnering with an affiliate Agency to accomplish this end.

- Voucher mobility counseling will be discussed during MHA held public workshops, owner seminars and in newsletter (explained above).

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

☒ PHA Goal: Provide an improved living environment
Objectives:
☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
☒ Implement public housing security improvements:
☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
☒ Other: (list below)

Objective(s):

- The MHA will begin conducting "semi-annual" deconcentration and income mixing studies in order to verify compliance with current HUD

regulations. Specifically noted, we will skip over families on the waiting list in order to accomplish federal income targeting / mixing requirements, if necessary;

- The MHA will invest in additional surveillance cameras.
- The MHA will increase the number of handicap adaptable apartments by renovating several existing units.

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

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:

☒ Increase the number and percentage of employed persons in assisted families:
☒ Provide or attract supportive services to improve assistance recipients' employability:
☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
☒ Other: (list below)

Objective(s):

- The MHA will explore implementing a Family Self Sufficiency Program (FSS). We will not rule out partnering with an affiliate Agency to accomplish this end.

- The MHA has increased the number of employment hours worked per week, for adult exemption from community service, to twenty hours of paid employment per week, effective 10/2005.

- The MHA will establish a second computer training laboratory, which will be located at Davenport Estates. Computer training will be provided to residents via volunteers from the community.

- The MHA will also seek partnerships with affiliate Agency's that can provide paid training for residents. We will not rule out utilizing our offices / site to serve as a host Agency in order to achieve this end.

- The MHA will continue to offer a Resident Service Advisor Program for seniors, aged 60 and over. The purpose of this program is to provide coordination of services to help seniors live independently in their own homes as long as possible with dignity, respect, and grace. A trained service coordinator acts as a personal liaison professionally assessing elderly residents needs so that may be linked to vital community services and entitlement programs.

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

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.
- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
- ☒ Other: (list below)

Objective(s):

- We continue to mix our developments as much as possible with respect to ethnicity, race, and income (see Income Analysis.)
- We continue to conform with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 Rehabilitation Act of 1973, and title II of the American with Disabilities Act of 1990.
- The MHA will ensure that disabled individuals and families get priority for units designed to meet Sec. 504 / ADA requirements.
- MHA will increase the number of handicap adaptable units by renovating several existing apartments within the current inventory of owed units.

<u>Other PHA Goals and Objectives: (list below)</u>

Objectives:

- The MHA will have performed an PHA Wide Energy Audit.
- Implement Plan for use of Midrise Bond Refunding as adopted by the Authority on February 17, 1995 and approved by HUD:

  "The greater percentage of funds will be utilized to address capital improvements of Authority owned property to preserve the integrity of units for very low income families/persons."

  " A smaller percentage shall be used for social programs such as self-sufficiency and job training, independent living, prevention of

unnecessary institutionalization, personal welfare assessment, assistance and counseling, drug and crime prevention, education and youth services."

- Note: Compliance consists of using savings only for households with incomes not exceeding 50 percent of local median income in housing that is decent, safe, and sanitary.

Streamlined Annual PHA Plan

PHA Fiscal Year 20___

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

☒ 1. Housing Needs
☒ 2. Financial Resources
☒ 3. Policies on Eligibility, Selection and Admissions
☒ 4. Rent Determination Policies
☒ 5. Capital Improvements Needs
☐ 6. Demolition and Disposition
☐ 7. Homeownership
☒ 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
☒ 9. Additional Information
   a. PHA Progress on Meeting 5-Year Mission and Goals
   b. Criteria for Substantial Deviations and Significant Amendments
   c. Other Information Requested by HUD
      i. Resident Advisory Board Membership and Consultation Process
      ii. Resident Membership on the PHA Governing Board
      iii. PHA Statement of Consistency with Consolidated Plan
      iv. (Reserved)
☐ 10. Project-Based Voucher Program
☒ 11. Supporting Documents Available for Review
☒ 12. FY 2005 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
☒ 13. Capital Fund Program 5-Year Action Plan
☒ 14. Other (List below, providing name for each item)

Attachment A: CFP FY 2004 Annual Statement
Attachment B: CFP FY 2003 - 01 P&E Report
Attachment C: CFP FY 2003 – 02 P&E Report

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*: *Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*;
Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.
For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:
Form HUD-50070, *Certification for a Drug-Free Workplace*;
Form HUD-50071, *Certification of Payments to Influence Federal Transactions*;
Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities*.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

Executive Summary of the Annual PHA Plan

The Mechanicville Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. Substantial deviations from the five (5) year Plan is defined as when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the five year Plan. Additionally, significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or polices of the housing authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.

The mission statement that guides the activities of the Mechanicville Housing Authority is as follows:

> ***TO PROMOTE ADEQUATE AND AFFORDABLE HOUSING, ECONOMIC OPPORTUNITY AND A SUITABLE LIVING ENVIRONMENT FREE FROM DISCRIMINATION.***

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

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan.

- We have adopted an aggressive screening policy for our public housing program to ensure to the best of our ability that new admissions will be good neighbors. Our screening practices meet all fair housing requirements.

- We have established a minimum rent of $50.00 for our public housing and **housing choice voucher program.**

- We have established flat rents for all of our public housing developments.

In summary we are on course to improve the condition of affordable housing in the Mechanicville, New York.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

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

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

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☐ Public Housing ☒ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	120	100	80
Extremely low income <=30% AMI	95	79	
Very low income (>30% but <=50% AMI)	25	21	
Low income (>50% but <80% AMI)	0	0	
Families with children	64	53	
Elderly families	7	6	
Families with Disabilities	27	23	
Race/ethnicity- White	113	94	
Race/ethnicity - Black	2	2	
Race/ethnicity - Hispanic	2	2	
Race/ethnicity- Asian Pacific Islander	3	3	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	43	36	
2 BR	51	43	
3 BR	25	21	
4 BR	0	0	
5 BR	N/A		

Housing Needs of Families on the PHA's Waiting Lists			
5+ BR	N/A		
Is the waiting list closed (select one)? ☒ No ☐ Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed -

finance housing

☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.

☐ Other: (list below)

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

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

Select all that apply

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

☐ Employ admissions preferences aimed at families with economic hardships

☒ Adopt rent policies to support and encourage work; (see below):

The Mechanicville Housing Authority has adopted Flat Rents and allows for Exclusions from Income in certain cases, such as Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.

The following serves as a brief example of our commitment to adopt rent polices and procedures that target, support and encourage work:

The Flat Rent

The Mechanicville Housing Authority has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its age, condition, amenities, services, and neighborhood. The Mechanicville Housing Authority determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 15.3).

The Mechanicville Housing Authority will post the flat rents at each of the developments and at the central office. Flat rents are incorporated in this policy upon approval by the Board of Commissioners.

There is no utility allowance for families paying a flat rent.

(*Continued - rent policies that support and encourage work):*

Exclusions from Income include, but are not limited to, cases involving families whose income increases as a result of employment of a family member who was previously unemployed for one or more years and/or families whose income increases

during the participation of a family member in any economic self-sufficiency or other job training program. In the above cases the following method shall apply for purposes of determining family rent:

The incremental earnings due to employment during a cumulative 12-month period following date of the initial hire shall be excluded for the purposes of determining rent increases. Additionally, during the second cumulative 12-month period after the date of initial hire, 50% of the increased income shall be excluded from income. The disallowance of increased income of an individual family member is limited to a lifetime 48-month period. It only applies for 12 months of the 100% exclusion and 12 months of the 50% exclusion.

☒ Other: (list below)

The following brief from our adopted tenant selection and assignment plan describes our policy regarding selection of families from the waiting list, and serves as an example of our commitment to admit very low-income families:

Selection From the Waiting List

The Mechanicville Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

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

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

Select all that apply

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

Please see “Tenant Selection and Assignment Plan – Preferences” – explained earlier.
Please see “Flat Rents” and “Exclusions from Income” – explained earlier.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Please note that all of our public housing is designed for general occupancy. However, our tenant selection plan provides that families who are elderly, disabled, or displaced will be offered housing before other single persons.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

The following brief serves as a policy example and statement as to our commitment to target assistance to families with disabilities.

> **Accessible Units**: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

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

The following brief serves as a policy example and statement as to our commitment to affirmatively further fair housing:

FAIR HOUSING

It is the policy of the Mechanicville Housing Authority to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The Mechanicville Housing Authority shall affirmatively further fair housing in the administration of its public housing program.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Mechanicville Housing Authority's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Mechanicville Housing Authority will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Mechanicville Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Mechanicville Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Mechanicville Housing Authority will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

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

(2) Reasons for Selecting Strategies
Of the factors listed below, select all that influenced the PHA's selection of the strategies it will

pursue:

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

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2005 grants)**		
a) Public Housing Operating Fund	342,837	
b) Public Housing Capital Fund	210,000	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,076,750	
f) Resident Opportunity and Self-Sufficiency Grants	0	
g) Community Development Block Grant	0	
h) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP FY 2004		
3. Public Housing Dwelling Rental Income	409,878	PH Operations

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
4. Other income (list below)		
Interest Income - Investments	14,000	PH Operations
Admin. Fee	109,269	PH Operations
4. Non-federal sources (list below)		
Total resources	2,162,734	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

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

(1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: (describe)

The following is an extract , which contains revisions from our adopted Admissions and Continued Occupancy Policy. **The bold letter wording represents recent revisions that were approved in consultation with our Resident Advisory Board.**

TAKING APPLICATIONS

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information (i.e. family composition, income, etc.) establishing any preferences to which they may be entitled. This first phase results in an apparently eligible family's placement on the waiting list.

Upon receipt of the family's pre-application, the Mechanicsville Housing Authority will make a preliminary determination of eligibility. The Mechanicsville Housing Authority will notify an apparently eligible family in writing of the date and time of placement on the waiting list, and the approximate wait before housing may be offered. If the Mechanicsville Housing Authority determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, income or preference factors. The Mechanicsville Housing Authority will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be made in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Mechanicsville Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current (less than 90 calendar days old) in order to determine the family's final eligibility for admission into the Public Housing Program.

FAMILIES NEARING THE TOP OF THE WAITING LIST

When a family appears to be nearing the top of the waiting list, the family will be invited to an interview and the re-verification process will begin. The family's waiting list preference will be re-verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Mechanicville Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified, the family will complete a full application, present Social Security number information, citizenship/ eligible immigrant information, and sign the Consent for Release of information forms.

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

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

The following extract from our adopted Admissions and Continued Occupancy Policy describes our Suitability provisions. **The bold letter wording represents recent revisions that were approved in consultation with our Resident Advisory Board.**

Suitability

A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Mechanicville Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Mechanicville Housing

Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

B. The Mechanicville Housing Authority will consider objective and reasonable aspects of the family's background, including the following:

1. History of meeting financial obligations, especially rent;

2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;

3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;

4. History of disturbing neighbors or destruction of property;

5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and

6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. The Mechanicville Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Mechanicville Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse and co-head;

2. A rental history check of all adult family members;

3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Mechanicville Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC). **This criminal background check will proceed after**

each adult household member has signed a consent form designed by the Mechanicville Housing Authority.

The information received as a result of the criminal background check shall be used solely for screening, lease enforcement and eviction purposes. The information derived from the criminal background check shall be shared only with employees of the Mechanicville Housing Authority who have a job-related need to have access to the information. The information shall be maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose(s) for which it was requested has been accomplished and the period for filing a challenge to the Mechanicville Housing Authority's action has expired without a challenge or final disposition of any litigation has occurred;

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and

5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No household with an individual registered under a State sex offender registration will be admitted to public housing. The Mechanicville Housing Authority will check with our State registry and if the applicant has resided in another State(s), with that State(s)'s list.

If an applicant is about to be denied housing based on either the criminal check or the sex offender registration program, the applicant will be informed of this fact and given an opportunity to dispute the accuracy of the information before the denial or eviction occurs.

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

b. Where may interested persons apply for admission to public housing?
☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	**Date Initiated**	**Initial mix of Racial, Ethnic or Disability Demographics**	**Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL**	**Percent change between initial and current mix of Racial, Ethnic, or Disability demographics**

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. ☐ Yes ☐ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming

year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
☒ One without good cause
☒ Two with good cause
☐ Three or More

The following excerpt explains how the MHA removes applicants from the waiting list:

Removal of Applicants From the Waiting List

The Mechanicville Housing Authority will not remove an applicant's name from the waiting list unless:

A. The applicant requests in writing that the name be removed;

B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or

C. The applicant does not meet either the eligibility or suitability criteria for the program.

MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with the Mechanicville Housing Authority will be sent a notice of termination of the process for eligibility.

The Mechanicville Housing Authority will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Mechanicville Housing Authority will work closely with

the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

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

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

(4) Admissions Preferences

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

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
☒ Emergencies
☒ Over-housed
☒ Under-housed
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☒ Resident choice: (state circumstances below)
☒ Other: (list below)

The MHA allows residents who are good standing (e.g. compliant with terms of lease) to transfer over applicants on the waiting list.

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

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

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

Other preferences: (select below)
☒ Working families and those unable to work because of age or disability

☒ Veterans and veterans' families
☒ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☒ Households that contribute to meeting income goals (broad range of incomes)
☒ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ Other preference(s) (list below)

The following brief from our adopted tenant selection and assignment plan describes our policy regarding selection of families from the waiting list, and serves as an example of our commitment to admit very low-income families:

Tenant Selection and Assignment Plan

Preferences

The Mechanicville Housing Authority will select families based on the following preferences within each bedroom size category:

A. Families who reside or work in the City of Mechanicville.

B. Families who reside or work within a three mile radius of the City of Mechanicville.

C. All other applicants

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, and preference B families will be offered housing before any families in preference C.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Not withstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

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

☒ Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

☒ Working families and those unable to work because of age or disability
☒ 1 Veterans and veterans' families
☒ 10 Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☒ Households that contribute to meeting income goals (broad range of incomes)
☒ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ 5 Other preference(s) – residents who live within a three mile radius of the jurisdiction

All other applicants

4. Relationship of preferences to income targeting requirements:

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

As stated earlier the MHA will skip families on the waiting list to accomplish federal targeting requirements.

(5) Occupancy

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

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

The MHA will begin utilizing the aid of resident video orientations prior to new lease ups.

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

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

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: 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 on the following table:

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)]**

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)
☒ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors):
☒ Other (list below)

The following excerpt describes our Eligibility criteria for admission:

Suitability for Tenancy:

A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Mechanicville Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Mechanicville Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

B. The Mechanicville Housing Authority will consider objective and reasonable aspects of the family's background, including the following:

1. History of meeting financial obligations, especially rent;

2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;

3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;

4. History of disturbing neighbors or destruction of property;

5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and

6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. The Mechanicville Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Mechanicville Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse and co-head;

2. A rental history check of all adult family members;

3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Mechanicville Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC). **This criminal background check will proceed after each adult household member has signed a consent form designed by the Mechanicville Housing Authority.**

The information received as a result of the criminal background check shall be used solely for screening, lease enforcement and eviction purposes. The information derived from the criminal background check shall be shared only with employees of the Mechanicville Housing Authority who have a job-related need to have access to the information. The information shall be maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose(s) for which it was requested has been accomplished and the period for filing a challenge to the Mechanicville Housing Authority's action has expired without a challenge or final disposition of any litigation has occurred;

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and

5. **A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No household with an individual registered under a State sex offender registration will be admitted to public housing. The Mechanicville Housing Authority will check with our State registry and if the applicant has resided in another State(s), with that State(s)'s list.**

If an applicant is about to be denied housing based on either the criminal check or the sex offender registration program, the applicant will be informed of this fact and given an opportunity to dispute the accuracy of the information before the denial or eviction occurs.

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

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

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

☒ Criminal or drug-related activity
☐ Other (describe below)

(2) Waiting List Organization

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

☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability

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

The following excerpt represents our policy on preferences:

Preferences

The Mechanicville Housing Authority will select families based on the following preferences, local needs and priorities.

A. Families who reside or work in the City of Mechanicville.

B. Families who reside or work within a three mile radius of the City of Mechanicville.

C. All other applicants

Selection From the Waiting List

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, and preference B families will be offered housing before any families in preference C, and so forth.

The date and time of application will be utilized to determine the sequence within the above-prescribed preferences.

Not withstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Not withstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income, the Mechanicville Housing Authority retains the right to skip higher income families on the waiting to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach

the statutory requirement.

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

☐ Date and Time

Former Federal preferences:
☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

☒ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one of the following two)

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

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

b. Minimum Rent

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

☐ $0
☐ $1-$25
☒ $26-$50

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

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

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

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

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

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

☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

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

☐ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

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

☐ Market comparability study
☐ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

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

☐ Never
☐ At family option
☒ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

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

(2) Flat Rents

a. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
☐ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☒ Other (list/describe below)

The MHA uses the HUD established FMR as a flat rent.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

☒ Annually
☐ Other (list below)

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

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

(2) Minimum Rent

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

☐ $0
☐ $1-$25
☒ $26-$50

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

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

a. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.

b. ☐ Yes ☐ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

Other X: Pending further review, discussion and consideration by the Board of Commissioners.

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

a. ☐ Yes ☒ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)

b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)
Development name:
Development (project) number:
Status of grant: (select the statement that best describes the current status)
☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☐ Activities pursuant to an approved Revitalization Plan underway

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

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

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

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

a. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI)of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If "No", skip to component 7; if "yes", complete one activity description for each development on the following chart.)

Other: X Plan pending review, consideration and discussion by the Board of Commissioners

Demolition/Disposition Activity Description
1a. Development name: John S. Moore Homes 1b. Development (project) number: NY015-002
2. Activity type: Demolition ☐ Disposition ☐ Note: "Replacement Units" being explored to alleviate severe parking limitations and overcrowding – Pending review, consideration and discussion by the Board of Commissioners
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ Total development
7. Timeline for activity:

a. Actual or projected start date of activity:
b. Projected end date of activity:

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(1) ☐ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

Other X: MHA exploring implementing a Section 8 Homeownership Program.

(2) Program Description

a. Size of Program
☐ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?___

b. PHA-established eligibility criteria
☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

c. What actions will the PHA undertake to implement the program this year (list)?

(3) 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):
a. ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
b. ☐ 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.
c. ☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
d. ☐ Demonstrating that it has other relevant experience (list experience below).
e. Other X : As stated earlier – pending.

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations*: *Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in+ the 5-Year Plan

(*Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.*

We adopted the following goals and objectives, effective FFY 00 through 04:

GOAL: MANAGE THE MECHANICVILLE HOUSING AUTHORITY'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER

Objectives:

1. HUD shall recognize the Mechanicville Housing Authority as a standard performer under PHAS for our fiscal year ending September 30, 2001.
2. HUD shall recognize the Mechanicville Housing Authority as a standard performer under PHAS for our fiscal year ending September 30, 2002.
3. HUD shall recognize the Mechanicville Housing Authority as a standard performer under PHAS for our fiscal year ending September 30, 2003.
4. HUD shall recognize the Mechanicville Housing Authority as a standard performer under PHAS for our fiscal year ending September 30, 2004.
5. HUD shall recognize the Mechanicville Housing Authority as a high performer under PHAS for our fiscal year ending September 30, 2005.

Progress: Goal exceeded! The Mechanicville Housing Authority has been recognized as a "high performer" under HUD's Public Housing Assessment Subsystem (PHAS) for the past four consecutive years. **.**

GOAL: MANAGE THE MECHANICVILLE HOUSING AUTHORITY'S TENANT-BASED ASSISTANCE PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER

Objectives:

1. HUD shall recognize the Mechanicville Housing Authority as a standard performer under SEMAP for our fiscal year ending September 30, 2001.

2. HUD shall recognize the Mechanicville Housing Authority as a standard performer under SEMAP for our fiscal year ending September 30, 2002.

3. HUD shall recognize the Mechanicville Housing Authority as a standard performer under SEMAP for our fiscal year ending September 30, 2003.

4. HUD shall recognize the Mechanicville Housing Authority as a standard performer under SEMAP for our fiscal year ending September 30, 2004.

5. HUD shall recognize the Mechanicville Housing Authority as a high performer under SEMAP for our fiscal year ending September 30, 2005.

Progress: *Goal exceeded! The Mechanicville Housing Authority has been recognized as a "high performer" under HUD's Section Eight Management Assessment Program (SEMAP) for the past four consecutive years.*

GOAL: DELIVER TIMELY AND HIGH QUALITY MAINTENANCE SERVICE TO THE RESIDENTS OF THE MECHANICVILLE HOUSING AUTHORITY

Objectives:

1. The Mechanicville Housing Authority will adopt a Pest Control Policy, which includes procedures for the eradication of cockroaches (if any), by September 30, 2001.

2. The Mechanicville Housing Authority will develop and implement a Maintenance Plan. This objective will be accomplished by September 30, 2002.

Progress: The Pest Control Policy was adopted in FYE 9/30/01. Additionally, a Maintenance Plan was adopted in FYE 9/30/02.

GOAL: ENHANCE THE MARKETABILITY OF THE MECHANICVILLE HOUSING AUTHORITY'S PUBLIC HOUSING UNITS

Objectives:

1. The Mechanicville Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending September

30, 2003.

Progress: We have been exempt from HUD's requirement of formulating customer satisfaction follow-up plans due to the consistenthigh scores we receive in this area. (9 out of 10 points).

GOAL: OPERATE THE MECHANICVILLE HOUSING AUTHORITY IN FULL COMPLIANCE WITH ALL EQUAL OPPORTUNITY LAWS AND REGULATIONS

Objective:

1. The Mechanicville Housing Authority shall mix its public housing development populations as much as possible with respect to ethnicity, race, and income. This is an on-going objective.

Progress: *We continue to mix our developments as much as possible with respect to ethnicity, race, and income (see Income Analysis.) We also conform with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 Rehabilitation Act of 1973, and title II of the American with Disabilities Act of 1990.*

B. Criteria for Substantial Deviations 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

b. Significant Amendment or Modification to the Annual Plan

The following is the Mechanicville Housing Authority's definition of Substantial Deviation and Significant Amendment or Modifications as adopted by the Board of Commissioners:

MECHANICVILLE HOUSING AUTHORITY DEFINITION OF SUBSTANTIAL DEVIATION AND SIGNIFICANT CHANGE OR MODIFICATION

"Substantial deviations or significant amendments or modifications are defined as discretionary

changes in the plans or policies of the Mechanicville Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners."

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

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

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

☒ Yes ☐ No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Scott M. Davenport
Mary Lee Dugan

Method of Selection:

☐ Appointment
The term of appointment is (include the date term expires):

☒ Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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

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

Eligible candidates: (select one)

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

Eligible voters: (select all that apply)

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

All adult reciepients, 18 years of age or older, and who have been residing as residents in the PH program at least 90 days prior to the election.

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

☐ 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):

Date of next term expiration of a governing board member:

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

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (provide name here)

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

We will continue to renovate our public housing units utilizing Capital Fund Program funds provided by HUD.
We will continue to meet the special needs of families with disabilities by providing accessible housing in the public housing program.

We will continue to market its public housing program to make families and elderly persons aware of the availability of decent, safe, sanitary and affordable housing in the City.

☒ Other: (list below)

1. Consolidated Plan jurisdiction: (State of New York)

The Mechanicville Housing Authority (MHA) is located within the City of Mechanicville, a non-entitlement community in Saratoga County. The jurisdiction of the Consolidated Plan encompasses the 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 on its waiting lists on the needs expressed in the Consolidated Plan/s.
☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

a.) The MHA will continue to maintain, renovate its public housing developments recognizing the residents as the ultimate customer.
b.) The MHA will continue to provide accessible housing in the public housing program to persons with disabilities.

c.) The MHA will continue to market its public housing program to make families and elderly persons aware of the availability of decent, safe, sanitary and affordable housing in the City of Mechanicville.

d.) The MHA will continue to apply its limited resources to the effective and efficient management and operation of public housing programs.

- ☒ Other: (list below)

The Housing Authority of the City of Mechanicville Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:

(1) Provide improved living conditions for very low and low-income elderly families and individuals while maintaining their rent payments at an affordable level.

(2) To operate a socially and financially sound public housing agency that is violence and drug-free, decent, safe and sanitary housing with a suitable living environment for residents.

(3) Deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.

(4) To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

(5) To avoid concentrations of economically and socially deprived families in any of our public housing developments.)

- We have similar principles for our Section 8 program:

(1) To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.

(2) To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.

(3) To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.

(4) To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.

(5) To create positive public awareness and expand the level of family, owner, and community support in accomplishing the Housing Authority's mission.

(6) To attain and maintain a high level of standards and professionalism in our day to day management of all program components.

(7) To administer an efficient, high-performing agency through continuous improvement of the Housing Authority support systems and commitment to our employees and their development.

(8) To encourage self sufficiency of participant families and assist in the expansion of family opportunities which address educational, socio-economic, recreational and other human service needs.

(9) To promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and maintain the supply of housing choices for such families.

Our agency is part of the entire effort undertaken by the City of Mechanicville, Saratoga County and the State of New York to address our jurisdiction's affordable housing needs. While we cannot ourselves meet the entire need identified in the Consolidated Plan, in accordance with our goals and objectives included in this Plan, we will try to address some of the identified need by using appropriate resources to maintain, preserve and improve our existing stock. 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 utilize the funds we receive for our existing programs. We will continue to use those resources to house people. We will also 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. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (described 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.

The need analysis describes a shortage of affordable housing units in New York State. By increasing the number of decent and affordable housing units, New York State will be addressing each of the housing problems: overcrowding, substandard units, and cost burden. The State plan includes the increase of the supply of decent and affordable housing by assisting in the financing of new construction, substantial rehabilitation, and conversion of previously nonresidential properties. 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.

   Cost burden is identified as the most widespread of all the various housing problems by New Yorkers. Cost burden disproportionately affects New Yorkers with low and moderate incomes. Renters make up the substantial majority of households with cost burden.

   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.

   The Consolidated Plan reflects that the demand for housing and supportive assistance for the homeless far exceeds the supply; particularly, the frail elderly, disabled, and other segments of the population requiring supportive living arrangements or services.

   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."

Tenant participation in the management of housing authorities is not only encouraged in this State, but mandated in New York's Public Housing Law, which provides that authorities having a population under one million be composed of up to seven members, including two tenants elected by public housing residents. The underlying philosophy has been to ensure that tenants' needs and concerns are effectively communicated to the governing body of the authority and, when necessary, to DHCR, as the supervising State agency."

The use of the term "low and moderate income households" includes all households at or below 80 percent of median income. Extremely low-income households are included in this category which has been identified in the needs analysis as having the highest magnitude of housing problems.

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 safe 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 Mechanicville.

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

(4) (Reserved)

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

10. Project-Based Voucher Program

a. ☐ Yes ☒ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

b. ☐ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:
☐ Low utilization rate for vouchers due to lack of suitable rental units
☐ Access to neighborhoods outside of high poverty areas
☐ Other (describe below:)

c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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 Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.*	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year 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 for families on the PHA's public housing and Section 8 tenant-based waiting lists.	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] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. ☒ 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. ☒ Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. ☒ 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	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. ☒ 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 Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	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
N/A	Any policies governing any Section 8 special housing types ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures ☒ Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. ☒ Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, 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
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs ☒ Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative 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
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). ☐ 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 the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
N/A	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
N/A	Other supporting documents (optional). List individually.	(Specify as needed)

13. Capital Fund Program Five-Year Action Plan

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 Mechanicville	Grant Type and Number Capital Fund Program Grant No: NY06P01550105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005

☒ **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	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	120,000			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	19,000			
10	1460 Dwelling Structures	74,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	20,000			
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				
21	Amount of Annual Grant: (sum of lines 2 – 20)	**233,000**			
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				

13. Capital Fund Program Five-Year Action Plan

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 Mechanicville	Grant Type and Number Capital Fund Program Grant No: NY06P01550105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005

☒ 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	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs	9,000			
26	Amount of line 21 Related to Energy Conservation Measures	48,500		8/31/06	9/30/06

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

PHA Name: Mechanicville Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P01550105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005

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	**Operations**	1406		**120,000**		10/01/05	12/31/05	
	Site Improvement	1450						
HA Wide	Sidewalk Replacements			4,000		06/30/06	8/31/06	
HA Wide	Landscape Improvements			10,000		7/31/06	9/30/06	
HA-Wide	Asphalt – Road Repair & BB Courts		Lump sum	5,000		5/31/06	6/30/06	

13. Capital Fund Program Five-Year Action Plan

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

PHA Name: Mechanicville Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: NY06P01550105 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2005		
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			**19,000**				
	Dwelling Structures	1460						
NY015-001,002,003	Storm Door Replacements		Lump sum	9,500		6/30/06	8/31/06	
NY015-003	Install Heating control valves		Lump sum	15,000		8/31/06	9/30/06	
NY015-001,002,003	Vinyl Siding Replacement		Lump sum	24,000		6/30/06	8/31/06	
NY015-001	Maintenance Garage Roof		Lump sum	9,000		6/30/06	8/31/06	
HA Wide	Bathroom Improvements		Lump sum	4,500		6/30/06	7/31/06	
Ny015-005	Storage Doors – sheds		Lump sum	1,000		4/30/06	5/31/06	
HA-Wide	Flooring improvements		Lump sum	1,000		3/31/06	4/30/06	
HA Wide	Painting Program		Lump sum	9,000		6/30/06	9/30/06	
HA-Wide	Community Room furniture		Lump sum	1,000		4/30/06	5/31/06	
	Subtotal			**74,000**				
	Non-dwelling Equipment	1475						
	Tractor		Lump sum	11,000		4/30/06	5/31/06	
	Surveillance Cameras		Lump sum	9,000		2/28/06	4/30/06	

13. Capital Fund Program Five-Year Action Plan

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

PHA Name: Mechanicville Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: NY06P01550105 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2005		
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			**20,000**				
	Grand Total			**233,000**				

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

PHA Name:	**Grant Type and Number** Capital Fund Program No: NY06P01550105 Replacement Housing Factor No:	**Federal FY of Grant: 2005**

13. Capital Fund Program Five-Year Action Plan

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Operations	10/01/05			12/31/05			
Site Improvement	7/31/06			9/30/06			
Dwelling Structures	8/31/06			9/30/06			
Nondwelling Equipment	4/30/06			5/31/06			

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan **Part I: Summary**					
PHA Name: Housing Authority of the City of Mechanicville				☒**Original 5-Year Plan** ☐**Revision No: 6**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 06 PHA FY: 06	Work Statement for Year 3 FFY Grant: 07 PHA FY: 07	Work Statement for Year 4 FFY Grant: 08 PHA FY: 08	Work Statement for Year 5 FFY Grant: 09 PHA FY: 09
	Annual Statement				
NY015-001		$42,400	$42,400	$40,900	$51,816
NY015-002		$24,416	$24,416	$24,416	$14,000
NY015-003		$14,944	$14,944	$16,444	$ 9,000
NY015-005		$27,240	$28,240	$27,240	$34,184
Physical Improvements Subtotal		**$109,000**	**$110,000**	**$109,000**	**$109,000**
Operations		$120,000	$120,000	$120,000	$120,000
HA-Wide (1430)		$ 4,000	$ 3,000	$ 4,000	$ 4,000
CFP Funds Listed for 5-year planning		**$233,000**	**$233,000**	**$233,000**	**$233,000**
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 10/01/06			Activities for Year: 3 FFY Grant: 2007 PHA FY: 10/01/07		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See						
Annual						
Statement						
	NY015-001:			**NY015-001:**		
		Dwelling Structures:			**Dwelling Structures:**	
		Painting interior / exterior	5,000		Painting interior / exterior	5,000
		Flooring Improvements	2,000		Flooring Improvements	2,400
		Cabinets	3,500		Cabinets	4,000
		Doors interior / exterior	5,000		Doors interior / exterior	5,000
		Hearing / visually impaired conversion – (1 unit)	900			
		Subtotal	**$16,400**		**Subtotal**	**$16,400**
		Site Improvement:			**Site Improvement:**	
		Sidewalks	4,000		Sidewalks	6,000
		Paving / seal coating	2,000			
		Landscaping / Fencing	7,000		Landscaping / Fencing	7,000
		Drainage Improvements	3,000		Drainage Improvements	3,000
		Subtotal	**$16,000**		**Subtotal**	**16,000**

13. Capital Fund Program Five-Year Action Plan

		Non-dwelling Equipment:			**Non-dwelling Equipment:**	
		Surveillance & Security Lighting improvements	7,000		Surveillance & Security Lighting improvements	8,000
		Furniture Community Room	1,000		Furniture Community Room	1,000
		Subtotal	**8,000**		**Subtotal**	**9,000**
		Non-dwelling Structures:			**Non-dwelling Structures:**	
		Air/heating improvements – Admin. Building	1,500		Roof Admin. Building	1000
		Flooring improvements – Admin. Building	500			
		Subtotal	**$2,000**		**Subtotal**	**1,000**
		Subtotal	**$42,400**		**Subtotal**	**$42,400**
	NY015-002:			**NY015-002:**		
		Dwelling Structures:			**Dwelling Structures:**	
		Painting interior / exterior	2,416		Painting interior / exterior	2,416
		Flooring improvements	2,500		Flooring improvements	3,000
		Storm Doors	4,000		Storm Doors	4,000
		Handicap Unit Conversion (1unit)	13,500		Handicap Unit Conversion (1 unit)	14,000
		Sidewalks	1,000		Tile bathrooms	1,000
		Subtotal	**$23,416**		**Subtotal**	**$24,416**

13. Capital Fund Program Five-Year Action Plan

		Non-dwelling Equipment:				
		Surveillance equipment	1,000			
		Subtotal	**$1,000**			
	NY015-003:			**NY015-003:**		
		Dwelling Structures:			**Dwelling Structures:**	
		Install thermostatic controls in units	13,000			
		Painting interior / exterior	944		Painting interior / exterior	1,000
		Flooring improvements	1,000		Flooring improvements	1,000
					Storm Doors	1,000
					Handicap Unit Conversion (1 unit)	] 11,944
		Subtotal	**14,944**		**Subtotal**	**14,944**
	NY015-005:			**NY015-005:**		
		Dwelling Structures:			**Dwelling Structures:**	
		Painting Interior / exterior	2,000		Painting Interior / exterior	2,000
		Tile bathrooms	3,240		Tile bathrooms	2,000
					Light fixtures	1,000
					Interior doors/ closets	240
		Hearing & visually impaired improvements – 1 unit	1,000		Hearing & visually impaired improvements – 1 unit	1,000
		Solar pumps	1,000			
		Subtotal	**$7,240**		**Subtotal**	**$6,240**
		Site Improvement:			**Site Improvement:**	

13. Capital Fund Program Five-Year Action Plan

					Security lighting improvements	1,000
		Sidewalk replacements	2,000		Sidewalk replacements	2,000
		Paving	4,000		Paving	4,000
		Subtotal	**$6,000**		**Subtotal**	**$7,000**
		Non-dwelling Structures			**Non-dwelling Structures**	
		Sunroom community room	14,000		Playground	15,000
		Subtotal	**$14,000**		**Subtotal**	**$15,000**
		Physical Improvements Subtotal	**$109,000**	**Physical Improvements Subtotal**	**$110,000**	
	HA-Wide	**Operations**	**120,000**	**HA-Wide**	**Operations**	**120,000**
	HA-Wide	**Other (1430)**	**4,000**	**HA-Wide**	**Other (1430)**	**3,000**
Total CFP Estimated Cost			**$233,000**			**$233,000**

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : 4 FFY Grant: 2008 PHA FY: 10/01/08			Activities for Year: 5 FFY Grant: 2009 PHA FY: 10/01/09		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See						
Annual						
Statement						
	NY015-001:			**NY015-001:**		
		Dwelling Structures:			**Dwelling Structures:**	
		Painting interior / exterior	5,000		Painting interior / exterior	5,000
		Flooring Improvements	3,000		Flooring Improvements	1,400
		Cabinets	2,000			
		Plumbing	400			
		Storm doors	5,000		Storm doors	5,000
					Window replacements	4,000
		Lighting improvements	2,500		Lighting improvements	3,000
					Vinyl Siding	10,416
		Subtotal	**$17,900**		**Subtotal**	**$28,816**
		Site Improvement:			**Site Improvement:**	
		Sidewalks	6,000		Sidewalks	5,000
					Paving / seal coating	1,000
		Landscaping	10,000		Landscaping	10,000

13. Capital Fund Program Five-Year Action Plan

		Subtotal	**$16,000**		**Subtotal**	**$16,000**
		Non-dwelling Equipment:			**Non-dwelling Equipment:**	
		Surveillance equipment	7,000		Surveillance equipment	7,000
		Subtotal	**$7,000**		**Subtotal**	**$7,000**
	NY015-002:			**NY015-002:**		
		Dwelling Structures:			**Dwelling Structures:**	
		Painting interior / exterior	3,416		Painting interior / exterior	2,000
		Flooring improvements	3,000		Flooring improvements	3,000
		Tile bathrooms	4,000			
					Storm Doors	2,000
					Window replacements	2,000
		Vinyl siding replacement	11000			
		Subtotal	**$21,,416**		**Subtotal**	**$9,000**
		Site Improvement:			**Site Improvements:**	
		Sidewalk replacements	3,000		Sidewalk replacements	3,000
		Subtotal	**$ 3,000**		**Subtotal**	**$3,000**
					Non-dwelling Equipment:	
					Surveillance equipment	**2,000**
		Subtotal	**3,000**		**Subtotal**	**2,000**
	NY015-003			**NY015-003**		
		Dwelling Structures:			**Dwelling Structures:**	

13. Capital Fund Program Five-Year Action Plan

		Painting interior / exterior	4,000		Painting interior / exterior	2,000
		Flooring improvements	1,000		Flooring improvements	1,500
		Storm Doors	6,944		Storm Doors	3,000
		Hearing & visually impaired improvements – 1 unit	1,000			
					Tile bathrooms	500
					Window replacements	1,000
					Interior lighting improvements	1,000
		Subtotal	**$12,944**		**Subtotal**	**$9,000**
		Non-dwelling Equipment:				
		Surveillance equipment	3,500			
		Subtotal	**$3,500**			
	NY015-005:			**NY015-005:**		
		Dwelling Structures:			**Dwelling Structures:**	
		Painting Interior / exterior	4,000		Painting Interior / exterior	4,000
		Tile bathrooms	4,000		Tile bathrooms	5,000
		Light fixtures	1,000		Light fixtures	2,000
					Windows	1,000
					Interior doors/ closets	3,000
		Subtotal	**$9,000**		**Subtotal**	**$15,000**
		Site Improvement:			**Site Improvement:**	

13. Capital Fund Program Five-Year Action Plan

					Security lighting improvements	2,000
		Sidewalk replacements	7,000		Sidewalk replacements	11,240
		Paving	11,240		Paving	5,944
		Subtotal	**$18,240**		**Subtotal**	**$19,184**
		Physical Improvements Subtotal	**$109,000**	**Physical Improvements Subtotal**	**$110,000**	
	HA-Wide	**Operations**	**120,000**	**HA-Wide**	**Operations**	**120,000**
	HA-Wide	**Other (1430)**	**4,000**	**HA-Wide**	**Other (1430)**	**4,000**
Total CFP Estimated Cost			**$233,000**			**$233,000**

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

PHA Name: Mechanicville Housing Authority	**Grant Type and Number** Capital Fund Program Grant No: NY06P01550104 Replacement Housing Factor Grant No:	**Federal FY of Grant: 04**

☐**Original Annual Statement** ☐**Reserve for Disasters/ Emergencies** ☐**Revised Annual Statement**
☒**Performance and Evaluation Report for Period Ending: 03/31/05** ☐**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	90000	110,000	110,000	0
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	42500	22,500	0	0
10	1460 Dwelling Structures	69300	69300	451	451
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	31,318	31,318	0	0
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				
21	Amount of Annual Grant: (sum of lines 2 – 20)	**233,118**	**233118**	110.451	451
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				

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

PHA Name: Mechanicville Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P01550104 Replacement Housing Factor Grant No:	Federal FY of Grant: 04

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement
☒ Performance and Evaluation Report for Period Ending: 03/31/05 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				

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

PHA Name: Mechanicville Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P01550104 Replacement Housing Factor Grant No:	Federal FY of Grant: 04

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	**Operations**	1406		**90000**	110,000	110,000	0	
	Site Improvement	1450						
NY015005	Playground		1	20000	0	0	0	
HA Wide	Sidewalk replacements			9000	14,500	0	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: Mechanicville Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: NY06P01550104 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 04		
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	Landscaping Improvements			9000	3,500	0	0	
HA Wide	Fencing Improvements			4500	4500	0	0	
	Subtotal			**42,500**	**22,500**	0	0	
	Dwelling Structures	1460						
HA Wide	Bathroom Vanities, sinks, faucets, drains & lines		75	14,500	14500	0	0	
HA Wide	Kitchen Floors		40	14,000	14000	0	0	
HA Wide	Bathroom Floors		65	14,500	14500	0	0	
NY015001	Maintenance garage roof		1	5800	5800	0	0	
HA Wide	Painting Program – interior / exterior			15000	15,000	451	451	
HA Wide	Carpeting apt. stairs		30	5,500	5,500	0	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: Mechanicville Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: NY06P01550104 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 04		
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			**69,300**	**69,300**	451	451	
	Nondwelling Equipment	1475						
HA Wide	**Maintenance Truck**		1	31,318	31,318	0	0	
	Subtotal	1475		**31,318**	**31,318**	0	0	
	Grand Total			**233,118**	**233118**	110,451	451	

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

PHA Name: Mechanicville Housing Authority	**Grant Type and Number** Capital Fund Program No: NY06P01550104 Replacement Housing Factor No:	**Federal FY of Grant:** 04

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Operations	9/30/05			9/30/06			
Site Improvement	9/30/05			9/30/06			
Dwelling Structures	9/30/05			9/30/06			
Nondwelling Equipment	9/30/05			9/30/06			

Attachment ny015b01

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of Mechanicville	Grant Type and Number Capital Fund Program: NY06P01550103 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement**)
☒ **Performance and Evaluation Report for Period Ending: 03/31/05** ☐ **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	1408 Management Improvements				
4	1410 Administration	14,305	14305	14305	14305
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	12,000	9,800	9,800	9,800
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000	48,913.32	48,913.32	48,913.32
10	1460 Dwelling Structures	149,988	120,694.60	103,073.83	103,073.83
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	15,000	7,580.08	7,580.08	7,580.08
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of Mechanicville	Grant Type and Number Capital Fund Program: NY06P01550103 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement**)
☒ **Performance and Evaluation Report for Period Ending: 03/31/05** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	201,293	201,293	183,672.23	183,672.23
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 Mechanicville		**Grant Type and Number** Capital Fund Program #: NY06P01550103 Capital Fund Program Replacement Housing Factor #:				**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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	**<u>Administration</u>**	1410	Lump Sum					
	Prorated salaries and benefits for administration of CFP			14,305	14,305	14,305	14,305	
	Subtotal Acct 1410			**14,305**	**14,305**	**14,305**	**14,305**	
	<u>Fees and Costs</u>	1430	Lump Sum					
PHA Wide	A & E Fees; reimbursable costs			24,000	9,800	9,800	9,800	
	Subtotal Acct 1430			**24,000**	**9,800**	**9,800**	**9,800**	
	<u>Site Improvements</u>	1450	Lump Sum					
PHA Wide	Repair/replace sidewalks as needed			10,000	48,913.32	48,913.32	48,913.32	
	Subtotal Acct 1450			**10,000**	**48,913.32**	**48,913.32**	**48,913.32**	

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 Mechanicville		**Grant Type and Number** Capital Fund Program #: NY06P01550103 Capital Fund Program Replacement Housing Factor #:				**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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Dwelling Structures	1460						
PHA Wide	**Install new kitchens – cabinets, counters, fauxets, plumbing, bathroom floors, vanities, interior doors, gutters, storm doors**		46	176,983	120,694.60	103,073.83	103,073.83	
	Nondwelling Equipment	1475						
001-002-003	Survelliance Cameras	1475	Lump Sum	15,000	7,580.08	7,580.08	7,580.08	
	Subtotal Acct 1475			**15,000**	**7,580.08**	**7,580.08**	**7,580.08**	
	Grand Total			**$240,288**	**201,293**	**183,672.23**	**183,672.23**	

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

PHA Name: Housing Authority of the City of Mechanicville	**Grant Type and Number** Capital Fund Program #: NY06P01550103 Capital Fund Program Replacement Housing Factor #:	**Federal FY of Grant:** 2003

Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	09/30/05			9/30/06			

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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of Mechanicville	Grant Type and Number Capital Fund Program: NY06P01550203 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement**
☒ **Performance and Evaluation Report for Period Ending: 3/31/05** ☐ **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	0	1,640.21	1,640.21	1,640.21
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	3,000	0	0	0
8	1440 Site Acquisition				
9	**1450 Site Improvement**	**0**	**447.20**	**447.20**	**447.20**
10	1460 Dwelling Structures	37,116	9,508.67	1,466.59	1,466.59
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	**1475 Nondwelling Equipment**	**0**	**28,519.92**	**28,519.92**	**28,519.92**
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of Mechanicville	Grant Type and Number Capital Fund Program: NY06P01550203 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement**
☒ **Performance and Evaluation Report for Period Ending: 3/31/05** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	40,116	40,116	32,073.92	32,073.92
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 Mechanicville		**Grant Type and Number** Capital Fund Program #: NY06P01550203 Capital Fund Program Replacement Housing Factor #:				**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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Operations	1406	Lump Sum	0	1,640.21	1,640.21	1,640.21	
	Fees and Costs	1430	Lump Sum					
PHA Wide	A & E Fees; reimbursable costs			3,000	0	0	0	
	Subtotal Acct 1430							
	Site Improvements	**1450**	**Lump Sum**	**0**	**447.20**	**447.20**	**447.20**	
	Dwelling Structures	1460	Lump Sum					

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 Mechanicville		**Grant Type and Number** Capital Fund Program #: NY06P01550203 Capital Fund Program Replacement Housing Factor #:				**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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	**Install new kitchens – cabinets, counters, fauxets, plumbing, bathroom floors, carpeting vanities, interior doors, gutters, storm doors**			37,116	9,508.67	1,466.59	1,466.59	
	Non-dwelling Equipment	1475	Lump Sum	**0**	**28,519.92**	**28,519.92**	**28,519.92**	
	Grand Total			**40,116**	**40,116**	32,073.92	32,073.92	

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

PHA Name: Housing Authority of the City of Mechanicville	**Grant Type and Number** Capital Fund Program #: NY06P01550203 Capital Fund Program Replacement Housing Factor #:	**Federal FY of Grant:** 2003

Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	09/30/05			9/30/06			

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