

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Schenectady Municipal Housing Authority</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/2010</u> PHA Code: <u>NY028</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>1010</u> Number of HCV units: <u>1328</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	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 for the next five years: The mission of the Schenectady Municipal Housing Authority is to provide decent, safe, sanitary, and affordable housing for low and moderate income residents from the City of Schenectady, in an environment rich with programs, services, opportunities, and incentives for achievement.				
5.2	Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Please see attachment.				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Please see attachment.				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> Please see attachment.				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. Please see attachment.				
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. Please see attachment.				
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.				

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Please see attachment.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>Please see attachment.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Please see attachment.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p>Documents (a) through (f) send via electronic mail attachment to the HUD Buffalo Field Office on 1/14/2010. Document (g) is not applicable. Documents (h) and (i) are submitted as attachments.</p>

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, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide 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 is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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 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. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

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SMHA Annual & 5-Year Plan



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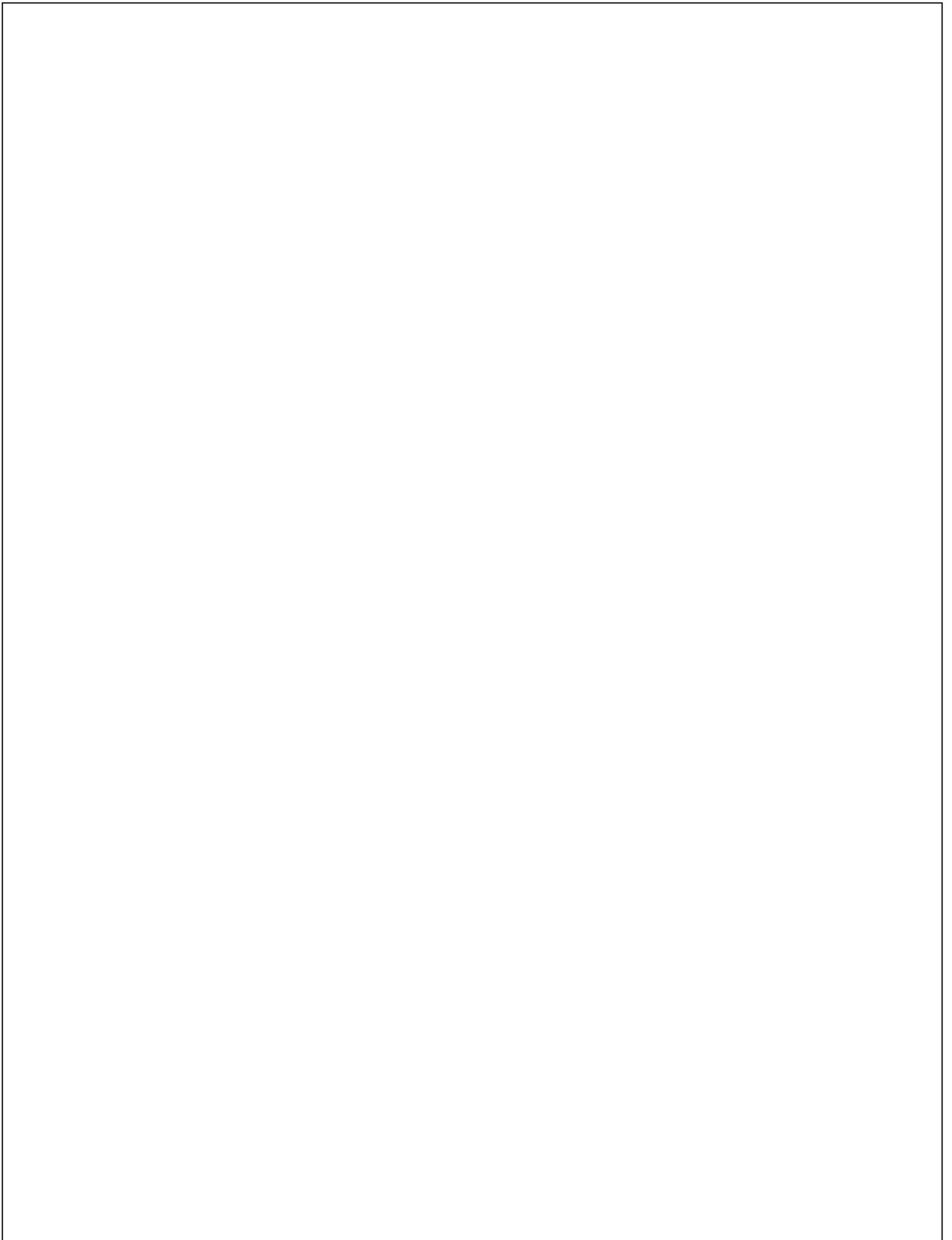
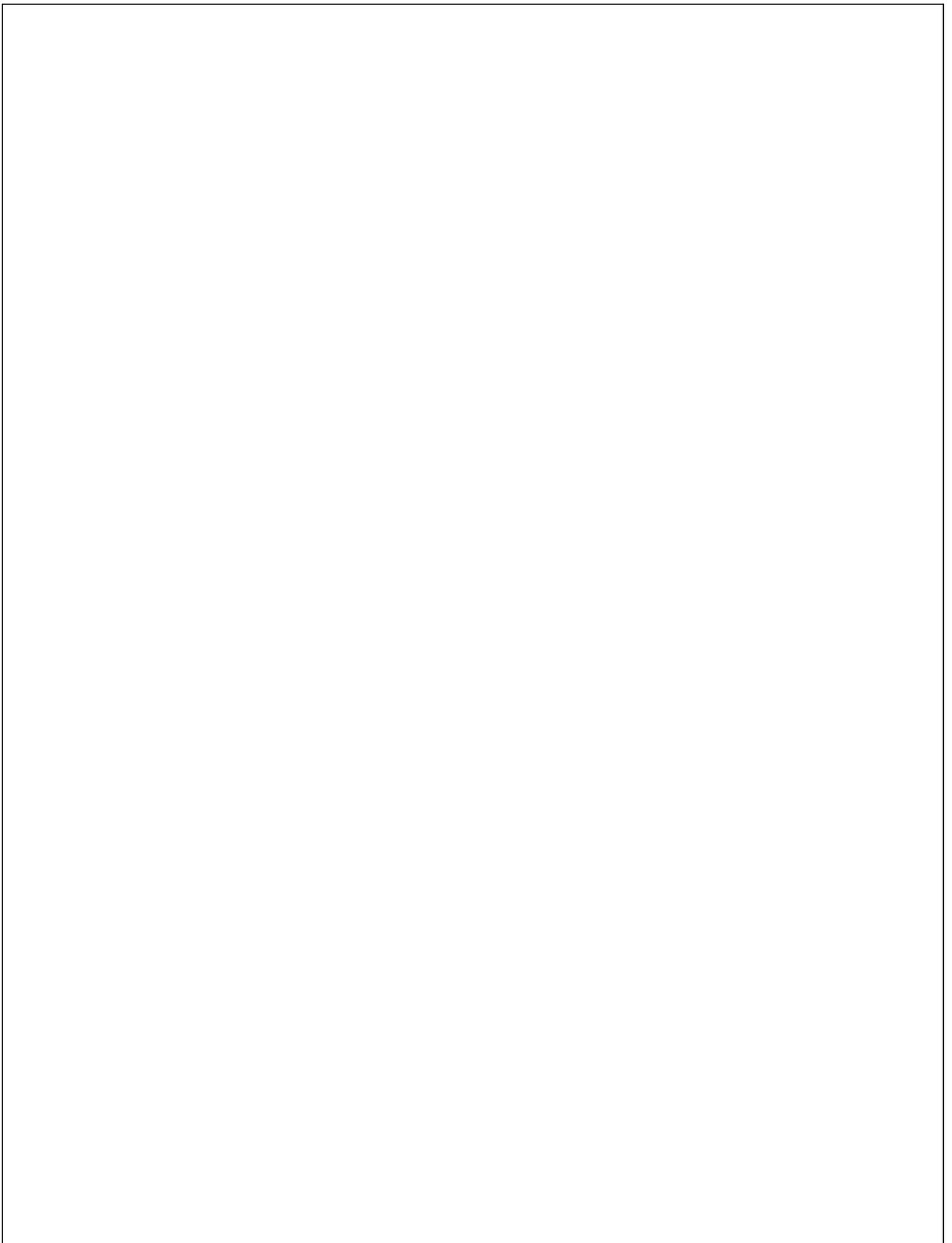


Table of Contents

Mission Statement,	6
Goals and Objectives.....	6
Plan Elements Revised by SMHA	10
Locations where the Public may Obtain Copies of the Annual and 5-Year Plan	13
Eligibility, Selection and Admissions Policies, Including Deconcentration	17
Financial Resources.....	25
Rent Determination	27
Operation and Management	31
Grievance Procedures.....	37
Designated Housing for.....	52
Elderly and Disabled Families	52
Community Service and Self-Sufficiency.....	54
Safety and Crime Prevention	59
Pets	64
Fiscal Year Audit.....	71
Asset Management	72
Violence Against Women Act.....	76
Hope VI Mixed Finance Development	80
Demolition and/or Disposition	83
Conversion of Public Housing	87
Homeownership.....	90
Project-based Vouchers.....	93
Capital Fund Program Annual Statement	96
Capital Fund Program 5-Year Action Plan.....	97
Capital Fund	98
Performance & Evaluation Reports	98
Capital Fund Financing Program	99
Housing Needs	102
Progress in Meeting Mission & Goals	111
Significant Amendment	115

& Substantial Deviation/Modification	115
Resident Advisory Board.....	119
Meeting Minutes and SMHA Response	119



Mission Statement, Goals and Objectives

MISSION STATEMENT

The mission of the Schenectady Municipal Housing Authority is to provide decent, safe, sanitary, and affordable housing for low and moderate income residents from the City of Schenectady, in an environment rich with programs, services, opportunities, and incentives for achievement.

GOALS AND OBJECTIVES

GOAL – PROVIDE SUCCESSFUL AFFORDABLE HOUSING PROGRAMS

Continue to successfully provide and promote affordable rental housing to eligible residents of the City of Schenectady.

Quantifiable Objectives

1. Maintain High Performer status under HUD's Public Housing Assessment System, and at a minimum, Standard Performer status.
2. Maintain High Performer status under HUD's Section 8 Management Assessment Program, and at a minimum, Standard Performer Status.
3. Maintain a Public Housing vacancy rate of 2% or less.
4. Increase fraud discovery, subsidy recovery and convictions through HUD's Enterprise Income Verification (EIV) System, which provides income discrepancy reports to identify families who may have substantially underreported household income.
5. Increase the number of Family Self Sufficiency Program graduates in the Public Housing and Section 8 programs.

GOAL – OPERATE AT A HIGH LEVEL OF EFFICIENCY

Operate at the highest level of efficiency possible, utilizing all available technology, so that our employees can provide excellent service to the public.

Quantifiable Objectives

1. Establish a minimum rate of 75% for Direct Deposit of Housing Assistance Payments to landlords participating in the Housing Choice Voucher Program (currently ~50%).
2. Convert tenant files, applications and other paper to digital images.
3. Initiate electronic application procedures for our assisted housing programs.
4. Improve our agency web-site to become a clearinghouse of all agency policy, procedures, plans and other information to assist the public with their affordable housing questions and needs.

GOAL – INCREASE TENANT PARTICIPATION

Increase the participation of residents in the management and future of the property where they live.

Quantifiable Objectives

1. Maintain monthly Resident Advisory Board meetings between the Executive Director and Resident Council leadership.
2. Include Resident Council leadership in the development of policy and procedure that affects their development.
3. Look toward Resident Council leadership to define community needs and apply for grant funding to obtain needed services.
4. Include Resident Council leadership in policy meetings with elected representatives at the City, State and National level.

GOAL – SUPPORTIVE HOUSING FOR PEOPLE WITH MENTAL ILLNESS

Develop a system of supportive housing for people with mental illness, primarily in the Downtown Asset Management Projects.

Quantifiable Objectives

1. Housing and supportive services for people with mental illness are under-funded by HUD. SMHA will work with appropriate industry groups and service agencies to argue for higher and more consistent funding levels.
2. Create a model for supporting Public Housing residents with mental illness to minimize their risk of eviction due to objectionable behavior.

GOAL – SUPPORTIVE HOUSING FOR ELDERLY AND DISABLED PERSONS

Obtain funding to support the Senior Independence Program and other programs that prevent premature and unnecessary institutionalization of the frail elderly, nonelderly disabled, and temporarily disabled persons.

Quantifiable Objectives

1. Obtain gap funding to fully support the Senior Independence Program.
2. Increase our programming for the intermediate level of long-term care.

GOAL – MEET ENERGY PERFORMANCE CONTRACT REDUCTION PLAN TARGETS

Achieve the prescribed performance targets of our Energy Performance Contract.

Quantifiable Objective

1. Meet total annual guaranteed savings of electric energy: \$244,819 (1,574,722.75 kWh), natural gas: \$86,778 (74,290.95 Therms) and water: \$63,178 (15,794.50 (1000 gallons)). Total annual guaranteed savings of \$394,775.

**Plan Elements Revised by SMHA
Since the Last Annual Plan Submission**

The following changes enacted by the Schenectady Municipal Housing Authority Board of Commissioners have revised certain Plan elements since the last Plan was submitted:

12/30/2008:

Revision – Public Housing Admission and Continued Occupancy Policy – Pet Ownership Policy

04/28/2009:

Award of Two year Bid for Security Guard Service, May 1, 2009 through April 30, 2011,
Command Security \$13.75 / hour (regular); \$20.63 / hour (OT/holiday)

06/30/2009:

Revision – Section 8 Administrative Plan – Section 14.0 Recertification

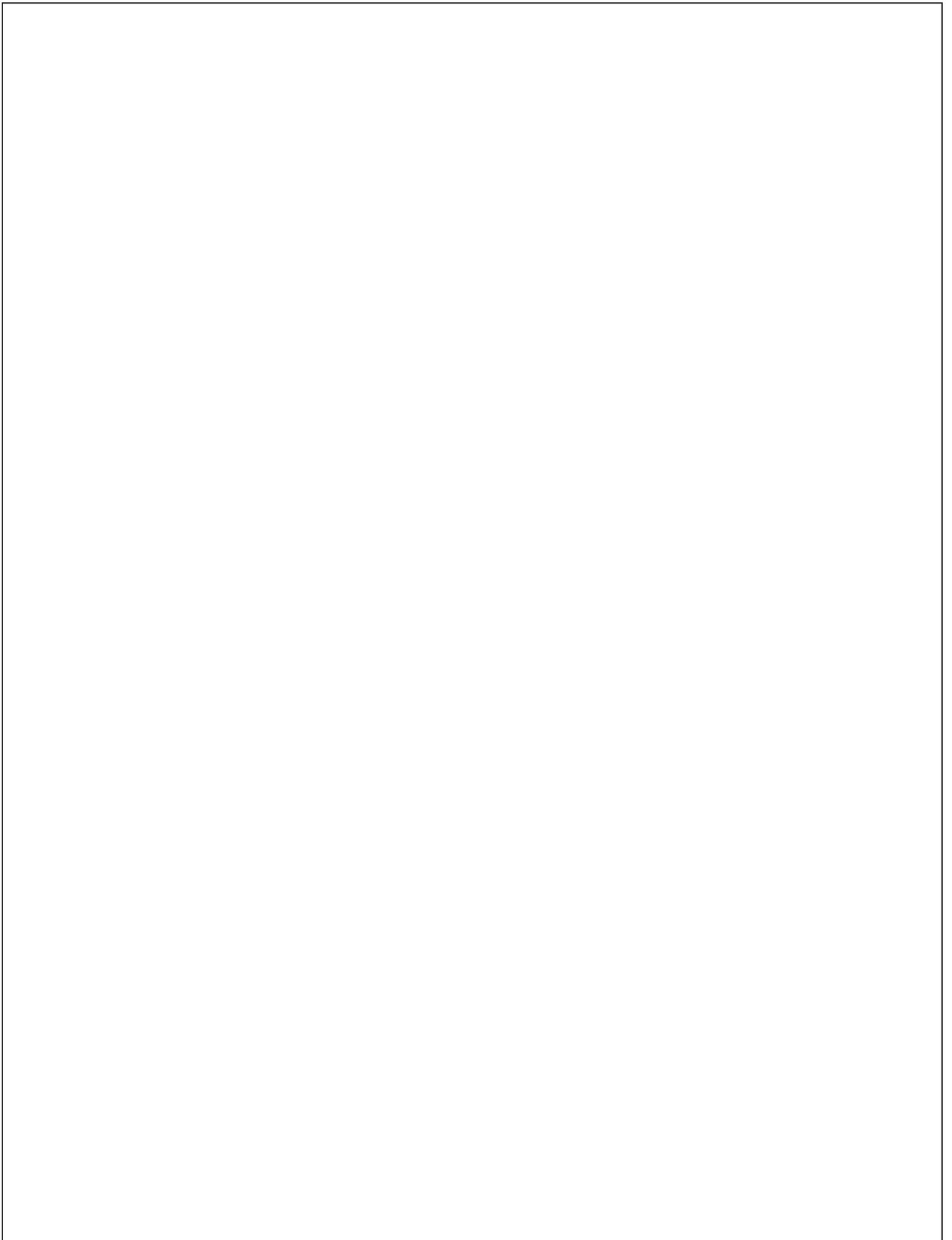
06/30/2009:

Revision of Bylaws - Section 7 – Members and Officers, Section 14 - Election of Tenant
Representatives, Section 15 - Election of Tenant Representative Procedures

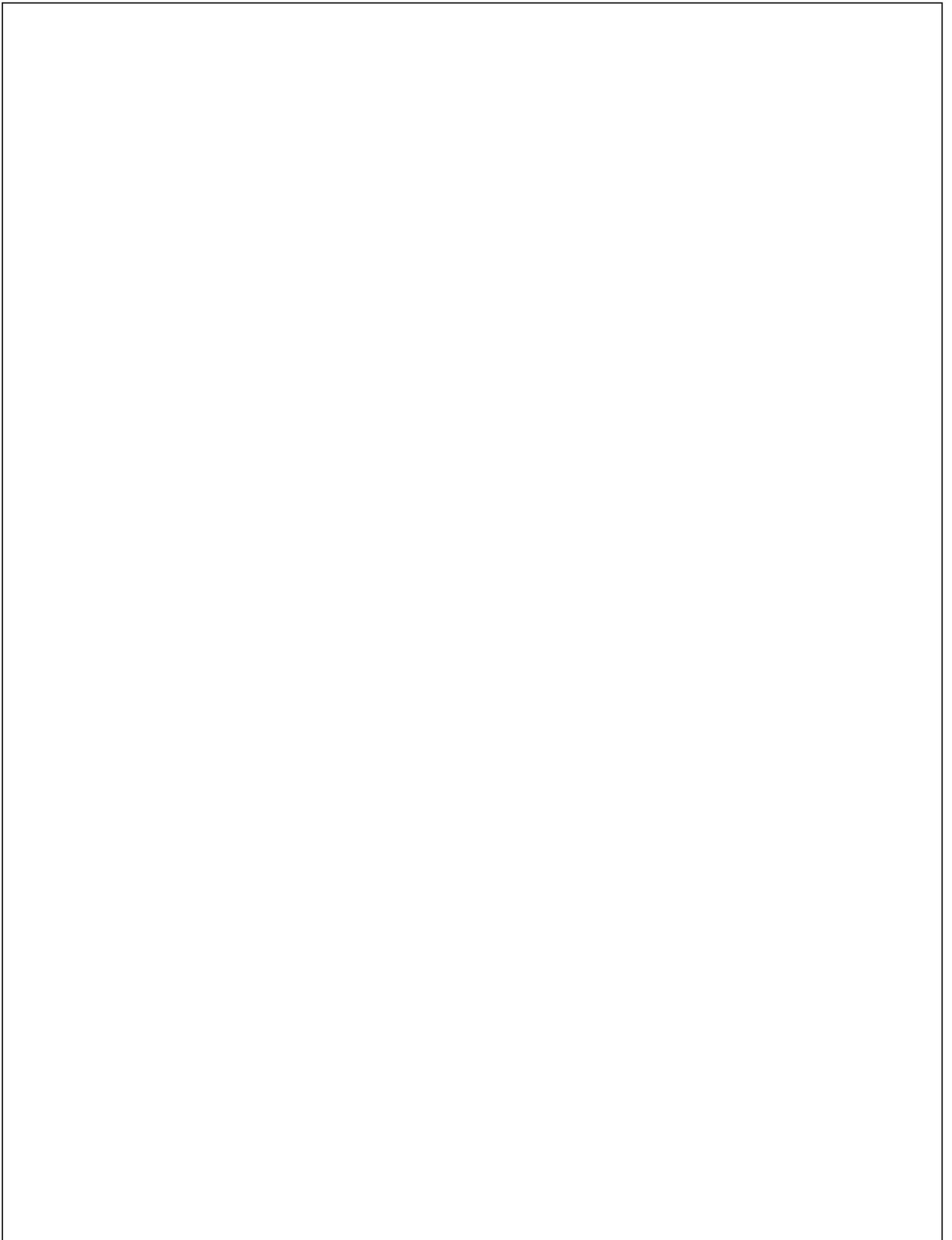
08/26/2009:

Capitalization Policy Amendment

All Board Resolutions and Authority policies are available to the public upon request.



Locations where the Public may Obtain
Copies of the Annual and 5-Year Plan

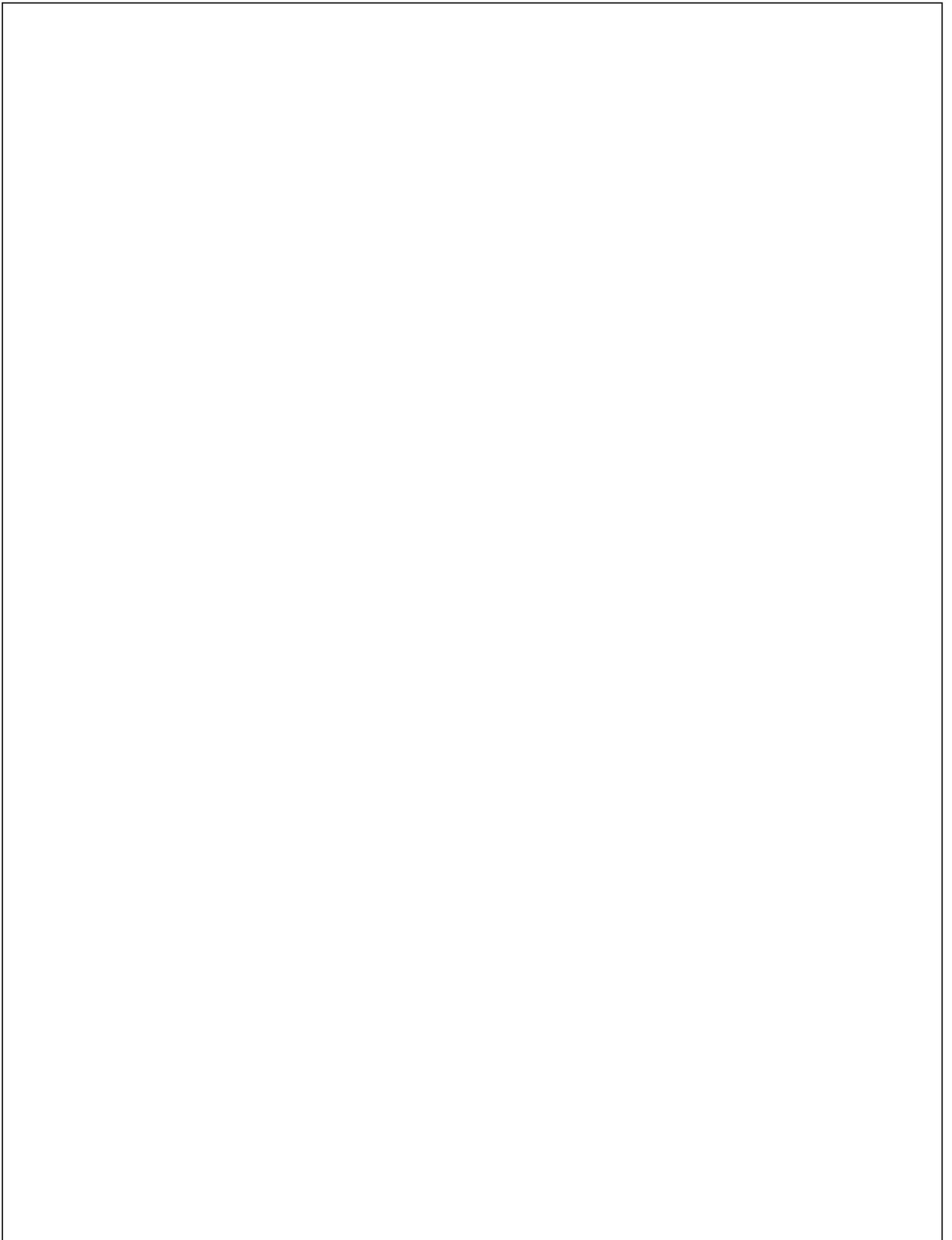


The Schenectady Municipal Housing Authority Annual and 5-Year Plan is available to the public at the following locations:

- Central Office & Downtown Asset Management Project
375 Broadway
Schenectady, New York 12305

- Eastside Asset Management Project
Project Manager's Office
Fasciola Drive, Schenectady, NY 12304

- Yates Village Asset Management Project
Project Manager's Office
Van Vranken Avenue
Schenectady, NY 12308



Eligibility, Selection and Admissions Policies, Including Deconcentration and Wait List Procedures

Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

Description of policies that govern tenant eligibility, selection and admission including admission preferences, and procedures for maintaining waiting lists.

PUBLIC HOUSING

There are five eligibility requirements for admission to public housing: qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the Schenectady Municipal Housing Authority screening criteria in order to be admitted to public housing.

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 Schenectady Municipal 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, Schenectady Municipal 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.

If the Schenectady Municipal Housing Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the Authority will promptly provide the applicant with written notice of the determination. The notice will contain a brief statement of the reason(s) for the decision and state that the applicant may request an Administrative Hearing of the decision within 10 business days of the denial.

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

- First Priority (2 preference points): Applicant will be given preference if the Head of Household maintains primary residence in the City of Schenectady, or is employed in the City of Schenectady.
- Second Priority (1 preference point): Applicants living outside the City of Schenectady but within the County of Schenectady.
- Third Priority (0 preference points): Applicants living anywhere other than the City of Schenectady or County of Schenectady.
- Job Market Participant (1 preference point): The term Job Market Participant applies only to the Head of Household. To qualify, the HOH must fall into a least one of the following categories: employed more than 15 hours/week; recently employed, but is

now receiving unemployment insurance; enrolled in high school, or an accredited ABE/GED program, a vocational training program, is taking college courses (at least 12 credits/year), and if receiving Public Assistance is in good standing with DSS or SJTA; is unable to work due to a disability; is 62 years of age or older.

- 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.

The waiting list will be maintained in accordance with the following guidelines:

- The application will be a permanent file;
- All applications will be electronically maintained in order according to bedroom size, preference, and then in order of date and time of application; and
- Any contacts between the Schenectady Municipal Housing Authority and the applicant will be documented in the applicant file.

The Schenectady Municipal Housing Authority will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents interested families. Purging also enables the Housing Authority to update the information regarding address, family composition, income category and preferences.

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

- The applicant requests in writing that the name be removed;
- The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- The applicant does not meet either the eligibility or suitability criteria for the program.
- The applicant is accepted to the Public Housing program.

The complete Public Housing Admissions and Continued Occupancy Policy is available to the public upon request.

Description of policies that govern tenant eligibility, selection and admission including admission preferences, and procedures for maintaining waiting lists.

SECTION 8

There are five eligibility requirements for admission to Section 8 -- qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security Numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the Schenectady Municipal Housing Authority screening criteria in order to be admitted to the Section 8 Program.

Screening is the responsibility of the owner, however, there are grounds for denial that the housing authority may impose. Upon the request of a prospective owner, the Schenectady Municipal Housing Authority may provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with material standard lease terms or any history of drug trafficking.

If the Schenectady Municipal Housing Authority determines that an applicant does not meet the criteria for receiving Section 8 assistance, the Schenectady Municipal Housing Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within 10 business days of the denial.

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

- First Priority (2 preference points): Applicant will be given preference if the Head of Household maintains primary residence in the City of Schenectady, or is employed in the City of Schenectady.
- Second Priority (1 preference point): Applicants living outside the City of Schenectady but within the County of Schenectady.
- Third Priority (0 preference points): Applicants living anywhere other than the City of Schenectady or County of Schenectady.
- Job Market Participant (1 preference point): The term Job Market Participant applies only to the Head of Household. To qualify, the HOH must fall into a least one of the following categories: employed more than 15 hours/week; recently employed, but is now receiving unemployment insurance; enrolled in high school, or an accredited

ABE/GED program, a vocational training program, is taking college courses (at least 12 credits/year), and if receiving Public Assistance is in good standing with DSS or SJTA; is unable to work due to a disability; is 62 years of age or older.

The Schenectady Municipal Housing Authority will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents interested families. Purging also enables the Housing Authority to update the information regarding address, family composition, income category and preferences.

The purge will be done by mail. If we do not receive a reply from the applicant within ten (10) days from the date on the purge letter, we shall assume that the applicant is no longer interested in obtaining assisted housing under the Section 8 program, and will remove the applicant from the waiting list (postmark on envelope will determine the date received). This requirement can be waived if:

- A. The applicant certifies that an emergency or other critical situation beyond the applicants control caused a delay in returning the purge letter. An extension period of fourteen (14) days will be allowed for this purpose.
- B. The applicant provides proof that a hospital stay caused a delay in returning the purge letter. An extension period of thirty (30) days will be allowed for this purpose.

The Schenectady Municipal Housing Authority will not remove an applicant=s name from the waiting list unless:

- The applicant requests in writing that the name be removed;
- The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- The applicant does not meet either the eligibility or suitability criteria for the program.
- The applicant is accepted to the Public Housing program.

The complete Section 8 Administrative Plan is available to the public upon request.

Admissions Policy for Deconcentration

According to 24 CFR 903.2, deconcentration of poverty and income mixing is promoted by a policy that provides for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. Per the U.S. Department of Housing and Urban Development, the statutory requirement to design a policy to provide for deconcentration and income mixing is not to be construed to impose or require any specific income or racial quotas for any development or developments.

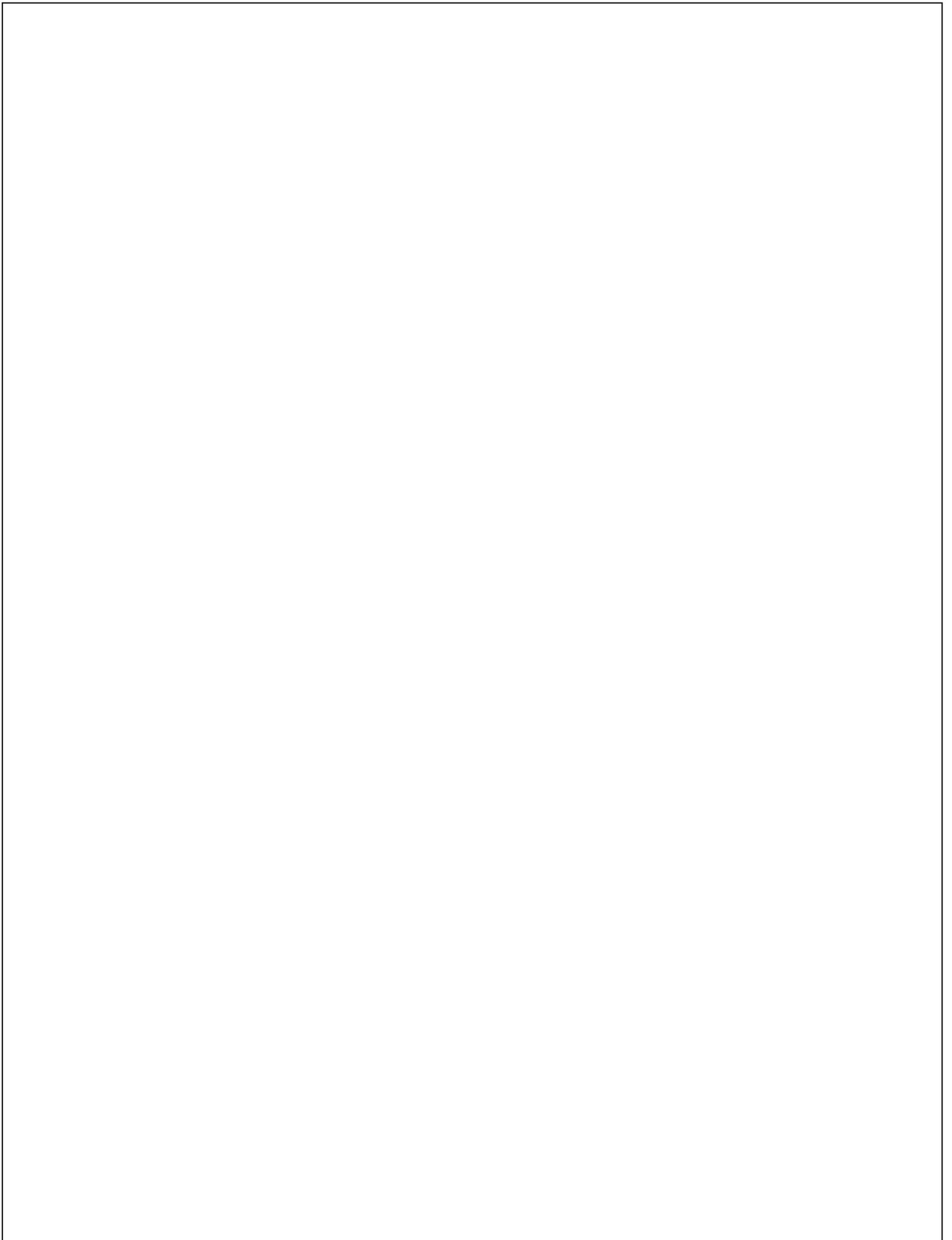
Public housing developments with fewer than 100 public housing units and public housing developments that house only elderly persons or persons with disabilities, or both, are not covered by this rule. Therefore, SMHA developments excluded are: Schonowee Village, Lincoln Heights, Ten Eyck (elderly persons or persons with disabilities), Maryvale Apartments and MacGathan Townhouses (fewer than 100 public housing units). Covered developments are: Yates Village and Steinmetz Homes.

SMHA will use this procedure to implement the deconcentration requirement:

1. Determine the average income of all families residing in all covered developments;
2. Determine the average income of all families residing in each separate covered development;
3. Determine whether each of its covered developments falls above, within or below the Established Income Range. The Established Income Range is from 85 to 115 percent (inclusive) of the average family income (the SMHA-wide average income for covered developments as defined in Step 1), except that the upper limit shall never be less than the income at which a family would be defined as an extremely low income family under 24 CFR 5.603(b);
4. For covered developments having average incomes outside the Established Income Range SMHA may explain or justify the income profile for these developments as being consistent with and furthering two sets of goals: the goals of deconcentration of poverty and income mixing as specified by the statute (bringing higher income tenants into lower income developments and vice versa); and the local goals and strategies contained in SMHA's Annual Plan.
5. Where the income profile for a covered development is not explained or justified in the Annual Plan submission, SMHA shall include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing in applicable covered developments.

Deconcentration Status at Fiscal Year Ending 3/31/2009:

1. Average income of all families residing in all covered developments:
\$12,120.
2. Average income of all families residing in each separate covered development:
Yates Village: \$10,479.
Steinmetz Homes: \$13,760.
3. Established Income Range (85 to 115 percent of the average family income):
\$10,302. to \$13,937.
4. All covered developments have average incomes within the Established Income Range;
no action required.



Financial Resources

Schenectady Municipal Housing Authority
Statement of Financial Resources
FY 2008

Financial Resources from Public Housing

Tenant Rental Income	2,929,240
Non Dwelling Rental Income	74,645
Investment Income	35,157
Other Tenant Income	93,782
Other Income	129,322
State Grants	46,890
Other Federal Grants	170,000
Capital Fund Grants	1,243,582
ROSS Grants	301,440
Congregate Housing Grant	92,063
Operating Subsidy	<u>3,390,086</u>
Total Public Housing Income	<u>8,506,207</u>

Financial Resources from Tenant Based Assistance

Housing Choice Voucher Assistance	7,333,848
HCV FSS Grant	81,356
Shelter Plus Care Grant	267,004
Moderate Rehabilitation Assistance	<u>135,997</u>
Total Tenant Based Income	<u>7,818,205</u>

Combined Public Housing and Tenant Based Resources **16,324,412**

Rent Determination

A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

A statement of policies of the PHA governing rents charged for public housing and HCV (Section 8) dwelling units.

PUBLIC HOUSING

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income;
- C. Minimum Rent;
- D. The welfare rent.

The family will pay the greater of the total tenant payment or the minimum rent of \$25. The family may request a hardship exemption if paying a minimum rent.

The Schenectady Municipal 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 condition, amenities, services, and neighborhood. The Schenectady Municipal Housing Authority determined the market value of the unit and set the rent at the market value. If the formula rent exceeds the market value flat rent, a family may choose to pay a formula lower flat rent.

Eastside AMP

Steinmetz Homes

One Bedroom: \$537
Two Bedroom: \$661
Three Bedroom: \$829
Four Bedroom: \$927
Five Bedroom: \$1066

MacGathan Townhouses

Three Bedroom: \$829
Four Bedroom: \$927
Five Bedroom: \$1066

Maryvale Apartments

Four Bedroom: \$800
(tenant paid utilities)

Downtown AMP

Ten Eyck

Efficiency (0-BR): \$416
One Bedroom: \$537

Schonowee Village

Efficiency (0-BR): \$416
One Bedroom: \$537
Two Bedroom: \$618

Lincoln Heights

Efficiency (0-BR): \$416
One Bedroom: \$537
Two Bedroom: \$618

Yates Village AMP

Yates Village

One Bedroom: \$627
Two Bedroom: \$661
Three Bedroom: \$829
Four Bedroom: \$1056
Five Bedroom: \$1184

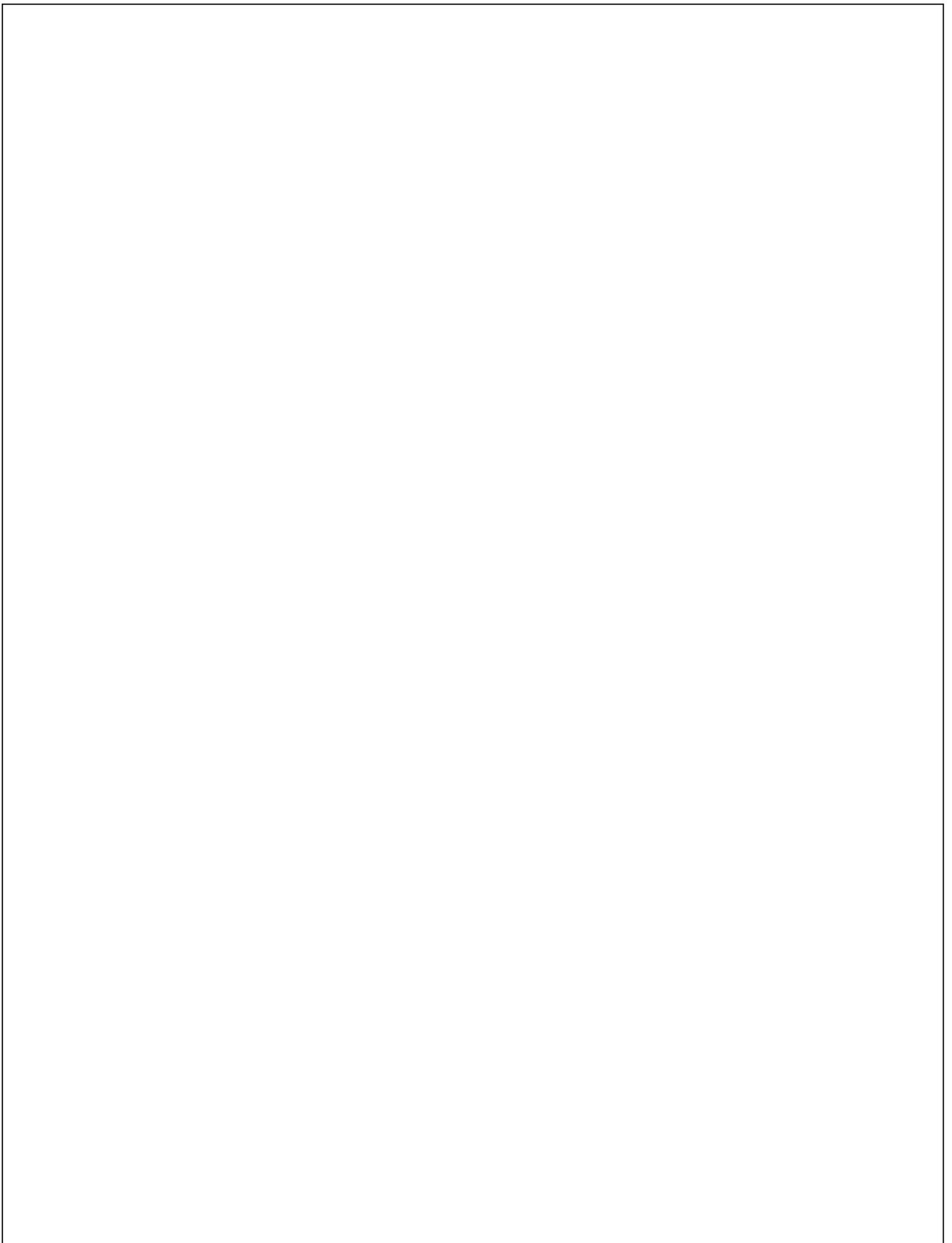
SECTION 8

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income;
- C. Minimum Rent;
- D. The welfare rent.

(Plus any rent above the payment standard.)

The complete Public Housing Admissions and Continued Occupancy Policy and Section 8 Administrative Plan is available to the public upon request.



Operation and Management

A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

MAINTENANCE MANAGEMENT

A Maintenance Management Plan has been adopted for all housing owned and operated by the Schenectady Municipal Housing Authority. The plan was developed from HUD's PIH Maintenance Guidebooks, PIH 95-66.

The Maintenance Management Plan includes the following areas of maintenance operations, and the complete Plan is available to the public upon request:

- Maintenance Program
- Inspection Program
- Pavement Maintenance
- Landscape and general Grounds Maintenance
- Roof and Waterproofing Maintenance
- Painting Maintenance
- Termite, Insect and Rodent Control

The Schenectady Municipal Housing Authority has adopted Integrated Pest Management procedures (IPM) for the prevention and eradication of infestation, and requires contracted pest control companies to follow IPM procedures. Our objective is to manage pest control by the most economical means, and with the least possible hazard to people, property, and the environment. Our Project Managers are responsible for monitoring, record keeping, educating residents and staff, and maintaining good communication between residents regarding pest control.

Our IPM process starts with determining the kind of pests we have and where they are coming from. We then find what is attracting them and remedy the situation by making sure living areas are clean and uncluttered, food is properly stored, trash is properly stored, plumbing or water leaks are repaired, and entry points into apartments and buildings are sealed with pest-proof materials. If necessary, we then proceed to use traps and baits first, along with less-toxic materials.

PROGRAM MANAGEMENT

The Schenectady Municipal Housing Authority operates the following programs:

- Capital Fund Program (Active Grants: 2006-2009): \$6,764,099.
- Capital Fund American Recovery & Reinvestment Act: \$2,065,031.
- Capital Fund American Recovery & Reinvestment Act: \$2,517,500.
- Low Income Public Housing (Operating Fund): \$3,471,980
- Resident Opportunity & Self Sufficiency Grants (5-total): \$1,103,915.
- Section 8 Housing Choice Voucher (HCV) Program: \$7,333,848
- Section 8 HCV Family Self-Sufficiency Program: \$46,887.
- Shelter Plus Care Program: \$450,684.
- Congregate Housing Services Program: \$94,340.
- Moderate Rehabilitation Assistance \$135,997.

Capital Fund Program

The Capital Fund provides funds, annually, to SMHA for the development, financing, and modernization of public housing developments and for management improvements. For more information on how the funds are allocated, please refer to the section of this document that contains the 'Capital Fund Program Annual Statement/Performance and Evaluation Report' and the 'Capital Fund Program Five-Year Action Plan.'

Capital Fund American Recovery & Reinvestment Act

The Schenectady Municipal Housing Authority has received a \$2,065,031. Formula grant to utilize toward its capital needs backlog as contained in its Five-Year Action Plan. The Schenectady Municipal Housing Authority also received a \$2,517,500. competitive grant that will be used for energy related capital needs at Ten Eyck Apartments, Schonowee Village Apartments and Lincoln Heights Apartments.

Low Income Public Housing (Operating Fund)

Public housing was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. The Schenectady Municipal Housing Authority operates three Asset management Projects that consist of seven developments:

- Downtown Asset Management Project
 - o Ten Eyck Apartments
 - o Schonowee Village Apartments

- Lincoln Heights Apartments
- Eastside Asset Management Project
 - Maryvale Apartments
 - MacGathan Townhouses
 - Steinmetz Homes
- Yates Village Asset Management Project
 - Yates Village Apartments

Resident Opportunity & Self Sufficiency Grants

The Schenectady Municipal Housing Authority operates six separate Resident Opportunities and Self Sufficiency (ROSS) grants. ROSS funding is applied to Public Housing residents only. Our ROSS programs are structured to enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, and make progress toward achieving economic independence and housing self-sufficiency.

Section 8 Housing Choice Voucher Program

The Section 8 Housing Choice Voucher Program is HUD's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. The participant is free to choose any housing that meets the requirements of the program. Participants may choose a unit anywhere in the United States if the family lived in the City of Schenectady when the family applied for assistance. Those new voucher-holders not living in the City of Schenectady at the time the family applied for housing assistance must initially lease an apartment within the City of Schenectady for the first twelve months of assistance.

Section 8 HCV Family Self-Sufficiency Program

The HCV Family Self-Sufficiency Program assists Section 8 families with obtaining employment that will lead to economic independence and self-sufficiency. A contract is executed between SMHA and the Section 8 family that specifies goals and services for each family. Family members must fulfill all requirements in order to obtain full benefits. The contract requires that the family comply with the lease, that all family members become independent of welfare, and that the head of the family seek and maintain suitable employment.

Shelter Plus Care Program

The Shelter Plus Care Program provides rental assistance for hard-to-serve homeless persons with disabilities in connection with supportive services funded from sources outside the program.

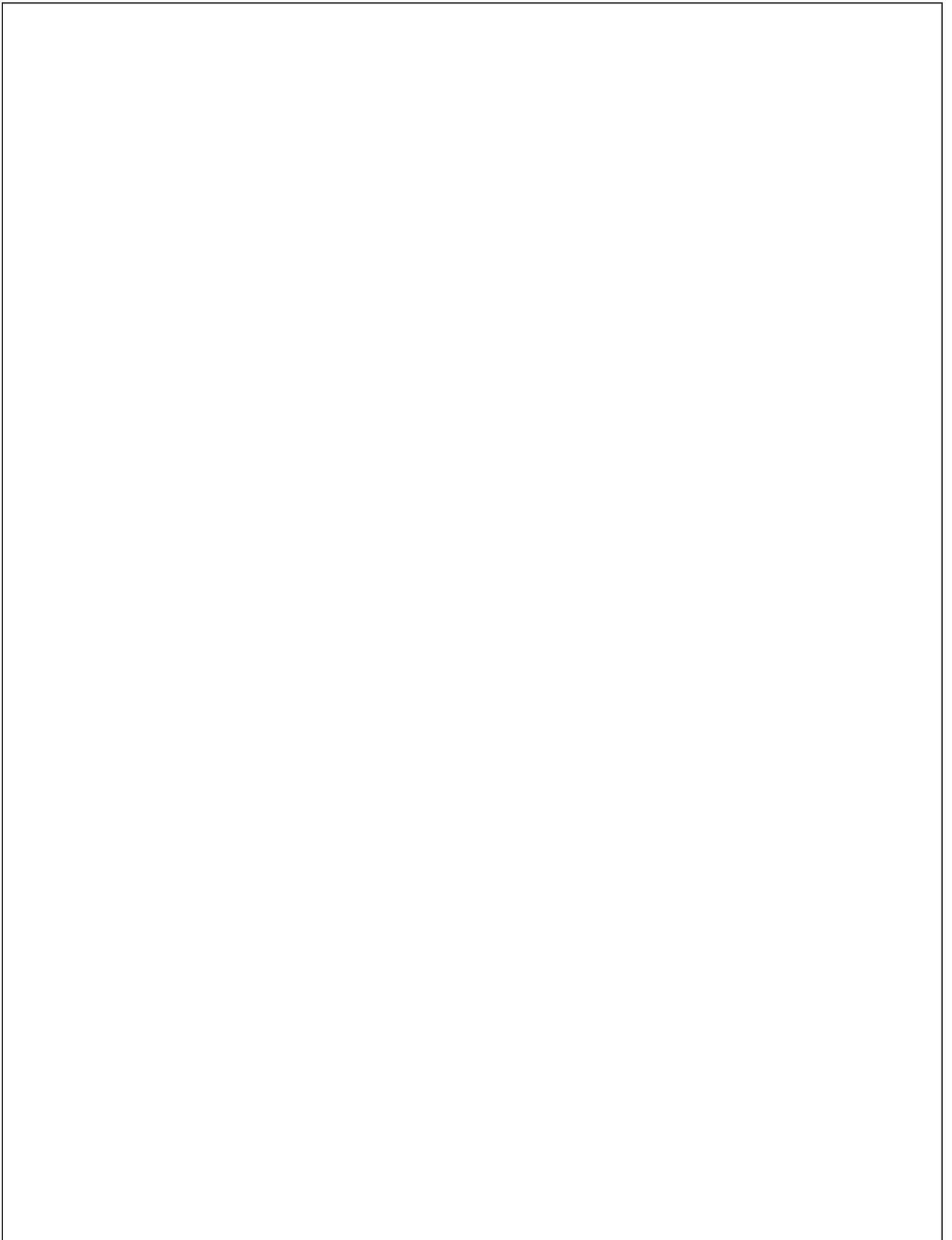
Congregate Housing Services Program

This program prevents premature and unnecessary institutionalization of the frail elderly, nonelderly disabled, and temporarily disabled persons. SMHA's program provides for weekend meals and nonmedical supportive services such as apartment cleaning, transportation to medical appointments, food shopping and assists with many other daily living activities.

Moderate Rehabilitation Assistance Program

The Schenectady Municipal Housing Authority operates a Single Room Occupancy Moderate Rehabilitation Program consisting of 41 participants. Project-based rental assistance is provided for low income families at the Schenectady YMCA.

All policies and procedures that govern our program operations are available to the public upon request.



Grievance Procedures

A description of the grievance and informal hearing and review procedures that SMHA makes available to its residents and applicants.

PUBLIC HOUSING GRIEVANCE PROCEDURES

1.0 RIGHT TO A HEARING

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer.

2.0 DEFINITIONS

For the purpose of this Grievance Procedure, the following definitions are applicable:

- A. **“Grievance”** shall mean any dispute which a resident may have with respect to the Schenectady Municipal Housing Authority’s action or failure to act in accordance with the individual resident’s lease or Authority regulations which adversely affect the individual resident’s rights, duties, welfare or status. Grievance does not include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority’s public housing premises by other residents or employees of the authority; or any violent or drug-related criminal activity on or off such premises; or any activity resulting in a felony conviction. Nor shall this process apply to disputes between residents not involving the Schenectady Municipal Housing Authority or to class grievances.
- B. **“Complainant”** shall mean any resident whose grievance is presented to the Schenectady Municipal Housing Authority or at the development management office in accordance with sections 3.0 and 4.0 of this procedure.
- C. **“Elements of Due Process”** shall mean and eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - 1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - 2. Right of the resident to be represented by Counsel;
 - 3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and
 - 4. A decision on the merits.
- D. **“Hearing Officer”** shall mean a person selected in accordance with section 4.0 of these procedures to hear grievances and render a decision with respect thereto.
- E. **“Resident”** shall mean the adult person (or persons) other than a live-in aide:
 - 1. Who resides in the unit and who executed the lease with the Schenectady Municipal Housing Authority as lessee of the premises, or , if no such person now resides in the premises,
 - 2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.
- F. **“Resident Organization”** includes a resident management corporation.

G. **“Promptly”** (as used in section 3.0, and 4.0 (D)), shall mean within the time period indicated in a notice from Schenectady Municipal Housing Authority of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the agency.

3.0 PROCEDURES PRIOR TO A HEARING

Any grievance shall be promptly and personally presented, either orally or in writing, to the Schenectady Municipal Housing Authority office so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within fourteen (14) calendar days and one copy shall be given to the resident and one retained in the Authority’s resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which the hearing under these procedures may be obtained if the resident is not satisfied.

4.0 PROCEDURES TO OBTAIN A HEARING

4.1 REQUEST FOR HEARING

The resident shall submit a written request for a hearing to the Authority or the development office within fourteen (14) calendar days from the date of the mailing of the summary of the discussion pursuant to section 3.0. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

4.2 SELECTION OF A HEARING OFFICER

A grievance hearing shall be conducted by an impartial person appointed by the Schenectady Municipal Housing Authority other than a person who made or approved the action under review or a subordinate of such person.

The Schenectady Municipal Housing Authority shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization’s comments or recommendations. The Schenectady Municipal Housing Authority shall consider any comments or recommendations by a resident organization.

From this list, a hearing officer shall be selected.

4.3 FAILURE TO REQUEST A HEARING

If a resident does not request a hearing in accordance with this section, then the Schenectady Municipal Housing Authority’s disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the

Schenectady Municipal Housing Authority's action in disposing of the complaint in an appropriate judicial proceeding.

4.4 HEARING PREREQUISITE

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure prescribed in section 3.0 as a condition precedent to a hearing under this section. However, if the resident can show good cause why there was a failure to proceed in accordance with section 3.0 to the hearing officer, the provision of this subsection may be waived by the Hearing Officer.

4.5 ESCROW DEPOSIT

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the Schenectady Municipal Housing Authority claims is due, the resident shall pay the Schenectady Municipal Housing Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the Schenectady Municipal Housing Authority may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of grievance procedure. However, failure to make payment shall not constitute a waiver of any right the resident may have to contest the Schenectady Municipal Housing Authority's disposition of this grievance in any appropriate judicial proceeding.

If a grievance concerns the denial of a financial hardship exemption from the minimum rent requirement of the effect of welfare benefit reductions in the calculation of family income, the requirement for an escrow deposit is waived.

4.6 SCHEDULING OF HEARINGS

Upon the resident's compliance with this section the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the Schenectady Municipal Housing Authority. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the resident and the appropriate agency official.

5.0 PROCEDURES GOVERNING THE HEARING

The resident shall be afforded a fair hearing, which shall include:

- a. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Schenectady Municipal Housing Authority does not

make the document available for examination upon request by the resident, the Schenectady Municipal Housing Authority may not rely on such document at the grievance hearing.

- b. The right to be represented by counsel or other person chosen as the resident's representative, and to have such person make statements on the resident's behalf.
- c. The right to a private hearing unless the resident requests a public hearing;
- d. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority or development management, and to confront and cross examine all witnesses upon whose testimony or information the Schenectady Municipal Housing Authority or development management relies; and
- e. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Officer may determine that the missing party has waived their right to a hearing, without prejudice. Both the Schenectady Municipal Housing Authority and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities:

- a. The Schenectady Municipal Housing Authority shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
- b. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in accessible format.

6.0 INFORMAL HEARING PROCEDURES FOR DENIAL OF ASSISTANCE ON THE BASIS OF INELIGIBLE IMMIGRATION STATUS

The participant family may request that the Schenectady Municipal Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

7.0 DECISION OF THE HEARING OFFICER

The Hearing Officer shall prepare a written decision, together with the reasons therefore, within ten (10) calendar days after the hearing. A copy of the decision shall be sent to the resident and the Schenectady Municipal Housing Authority. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained on

file by the Schenectady Municipal Housing Authority and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the Schenectady Municipal Housing Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Schenectady Municipal Housing Authority determines within reasonable time, and promptly notifies the complainant of its determination, that:

- a. The grievance does not concern Schenectady Municipal Housing Authority action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
- b. The decision of the Hearing Officer is contrary to the applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer in favor of the Schenectady Municipal Housing Authority or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial do novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

SECTION 8 GRIEVANCE PROCEDURES

16.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS

16.1 COMPLAINTS

The Schenectady Municipal Housing Authority will investigate and respond to complaints by participant families, owners, and the general public. The Schenectady Municipal Housing Authority may require that complaints other than HQS violations be put in writing. Anonymous complaints are investigated whenever possible.

16.2 INFORMAL REVIEW FOR THE APPLICANT

A. Informal Review for the Applicant

The Schenectady Municipal Housing Authority will give an applicant for participation in the Section 8 Existing Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the Schenectady Municipal Housing Authority decision. The

notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal review.

B. When an Informal Review is not Required

The Schenectady Municipal Housing Authority will not provide the applicant an opportunity for an informal review for any of the following reasons:

1. A determination of the family unit size under the Schenectady Municipal Housing Authority subsidy standards.
2. A Schenectady Municipal Housing Authority determination not to approve an extension or suspension of a certificate or voucher term.
3. A Schenectady Municipal Housing Authority determination not to grant approval to lease a unit under the program or to approve a proposed lease.
4. A Schenectady Municipal Housing Authority determination that a unit selected by the applicant is not in compliance with HQS.
5. A Schenectady Municipal Housing Authority determination that the unit is not in accordance with HQS because of family size or composition.
6. General policy issues or class grievances.
7. Discretionary administrative determinations by the Schenectady Municipal Housing Authority.

C. Informal Review Process

The Schenectady Municipal Housing Authority will give an applicant an opportunity for an informal review of the Schenectady Municipal Housing Authority decision denying assistance to the applicant. The procedure is as follows:

1. The review will be conducted by any person or persons designated by the Schenectady Municipal Housing Authority other than the person who made or approved the decision under review or a subordinate of this person.
2. The applicant will be given an opportunity to present written or oral objections to the Schenectady Municipal Housing Authority decision.

3. The Schenectady Municipal Housing Authority will notify the applicant of the Schenectady Municipal Housing Authority decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

D. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the Schenectady Municipal Housing Authority will consider evidence of whether the household member:

- A. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
- B. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
- C. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.
- E. Informal Review Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The applicant family may request that the Schenectady Municipal Housing Authority provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the applicant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For applicant families, the Informal Review Process above will be utilized with the exception that the applicant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision to request the review.

16.3 INFORMAL HEARINGS FOR PARTICIPANTS

A. When a Hearing is Required

1. The Schenectady Municipal Housing Authority will give a participant family an opportunity for an informal hearing to consider whether the following Schenectady Municipal Housing Authority decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and Schenectady Municipal Housing Authority policies:
 - a. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
 - b. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the Schenectady Municipal Housing Authority utility allowance schedule.
 - c. A determination of the family unit size under the Schenectady Municipal Housing Authority subsidy standards.
 - d. A determination that a Certificate Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the Schenectady Municipal Housing Authority subsidy standards, or the Schenectady Municipal Housing Authority determination to deny the family's request for an exception from the standards.
 - e. A determination to terminate assistance for a participant family because of the family's action or failure to act.

f. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the Schenectady Municipal Housing Authority policy and HUD rules.

2. In cases described in paragraphs 16.3(A)(1)(d), (e), and (f), of this section, the Schenectady Municipal Housing Authority will give the opportunity for an informal hearing before the Schenectady Municipal Housing Authority terminates housing assistance payments for the family under an outstanding HAP contract.

B. When a Hearing is not Required

The Schenectady Municipal Housing Authority will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

1. Discretionary administrative determinations by the Schenectady Municipal Housing Authority.
2. General policy issues or class grievances.
3. Establishment of the Schenectady Municipal Housing Authority schedule of utility allowances for families in the program.
4. A Schenectady Municipal Housing Authority determination not to approve an extension or suspension of a certificate or voucher term.
5. A Schenectady Municipal Housing Authority determination not to approve a unit or lease.
6. A Schenectady Municipal Housing Authority determination that an assisted unit is not in compliance with HQS. (However, the Schenectady Municipal Housing Authority will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.)
7. A Schenectady Municipal Housing Authority determination that the unit is not in accordance with HQS because of the family size.
8. A determination by the Schenectady Municipal Housing Authority to exercise or not exercise any right or remedy against the owner under a HAP contract.

C. Notice to the Family

1. In the cases described in paragraphs 16.3(A)(1)(a), (b), and (c), of this section, the Schenectady Municipal Housing Authority will notify the family that the family may ask for an explanation of the basis of the Schenectady Municipal Housing Authority's determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.
2. In the cases described in paragraphs 16.3(A)(1)(d), (e), and (f), of this section, the Schenectady Municipal Housing Authority will give the family prompt written notice that the family may request a hearing within 10 business days of the notification. The notice will:
 - a. Contain a brief statement of the reasons for the decision; and
 - b. State this if the family does not agree with the decision, the family may request an informal hearing on the decision within 10 business days of the notification.

D. Hearing Procedures

The Schenectady Municipal Housing Authority and participants will adhere to the following procedures:

1. Discovery
 - a. The family will be given the opportunity to examine before the hearing any Schenectady Municipal Housing Authority documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense. If the Schenectady Municipal Housing Authority does not make the document(s) available for examination on request of the family, the Schenectady Municipal Housing Authority may not rely on the document at the hearing.
 - b. The Schenectady Municipal Housing Authority will be given the opportunity to examine, at the Schenectady Municipal Housing Authority's offices before the hearing, any family documents that are directly relevant to the hearing. The Schenectady Municipal Housing Authority will be allowed to copy any such document at the Schenectady Municipal Housing Authority's expense. If the family does not make the document(s) available for examination on request of the Schenectady Municipal Housing Authority, the family may not rely on the document at the hearing.

Note: The term **document** includes records and regulations.

2. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

3. Hearing Officer

a. The hearing will be conducted by any person or persons designated by the Schenectady Municipal Housing Authority, other than a person who made or approved the decision under review or a subordinate of this person.

b. The person who conducts the hearing will regulate the conduct of the hearing in accordance with the Schenectady Municipal Housing Authority hearing procedures.

4. Evidence

The Schenectady Municipal Housing Authority and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

5. Issuance of Decision

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

6. Effect of the Decision

The Schenectady Municipal Housing Authority is not bound by a hearing decision:

a. Concerning a matter for which the Schenectady Municipal Housing Authority is not required to provide an opportunity for an informal hearing under this section, or that otherwise exceeds the authority of the person conducting the hearing under the Schenectady Municipal Housing Authority hearing procedures.

- b. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.
- c. If the Schenectady Municipal Housing Authority determines that it is not bound by a hearing decision, the Schenectady Municipal Housing Authority will notify the family within 14 calendar days of the determination, and of the reasons for the determination.

E. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

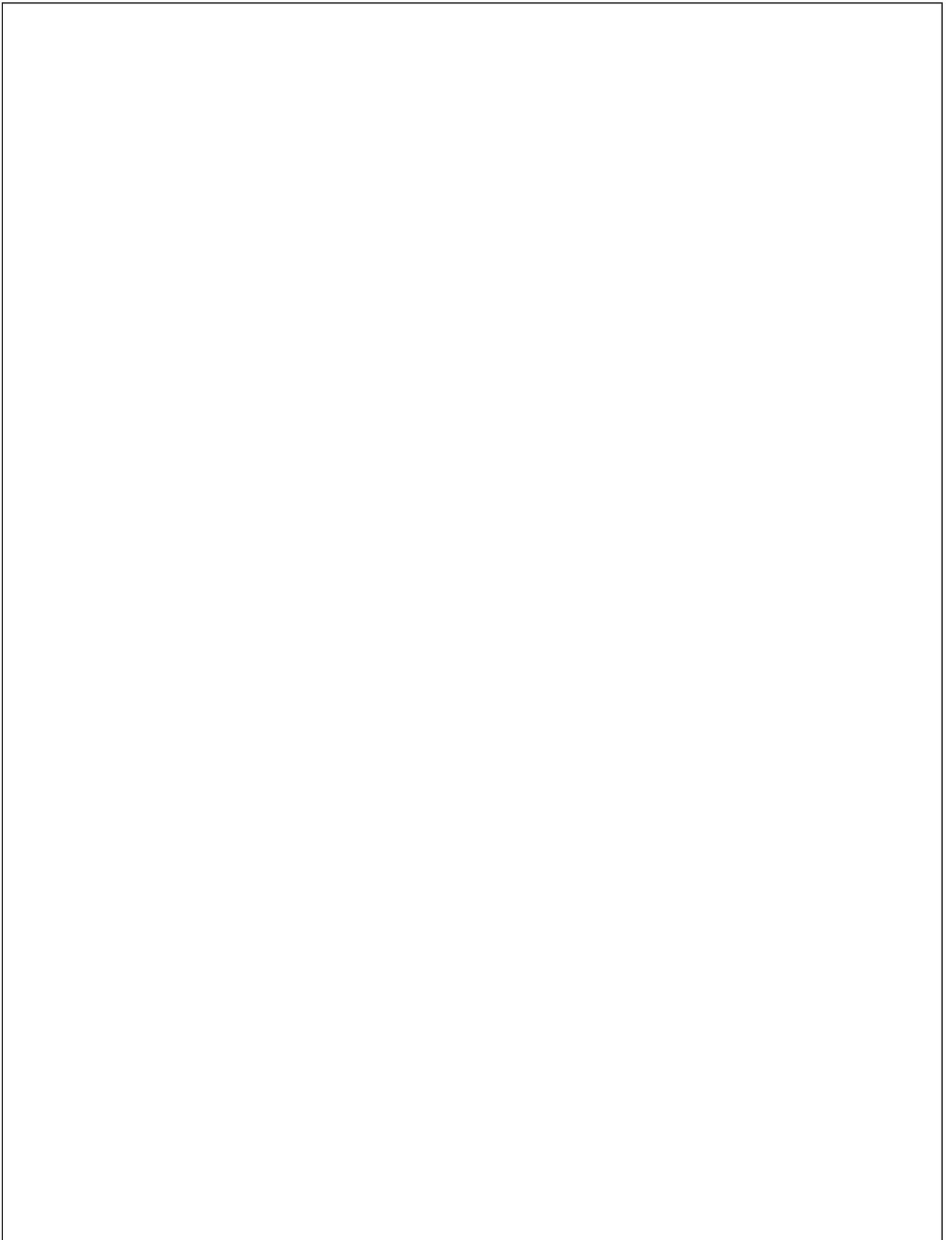
If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the Schenectady Municipal Housing Authority will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

F. Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the Schenectady Municipal Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the *Notice of Denial or Termination of INS Decision*, or of the INS appeal decision.



Designated Housing for Elderly and Disabled Families

With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

1) Development Name and Number

- Ten Eyck Apartments
- NY028000110 (Downtown AMP)

2) Designation Type

- Elderly Families Only

3) Application Status

- New Designated Housing Plan Proposal is under development.

4) Date the Designation was Approved, Submitted, or Planned for Submission

- Planned for submission: Prior to or at the beginning of the FY2010.

5) The Number of Units Affected

- 97

Community Service and Self-Sufficiency

A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

8. Safety and Crime Prevention.

(1) Any programs relating to services and amenities provided or offered to assisted families.

Congregate Housing Services Program

This program prevents premature and unnecessary institutionalization of the frail elderly, nonelderly disabled, and temporarily disabled persons. SMHA's program provides for weekend meals and nonmedical supportive services such as apartment cleaning, transportation to medical appointments, food shopping and assists with many other daily living activities.

Elderly/Disabled Services Coordinator

Through a program titled 'Services Unlimited,' SMHA's Service Coordinator obtains supportive services for the elderly and persons with disabilities who reside in public housing. The program's objective is to help this resident population continue to live in place, independently, without having to move to more expensive assisted care environments. The Service Coordinator is responsible for working with community service providers to tailor services to the needs of eligible residents, and to evaluate service delivery and outcomes.

(2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS.

Resident Opportunity & Self Sufficiency Grants

The Schenectady Municipal Housing Authority operates five separate Resident Opportunities and Self Sufficiency (ROSS) grants. Our ROSS programs are structured to enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, and make progress toward achieving economic independence and housing self-sufficiency. SMHA's Neighborhood Networks centers provide access to computers, computer training, the Internet, GED classes through the Schenectady City School District, and youth training through the Boys & Girls Clubs of Schenectady.

- 2006 Neighborhood Networks Grant
- 2006 ROSS Family/Homeownership Grant
- 2007 ROSS Family/Homeownership Grant
- 2007 Neighborhood Networks Grant
- 2008 ROSS Public Housing Family Self-Sufficiency Grant

(3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements.

The Schenectady Municipal Housing Authority's Admissions and Continued Occupancy Policy language outlining the community service requirements:

14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

14.1 GENERAL

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

14.2 EXEMPTIONS

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

- A. Family members who are 62 or older
- B. Family members who are blind or disabled as defined under 216 (1) or 1614 of the Social Security Act (42 U.S.C. 416) (1) and who certifies that because of this disability he/she is unable to comply with the Community Service requirement.
- C. Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph B above.
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance benefits or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

14.3 NOTIFICATION OF THE REQUIREMENT

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

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

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 4/1/2001. For family=s paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

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

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

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

14.5 THE PROCESS

At the first annual reexamination on or after April 1, 2001, and each annual reexamination thereafter, the Schenectady Municipal Housing Authority will do the following:

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

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

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

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

14.7 OPPORTUNITY FOR CURE

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

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

14.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

In implementing the service requirement, the S.M.H.A. may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

Safety and Crime Prevention

For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

(i) A description of the need for measures to ensure the safety of public housing residents.

Just as drug and violent crime is creeping into every neighborhood in the City of Schenectady, we too experience violent crime and drug crime in Public Housing developments. When HUD eliminated the Public Housing Drug Elimination Program funding in 2001, SMHA lost about \$250,000 a year that was budgeted toward crime and drug prevention programs and security initiatives. We continue to fund a part-time Tenant Investigator, a Security Coordinator, a Security Guard Service Contract, and contracted Schenectady Police Officer patrols.

(ii) A description of any crime prevention activities conducted or to be conducted by the PHA

SECURITY COORDINATOR

A contracted Security Coordinator oversees all aspects of SMHA's security programs. Summary of responsibilities:

- Supervise off-duty after hours police program, operated in conjunction with the City Police Department.

- Oversee the security program contracted to a private security service, involving the provision of security guard at the Ten Eyck, Schonowee Village, Lincoln Heights developments.

- Compile and analyze crime statistical data, including multi-year trend analysis of crime on SMHA property.

- Involve residents in promoting better security in their own developments, thru such means as attendance at Resident Association meetings, initiating or supporting Neighborhood Watch Programs, etc.

- Propose the purchase and use of various security devices where appropriate, and report deficiencies and needed repairs to SMHA facilities and equipment in so far as these affect security.

- Provide coordination between SMHA personnel/resident leaders, and law enforcement agencies including the Schenectady Police Department, Schenectady County Sheriff's Department, New York State Police, and, when appropriate, Schenectady County District Attorney's Office and Federal Law Enforcement Agencies, to properly address criminal conduct on Public Housing property.

- Improve communication between SMHA residents and the SPD regarding criminal conduct.

- Assess and improve upon physical facilities safety to ensure the utmost security and safety for SMHA staff and residents.

SECURITY GUARD SERVICE

SMHA contracts with a Security Guard Service for protection of three SMHA public housing apartment complexes and the residents of these complexes located in downtown Schenectady. The apartment complexes are: Ten Eyck Apartments (approx. 98 occupied units), Lincoln Heights (approx. 105 occupied units), Schonowee Village (approx. 242 occupied units). A uniformed and New York State certified security guard tours the entire facility on foot, documents findings, maintains daily activity log sheets, incident reports, and other records. Upon discovery of any criminal or suspicious act, or upon fire detection or emergency situations, the security guard promptly notifies the proper Law Enforcement Agency or Fire Department.

TENANT INVESTIGATOR

SMHA employs a Tenant Investigator to work directly with Project Managers, Occupancy Specialists and other SMHA staff. Summary of responsibilities:

- Follow up on all credible complaints by tenants alleging possible lease violations by other tenants.
- After investigating possible lease violation hold Administrative Conference with offending tenant, leading to exoneration, vacating apartment in lieu of eviction, or action to seek eviction.
- Keep complete case records of each complaint or situation, including the disposition of the case.
- Prepare files and records for SMHA Counsel's use in prosecuting a charge(s) leading to eviction.

UNIFORMED CONTRACTED POLICE PATROLS

Uniformed off-duty police officer patrol public housing property at times when criminal activity is likely to occur. They perform such activity as:

- Check for parking violations
- 911 hang-up response
- Disburse loitering of large and small groups
- Advise tenants against lease violation activity
- Check unsecured areas
- Vehicle moving violations
- Walking the beat and communicating with residents

CCTV

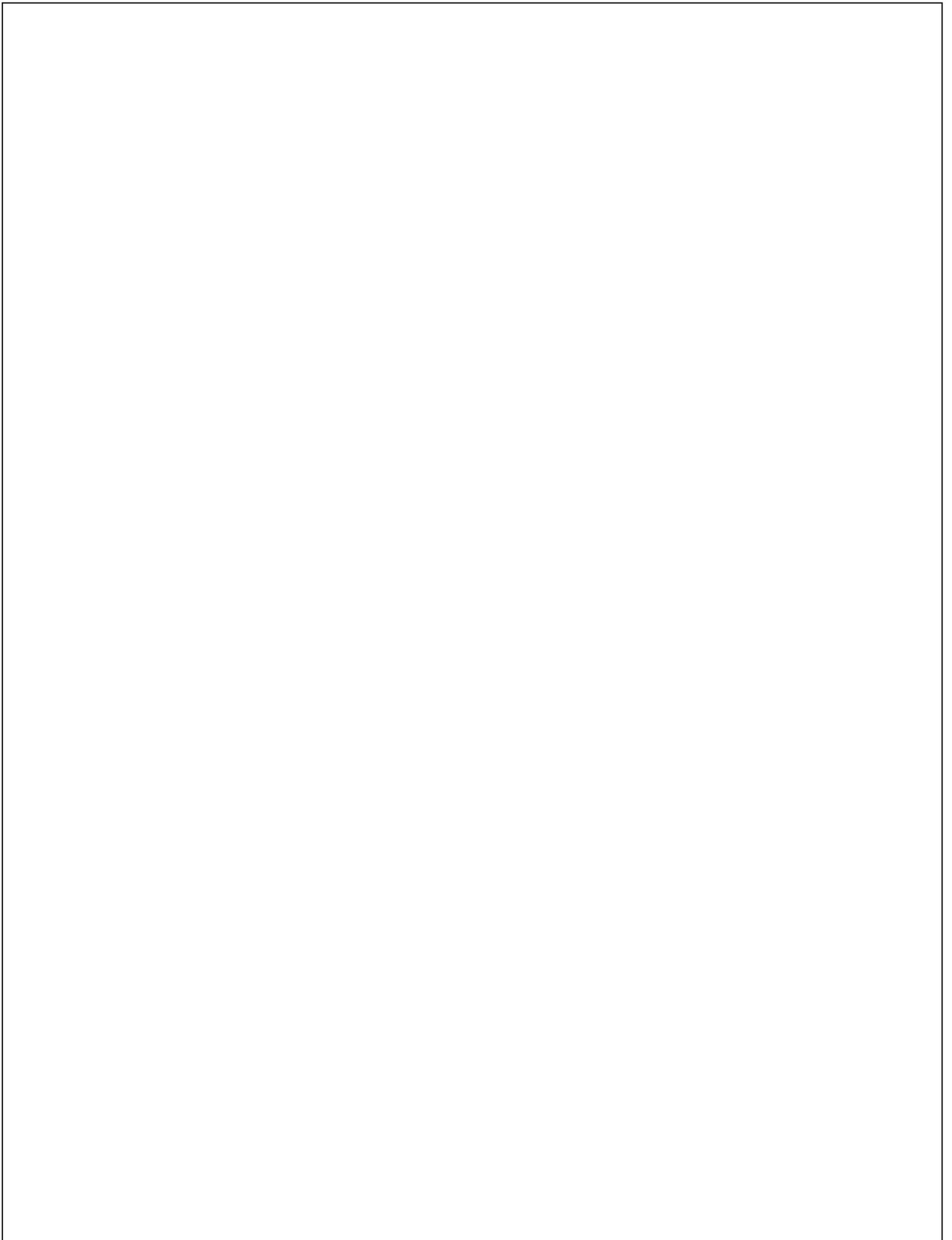
A major component of SMHA's crime prevention strategy is the installation of closed circuit television cameras on public housing property. The Housing Authority and the District Attorney are collaborating to expand the existing Public Safety Camera Project by adding 83 cameras to our public housing developments, and adjoining neighborhoods. Cameras can be viewed via a secure internet setting or operated from a base station at the SPD. Cameras are monitored live to interdict illegal street activity and support undercover operations. Images are also archived for review.

(iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities

The Schenectady Police Chief Michael Chaires, Assistant Chiefs and patrol officers communicate constantly with the Executive Director, SMHA security staff and Project Managers during the criminal investigations strategy development, and have developed a close working relationship. SMHA personnel attend Office of Field Intelligence meetings on a monthly basis (an invitation only, confidential meeting with all levels of law enforcement) where information is exchanged on drug activity and crime in Public Housing and the City.

The Schenectady County Sheriff department assists SMHA with its public housing applicant screening process through fingerprinting and FBI criminal background check services. If a criminal record is detected by the Sheriff, SMHA pays a fee to initiate a thorough background of national FBI criminal records.

To ensure compliance with the HUD requirement to restrict sex offenders from public housing who have a lifetime registration requirement, SMHA's Security Coordinator gathers data on registered offenders through the local police department, and every applicants is checked at the New York State Department of Criminal Justice on-line sex offender database.



Pets

A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing

20.0 PET OWNERSHIP POLICY

20.1 GENERAL REGULATIONS

In accordance with HUD regulations, a Public Housing Authority will attempt to accommodate both pet owning and non-pet owning applicants according to the Schenectady Municipal Housing Authority's eligibility, selection, admission, and pet ownership policies. No person shall be denied occupancy based on pet ownership.

Note: This policy was established for senior's units and approved by HUD in 1988.

Note: This policy was revised to include Family Developments effective April 1, 2001.

20.2 DEFINITION OF PETS

Common household pets shall be defined as dogs, cats, birds, fish, turtles, or caged rodents traditionally kept in the home for pleasure rather than for commercial purposes. The keeping of snakes and other reptiles shall be prohibited. Any animal deemed to be potentially harmful to the health or safety of others including, but not limited to, attack or fight trained dogs will not be allowed.

20.3 NUMBER OF PETS ALLOWED

Only one pet per apartment is allowed at any time unless permission is granted for additional pets by the Housing Authority. This request must be in writing. Any pet must be licensed according to local regulations in the name of the tenant.

20.4 SPAYING OR NEUTERING

All cats and dogs must be spayed or neutered and documentation of this must be furnished to the Housing Authority.

20.5 WEIGHT

Dogs weighing more than 20 lbs will not be permitted, turtles weighing more than 16 oz will not be permitted. Caged rodents weighing more than 2 lbs will not be permitted. Fish tanks in excess of 10 gallons will not be permitted.

20.6 INOCULATION AND HEALTH CARE REQUIREMENTS

Tenants must on request provide proof that pet has received the following shots:

DOGS

- Distemper, hepatitis, leptospirosis, (two types), parvovirus, parasite influenza, kennel cough. These are administered in one shot each month until the dog reaches four (4) months of age; annually thereafter.
- Rabies-one shot at six (6) months of age and every three years thereafter.
- A blood test for heartworm and medication (liquid or pill) for all dogs once each year. (Medication will not be dispensed without blood tests first.) Medication should be given to dogs from May to December each year.

- Ear mites - appear as a tan or dark brown waxy build-up on inside of ears. Vets must check and dispense ear drops as needed.

CATS

- Panleukopenia (feline distemper), calici virus, rhinotrachitis. These are to be administered annually.
- Rabies-administered annually or every three years, depending on vaccine need. Any vaccine is only good for one year if the cat is under one year of age.
- Ear mites - appear as a tan or dark brown waxy build-up on inside of ears. Vet must check and dispense ear drops as needed.

20.7 ADDITIONAL CARE REQUIRED FOR BOTH DOGS AND CATS - MUST INCLUDE THE FOLLOWING:

- Odors/dermatitis (skin problems) - flea/tick sprays or powders must be used as needed.
- All dogs and cats must be brushed often for hygienic purposes.
- Toe nails - cats should have a type of scratching post or have toe nails clipped by a Vet or a pet groomer. Dogs should also have toe nails clipped.
- All animals must have an annual check-up and receive new certification of inoculation by a licensed Veterinarian or State or Local official.
- Use water and Clorox or other strong disinfectant if animal inadvertently urinates, sprays or defecates in an apartment.

20.8 LEASE REGULATIONS

All dogs and cats must be on a leash not longer than four (4) feet when out of the apartment.

20.9 LIMITATIONS

Dogs and cats are not allowed in any community rooms, laundry rooms in any building, community kitchens, bathrooms, FIC building, hallways or offices in any of its sites.

No outside cages may be constructed.

20.10 TENANT=S ABILITY TO TAKE CARE OF PET

Doctor=s certificate must be provided to verify individual=s ability to care for a pet.

20.11 EMERGENCY CARE GIVER

Tenant must identify and document willingness of a third party (third party must sign) who will, within ten hours, remove and care for the pet. In the event that the designated party cannot be reached, or fails to act within 24 hours, the Schenectady Municipal Housing Authority will turn the pet over to the Humane Society. There will be a \$25.00 charge should the Schenectady Municipal Housing Authority have to remove said animal.

20.12 CAT LITTER TRAY

Tenants owning a cat shall provide a litter tray for the animal's use in his or her apartment. Waste is to be separated from kitty litter daily, placed in a properly wrapped trash bag, and properly disposed of. Kitty litter is to be changed twice weekly and disposed of in properly wrapped trash bags. Under no circumstances is kitty litter to be flushed in the toilet. Properly wrapped litter should be disposed of in the incinerator, or double bagged and placed in the proper trash container.

20.13 EXCRETION

Dogs and cats shall not be permitted to excrete anywhere in buildings (other than cats using a litter box in the apartment). Tenants shall be responsible for immediately removing dog feces dropped anywhere; placing the same in a bag or small container and disposing of the same properly.

20.14 CHARGE FOR FAILURE TO REMOVE PET WASTE

A charge of \$10.00 will be levied each time to pet owners who fail to remove pet waste in accordance with rules stated in number 12 & 13.

20.15 SECURITY DEPOSIT

A \$100.00 security deposit shall be charged to owners of dogs and cats. This amount will be applied, if necessary, for services for clean-up and extermination necessary because of the pet upon the tenants vacating of the premises. These monies must be paid in full prior to permitting said pet in unit.

20.16 THREAT DUE TO PET

If a pet becomes vicious, displays symptoms of severe illness or demonstrates other behavior that constitutes an immediate threat, health or safety of the tenancy as a whole, the Housing Authority may request that the pet owner immediately remove the pet from the rental unit. If the pet owner refuses the removal of the pet or if the Housing Authority is unable to contact the pet owner, the Housing Authority may contact the appropriate State or Local authority (or designated agent of such and authority) to have the pet immediately removed from the rental premises.

20.17 PET RULE VIOLATION PROCEDURES

If the Housing Authority determines on the basis of objective facts supported by written statements that a pet owner has violated a rule governing the keeping of pets, the

Housing Authority shall serve a notice of pet rule violation on the pet owner. The notice of pet rule violation must be in writing and must:

- a. Contain a brief statement of the factual basis for the determination in the pet rule or rules alleged to be violated:
- b. State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances removal of the pet) or to make a written request for a meeting to discuss the violation;
- c. State that the pet owner=s failure to correct the violation, to request a meeting or to appear at a requested meeting, may be resulting in initiation of procedures to have pet removed or to terminate the pet owner=s tenancy, or both.

20.18 PET RULE VIOLATION MEETING

If the pet owner makes a timely request for a meeting to discuss a pet rule violation, the Housing Authority shall establish a mutually agreeable time and place for the meeting no later than fifteen (15) days from the effective date of the notice of the pet violation. At the pet rule violation meeting, the pet owner and the Housing Authority shall discuss any alleged pet rule violation and attempt to correct it. The Housing Authority may, as a result of the meeting, give the pet owner additional time to correct the violation. If the parties are unable to resolve the problem, the Housing Authority may inform the pet owner, in writing, that the pet must be removed from the premises within ten (10) days of the pet rule violation meeting.

20.19 NOTICE OF PET REMOVAL

If the Housing Authority determines that the pet owner has failed to correct the pet rule violation within the time provided under paragraph b (1) of this section (including any additional time permitted by the owner) the Housing Authority may serve a notice on the pet owner requiring the pet owner to remove the pet. The notice must be in writing and must (1) contain a brief statement of the factual basis for the determination of the pet rule that has been violated; and (2) state that the pet owner must remove the pet within ten (10) days from the effective date of the notice; and (3) state that the failure to remove the pet may result in initiation of procedures to have the pet removed or terminate the pet owners tenancy, or both.

20.20 COMMENCEMENT OF PROCEDURES TO REMOVE A PET OR TERMINATE THE PET OWNER=S TENANCY

If the Housing Authority determines that (1) a pet owner has not removed the pet or corrected the pet rule violation within the applicable time period specified in this section, (including any additional time permitted by the Housing Authority) and (2) the pet rule violation is sufficient to begin proceedings to have the pet removed or

terminate the pet owner=s tenancy under terms of the lease and applicable regulations, the Housing Authority may commence such procedures.

20.21 DAMAGES

Pet owners will be charged for all violations and damages caused by the pet according to posted rates.

20.22 SIGNATORIES

All tenants with pets shall sign this pet policy.

20.23 EXCLUSIONS

This policy does not apply to service animals, support animals, assistance animals, or therapy animals that are used to assist persons with disabilities. These animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors. The person requesting this exclusion to the Pet Policy of this housing authority must have a disability and the accommodation must be necessary to afford the person with a disability an equal opportunity to use and enjoy a dwelling.

To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the person’s disability. The Schenectady Municipal Housing Authority will verify the existence of the disability, and the need for the accommodation— if either is not readily apparent. Accordingly, persons who are seeking a reasonable accommodation for an emotional support animal will be required to provide documentation from a physician, psychiatrist, social worker, or other mental health professional that the animal provides support that alleviates at least one of the identified symptoms or effects of the existing disability.

In addition, the Schenectady Municipal Housing Authority is not required to provide any reasonable accommodation that would pose a direct threat to the health or safety of others. Thus, if the particular animal requested by the individual with a disability has a history of dangerous behavior, we will not accept the animal into our housing. Moreover, we are not required to make a reasonable accommodation if the presence of the assistance animal would (1) result in substantial physical damage to the property of others unless the threat can be eliminated or significantly reduced by a reasonable accommodation; (2) pose an undue financial and administrative burden; or (3) fundamentally alter the nature of the provider’s operations.

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe and sanitary manner and to refrain from disturbing their neighbors.

20.24 MISCELLANEOUS RULES

Pet bedding shall not be washed in any common laundry facilities.

All dogs must wear a tag bearing the resident=s name and telephone number and the date of the latest rabies inoculation.

Owners are responsible to provide to the Housing Authority a picture of the dog or cat.

Pets cannot be kept, bred or used for any commercial purpose

Fiscal Year Audit

The results of the most recent fiscal year audit for SMHA

The most recent audit is for the period ended March 31, 2008. A complete copy of the audit is available upon request.

The audit for the period ended March 31, 2009 shall be added to this document upon completion and approval by HUD, which will occur in the early part of 2010.

Asset Management

A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

Asset Management Statement

HUD's review of SMHA's conversion to asset management began on July 9, 2008, with a visit from an independent contractor for property management review purposes. A financial compliance desk review was also initiated at that time. On September 29, 2008, HUD notified us of their assessment that SMHA has demonstrated a successful conversion to asset management.

The staff is engaged in an ongoing plan that includes an assessment of physical property and its long term viability, a review of all financial data and operations, and the best methods of achieving our mission to provide quality subsidized housing for eligible people. Our Project Managers are enthusiastic about their role in the new management plan, and are making marked improvements to the financial, physical and occupancy related performance of their respective asset management projects.

Our three Asset Management Projects are Yates Village, the Eastside and Downtown.

Yates Village Asset Management Project

Current Status

Yates Village is our largest family development. This 300 unit property sits in the northernmost part of the City, isolated from many of the downtown services and public transportation bus routes.

Since its initial construction in 1950, changes have occurred that respond to resident's needs. A program rich environment was created that includes: a daycare center managed by the YWCA; a Boys and Girls Clubs Program facility with a fully equipped computer education center for adults and children; program space for after school tutoring; GED classes; an on-site Family Self Sufficiency Program office, and more. The programs are popular and well utilized by families occupying Yates Village, and we plan to maintain and grow the facility as part of the overall asset management plan.

Although the project is aging, the brick structures are in very good physical condition, and interior apartment modernization has kept the maintenance costs reasonable. Recent upgrades to lighting, concrete steps and porches, and numerous energy conservation improvements have improved the long term viability of the site.

Future of the AMP

Our current plan for this project is to maintain it for future use as a Public Housing property.

Strategy

Address the project's energy needs via an energy performance contract. An Energy Performance Contract of more than \$70 million is nearing completion. A contract has been awarded for the expansion of the on-site maintenance facility. It will accommodate offices for

the Project Manager, occupancy staff and maintenance staff, and more space for vehicles, equipment and warehousing. We will maintain and grow the services facility as part of the overall asset management plan, and manage it to become financially self-sustaining through office space rental proceeds.

One of our challenges at Yates Village is managing a large number of families in a limited area, and simultaneously curbing lease violations that include unauthorized persons residing in units, nuisance and violent crime, and drug crime. With on-site property management and an intensive focus to refine screening, admissions and eviction policies, we will see great progress in this area.

Eastside Asset Management Project

Current Status

The Eastside Asset Management Project consists of three family housing developments: Steinmetz Homes, MacGathan Townhouses, and Maryvale Apartments. This is a sound grouping as Steinmetz Homes and MacGathan Townhouses are neighboring properties, and Maryvale Apartments is only an eight unit property.

Steinmetz Homes was built in 1943, and neighboring MacGathan Townhouse was built in 1973. Steinmetz consists of 50 separate buildings which contain 244 units, and MacGathan is 50 units among 14 buildings. The properties are centrally located for public transportation and easy access to downtown merchants and services.

The Steinmetz Family Investment Center facility opened in 1996, and currently houses self-sufficiency and other services for residents to utilize, including a Boys and Girls Clubs Program facility, and a fully equipped computer education center for adults and children.

The brick structures at Steinmetz are in good physical condition. MacGathan is in excellent physical condition, with many recent improvements occurring to building exteriors and grounds. Maryvale's 8 unit townhouses are also in excellent condition inside and out.

Future of the AMP

Our current plan for this AMP is to maintain the developments for future use as Public Housing property.

Strategy

Several capital projects are scheduled including kitchen and appliance upgrades, heating systems, porch entryways and roadway paving. An Energy Performance Contract of more than \$70 million is nearing completion. Manage the Family Investment Center to become financially self-sustaining through office space rental proceeds.

Downtown Asset Management Project

Current Status

The Downtown Asset Management Project consists of three elderly and disabled housing developments: Ten Eyck Apartments, Schonowee Village, and Lincoln Heights. They are neighboring developments within walking distance of each other.

Schonowee Village is one of the oldest developments in the nation, completed in 1938, with 210 units. The infrastructure is in good working order, and the brick exterior requires some physical improvements. Ten Eyck is a 7 floor high rise completed in 1963, and is in good physical condition, with 101 units. Lincoln Heights, 105 units opened in 1943, is also in good condition.

Future of the AMP

Our current plan for this AMP is to maintain the developments for future use as Public Housing property.

Strategy

Many of the recent capital projects for this AMP have occurred through the energy performance that is nearing completion. To keep pace with the low-income housing market for the elderly, we continue to modernize common hallways in Ten Eyck. Exterior brick replacement and pointing has occurred at Schonowee Village. A recent competitive ARRA grant will bring nearly \$500,000 in energy conservation improvements to this AMP.

Violence Against Women Act

A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

The Schenectady Municipal Housing Authority adopted a policy on the Violence Against Women Act on September 25, 2007 (Resolution #45/09/07), for the purpose of reducing domestic violence, dating violence and stalking, and to prevent the victims of such violence from becoming homeless. This policy has been incorporated into the SMHA Admissions and Continued Occupancy Policy, the SMHA Shelter Plus Care Policy, and the SMHA Housing Choice Voucher Administrative Plan.

It is the Schenectady Municipal Housing Authority's goal to support and assist victims of domestic violence, dating violence, sexual assault, or stalking, in that prior to taking adverse action against an applicant or tenant, any reported domestic situation is reviewed and considered against the rights afforded to them by the Violence Against Women Act. The Schenectady Municipal Housing Authority collaborates with, and makes referrals to, domestic violence professionals at the local YWCA, City Mission and Department of Social Services.

General Services

There are approximately three million dollars worth of human services provided to all tenants and in some cases neighbors on one or more of our seven public housing sites in the City of Schenectady. Most, but not all, of these services are offered at our Family Investment Center at Steinmetz Homes, or our Family Self Sufficiency Center at Yates Village.

Specialized Services

Foremost among these would have to be our referrals to the YWCA Domestic Violence Program, which includes a Domestic Violence Shelter, a long-term housing placement program, and domestic violence counseling. It is the preeminent domestic violence program in the City. They receive special notification from the Schenectady Police Department whenever a domestic violence problem is discovered. Domestic violence counselors can see victims on site when desired, although we have found that often victims do not want to be seen visiting with a counselor on-site and prefer to be counseled at the main YWCA.

We provide space for YWCA run licensed child care center at the FSS Center at Yates Village. As a part of our ROSS training voucher program, we underwrite residual costs to the tenant for child care after other available dollars are accounted for (YWCA/SMHA Memorandum of Agreement is available for public review at the main Administrative Office). This program which combines training subsidies, child care and transportation assistance is ideally suited to assist victims of violence get back on their feet and has been used as such.

Helping Victims Maintain Housing

Of prime importance would have to be our VAWA Policy which we have incorporated as part of our PH ACOP, our Section 8 Administrative Plan, and our Shelter Plus Care Policy Manual (VAWA policy statement is available for review at main Administrative office). This policy provides assurance that SMHA has considered the ramifications of the Violence Against Women Act, and has made local provisions to insure compliance and more. We also have many MOA/Referral Agreements with various agencies dealing with domestic violence victims,

troubled families, foster care prevention programs, Headstart and early childhood development programs, etc. to encourage their clients to fill out housing applications.

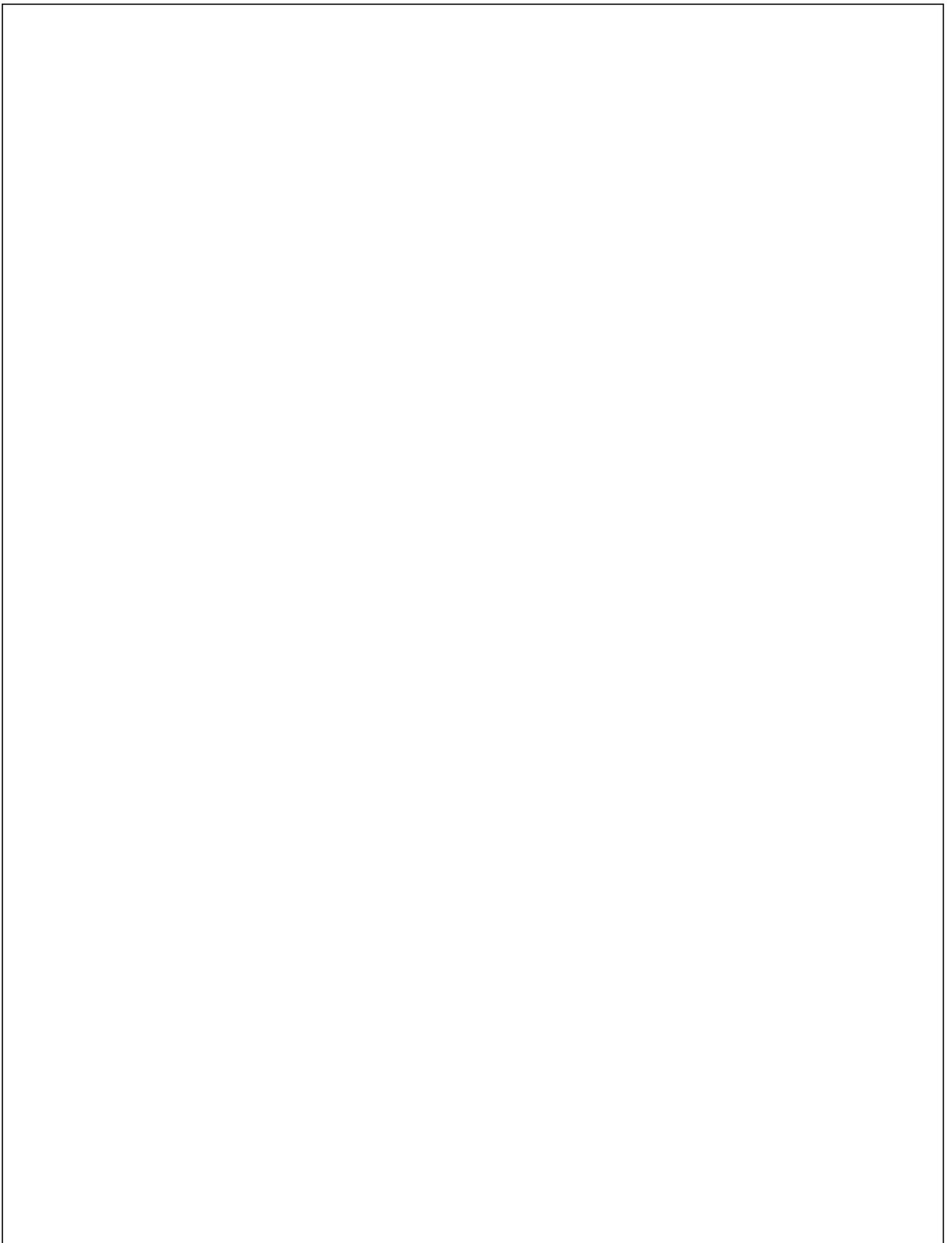
Preventing Violence and Enhancing Victim Safety

We have for many years encouraged and assisted victims of domestic violence in seeking orders of protection. We have also complemented their efforts by filing “Persona Non Grata” letters affecting violent spouses and other violent criminals with the Schenectady Policy Department. This allows police to arrest at will these individuals on public housing property.

We consider victim requests for apartment transfer when tenant safety matters are concerned.

As far as prevention is concerned, we emphasize referral of ALL public housing tenants to needed service. We encourage all staff persons to assist tenants in acquiring the services they need. This effort is magnified in the case of those families we enroll in the Family Self Sufficiency Program. We have open, unlimited enrollment in this program with HUD approved voluntary capacity levels far above the required slots.

We also co-sponsor a “Father’s Housing Program” along with Parsons Child and Family Center and Family and Child Services of Schenectady (Father’s Housing Program Agreement available for review at the Administrative Office). Together we staff and provide meeting space to a group of custodial and non-custodial fathers living in Schenectady County, who are determined to be and become responsible and supportive fathers, regularly paying court ordered child support, spending time with their children, etc.



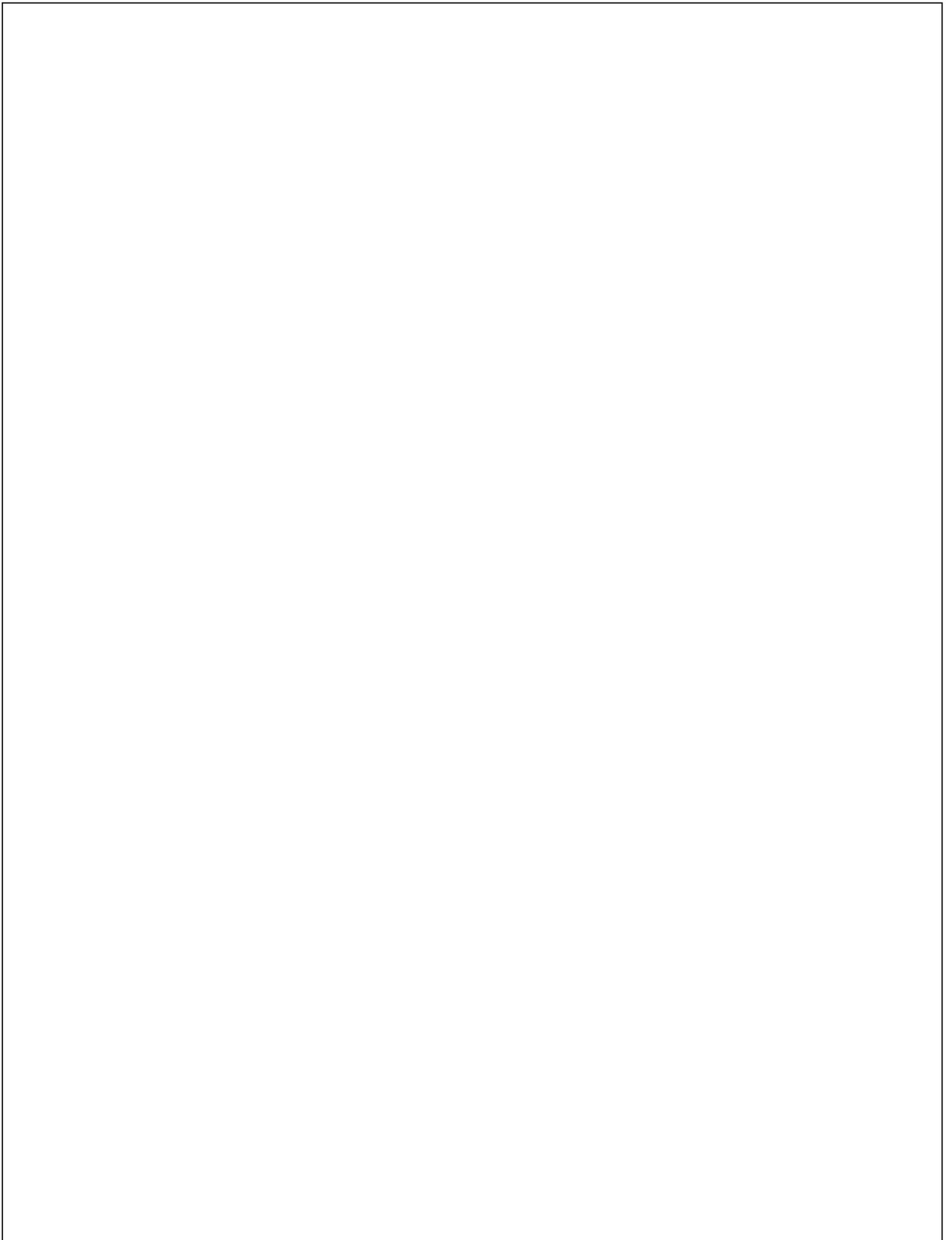
Hope VI Mixed Finance Development

Hope VI or Mixed Finance Modernization or Development. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals.

Section (j)(2) of the Public Housing Reform Act defines severely distressed public housing as a public housing project (or building in a project) that:

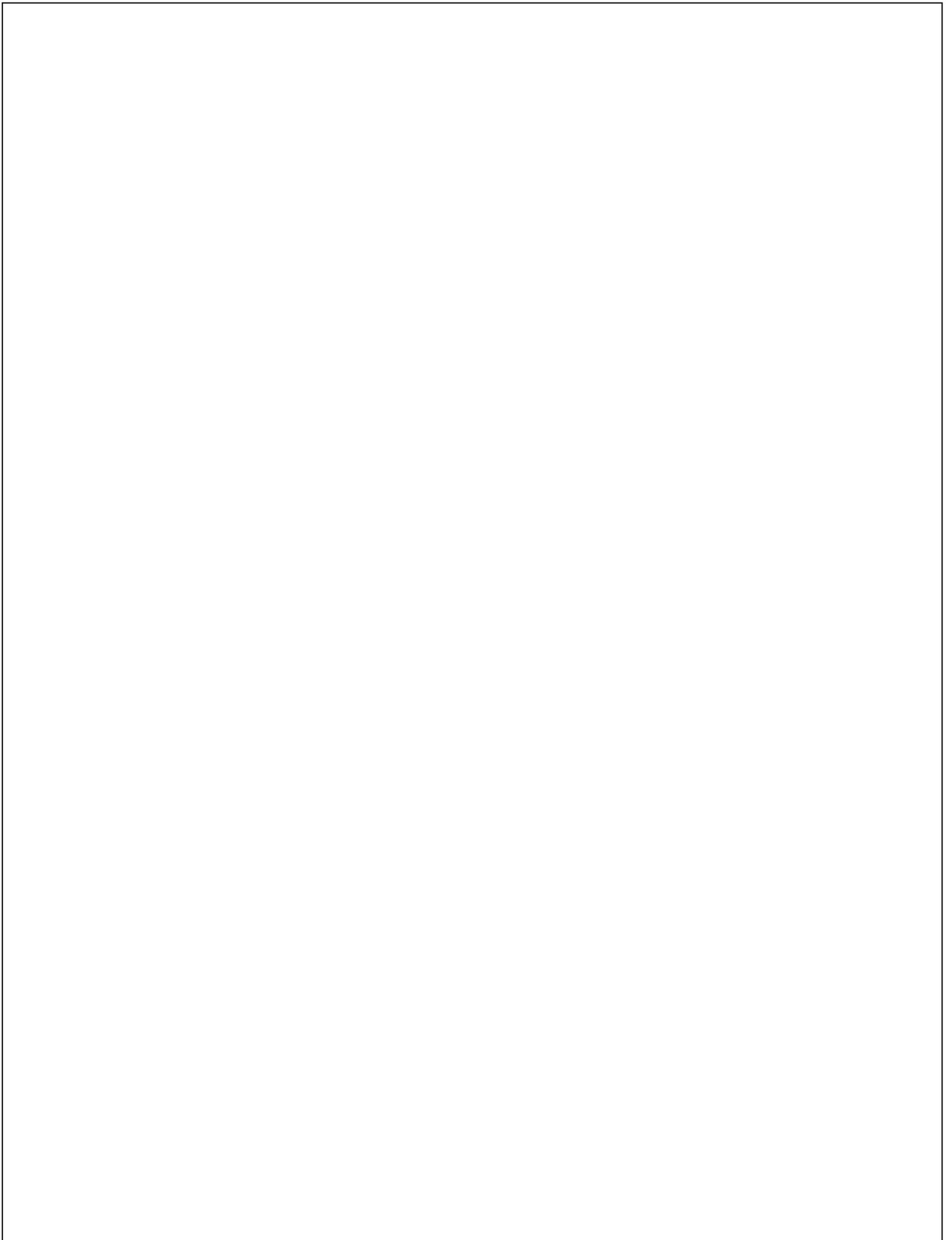
- (A) (i) requires major redesign, reconstruction or redevelopment, or partial or total demolition, to correct serious deficiencies in the original design (including inappropriately high population density), deferred maintenance, physical deterioration or obsolescence of major systems and other deficiencies in the physical plant of the project;
- (ii) is a significant contributing factor to the physical decline of and disinvestment by public and private entities in the surrounding neighborhood;
- (iii) (I) is occupied predominantly by families who are very low-income families with children, are unemployed, and dependent on various forms of public assistance; or
- (II) has high rates of vandalism and criminal activity (including drug-related criminal activity) in comparison to other housing in the area;
- (iv) cannot be revitalized through assistance under other programs, such as the program for capital and operating assistance for public housing under this Act, or the programs under sections 9 and 14 of the United States Housing Act of 1937 (as in effect before the effective date under section 503(a) of the Quality Housing and Work Responsibility Act of 1998), because of cost constraints and inadequacy of available amounts; and
- (v) in the case of individual buildings, is, in the Secretary's determination, sufficiently separable from the remainder of the project of which the building is part to make use of the building feasible for purposes of this section; or
- (B) that was a project described in subparagraph (A) that has been legally vacated or demolished, but for which the Secretary has not yet provided replacement housing assistance (other than tenant-based assistance).

The Schenectady Municipal Housing Authority anticipates continuing its plan to modernize and revitalize apartments, buildings, developments and grounds of all seven developments through means other than Hope VI funding. Funding will continue through the Capital Fund Program grant, Energy Performance Contract programs, weatherization funds through the State of New York, and other opportunities. If conditions change so that any of our buildings or developments meet the definition of severely distressed public housing, then Hope VI funding will be pursued.

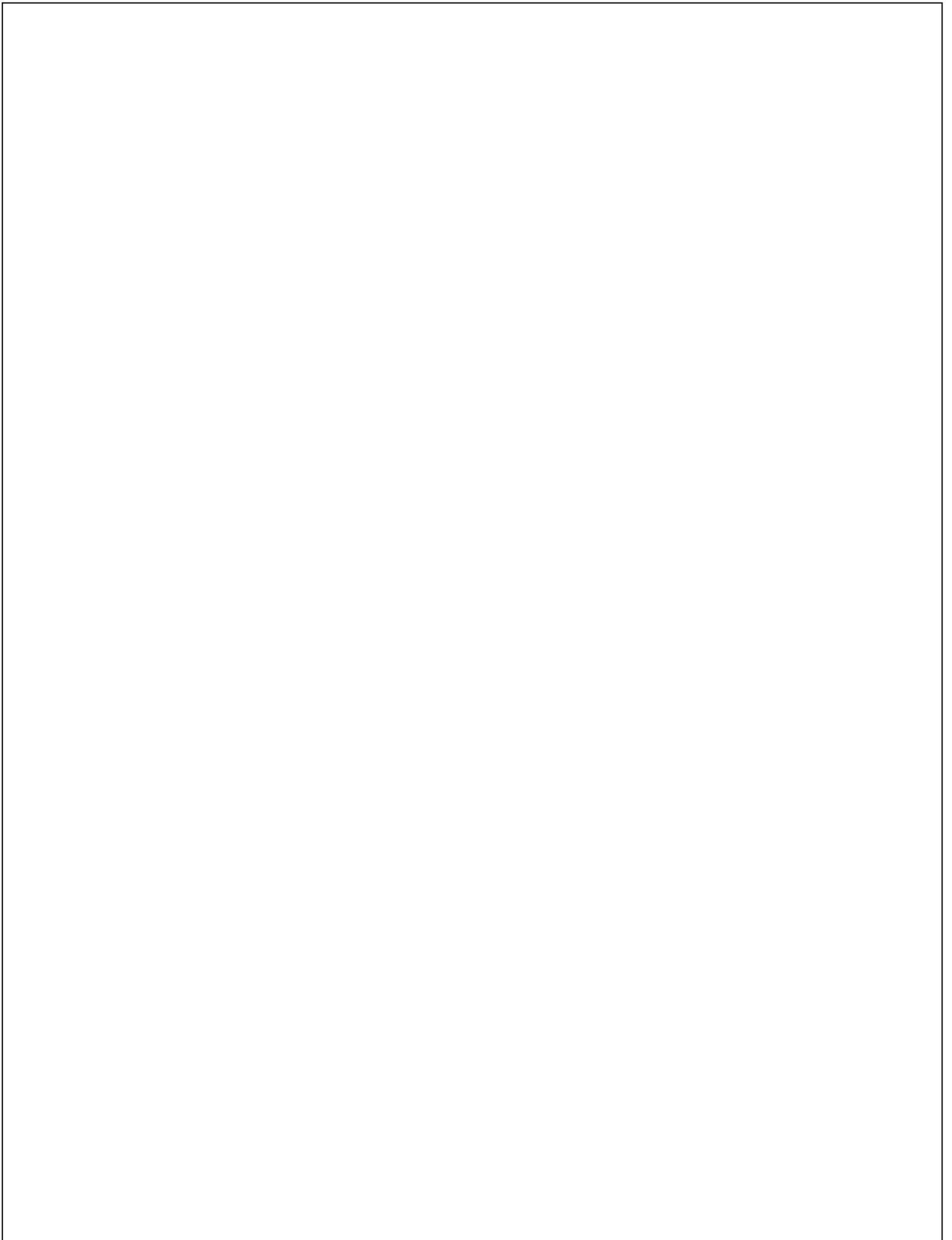


Demolition and/or Disposition

With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition.

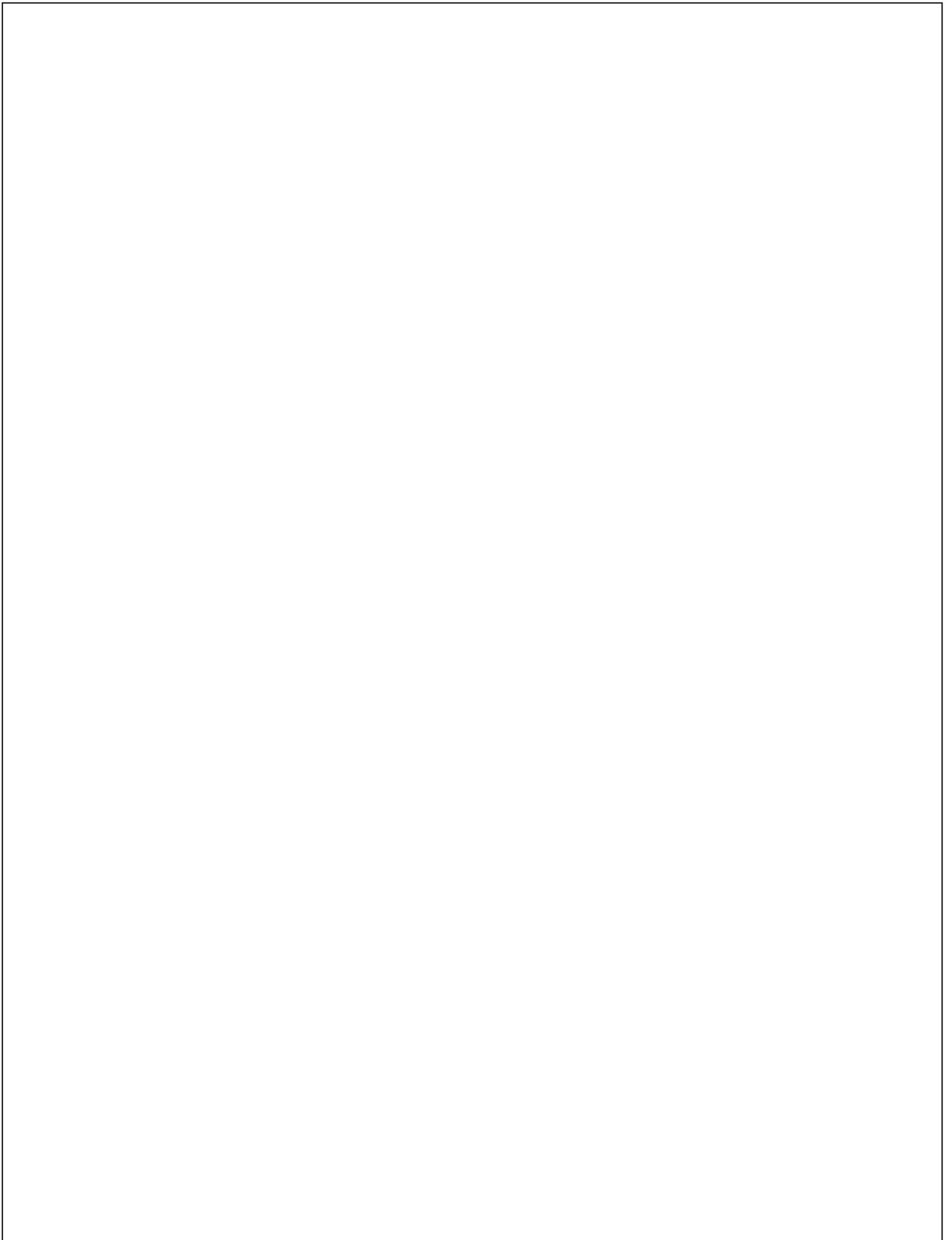


The Schenectady Municipal Housing Authority is not planning for the demolition or disposition of any housing subject to its Annual Contributions Contract with HUD and the United States of America.



Conversion of Public Housing

With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion.



The Schenectady Municipal Housing Authority is not required to convert any building or buildings to tenant-based assistance, nor does the Schenectady Municipal Housing Authority plan any voluntarily conversion.

Homeownership

A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

SECTION 8

The Schenectady Municipal Housing Authority began its Section 8 Voucher Homeownership Program on January 1, 2002, based on the final rule published in the Federal Register on September 12, 2000. We currently have 25 families that have purchased homes, with two closings that occurred in 2009. We are under contract with Better Neighborhoods, Inc. for the provision of homeownership counseling. Currently, there are three Section 8 participants enrolled in homeownership counseling with Better Neighborhoods, Inc.

PUBLIC HOUSING

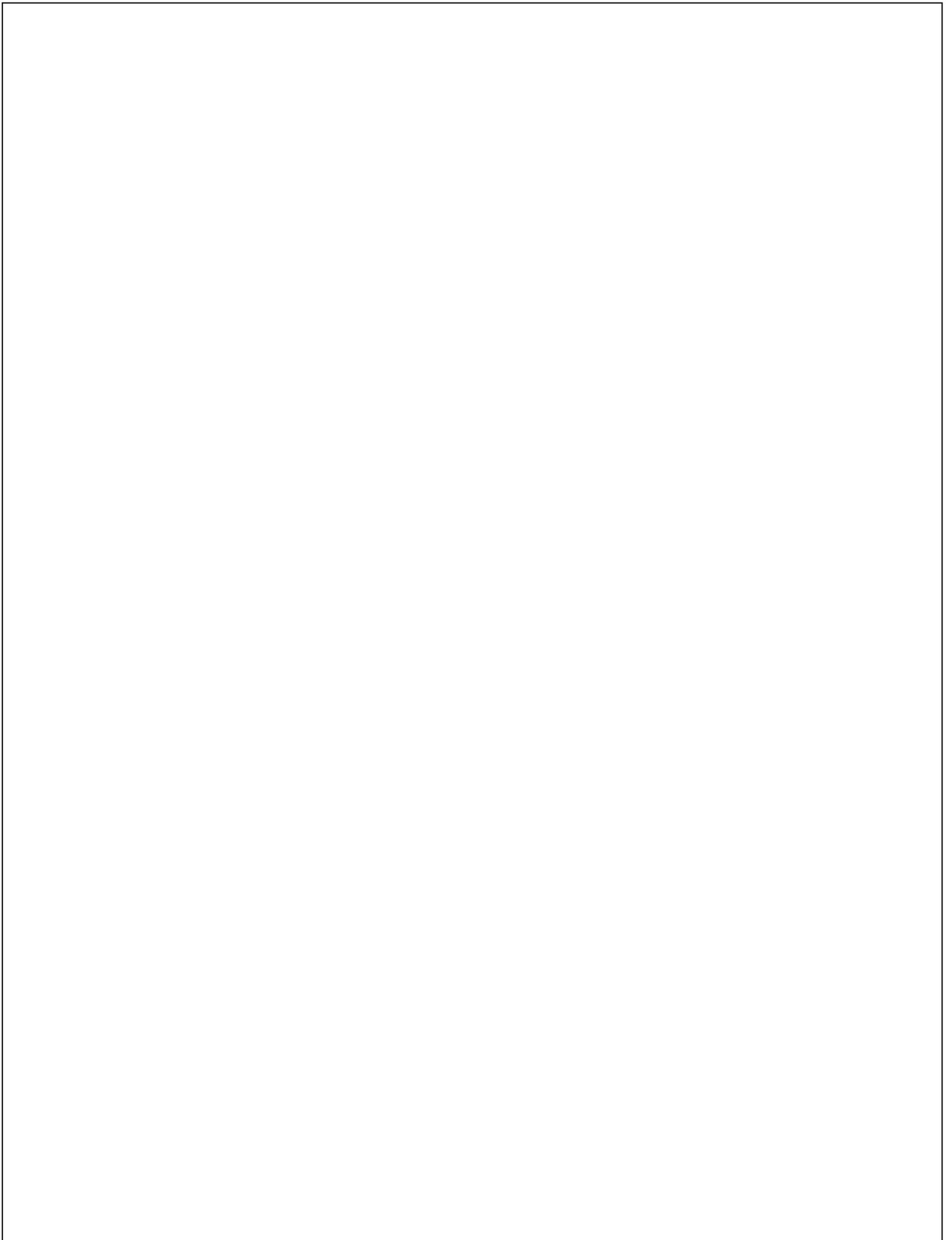
The Schenectady Municipal Housing Authority was awarded three Resident Opportunity and Supportive Service Family-Homeownership Grants – 2005, 2006, 2007. (Unfortunately, HUD stopped funding the program after 2007.) The programs are specifically designed to provide public housing residents with employment training and counseling, transportation, child care assistance, homeownership counseling, credit counseling and High School Equivalency Diplomas in an effort to give them a better chance of becoming economically self-sufficient. The goal is to leave public housing to become a first time homeowner. Training vouchers are utilized to engage residents in formal training and education programs, and in turn provide residents with the opportunity to enter occupations that are in high demand in the local area.

SECTION 8 & PUBLIC HOUSING

In partnership with Schenectady County One Stop Center and local health care facilities, the Schenectady Municipal Housing Authority recently applied for \$3,245,438 to the U.S. Department of Labor's Health Care Training and Job Placement Program (American Recovery & Reinvestment Act). We propose to implement a program that will enable Schenectady County residents, including Public Housing and Section 8 residents, to obtain training and employment in the health care sector. The targeted population will include unemployed, dislocated and incumbent workers. The trainings will target the skills and competencies in demanded by the health care sector. All trainings will result in employer-, industry- recognized certificates or degrees that will lead to licensure or Registered Apprenticeship certificates or degrees.

We intend to outreach to employers in the health care sector to identify employees that would be good candidates for additional training thus moving along a career path.

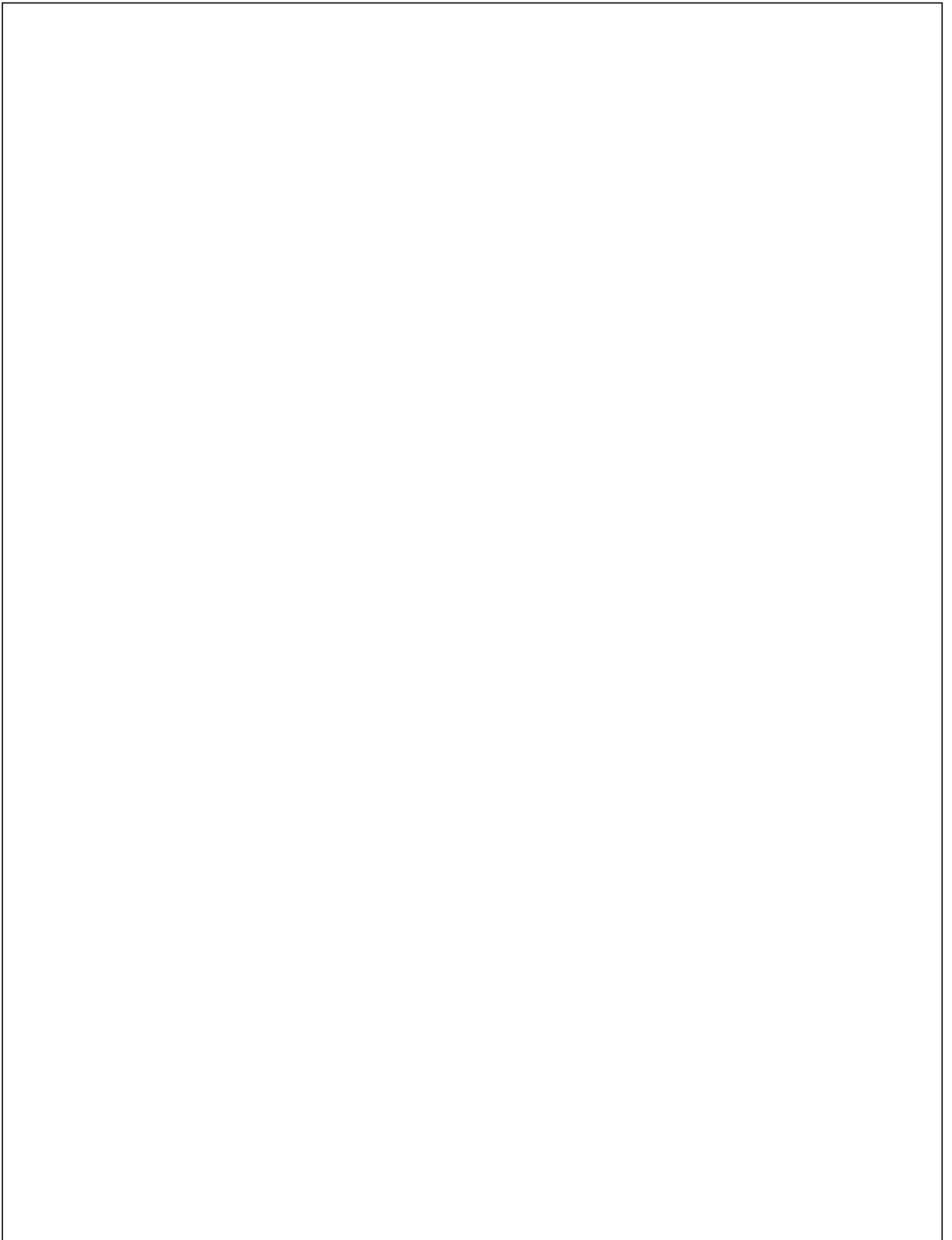
Most training will be offered both day and evening throughout the local area allowing individuals to select convenient times and locations and they are easily accessible via public transportation. The proposed project includes supportive services such as child care and transportation assistance and intensive case management.



Project-based Vouchers

If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with the Plan.

The Schenectady Municipal Housing Authority has no plans for Project-basing any number of vouchers at the time this Plan is being developed. However, if Project Basing becomes a an objective, we will proceed with the process to amend the Annual and 5-Year Plan due to a substantial deviation.



Capital Fund Program Annual Statement

**Capital Fund Program Annual
Statement/Performance & Evaluation Report (form HUD-50075.1) is
included as a separate attachment.**

Capital Fund Program 5-Year Action Plan

Capital Fund Program Five-Year Action Plan (form HUD-50075.2) is included as a separate attachment.

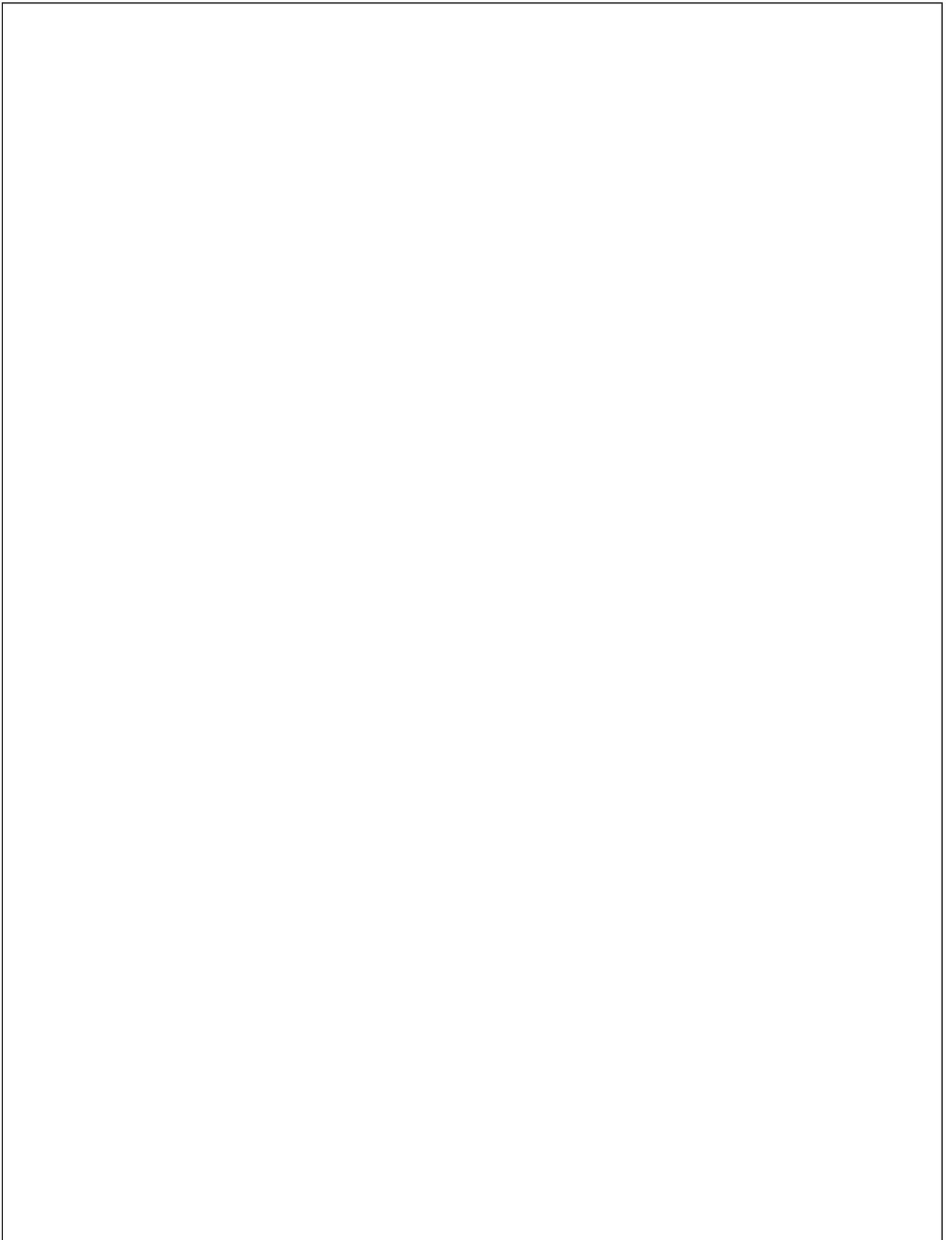
Capital Fund
Performance & Evaluation Reports

2006-2009

(Included as a separate attachment)

Capital Fund Financing Program

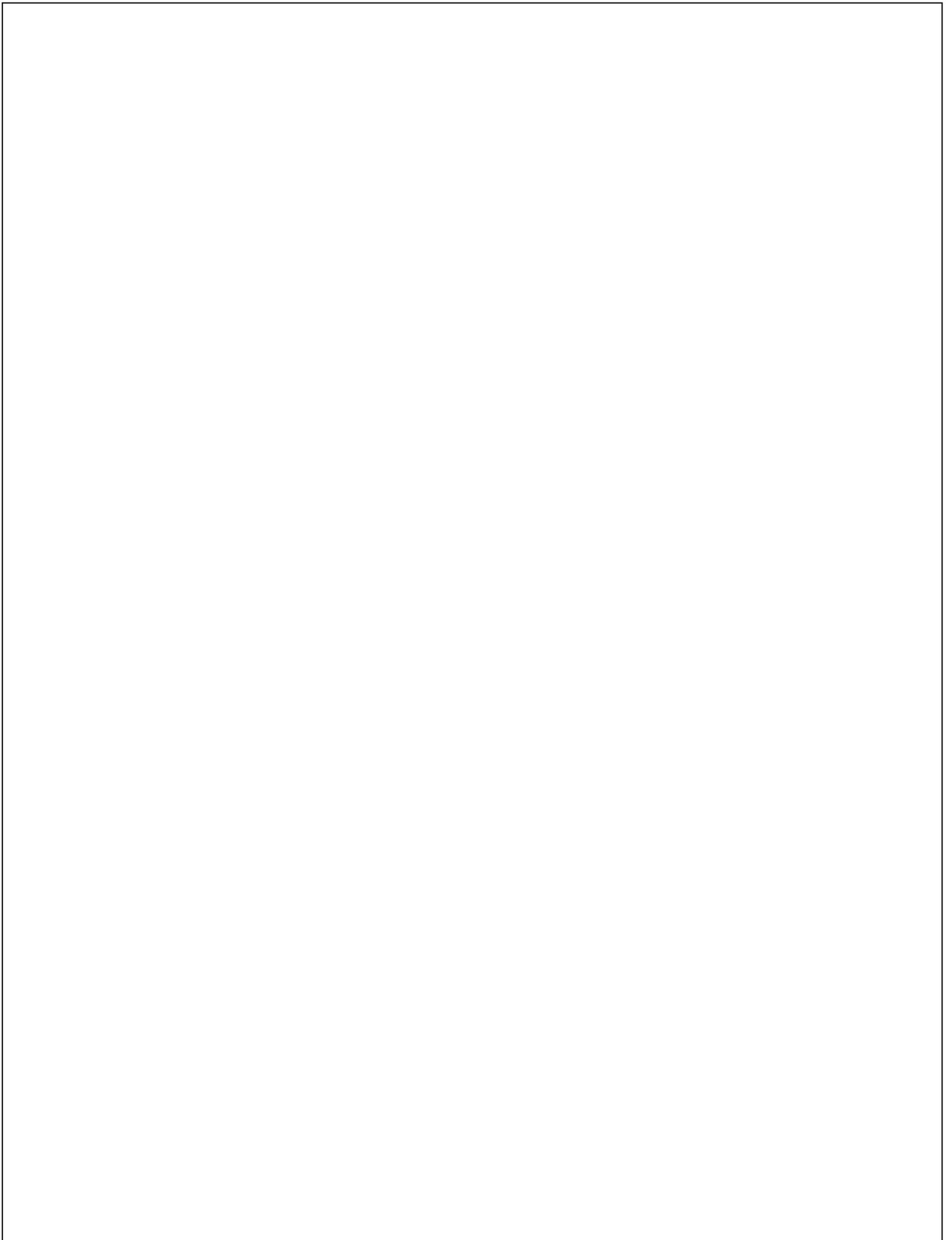
Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds.



The Schenectady Municipal Housing Authority has not pledged any portion of its Capital Fund Program funds to repay debt incurred to finance capital improvements.

Housing Needs

Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs.



HOUSING NEEDS

City of Schenectady Consolidated Plan

Goal - Community Planning and Development Programs

The Consolidated Plan of the City of Schenectady states that its overall goal of the community planning and development programs covered by the Consolidated Plan is to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities principally for low and moderate-income persons. This statement is consistent with the mission of the Schenectady Municipal Housing Authority: to provide decent, safe, sanitary, and affordable housing for low and moderate income residents from the City of Schenectady, in an environment rich with programs, services, opportunities, and incentives for achievement.

Housing and Community Development Needs

The following excerpt Housing and Community Development Needs section of the City's 2009 Action Plan outlines both the specific housing need of various groups within the City and the community development problems that must be addressed.

Housing Needs

By 1950, 82.8% of the City's housing stock had already been built. According to 2000 data, there were approximately 2,308 substandard owner-occupied housing units. This represents 17% of the total of owner-occupied units. The housing needs of renters shows that there were 6,483 substandard rental units within City boundaries. This represents 45% of all rented units.

Among the needy groups are first time homebuyers who cannot meet down payment requests, elderly households, single headed households, and growing ethnic and minority populations. Further, the City has identified a need for housing and supportive services specifically targeted toward the HIV+/AIDS population.

Homeless Needs

According to the 2004 Continuum of Care gap analysis statistics, there were 514 homeless persons in the City of Schenectady

Community Development Needs

There is a need for a wide variety of public services including services for youth and crime awareness; neighborhood facilities and housing; infrastructure improvements; and economic development activities including employment training.

Public and Assisted Housing Needs

Among the available assisted housing are 1,003 units of conventional public housing. In addition, housing subsidies are available to 1,286 households through the Section 8 program.

The most current data indicates that there are 319 households on the waiting list for public housing and 940 households on the Section 8 designation waiting list.

Other Needs

With 99% of the City's housing stock built prior to 1978, it is assumed that all units will contain some level of lead-based paint hazards.

The City of Schenectady has seen a definite increase in the number of confirmed HIV+/AIDS cases (as of February 1995). There were 64 confirmed cases. The need for housing and supportive services for this population is increasing as well.

Statements on Public Housing from the City's 2009 Action Plan

Public housing units account for 35.6% of the affordable housing units citywide, while all Housing Authority units (public housing and section 8 units) account for 81.2% of the affordable housing units citywide. There are currently about 478 households of the waiting list.

Housing Needs in the City of Schenectady – Renter Families

"Overall" needs column provides an estimated number of renter families that have housing needs. For the remaining characteristics, we rated the impact of that housing factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." N/A is used to indicate that no information is available upon which to make an assessment.

Housing Needs of the Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <30% of AMI	5,840	4	2	3	3	2	3
Income >30% but <80% AMI	4,149	4	2	3	3	2	3
Income >50% but <80% AMI	1,729	4	3	3	3	2	3
Elderly	4,709	4	3	3	4	2	3
Families with Disabilities	N/A	4	4	4	4	4	4
White	10,367	N/A	N/A	N/A	N/A	N/A	N/A
Black	1,060	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	236	N/A	N/A	N/A	N/A	N/A	N/A
Other	118	N/A	N/A	N/A	N/A	N/A	N/A

Waiting List - Section 8 Housing Choice Voucher Program

Total on List			
List currently closed. Will open in 2010.	554		
Race			
White	220		
Black	285		
American Indian	3		
Asian	21		
Pacific Islander	5		
Blank	20		
	554		
Ethnicity			
Hispanic	110		
Non-Hispanic	423		
Blank	21		
	554		
Disabled			
	169		
Elderly			
	40		
HH Size	30%	50%	80%
1	167	177	178
2	121	142	146
3	84	98	98
4	67	73	73
5	33	39	39
6	10	10	10
7	4	6	6
8	1	1	1
9	1	1	1
(2 undetermined)	488	547	552

Waiting List – Public Housing Program

Total on List				
List currently closed. Will open in 2010.	807			
Race				
White	438			
Black	332			
American Indian	9			
Asian	22			
Pacific Islander	5			
Blank	1			
	807			
Ethnicity				
Hispanic	229			
Non-Hispanic	576			
Blank	2			
	807			
Disabled				
	177			
Elderly				
	50			
HH Size	30%	50%	80%	
1	343	367	375	
2	175	192	198	
3	94	110	111	
4	49	55	56	
5	41	44	44	
6	9	12	12	
7	1	2	2	
8	0	0	0	
9	1	1	1	
(8 over 80%)	713	783	799	

Brief Description of Strategy to Address Housing Needs

Maximize the number of affordable units available to SMHA within its current resources by:

- Employ effective maintenance and management policies to minimize the number of public housing and housing choice voucher units off-line;
- Reduce turnover time to renovated public housing units;
- Maintain or increase housing choice voucher utilization rates by marketing the program to landlords.

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

- Exceed HUD/Federal targeting requirements for families at or below 30% of AMI in public housing and the housing choice voucher program;
- Maintain rent policies to support and encourage work.

Target available assistance to the elderly

- Seek designation of public housing for the elderly

Target available assistance to families with disabilities

- Affirmatively market to local non-profit agencies that assist families with disabilities

Conduct activities to affirmatively further fair housing

- Counsel housing choice voucher program participants as to the location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the housing choice voucher program to owners outside of areas of poverty or minority concentration.

Providing home ownership opportunities for low-moderate income persons

- SMHA intends to operate and carry forward its Section 8 Homeownership Program, supporting present enrollees, enrolling new families, and issuing Housing Choice Vouchers to those who are bankable and in a position to close on homes.

Providing assistance to tenants to keep rents within 30% of income

- Lease 1,010 units of public housing;
- Issue 1,328 housing choice vouchers to assist families to rent or buy homes and apartments;
- Issue 30 vouchers to individuals/families enrolled in our Shelter Plus Care program;
- Consider our ability to apply for and utilize additional Section 8 vouchers.

Advocating for security deposits and rental payments to at-risk population to prevent homelessness

- This work is done locally through the Community Crisis Network. The lead agency for this program is the Schenectady Community Action Program, with whom we cooperate fully. SCAP is our prime partner in the Shelter Plus Care program, doing services coordination.

Providing single room occupancy transitional housing units for homeless individuals

- Continue to administer the housing end of a 41 unit Section 8 SRO program with the YMCA supplying the physical units.

Providing transition housing for homeless families

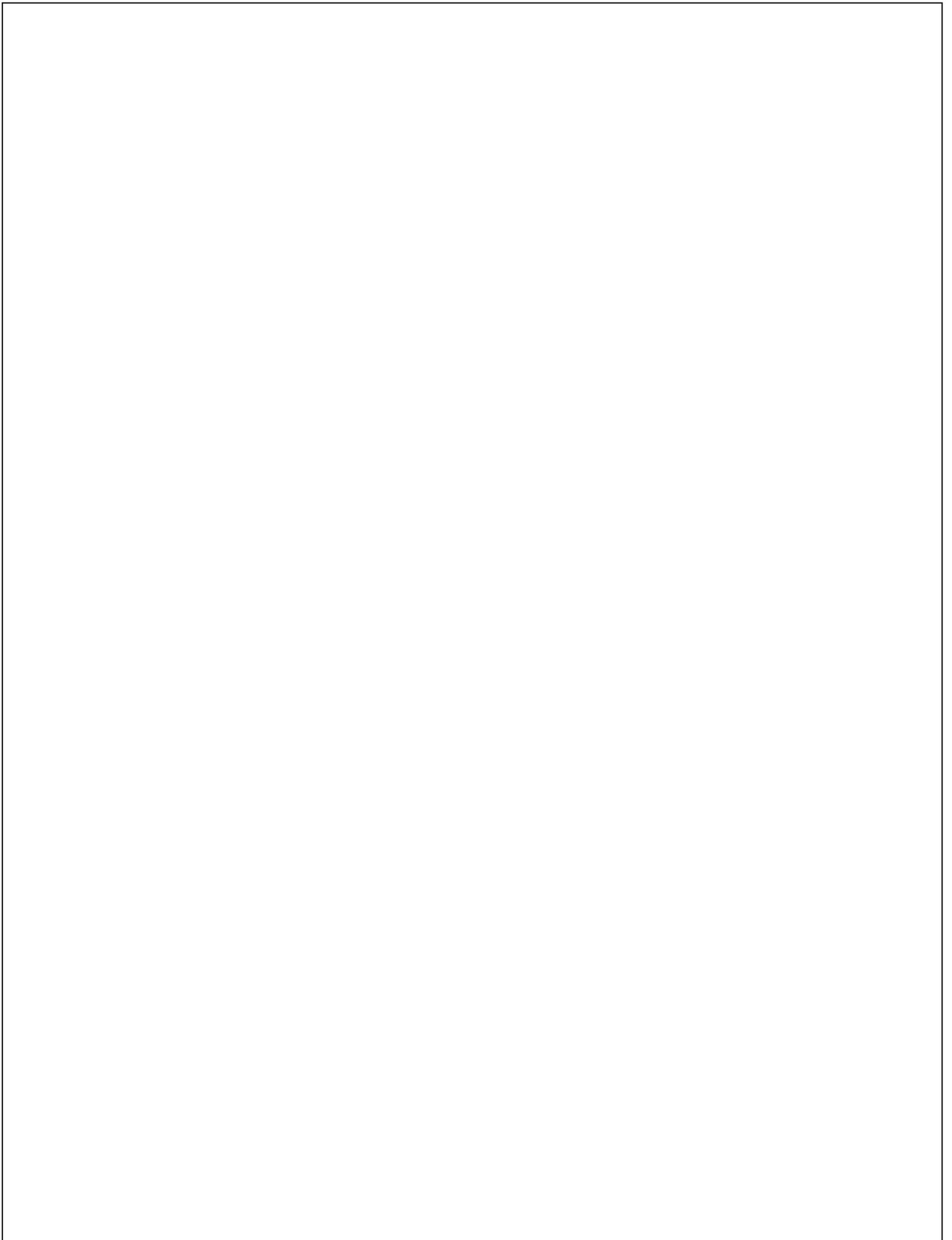
- SMHA is a member of the Housing and Support Services Network, a consortium of provider agencies that work together to meet needs in the field of homeless housing.
- SMHA is represented on the Homeless Services Planning Board which is the entity responsible for devising and implementing the local 10 Year Plan to Eliminate Chronic Homelessness.

Maintaining Resident Associations

- After many years of partial organization, all SMHA developments (excepting Maryvale – 8 units) have certified Resident Associations in place actively representing the interests of residents, collaborating with SMHA and others in instituting and carrying our activities.

Educating community members about expectations for renter/home owners

- SMHA serves with many other agencies as members of the Eviction Task Force, initially brought together by the County Sheriff and subsequently convened by the local CAP agency, to deal with rapidly escalating rates of eviction. One of the services provided by this group is to conduct both landlord and tenant training sessions in Schenectady County.



Progress in Meeting Mission & Goals

Statement of the progress in meeting the mission and goals described in the 5-Year Plan.

Progress Update in (Bold Type) following each Objective

MISSION – Progress Update

The Schenectady Municipal Housing Authority is achieving its mission to provide decent, safe, sanitary, and affordable housing for low and moderate income residents from the City of Schenectady, in an environment rich with programs, services, opportunities, and incentives for achievement. Evidence is provided throughout this Annual and 5-Year Plan.

GOALS AND OBJECTIVES – Progress Update in (Bold Type) following each Objective

GOAL – PROVIDE SUCCESSFUL AFFORDABLE HOUSING PROGRAMS

Continue to successfully provide and promote affordable rental housing to eligible residents of the City of Schenectady.

Quantifiable Objectives

1. Maintain High Performer status under HUD's Public Housing Assessment System, and at a minimum, Standard Performer status. **(Most Recent Assessment: High Performer)**
2. Maintain High Performer status under HUD's Section 8 Management Assessment Program, and at a minimum, Standard Performer Status. **(Most Recent Assessment: High Performer)**
3. Maintain a Public Housing vacancy rate of 2% or less. **(Most Recent Assessment: 1.35% - September 2009)**
4. Increase fraud discovery, subsidy recovery and convictions through HUD's Enterprise Income Verification (EIV) System, which provides income discrepancy reports to identify families who may have substantially underreported household income. **(On target)**
5. Increase the number of Family Self Sufficiency Program graduates in the Public Housing and Section 8 programs. **(On target)**

GOAL – OPERATE AT A HIGH LEVEL OF EFFICIENCY

Operate at the highest level of efficiency possible, utilizing all available technology, so that our employees can provide excellent service to the public.

Quantifiable Objectives

1. Establish a minimum rate of 75% for Direct Deposit of Housing Assistance Payments to landlords participating in the Housing Choice Voucher Program **(Currently ~50%)**.
2. Convert tenant files, applications and other paper to digital images. **(Planning phase)**
3. Initiate electronic application procedures for our assisted housing programs. **(Planning phase)**
4. Improve our agency web-site to become a clearinghouse of all agency policy, procedures, plans and other information to assist the public with their affordable housing questions and needs. **(Development phase)**

GOAL – INCREASE TENANT PARTICIPATION

Increase the participation of residents in the management and future of the property where they live.

Quantifiable Objectives

1. Maintain monthly Resident Advisory Board meetings between the Executive Director and Resident Council leadership. **(On target)**
2. Include Resident Council leadership in the development of policy and procedure that affects their development. **(On target)**
3. Look toward Resident Council leadership to define community needs and apply for grant funding to obtain needed services. **(Planning phase)**
4. Include Resident Council leadership in policy meetings with elected representatives at the City, State and National level. **(Planning phase)**

GOAL – SUPPORTIVE HOUSING FOR PEOPLE WITH MENTAL ILLNESS

Develop a system of supportive housing for people with mental illness, primarily in the Downtown Asset Management Projects.

Quantifiable Objectives

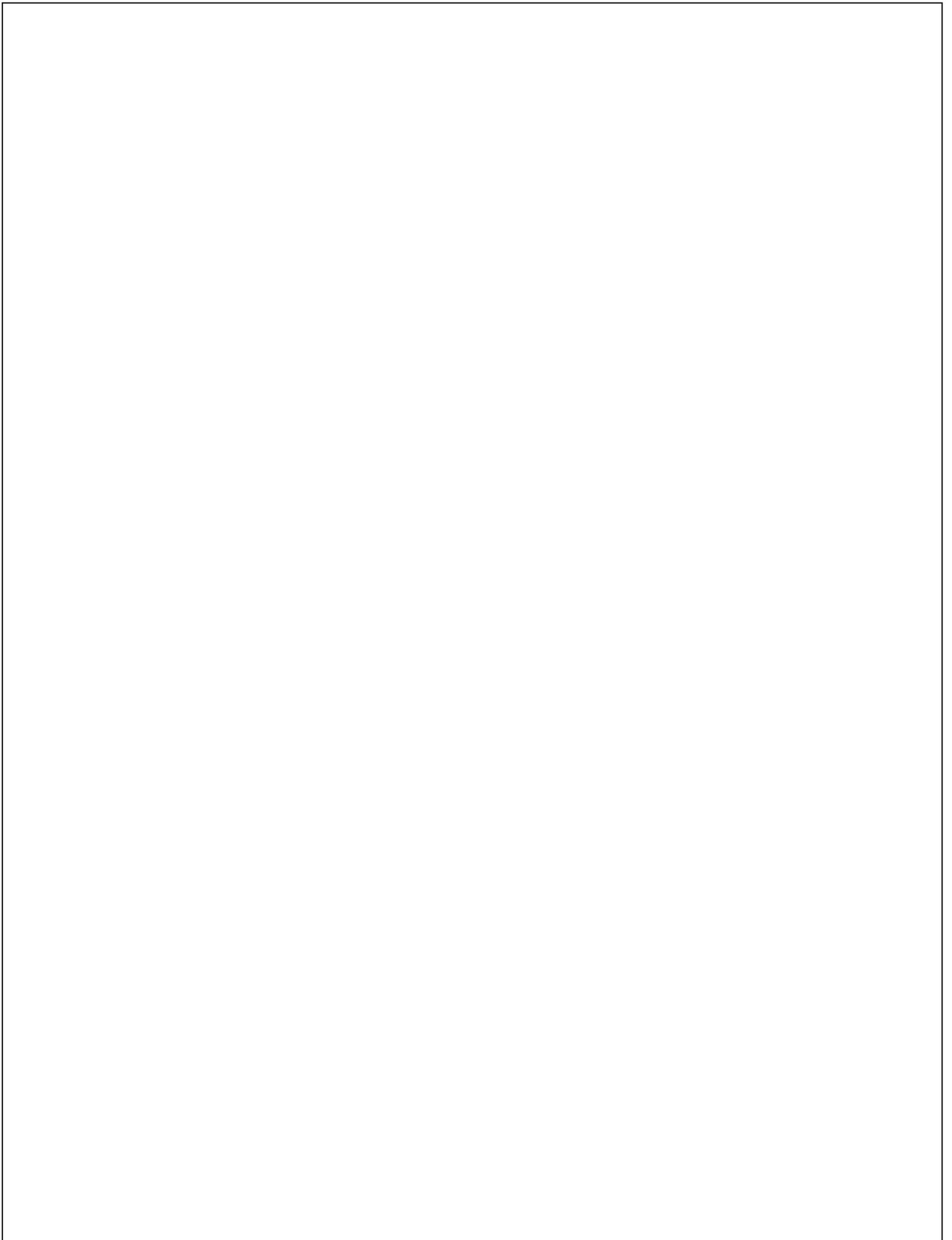
1. Housing and supportive services for people with mental illness are under-funded by HUD. SMHA will work with appropriate industry groups and service agencies to argue for higher and more consistent funding levels. **(Planning phase)**
2. Create a model for supporting Public Housing residents with mental illness to minimize their risk of eviction due to objectionable behavior. **(Planning phase)**

GOAL – MEET ENERGY PERFORMANCE CONTRACT REDUCTION PLAN TARGETS

Achieve the prescribed performance targets of our Energy Performance Contract.

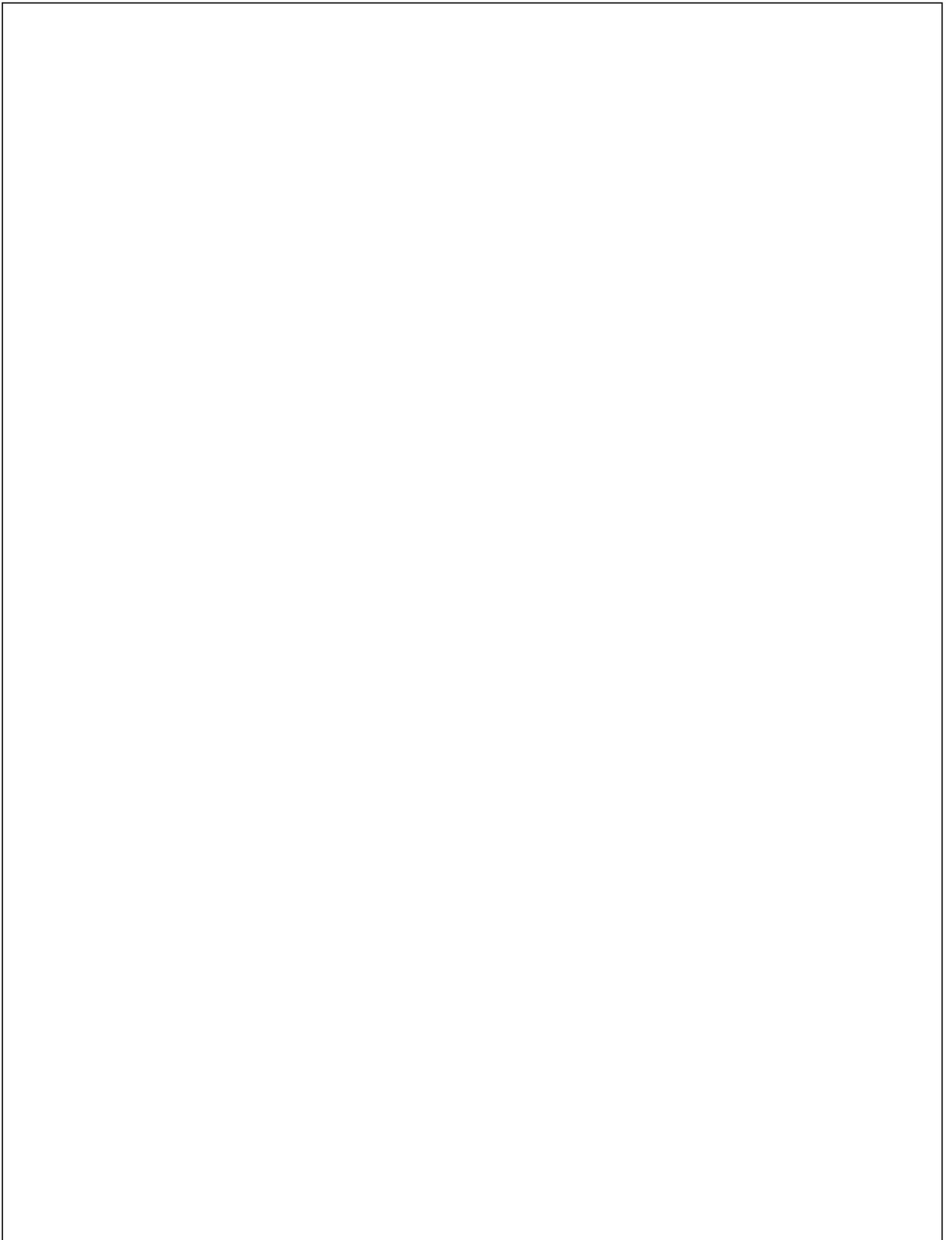
Quantifiable Objective

1. Meet total annual guaranteed savings of electric energy: \$244,819 (1,574,722.75 kWh), natural gas: \$86,778 (74,290.95 Therms) and water: \$63,178 (15,794.50 (1000 gallons)). Total annual guaranteed savings of \$394,775. **(EPC project construction phase still in progress)**



Significant Amendment & Substantial Deviation/Modification

**PHA must provide the definition of
“significant amendment” and “substantial deviation/modification.”**



Per 24 CFR 903.7 SMHA must identify the basic criteria it will use for determining:

(1) A substantial deviation from its 5-Year Plan; and

(2) A significant amendment or modification to its 5-Year Plan and Annual Plan.

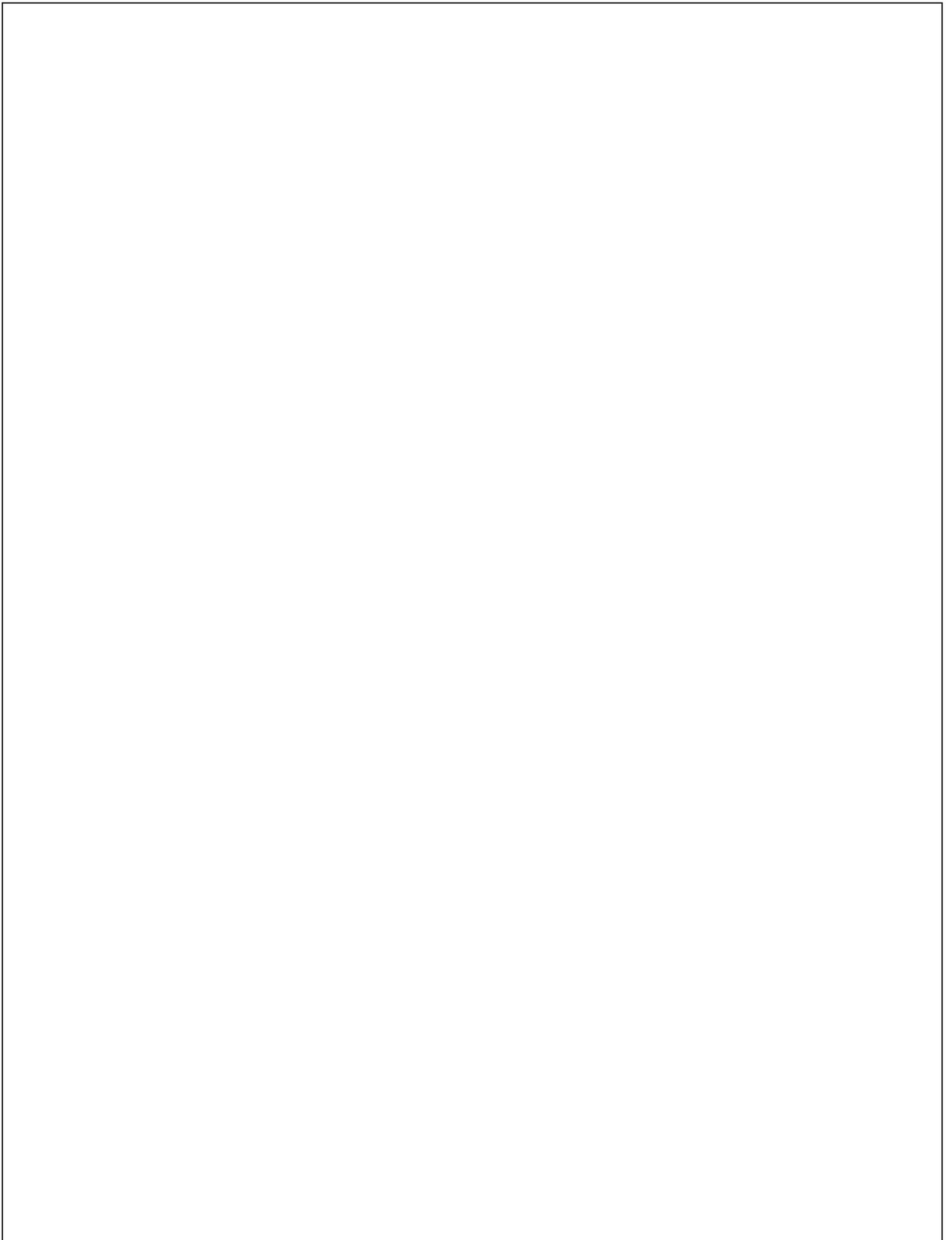
A substantial deviation from its 5-Year Plan

A substantial Deviation shall be defined as any addition or retraction from the Mission Statement, Goals or Objectives defined by the Schenectady Municipal Housing Authority in the 5-Year Plan.

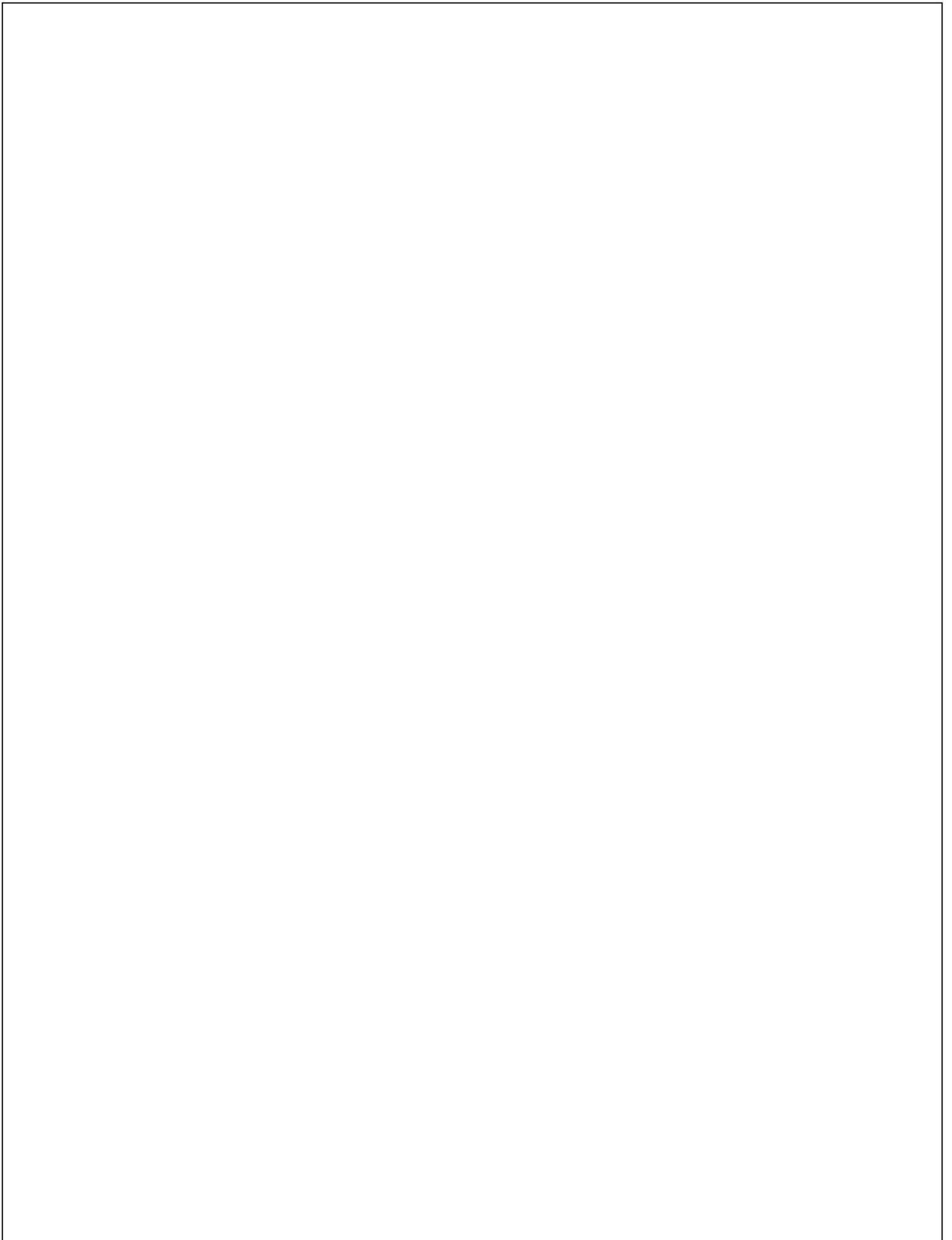
A significant amendment to its 5-Year Plan and Annual Plan

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD. The PHA Plan template issued pursuant to the Interim Rule does not include a space for the required definitions. Therefore, PHAs choosing to do so must submit these definitions as an attachment to the PHA Plan.



Resident Advisory Board
Meeting Minutes and SMHA Response



**Minutes of the Resident Advisory Board Meeting
Annual Plan and 5-Year Plan Review (FY 2010- FY 2014)**

November 4, 2009 at 5:00 p.m.

In attendance

Residents

Gloria Borggreen, 1 Huron Ct, #72, 915-0329
Ron Alheim, Section 8, 280-6214
Donna Schmid, 3 Huron Court, #84, 346-3170
Robert Slater, 4 Huron Ct, #128, 280-5737
Shirley O'Rourke, 4 Mohawk Ct., #99, 421-5631
Lorrie Robinson, A-36 Yates Village, 522-7742
Gayle Trask, C-14 Yates Village, 280-5052
Mary Brown, 195-C Jerry St., 377-8796
Joan Johnson, 375 Broadway, #508, 346-3602
Sharon Reese, 145 Steinmetz Homes, 243-9838

Staff

Richard Homenick, Executive Director, SMHA, 386-7053
Sandra Baxter, Downtown Project Manager, 386-7003
Melissa Elwertowski, Eastside Project Manager, 386-7004
Tom Bellick, Yates Village Project Manager, 386-7007
Tony Fyvie, Modernization Coordinator, 386-7020
Richard Della Ratta, SMHA Attorney, 386-7043

The meeting was called to order at 5:00 p.m. by the Executive Director, Richard Homenick. Introductions were made.

Richard Homenick: Mr. Homenick thanked everyone for participating, and explained that the Resident Advisory Board (RAB) provides SMHA and the residents with a forum for sharing information about the management of the Authority, and the Authority's Annual Plan and 5-Year Plan. Since January 2008, monthly jurisdiction-wide resident leadership meetings have been conducted that include officers of the SMHA Resident Councils, Tenant Commissioners, the Executive Director, the Project Managers and other SMHA staff. Many of the concerns and recommendations brought forward during these meetings have been incorporated into the proposed Annual Plan and 5-Year Plan. Members of the resident leadership group have been seated on the Resident Advisory Board (RAB), and the Resident Advisory Board will continue to meet on a monthly basis to assure consistent resident involvement with the administration and financial planning of SMHA's federally assisted housing programs, including the development of the Annual Plan and 5-Year Plan.

- Ron Alheim: Mr. Alheim noted that the objective of maintaining a vacancy rate of 2% or less is phenomenal because the rate is much higher in the area. Maintaining such a low rate means staff are working hard and Mr. Alheim supports this objective.
- Richard Homenick: Mr. Homenick said that is a good observation, and we have been maintaining a vacancy rate at less than 2% in public housing. We are successful due to the great need for subsidized housing, and the efficiency of our staff, Project Managers and Maintenance, in preparing the apartments for occupancy. As reported in the Times Union newspaper earlier this year, several Schenectady neighborhoods have vacancy rates over 10% (portion of Mont Pleasant: 28% and 25% in a portion of Hamilton Hill, per U.S. Dept of HUD).
- Ron Alheim: Mr. Alheim commented on the goal of “Supportive Housing for People with Mental Illness.” He supports bringing in services because it will cost less than alternative housing if people are not able to live independently in public housing.
- Sandra Baxter: Ms. Baxter said we are seeing an increase in applicants and existing residents who need mental health services.
- Shirley O’Rourke: Ms. O’Rourke asked if we are checking to see if residents still have air conditioners in their windows, and asked if they are being charged the monthly fee if they haven’t been removed.
- Richard Homenick: Mr. Homenick said yes, they are being charged, and Ms. Baxter recently inspected 111 apartments and found 10 air conditioners in windows.
- Sharon Reese: Ms. Reese commented on the light bulb replacement with the energy contract. She recommended that all bulbs should be replaced and not just some.
- Mr. Fyvie: Mr. Fyvie explained that a limited number of bulbs are being replaced under contract, depending on the size of the apartment (4 to 8 bulbs).
- Gayle Trask: Ms. Trask said it doesn’t make sense that they removed the energy saving fluorescent bulbs she had installed on her own, and replaced them with other energy saving fluorescent bulbs; the replacement bulbs are brighter than what she had installed.
- Gloria Borggreen: Ms. Borggreen said the same happened with her - fluorescent bulbs replaced with fluorescent bulbs.

- Mr. Fyvie: Mr. Fyvie said if the existing bulbs are fluorescent and the same wattage or less, they should not be replaced. He will look into this with the contractor.
- Ron Alheim: Mr. Alheim suggested that we notify families on Section 8 about replacing the old incandescent bulbs with the fluorescent bulbs so they can lower their electric bill.
- Shirley O'Rourke: Ms. O'Rourke asked if we will be raising the fee for the Senior Independence Program (Congregate Housing Services Program). She is concerned that people will leave the program because they will not be able to afford a fee increase.
- Richard Homenick: Mr. Homenick said he does not anticipate a fee increase. Currently, HUD provides approximately \$94,000 to operate the program for one year, but the actual program cost to SMHA is approximately \$140,000 per year. Although the program operates at a loss, providing this assistance to our older residents is very important and the program is worth the investment we make to keep it running.
- Mr. Homenick said he will add a new goal to the Plan seeking more services and funding to support the Senior Independence Program and other programs that prevent premature and unnecessary institutionalization of the frail elderly, nonelderly disabled, and temporarily disabled persons.
- Lorrie Robinson: Ms. Robinson said the apartments at Yates Village can use some rehabilitation; for example, new stoves.
- Anthony Fyvie: Mr. Fyvie said that stove replacement at Yates Village is in this 5-Year plan. In fact, stove replacement housing authority wide is in the Plan. Project Manager Tom Bellick had previously asked Mr. Fyvie to make the stove replacement at Yates Village a priority.
- Gayle Trask: Ms. Trask said that problems with bathroom fans should also be looked at.
- Donna Schmid: Ms. Schmid requested that we include Schonowee Village laundry room rehabilitation in the Plan. They need to be painted and drains need to be worked on. Washing machines do not drain properly and she believes the problem lies with our drainage system, based on what MacGray (commercial laundry provider/machine owners) has told her.
- Ron Alheim: Mr. Alheim commented that the Security section of the Plan has vastly improved, and is impressed with the clear and concise way the entire plan has been constructed.

Richard Homenick: Mr. Homenick thanked Mr. Alheim and said that he and SMHA staff have good communication with the Police Chief and his Assistant Chiefs.

Sharon Reese: Ms. Reese asked about why the amount of Flat Rent changes.

Richard Homenick: Mr. Homenick explained that flat rent is based on the market rent charged for comparable units in the private rental market. It is equal to the estimated rent that SMHA could lease the public housing unit for on the private market. As market conditions change (private market rent goes up or down), then Flat Rent will change (up or down).

Ron Alheim: Mr. Alheim commented that the Agency Organization Chart is difficult to read.

Richard Homenick: Mr. Homenick said he will remove the color from the chart before copying and that should make it easier to read.

Ron Alheim: Mr. Alheim said the high number of multi-family buildings significantly reduce homeownership choices available for our Section 8 homeownership clients because multi-family buildings cannot be purchased under current Section 8 Homeownership regulations. This is a problem for the entire Capital District and beyond.

Mr. Alheim said that several times SMHA and several area housing authorities requested a waiver of the eligible unit requirement of the Section 8 Homeownership Program in order to allow a two-family home as an eligible unit type for a family assisted under the homeownership option. The requests were denied.

Mr. Alheim asked that we again apply for the same waiver, citing a new Administration in Washington, D.C., that may look more favorably on a change to the program.

Richard Homenick: Mr. Homenick said he drafted the original waiver and will research the matter to prepare the waiver again.

Sharon Reese: Ms. Reese asked if public housing residents participating in work programs with the Department of Social Services can participate in SMHA's family self-sufficiency grant programs instead.

Richard Homenick: Mr. Homenick said he cannot impose participation in a grant program as a requirement to reside in public housing. However, all non-exempt public housing adult residents must prove that they have contributed at least eight hours per month of community service, or participated in eight hours of training, counseling, classes, or other activities that help an individual

toward self sufficiency and economic independence. This is a requirement of the Public Housing Lease.

Violence Against Women Act:

Many comments were received in support of the Violence Against Women Act.

Sandra Baxter:

Ms. Baxter pointed out an error on page 164: remove the statement that the public housing waiting list is closed. The list is not closed.

Ron Alheim:

Mr. Alheim said we should add an objective to obtain funding to provide housing for homeless veterans.

Adjourn

The meeting adjourned at 7:00pm, on November 4, 2009

NARRATIVE DESCRIBING SMHA’S ANALYSIS OF THE RESIDENT ADVISORY BOARD RECOMMENDATIONS AND THE DECISIONS MADE ON THESE RECOMMENDATIONS

RAB Comment: Mr. Alheim suggested that we notify families on Section 8 about replacing the old incandescent bulbs with the fluorescent bulbs so they can lower their electric bill.

SMHA Response: SMHA has plans to launch a newsletter to Section 8 residents and will include a notice on the fluorescent bulbs.

RAB Comment: Ms. O’Rourke suggested we do not raise the fee for the Senior Independence Program (Congregate Housing Services Program). She is concerned that people will leave the program because they will not be able to afford a fee increase.

SMHA Response: Mr. Homenick said he does not anticipate a fee increase. Currently, HUD provides approximately \$94,000 to operate the program for one year, but the actual program cost to SMHA is approximately \$140,000 per year. Although the program operates at a loss, providing this assistance to our older residents is very important and the program is worth the investment we make to keep it running.

Mr. Homenick said he will add a new goal to the Plan seeking more services and funding to support the Senior Independence Program and other programs that prevent premature and unnecessary institutionalization of the frail elderly, nonelderly disabled, and temporarily disabled persons.

RAB Comment: Ms. Robinson said the apartments at Yates Village can use some rehabilitation; for example, new stoves.

SMHA Response: Stove replacement at Yates Village is in this 5-Year plan and it is a priority item for the Project Manager.

RAB Comment: Ms. Schmid requested that we include Schonowee Village laundry room rehabilitation in the Plan. They need to be painted and drains need to be worked on. Washing machines do not drain properly and she believes the problem lies with our drainage system, based on what MacGray (commercial laundry provider/machine owners) has told her.

SMHA Response: Mr. Homenick said he will investigate if painting can be accomplished through our regular maintenance plan, and will determine if there is a drain problem.

RAB Comment: Mr. Alheim said the high number of multi-family buildings significantly reduce homeownership choices available for our Section 8 homeownership clients because multi-family buildings cannot be purchased under current Section 8 Homeownership regulations. This is a problem for the entire Capital District and beyond.

Mr. Alheim said that several times SMHA and several area housing authorities requested a waiver of the eligible unit requirement of the Section 8 Homeownership Program in order to allow a two-family home as an eligible unit type for a family assisted under the homeownership option. The requests were denied.

Mr. Alheim asked that we again apply for the same waiver, citing a new Administration in Washington, D.C., that may look more favorably on a change to the program.

SMHA Response: Mr. Homenick said he drafted the original waiver and will research the matter to prepare the waiver again.



Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____	
				FFY of Grant: _____ FFY of Grant Approval: _____	
Type of Grant					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary				
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Replacement Housing Factor Grant No: _____ Date of CFFP: _____		FFY of Grant: _____ FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹
		Original	Revised ²	Obligated Expended
Signature of Executive Director		Date	Signature of Public Housing Director	
			Date	

Part II: Supporting Pages								
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			CFFP (Yes/ No):		Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name:		Grant Type and Number		CFPP (Yes/ No):		Federal FFY of Grant:		
		Capital Fund Program Grant No:						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ₂	Funds Expended ₂	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____	
				FFY of Grant: _____ FFY of Grant Approval: _____	
Type of Grant					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

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³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary				
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Replacement Housing Factor Grant No: _____ Date of CFFP: _____		FFY of Grant: _____ FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹
		Original	Revised ²	Obligated Expended
Signature of Executive Director		Date	Signature of Public Housing Director	Date

Part II: Supporting Pages								
PHA Name:		Grant Type and Number			CFPP (Yes/ No):		Federal FFY of Grant:	
		Capital Fund Program Grant No:						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:		CFPP (Yes/ No):		Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ₂	Funds Expended ²	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

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Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number Schenectady Municipal Housing Authority NY06P02850110		Locality (City/County & State) Schenectady, New York			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY : 2010	Work Statement for Year: 2 FFY : 2011	Work Statement for Year : 3 FFY : 2012	Work Statement for Year: 4 FFY: 2013	Work Statement for Year: 5 FFY: 2014
B.	Physical Improvements Subtotal	Annual Statement	874,000	861,034	815,034	635,034
C.	Management Improvements		175,129	171,129	173,129	173,129
D.	PHA-Wide Non-dwelling Structures and Equipment		71,000	65,000	110,000	285,000
E.	Administration		175,308	175,308	175,308	175,308
F.	Other (1430 A/E Fees Front line costs)		107,034	130,000	129,000	134,000
G.	Operations		350,617	350,617	350,617	350,617
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		1,753,088	1,753,088	1,753,088	1,753,088
L.	Total Non-CFP Funds					
M.	Grand Total		1,753,088	1,753,088	1,753,088	1,753,088

Capital Fund Program—Five-Year Action Plan

Part I: Summary (Continuation)						
PHA Name/Number Schenectady Municipal Housing Authority NY06P02850110		Locality (City/county & State) Schenectady, New York			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY: 2010	Work Statement for Year: 2 FFY: 2011	Work Statement for Year: 3 FFY: 2012	Work Statement for Year: 4 FFY : 2013	Work Statement for Year: 5 FFY:2014
		Annual Statement				
	NY028000110 Downtown Schonowee Village		70,000	240,000	135,034	0
	NY028000110 Downtown Lincoln Heights		47,000	45,000	210,000	0
	NY028000110 Downtown Ten Eyck		3,000	116,034	15,000	120,000
	NY028000120 Eastside MacGathans Townhouses		190,000	52,000	85,000	15,000
	NY028000120 Eastside Maryvale Apts.		0	1,000	0	0
	NY028000120 Eastside Steinmetz Homes		350,000	122,000	135,000	200,034
	NY028000130 Yates Village		214,000	285,000	235,000	300,000
B.	Physical Improvement Subtotal		874,000	861,034	815,034	635,034
C.	Management Improvements		175,129	171,129	173,129	173,129
D.	PHA Wide Non-Dwelling Structures and Equipment		71,000	65,000	110,000	285,000
E.	Administration		175,308	175,308	175,308	175,308
F.	Other (Front Line Costs & A/E Fee's)		107,034	130,000	129,000	134,000
G.	Operations		350,617	350,617	350,617	350,617
H.	Demolition		0	0	0	0
I.	Development		0	0	0	0

Capital Fund Program—Five-Year Action Plan

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

J.	Capital Fund Financing – Debt Service		0	0	0	0
K.	Total CFP Funds (estimated)		1,753,088	1,753,088	1,753,088	1,753,088
L.	Total Non-CFP Funds		0	0	0	0
M.	Grand Total		1,753,088	1,753,088	1,753,088	1,753,088

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010	Work Statement for Year: 2 FFY: 2011			Work Statement for Year: 3 FFY : 2012		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	NY028000110 DT Schonowee Village			NY028000110 DT Lincoln Heights		
Annual	SV Elevator Upgrade	50	5,000	Insulate/Ventilate Building Areas	100	10,000
Statement	Smoke Detectors Common Areas	100	15,000	Masonry	20	15,000
	Ext Door Replacement	50	20,000	Flooring – Force Acct	10	20,000
	Site Work/Paving	100	30,000	NY028000120 ES MacGathan Townhouses		
	NY028000110 DT Lincoln Heights			Plumbing Upgrade	50	50,000
	Roofs / Chimney Rebuilds	1	12,000	NY028000120 ES Steinmetz Homes		
	Landscape/Site Work	100	35,000	Sitework/Landscape	100	50,000
	NY028000130 Yates Village			Paving	20	55,000
	Landscape/Site Work	100	20,000	Masonry	20	15,000
	Painting	20	24,000	NY028000110 DT Schonowee Village		
	Step Replacement/Canopy Reno	10	100,000	Renovate Exterior of Building 4	100	60,000
	Paving/Catch Basins	20	20,000	Roofs	40	180,000
	Concrete / Masonry	50	50,000	NY028000130 Yates Village		
	NY028000120 ES Steinmetz Homes			Storm Doors	100	60,000
	Kitchen Renovation	15	150,000	Int. Doors	50	100,000
	Porch Renovation	20	150,000	Intercom at Daycare	100	5,000
	Ext Door Replacement	10	50,000	Sitework / Landscape	100	25,000
	FOB's / Camera	100	11,000	EMS Sensors in Apts	25	100,000

Capital Fund Program—Five-Year Action Plan

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

	NY028000120 ES MacGathan Townhouses			NY028000110 DT Ten Eyck		
	Kitchen / Bath Reno	10	140,000	Generator	1	46,034
	Interior Doors	10	50,000	Masonry / EFIS	25	20,000
				Kitchen / Bath Reno	17	45,000
				Duct Cleaning	1	5,000
	Subtotal of Estimated Cost		\$882,000	Subtotal of Estimated Cost		\$861,034

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010	Work Statement for Year: 4 FFY: 2013			Work Statement for Year: 5 FFY: 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	NY028000130 Yates Village			NY028000130 Yates Village		
Annual Statement	Playground Upgrade	1	30,000	Roof Replacement	2	200,000
	Windows	75	200,000	Boilers	1	100,000
	Security Camera Project	1	50,000	Replace A/C in Comm. Room & Office Spaces	1	20,000
	NY028000120 ES Steinmetz Homes			NY028000110 DT Lincoln Heights		
	Ext. Lighting	1	75,000	Roof	1	10,000
	Roofs	5	60,000	NY028000110 DT Ten Eyck		
	NY028000120 ES MacGathan Townhouses			Paving	1	30,000
	Ext. Lighting	1	35,000	Replace Electric Panels	1	80,000
	Sitework/Landscape	1	50,000	Elevator	1	10,000
	NY028000110 DT Lincoln Heights			Admin Offices Remodeled	1	80,000
	Kitchen & Bath Rehab	27	160,000	Admin Carpet Replaced	1	60,000
	Clean Ducts	105	20,000	South Hallway Renovated	1	30,000
	Paving	1	30,000	Basement Pumping System	1	25,000
	NY028000110 DT Ten Eyck			NY028000120 ES Steinmetz Homes		
	Replace Closet Doors – Force Account	20	15,000	Int. Doors	20	40,000
				Windows	20	30,000
	NY028000110 DT Schonowee Village			Ext. Siding Replaced	50	50,000
	Boilers	1	100,000	Apartment Remodel	2	80,034

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

	Blg 5 Entrance Drainage	1	20,000	NY028000120 ES MacGathan Townhouses		
	Roof install at Blg 5	1	15,034	Stair Replacement	10	15,000
	Subtotal of Estimated Cost		\$860,034	Subtotal of Estimated Cost		\$860,034

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2010	Work Statement for Year : 2 FFY: 2011		Work Statement for Year: 3 FFY : 2012	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	NY028000110 Downtown AMP (Schonowee Village; Lincoln Heights; Ten Eyck)		NY028000110 Downtown AMP (Schonowee Village; Lincoln Heights; Ten Eyck)	
Annual Statement	Staff Training	5,000	Staff Training	5,000
	Congregate Care Service Coordinator	41,030	Congregate Care Service Coordinator	41,030
	Foot Patrols	20,000	Foot Patrols	20,000
	Computer Software	4,000	Computer Software	3,000
	Tenant Investigator	10,033	Tenant Investigator	10,033
	Security Coordinator	15,200	Security Coordinator	15,200
	Board Commissioner Training	2,000	Operations	116,872
	Operations	116,872	A/E Fee's	35,000
	A/E Fee's	12,000	Front Line Costs	20,000
	Front Line Costs	12,000	Non-Dwelling Equipment	20,000
	Non-Dwelling Equipment	20,000		
	Dwelling Equipment	3,000	SUB TOTAL	286,135
	SUB TOTAL	\$261,135		
	NY028000120 Eastside AMP (MacGathans; Maryvale; Steinmetz)		NY028000120 Eastside AMP (MacGathans; Maryvale; Steinmetz)	

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

	Staff Training	5,000	Staff Training	5,000
	Foot Patrols	7,000	Foot Patrols	7,000
	Computer Software	4,000	Computer Software	5,000
	Tenant Investigator	10,033	Tenant Investigator	10,033
	Security Coordinator	11,400	Security Coordinator	11,400
	Board Commissioner Training	1,500	Operations	116,873
	Operations	116,873	A/E Fee's	15,000
	A/E Fee's	40,000	Front Line Costs	20,000
	Front Line Costs	15,034	Non-Dwelling Equipment	20,000
	Non-Dwelling Equipment	20,000	Dwelling Equipment	5,000
	SUB TOTAL	\$230,840	SUB TOTAL	215,306
	NY028000130 Yates Village AMP		NY028000130 Yates Village AMP	
	Staff Training	5,000	Staff Training	5,000
	Foot Patrols	7,000	Foot Patrols	7,000
	Computer Software	4,000	Computer Software	5,000
	Tenant Investigator	10,033	Tenant Investigator	10,033
	Security Coordinator	11,400	Security Coordinator	11,400
	Board Commissioner Training	1,500	Operations	116,872
	Operations	116,872	A/E Fee's	20,000
	A/E Fee's	16,000	Front Line Costs	20,000
	Front Line Costs	12,000	Non-Dwelling Equipment	20,000
	Non-Dwelling Equipment	20,000		
	SUB TOTAL	\$203,805	SUB TOTAL	215,305
	COCC Administration	\$175,308	COCC Administration	175,308
	Subtotal of Estimated Cost	\$871,088	Subtotal of Estimated Cost	\$892,054

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2010	Work Statement for Year: 4 FFY : 2013		Work Statement for Year: 5 FFY: 2014	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	NY028000110 Downtown AMP (Schonowee Village; Lincoln Heights; Ten Eyck)		NY028000110 Downtown AMP (Schonowee Village; Lincoln Heights; Ten Eyck)	
Annual Statement	Staff Training	5,000	Staff Training	5,000
	Congregate Care Service Coordinator	41,030	Congregate Care Service Coordinator	41,030
	Foot Patrols	20,000	Foot Patrols	20,000
	Computer Software	5,000	Computer Software	5,000
	Tenant Investigator	10,033	Tenant Investigator	10,033
	Security Coordinator	15,200	Security Coordinator	15,200
	Non-Dwelling Equipment	20,000	Non-Dwelling Equipment	20,000
	Operations	116,872	Operations	116,872
	A/E Fee's	30,000	A/E Fee's	25,000
	Front Line Costs	20,000	Front Line Costs	20,000
	SUB TOTAL	\$283,135	SUB TOTAL	\$278,135
	NY028000120 Eastside AMP (MacGathans; Maryvale; Steinmetz)		NY028000120 Eastside AMP (MacGathans; Maryvale; Steinmetz)	
	Staff Training	5,000	Staff Training	5,000
	Foot Patrols	7,000	Foot Patrols	7,000
	Computer Software	5,000	Computer Software	5,000
	Tenant Investigator	10,033	Tenant Investigator	10,033
	Security Coordinator	11,400	Security Coordinator	11,400
	Non-Dwelling Equipment	20,000	Non-Dwelling Equipment	20,000
	Operations	116,873	Operations	116,873
	A/E Fee's	18,000	A/E Fee's	22,000
	Front Line Costs	20,000	Front Line Costs	20,000
	SUB TOTAL	\$213,306	SUB TOTAL	\$217,306
	NY028000130 Yates Village AMP		NY028000130 Yates Village AMP	
	Staff Training	5,000	Staff Training	5,000
	Foot Patrols	7,000	Foot Patrols	7,000
	Computer Software	5,000	Computer Software	5,000
	Tenant Investigator	10,033	Tenant Investigator	10,033
	Security Coordinator	11,400	Security Coordinator	11,400

Capital Fund Program—Five-Year Action Plan

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

	Operations	116,872	Operations	116,872
	A/E Fee's	21,000	A/E Fee's	27,000
	Front Line Costs	20,000	Front Line Costs	20,000
	Non-Dwelling Equipment	20,000	Non-Dwelling Equipment	20,000
	Dwelling Equipment	5,000		
	SUB TOTAL	\$221,305	SUB TOTAL	\$222,305
	COCC Administration	175,308	COCC Administration	175,308
	Subtotal of Estimated Cost	\$893,054	Subtotal of Estimated Cost	\$893,054