

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPlans

AnnualPlanforFiscalYear2002

GloversvilleHousingAuthority

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETED IN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan
Agency Identification**

PHAName: Gloversville Housing Authority

PHANumber: NY048

PHAFiscalYearBeginning: 10/2002

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

*Daniel R. Towne, Executive Director
Gloversville Housing Authority
181 West Street
Gloversville, NY 12078
518-773-7308*

*Joseph E. Mastrianni, Inc.
242 Union Street
Schenectady, NY 12305
518-372-4739 Ext. 26*

Display Locations For PHA Plans and Supporting Documents

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

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

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Gloversville, NY 12078
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***Joseph E. Mastrianni, Inc.
242 Union Street
Schenectady, NY 12305
518-372-4739 Ext. 26***

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

- Main business office of the PHA
- PHA development management offices
- Main administrative office of the PHA

***Daniel R. Towne, Executive Director
Gloversville Housing Authority
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**AnnualPHAPlan
PHAFiscalYear2002**
[24CFRPart903. 7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionary policiesthePHAhasincludedintheAnnualPlan.

ThisrequirementeliminatedbyPIH99 -51(HA)issuedDecember14,1999.

iii. AnnualPlanTableofContents

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,anda listofsupporting documentsavailableforpublicinspection .

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY2002 Capital Fund Program Annual Statement (ny048a01.doc)
- Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY2002 Capital Fund Program 5 Year Action Plan (ny048b01.doc)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, provide each attachment name)
 - FY2002 Statement of Goals and Board Members (ny048c01.doc)
 - FY2002 Voluntary Initial Assessment (ny048d01.doc)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	local jurisdictionstoimplementanyofthejurisdictions' initiativestoaffirmativelyfurtherfairhousingthatrequire thePHA' sinvolvement.	
	ConsolidatedPlanforthejurisdiction/sinwhichthePHAis located(whichincludestheAnalysisofImpedimentstoFair HousingChoice(AI))andanyadditionalbackupdatato supportstatementofhousingneedsinthejurisdiction	AnnualPlan: HousingNeeds
X	Mostrecentboard -approvedoperatingbudgetforthe public housingprogram	AnnualPlan: FinancialResources;
X	PublicHousingAdmissionsand(Continued)Occupancy Policy(A&O),whichincludestheTenantSelectionand AssignmentPlan[T SAP]	AnnualPlan:Eligibility, Selection,andAdmissions Policies
X	Section8AdministrativePlan	AnnualPlan:Eligibility, Selection,andAdmissions Policies
	PublicHousingDeconcentrationandIncomeMixing Documentation: 1. PHAboardcertificationsofcompliancewith deconcentrationrequirements(section16(a)oftheUS HousingActof1937,asimplementedinthe2/18/ 99 <i>QualityHousingandWorkResponsibilityActInitial Guidance;Notice</i> andanyfurtherHUDguidance)and 2. Documentationoft herequireddeconcentrationand incomemixinganalysis	AnnualPlan:Eligibility, Selection,andAdmissions Policies
X	Publichousingrentdeterminationpolicies,includingthe methodologyforsettingpublichousingflatrents <input checked="" type="checkbox"/> checkhereifincludedinthe publichousing A&OPolicy	AnnualPlan:Rent Determination
X	Scheduleofflatrentsofferedateachpublichousing development <input checked="" type="checkbox"/> checkhereifincludedinthe publichousing A&OPolicy	AnnualPlan:Rent Determination
X	Section8rentdetermination(paymentstandard)policies <input checked="" type="checkbox"/> checkhereifincludedinSection8 AdministrativePlan	AnnualPlan:Rent Determination
	Publichousingmanagementandmaintenancepolicy documents,includingpoliciesforthe preventionor eradicationofpestinfestation(includingcockroach infestation)	AnnualPlan:Operations andMaintenance
X	Publichousinggrievanceprocedures <input checked="" type="checkbox"/> checkhereifincludedinthe public housing A&OPolicy	AnnualPlan:Grievance Procedures
X	Section8informalreviewandhearingprocedures <input checked="" type="checkbox"/> checkhereifincludedinSection8 AdministrativePlan	AnnualPlan:Grievance Procedures
	TheHUD -approvedCapitalFund/ComprehensiveGrant	AnnualPlan:CapitalNeeds

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Program Annual Statement (HUD 52837) for the active grant year	
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenter familiesthathavehousingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/AtoindicatethatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income< =30% ofAMI	109	5	5	5	5	5	5
Income>30%but <=50%ofAMI	64	5	4	4	5	5	5
Income>50%but <80%ofAMI	11	3	2	2	2	2	2
Elderly	24	4. 5	5	4	4	1	4
Familieswith Disabilities	34	3	5	4	5	1	1
White	165						
Black	5	1	1	1	1	1	1
Asian/Pacific Islander	1	1	1	1	1	1	1
Other	13	1	1	1	1	1	1

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s
Indicateyear:
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy
 (“CHAS”)dataset
- AmericanHousingSurveydata
Indicateyear:
- Otherhousingmarketstudy

Indicate year:
 Othersources: *PHA Waiting List and program manager experience*

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	184		160
Extremely low income <= 30% AMI	109	59.2	
Very low income (> 30% but <= 50% AMI)	64	34.8	
Low income (> 50% but < 80% AMI)	11	6.0	
Families with children	109	59.2	
Elderly families	18	9.8	
Families with Disabilities	34	18.5	
White	165	89.7	
Black	5	2.7	
Asian/Pacific Islander	1	0.5	

Housing Needs of Families on the Waiting List			
Other	13	7.1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR and Efficiency	16		
2BR	44		
3BR	3	1	
4BR	5		
5BR	3		
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing 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**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Provide preference for elderly families of two or fewer members over singles who are not elderly or disabled in the Section 8 Program.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

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

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

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

\

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
1. FederalGrants(FY2002grants)		
a) PublicHousingOperatingFund	767,838	
b) PublicHousingCapitalFund	479,100	
c) HOPEVIRevitalization		
d) HOPEVIDemolition		
e) AnnualContributionsforSection 8Tenant -BasedAssistance	838,896	
f) PublicHousingDrugElimination Program(includinganyTechnical Assistancefunds)		
g) ResidentOpportunityandSelf - SufficiencyGrants	42,828	
h) CommunityDevelopmentBlock Grant		
i) HOME		
OtherFederalGrants(listbelow)		
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
NY06P048501 -00	371,213	CFP
3.PublicHousingDwellingRental Income	783,190	Administration
4.Otherincome (listbelow)		
Investment	61,350	Administration
Other	9,900	Administration
4.Non -federalsources (listbelow)		
Totalresources	3,354,315	

3.PHAPoliciesGoverningEligibility,Selection, andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredtocompletesubcomponent 3A.

(1)Eligibility

- a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing? (selectall thatapply)
- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number)
 - Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(**onemonth**)
 - Other:(describe)
- b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?
- CriminalorDrug -relatedactivity
 - Rentalhistory
 - Housekeeping
 - Other(describe)
- c. Yes No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?
- d. Yes No:DoesthePHArequestc riminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?
- e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsour ce)

(2)WaitingListOrganization

- a. WhichmethodsdoesthePHAplantouseitoorganizeitpublichousingwaitinglist (selectallthatapply)
- Community-widelist
 - Sub-jurisdictionallists
 - Site-based waitinglists
 - Other(describe)

County-wide

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously approved site-based waiting list plan)? If yes, how many lists?

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- Emergencies
 Overhoused
 Underhoused
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below)
 Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in the jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePH Awillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veteran s' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4. Relationship of preferences to income targeting requirements:

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

(5)Occupancy

a. What referencematerialscan applicantsand residentsusetoo obtain information abouttherulesofoccupancyofpublichousing(selectallthatapply)

- ThePHA -residentlease
- ThePHA’sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(list)

ResidentHandbook

b. HowoftenmustresidentsnotifythePHAofchangesinfamilycomposition? (selectallthatapply)

- Atanannualreexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforreversion
- Oher(list)

Component3,(6)DeconcentrationandIncomeMixing

a. Yes No: DoesthePHAhaveanygeneraloccupancy(family)public housingdevelopmentscoveredbythedeconcentrationrule?If no,thissectioniscomplete.Ifyes,continuetothenext question.

b. Yes No: Doanyofthesecovereddevelopmentshaveaverageincomes aboveorbelow85%to115%oftheaverageincomesofallsuch developments?Ifno,thissectioniscomplete.

Ifyes,listthesedevelopmentsasfollows:

DeconcentrationPolicyforCoveredDevelopments			
DevelopmentName :	Number ofUnits	Explanation(ifany)[seestep4at §903.2(c)(1)(iv)]	Deconcentrationpolicy(if noexplanation)[seestep5 at §903.2(c)(1)(v)]

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)

Past experience as a tenant with this agency and any agency registered in Tenant Check.

Other (list below)

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

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

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

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

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

(2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation

- Federal project -based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

Joseph E. Mastrianni, Inc
242 Union Street
Schenectady, NY 12305
518-372-8846 Ext. 12

(3) Search Time

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

If yes, state circumstances below:

Automatically to the disabled, and on an as needed basis for other applicants

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing

- Homelessness
- High rent burden (rent is >50 percent of income)

Other preferences (select all that apply)

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

Elderly and disabled singles over single that are not elderly or disabled

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1** Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

Other preference(s) (list below)

3 *Elderly and disabled singles over single that are not elderly or disabled*

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- Date and time of application
 Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preference to income targeting requirements: (select one)

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

Direct contact with advocates for the population that will benefit from the special -purpose program.

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
 \$1-\$25
 \$26-\$50

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

- Fairmarketrents(FMR)
- 95thpercentilerents
- 75percentofoperatingcosts
- 100percentofoperatingcostsforgeneraloccupancy(family)developments
- Operatingcostsplusdebtservice
- The“rentalvalue”oftheunit
- Other(listbelow)

f. Rentre -determinations:

1. Betweenincomereexamina tions,howoftenmusttenantsreportchangesinincome orfamilycompositiontothePHAsuchthatthechangesresultinanadjustmentto rent?(selectallthatapply)

- Never
- Atfamilyoption
- Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamilyexperiencesanincomeincreaseaboveathresholdamountor percentage:(ifselected,specifythreshold)_____
- Other(listbelow)
Wheneversourceofincomechang es

g. Yes No: DoesthePHAplantoimplementindividualsavingsaccountsfor residents(ISAs)asanalternativetotherequired12month disallowanceofearnedincomeandphasinginofrentincreases inthenextyear?

(2) Flat Rents

1. Insettingthemarket -basedflatrents,whatsourcesofinformationdidthePHAuse toestablishcomparability?(selectallthatapply.)

- Thesection8rentreasonablenessstudyofcomparablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsintheneighborhood
- Other(list/describewhatbelow)

B. Section 8 Tenant -Based Assistance

Exemptions: PHAsthathadnotadministerSection8tenant -basedassistancearenotrequiredto completesub -component4B. **Unlessotherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program , certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

- Annually
- Other (list below)

As needed based on lease -up

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

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

(2) Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$50

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

5. Operations and Management

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers		

(list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8 - Only PHAs are exempt from sub -component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

B. Section 8 Tenant -Based Assistance

1. Yes No: Has the PHA established informal review procedures for applications to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub -component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the tab library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment: **ny048a02.doc**

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

(2) Optional 5 -Year Action Plan

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

- a. Yes No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

- The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name y048b01.doc)

-or-

- The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to questions b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development

- Revitalization Plans submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/>

Submitted, pending approval <input type="checkbox"/>
Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY) _____
5. Number of units affected:
6. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development
7. Timeline for activity:
a. Actual or projected start date of activity:
b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type:
Occupancy by only the elderly <input type="checkbox"/>

Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u> (DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment?
<input type="checkbox"/> Assessment underway

<input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI revitalization plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA
[24CFR Part 903.79(k)]

A. Public Housing
Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26- 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA -established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[24 CFR Part 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- Policeregularlytestifyinandotherwisesupportevictioncases
 - PoliceregularlymeetwiththePHAAman agementandresidents
 - AgreementbetweenPHAandlocalawenforcementagencyforprovisionof above-baselinelawenforcementservices
 - Otheractivities(listbelow)
- 2.Whichdevelopmentsaremostaffected?(listbelow)

D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan

PHAseligibleforFY2000PHDEPfundsmustprovideaPHDEPPlanmeetingspecifiedrequirements priortoreceiptofPHDEPfunds.

- Yes No: IsthePHAeligible toparticipateinthePHDEPinthefiscalyear coveredbythisPHAPlan?
- Yes No: HasthePHAincludedthePHDEPPlanforFY2000inthisPHA Plan?
- Yes No: ThisPHDEPPlanisanA ttachment.(AttachmentFilename:___)

14.RESERVEDFORPETPOLICY

[24CFRPart903.79(n)]

15.CivilRightsCertifications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulations.

16.FiscalAudit

[24CFRPart903.79(p)]

1. Yes No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))? (Ifno,skiptocomponent17.)
2. Yes No: WasthemostrecentfiscalauditsubmittedtoHUD?
3. Yes No: Werethereanyfindingsastheresultofthataudit?
4. Yes No: Iftherewereanyfindings,doanyremainunresolved? Ifyes,howmanyunresolvedfindingsremain?_____
5. Yes No: Haveresponsestoanyunresolvedfindingsbeensubmittedto HUD? Ifnot, whenaretheydue(statebelow)?

17.PHAAssetManagement

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenotrequiredto completethiscomponent.
HighperformingandsmallPHAsarenotrequiredto completethiscomponent.

1. Yes No: IsthePHAengaginginanyactivities thatwillcontribute tothe long-termassetmanagementofitspublichousingstock, includinghowtheAgencywillplanforlong-termoperating, capitalinvestment, rehabilitation, modernization, disposition, andotherneedsthat have **not**beenaddressedelsewhereinthis PHAPlan?

2. WhattypesofassetmanagementactivitieswillthePHAundertake?(selectallthat apply)
 - Notapplicable
 - Privatemanagement
 - Development-basedaccounting
 - Comprehensivestockassessment
 - Other:(listbelow)

3. Yes No: HasthePHAincludeddescriptions ofassetmanagementactivities inthe**optional** PublicHousingAssetManagementTable?

18.OtherInformation

[24CFRPart903.79(r)]

A.ResidentAdvisoryBoardRecommendations

1. Yes No: DidthePHAreceiveanycommentson thePHAPlanfromthe ResidentAdvisoryBoard/s?

BecausetheinterestsofpublichousingfamiliesaredifferentfromtheinterestsofSection8 families,twoseparateResidentAdvisoryBoardswereformedrepresentingacrosssectionof tenantsfrompublic housingandforSection8.Eachgroupwaspresentedwithadraftofthe planpoliciesandaskedtocomment.Commentsaresummarizedbelow.

- 2.Ifyes,thecommentsare:(ifcommentswerereceived,thePHA **MUST**selectone)
 - Attachedat Attachment(Filename)
 - Providedbelow:

Public Housing Resident Advisory Board

Resident Advisory Board Membership:

Kathleen Pettit, Tenant Commissioner
Mario Trippodo, Tenant Commissioner
Betty Tretola
Inez Clark
Joanne Getwright

Daniel R. Towne, Executive Director
Patricia Anadio, Tenant Relations
Danny Conyne, Modernization Coordinator

GLOVERSVILLE HOUSING AUTHORITY

Resident Advisory Board

Meeting Minutes

A meeting of the Gloversville Housing Authority's Resident Advisory Board was held at Kingsboro Tower on **Wednesday, January 23, 2002 at 10:30 AM.**

Present: Daniel R. Towne, Executive Director
Patricia Anadio, Tenant Relations Assistant
Danny Conyne, Modernization Coordinator
Kathleen Pettit, Tenant Commissioner
Mario Trippodo, Tenant Commissioner
Inez Clarke, Forest Hill Towers Representative
Betty Tretola, Kingsboro Towers Representative

Absent: Joanne Getwright, Du Bois Garden Apartments Representative

Mr. Towne began by explaining the purpose of this board. He said that each year Housing Authorities are required to submit an Annual Plan which includes projects proposed under the modernization program. Several years ago, HUD required Housing Authorities to establish a Resident Advisory Board to give input as to what modernization improvements or changes the residents would like to see made. This board will make requests or suggestions that may or may not immediately be placed in the Annual Plan for the current year, or may prove to be not feasible. All suggestions or requests will be carefully and seriously considered. However, Mr. Towne noted that the Advisory Board does not replace the Authority's Board of Commissioners who are the policy makers.

Mr. Towne distributed copies of the Agency Plan table of contents noting that there are eighteen components to the Plan. He cited Component #7 - Capital Improvement Needs as the one which will be of most interest to the board. Mr. Conyne explained that every year he meets with a resident committee from each development to gain input on what they would like to see done. Ms. Clarke asked when this meeting would occur this year. Mr. Conyne said probably in a month or two. He said that the representative could start gathering input from the residents in preparation for this meeting. However, he stressed that he was not looking for maintenance issues, but structural changes or improvements. Mr. Conyne said that it may take several years before the items can be addressed and that the allotted money has to be divided among the three developments.

Ms. Tretola asked if the apartment doors and elevator door at Kingsboro Towers could be painted gray or a color more compatible to the new blue hallway carpeting as the current color of brown does not match. She also asked if the beveled edges of the new cabinets could be sanded or treated, or could knobs be put on the doors, as they are hard to open and some residents have gotten splinters from the rough edges.

Mr. Towne said that the Authority listens to the residents' concerns and will do what we can. He said that the board will meet again in four to six weeks.

The meeting **adjourned at 11:30 AM.**

GLOVERSVILLE HOUSING AUTHORITY

Resident Advisory Board

Meeting Minutes

Present: Danny Conyne, Modernization Coordinator
Kathleen Pettit, Tenant Commissioner
Mario Trippodo, Tenant Commissioner
Inez Clarke, Forest Hill Towers Representative
Betty Tretola, Kingsboro Towers Representative

Absent: Daniel R. Towne, Executive Director
Patricia Anadio, Tenant Relations Assistant
Joanne Getwright, Du Bois Garden Apartments Representative

Mr. Conyne began by saying that the purpose of this meeting is to gain input from the resident representatives as to what modernization projects the residents would like to see implemented in future Capital Fund Programs. While not every request or suggestion will be implemented right away or may prove not feasible, they will all be included as part of the Authority's **Agency Plan.**

Mr. Conyne reads some suggestions and requests from the Du Bois development residents submitted by Ms. Getwright, who was unable to attend the meeting:

- 1) Trash cans placed around development grounds
- 2) Security screens installed on windows of second floor apartments.
- 3) More washers and dryers for laundry room
- 4) Paint hallways in each building
- 5) Playgrounds swings put behind Building #5.
- 6) Exhaust fans over stoves in each apartment.
- 7) More picnic tables around the grounds.

Ms. Clarke relayed the requests of Forest Hill Towers residents:

- 1) Foyer area needs better lighting.
- 2) Wall to wall carpeting in lobby. Strips of carpet currently in lobby wrinkle and are tripping hazard.
- 3) Wall to wall carpeting in hallway to reduce noise.

- 4) Security camera to tape lobby activities for reference in case of problems.
- 5) Additional wall outlets in kitchen and TV area of community room.
- 6) Remove public telephone from community room and put inside hallway.
- 7) New chairs in laundry room.
- 8) Stainless steel backsplashes behind stoves.
- 9) Permanent canopy over patio.
- 10) Paint the community room two different tones.
- 11) Insulate apartment floor to reduce overhead noise.

Mrs. Tretol presented a list from Kingsboro Towers:

- 1) Kitchen cabinets need knobs, or the edges need to be sanded.
- 2) Permanent canopy of patio.
- 3) In apartments, replace round wall lights. Not very bright.
- 4) Replace tile floors in elevators and bathrooms. New tiles recently installed are cracking.
- 5) Security screens for Apartment #101, only apartment on ground floor.
- 6) Insulation around heaters/air conditioners in community room. Water leaking in .
- 7) Larger stoves, with larger ovens with lights in them.

While all of these items will be included in the Capital Fund Programs submitted as part of the **Agency Plan**, Mr. Conyne was able to comment on several issues. Regarding the requests from DuBois residents, Mr. Conyne said that new heavier framed "bug" screens are set to be installed on the second story windows this year. However, security screens, which are on the ground floor windows, are meant to keep intruders out. It is the responsibility of residents to monitor their children's safety as they would have to do in housing elsewhere. He said that the Authority has not installed swings as part of the playground equipment as they are considered a "motion toy" requiring an attendant and are an insurance liability risk. Ms. Getwright also requested exhaust fans over the stoves. Mr. Conyne addressed this saying HUD does not recommend exhaust fans in family developments and considers them a fire hazard as it has been found that the units are not cleaned and maintained well by the family residents.

Regarding the request for better lighting in foyer at Forest Hill Towers, Mr. Conyne reported that the construction work currently underway at that development is to replace the ceiling and lighting on the ground floor.

From Kingsboro Towers, Mr. Conyne noted that several of the items could be addressed at the office with a maintenance work order. He said that the cracked floor tiles can be replaced if reported. Also the water coming in around the heaters/air conditioners in the community room indicate a leveling problem that maintenance can also handle.

With no further business, Mr. Conyne thanked the resident representatives for their efforts in obtaining this information for the Authority to submit to HUD and to consider for future modernization work.

The meeting **adjourned at 11:00 AM.**

Section 8 Resident Advisory Board

An 23 -member Resident Advisory Board was selected to represent a cross section of tenants from the Groversville Section 8 Program, representing just over ten percent of all tenants in the program.

No listing of Section 8 Resident Advisory Board members is provided since a large proportion of the members submitted their comments anonymously. In addition, it is the policy of the Groversville Housing Authority not to release names of Section 8 tenants to the public.

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

Board members were asked to state if they agreed or disagreed with policies in the Plan, and to offer any comments they thought would be appropriate. Those responses are summarized in this section of the Plan.

Plan Policies	Member Responses		
	Agree	No Disagree	Comment
<p>1. Program Mission</p> <p>The program's mission should be to provide affordable, decent, safe, and sanitary housing to elderly and disabled low-income families, as well as to other low-income families, as dictated by local needs.</p>	9	0	0
<p>2. Program Size</p> <p>There should be a limit on the number of families that can be helped by the program.</p>	4	4	1
<p>3. Quality of Service</p> <p>The quality of service provided to you by your staff is acceptable and there is no need to improve service.</p>	8	0	1
<p>4. Self-Sufficiency</p> <p>Promoting self-sufficiency by increasing the percentage of employed persons in the program, providing supportive services to assist tenants in gaining employment, and attracting supportive services to increase independence for the elderly or families with disabilities should be goals of the program.</p>	7	2	0

5. Fair Housing 9 0 0

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

6. Preferences 8 1 0

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

7. Home Ownership 8 1 0

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

8. Additional Comments made by Members:

No comments are listed as part of the resident advisory board since only one respondent listed any comments on their questionnaire. To list those comments would bias the answer to the questionnaire.

With one major exception, members of the Resident Advisory Board generally agreed with the policies in the plan. There was no consensus on program size with four responses agreeing and four responses disagreeing on this category.

Policies concerning the program mission, self-sufficiency, fair housing, and preferences were endorsed by all respondents. Also there was strong interest in a home ownership program. Eight of nine responses to quality of service were positive and the other respondent offered no opinion. While the service level will be maintained, less emphasis will be placed on this area in the coming year than originally intended.

Policies endorsed by the membership of the Resident Advisory Board will continue to be stressed in the Annual Plan. Because of the strong interest expressed by members of the Resident Advisory Board in a home ownership program, work has begun on a regional home ownership program that will make this program available in small agencies where it would not be financially supportable.

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

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

With one major exception, members of the Resident Advisory Board that offered opinions that generally agreed with the policies in the plan. There was disagreement on program size with twelve of sixteen respondents stating that they thought the size of the programs should be increased. This probably relates to earlier times when waiting lists were long, and will be considered in that light when considering changes in plan policies dealing with the need to apply for additional funding.

Policies concerning the program mission, self-sufficiency, fair housing, and preferences were strongly endorsed by respondents. Responses to quality of service were stronger than the tally indicates, since the disagreeing responses contained the generic comment that there is always room for improvement. Also there was strong interest in a homeownership program.

Policies endorsed by the membership of the Resident Advisory Board will continue to be stressed in the Annual Plan. Because of the strong interest expressed by members of the Resident Advisory Board in a homeownership program, analysis of the viability of a homeownership program will be undertaken during the Plan year to determine if such a program is affordable within the Section 8 financial structure.

Public Housing Resident Advisory Board

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub component C.) -

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

Any adult household members who have been residents for at least 90 days.

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

New York State

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

- Other: (list below)
 - *Apply for additional Section 8 vouchers if there is substantial growth in the number of applicants on the waiting list.*
 - *Apply for special -purpose vouchers targeted to the elderly should they become available.*
 - *Apply for special -purpose voucher targeted to families with disabilities if there is substantial growth in the number of disabled applicants on the waiting list.*
 - *Establish a homeownership program in the tenant -based assistance program.*

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

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

1. *Preserve and increase the supply of decent, safe and affordable housing available to all low -and moderate -income households, and help identify and develop available resources to assist in the development of housing.*
2. *Improve the ability of low and moderate income New Yorkers to access rental housing and homeownership opportunities.*
3. *Address the shelter, housing, and service needs of the homeless poor and others with special needs.*

D. Other Information Required by HUD

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

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Component 10(B) Voluntary Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 1

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 2

- c. How many Assessments were conducted for the PHA's covered developments? 1

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: NONE t