

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

PHA Plans

Annual Plan for Fiscal Year 2003

Gloversville Housing Authority

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

**PHA Plan
Agency Identification**

PHAName: Gloversville Housing Authority

PHANumber: NY048

PHAFiscalYearBeginning:10/ 2003

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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181 West Street
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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
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AnnualPHAPlan
PHAFiscalYear 2003
 [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
- FY 2003 Capital Fund Program Annual Statement
- Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Component 10(B) Voluntary Conversion Initial Assessments (ny048b01.doc)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan
- 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, providing each attachment name) (ny048a01.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 PHA 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 PI an 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[TSAP]	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. Documentationoftherequireddeconcentrationand incomemixinganalysis	AnnualPlan: Eligibility, Selection,andAdmissions Policies
X	Publichousingrentdeterminationpolicies,includingthe methodologyforsettingpublichousingflatrents <input checked="" type="checkbox"/> checkhereifincluded inthepublichousing 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 publichousing 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 PI an 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 home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" 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 familiesathavehousingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/Atoindicate thatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	141	5	5	5	5	5	5
Income>30%but <=50%ofAMI	47	5	4	4	5	5	5
Income>50%but <80%ofAMI	6	3	2	2	2	2	2
Elderly	17	4.5	5	4	4	1	4
Familieswith Disabilities	2	3	5	4	5	1	1
White	164						
Black	8	1	1	1	1	1	1
Asian/Pacific Islander	0	1	1	1	1	1	1
Other	22	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 Needsof FamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists

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 Needsof FamiliesontheWaitingList			
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	194		142
Extremely low income <= 30% AMI	141	72.7	
Very low income (>30% but <=50% AMI)	47	24.2	
Low income (>50% but <80% AMI)	6	3.1	
Families with children	110	56.7	
Elderly families	17	8.8	
Families with Disabilities	2	1.0	
White	164	84.5	
Black	8	4.1	
Asian/Pacific Islander	0	0.0	
Other	22	11.3	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR and Efficiency	11		
2BR	52		
3BR	26		
4BR	3		
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 PHAPI _____ any year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families on 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 or 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 market financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease -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 FAMI

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 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

[24 CFR 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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

\

**Financial Resources:
Planned Sources and Uses**

Sources	Planned\$	PlannedUses
1. FederalGrants(FY 2003grant s)		
a) PublicHousingOperatingFund	691,536	
b) PublicHousingCapitalFund	635,406	
c) HOPEVIRevitalization		
d) HOPEVIDemolition		
e) AnnualContributionsforSection 8Tenant -BasedAssistance	864,179	
f) PublicHousingDrug Elimination Program(includinganyTechnical Assistancefunds)		
g) ResidentOpportunityandSelf - SufficiencyGrants	45,436	
h) CommunityDevelopmentBlock Grant		
i) HOME		
OtherFederalGrants(listbelow)		
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
NY048501 -01	76,836	CFP
3.PublicHousingDwellingRental Income	816,180	Administration
4.Otherincome (listbelow)		
Investment	34,010	Administration
Other	18,300	Administration
4.Non -federalsources (listbelow)		
Totalresources	3,181,883	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart 903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent 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(desc ribe)

c. Yes No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

d. Yes No:DoesthePHArequestcriminalrecordsfromState law enforcementagenciesforscreeningpurposes?

e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

(2)WaitingListOrganization

a. WhichmethodsdoesthePHAplantousetoorganizeitpublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(desc ribe)

County-wide

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- 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 HUD-approved site-based waiting list plan)? If yes, how many lists?

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

4. Where can interested persons obtain more information about and sign up to be on these 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 for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

In what circumstances will 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
 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. 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.

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
- 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)

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

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

Resident Handbook

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

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list)

Component 3,(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name :	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

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)

Paste experience as a tenant with this agency and any agency registered in TenantCheck.

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 assistance? (select all that apply) -based

- 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 admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

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

Other preferences (select all that apply)

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

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
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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 preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
 Not applicable: the pool of applicant families ensure 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

[24 CFR Part 903.79(d)]

A. Public Housing

(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
- Fair market rents (FMR)

- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

Whenever source of income changes

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

(2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

- At or above 90% but 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 burden 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 applicants 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 table 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:

-or-

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

**Component 7
Capital Fund Program Annual Statement
Parts I, II, and III**

**Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number NY06PO48501-03 FFY of Grant Approval: (10/2003)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	47,910
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	43,119
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	388,071
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Non Dwelling Structures	
13	1475 Non Dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 -19)	479,100
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
NY48-01-04	Salary for Modernization Coordinator	1410	47,910
NY48-001 Forest Hill Towers	A/E Fee	1430	43,119
NY48-001 Forest Hill Towers	Apartment Conversion Remove 27 efficiency apartments to make 18 one-bedroom apartments	1460	388,071
		TOTAL	479,100

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NY048-001 Forest Hill Towers	09/30/05	09/30/07
NY048-002 Dubois	09/30/05	09/30/07
NY048-004	09/30/05	09/30/07

(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 t

-or-

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

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY48-001	Forest Hill Towers	12	10%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Charcoal filter hoods			49,547	FFY-04
2. New doors & locks to apartments			159,187	FFY-04
3.				
4. Glycol in boiler system			43,318	FFY-05
5. As-built drawings for record keeping			8,000	FFY-06
6. Replace heating units in each apartment			68,999	FFY-07
7. Replace sidewalk and curbing			68,699	FFY-07
8. Replace trees and shrubs			34,800	FFY-06
9. Replace refrigerators in apartments			44,938	FFY-05
10. Replace stoves in apartments			49,140	FFY-05
11. Wall-mounted fixtures, switches & wiring			82,575	FFY-06
12. Balance of conversion money for 27 efficiencies to 18 one -bedroom			251,929	FFY-04
13. Storage shelving in closets			36,824	FFY-05
14.				
15. Replace old closet doors			50,965	FFY-04
16. Range hoods (charcoal filters)			36,808	FFY-05
17. Stainless steel splash guards			18,404	FFY-05
18. Exhaust systems for 7 apartments			36,367	FFY-05
Totalestimated cost over next 5 years			1,040,500	

Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

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

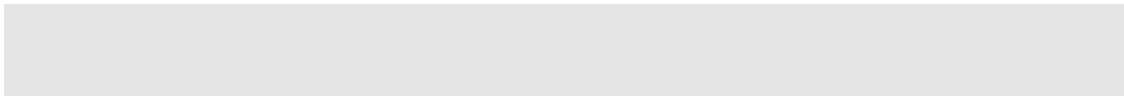
Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY48-002	Dubois Garden Apartments	5	6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Install French drains			96,000	FFY-06
2. Remove asbestos floor tiles in hallways			108,220	FFY-05
3. Energy audit record			800	FFY-04
4. As-built drawings for record keeping			8,000	FFY-04
5. Re-wire, insulate & replace sheetrock & baseboards			308,550	FFY-04
6. Install new flooring in apartments			644,640	FFY-06
7. Landscape improvements			13,709	FFY-07
8. New kitchen exhaust systems			35,985	FFY-07
9. Replace refrigerators			32,640	FFY-05
10. Replace stoves			35,700	FFY-06
11. Storage addition			52,272	FFY-04
12.				
13.				
14. Replace tubs, tile walls, vanity tops, faucets and bathroom floors			168,795	FFY-04
15. Replace boilers			42,000	FFY-04
16. New closet doors/sliders			124,509	FFY-04
Total estimated cost over next 5 years			1,671,820	

Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

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

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY48-004	Kingsboro Towers	6	6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1.				
2. New doors & locks for apartments			139,948	FFY-05
3. As-built drawings for record keeping			8,000	FFY-06
4. Replace sidewalk & curbing			49,695	FFY-05
5. Replace closet rods with organizers			43,560	FFY-06
6. Wall-mounted fixtures, switches, & wiring			70,422	FFY-07
7. Replace hall closet doors			81,070	FFY-07
8. Replace refrigerators			36,000	FFY-07
9. Replace stoves			42,000	FFY-05
10. Replace roof exhaust fans			20,673	FFY-04
11. Remove VCT from floors & baseboards			219,353	FFY-05
12. New closet doors			58,080	FFY-05
Total estimated cost over next 5 years			768,801	

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 HOPEVI 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 HOPEVI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPEVI 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 Plan 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 HOPEVI 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",

skiptocomponent9;if“yes”,completeoneactivitydescription
foreach development.)

2.ActivityDescription

Yes No: HasthePHAprovidedtheactivitiesdescriptioninformationin
the **optional**PublicHousingAssetManagementTable?(If
“yes”,skiptocomponent9.If“No”,completeth eActivity
Descriptiontablebelow.)

Demolition/DispositionActivityDescription	
1a.Developmentname:	
1b.Development(project)number:	
2.Activitytype:Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3.Applicationstatus(selectone)	
Approved <input type="checkbox"/>	
Submitted,pendingapproval <input type="checkbox"/>	
Plannedapplication <input type="checkbox"/>	
4.Dateapplicationapproved,submitted,orplannedforsubmission: (DD/MM/YY)	
5.Numberofunitsaffected:	
6.Coverage ofaction(selectone)	
<input type="checkbox"/> Partofthedevelopment	
<input type="checkbox"/> Totaldevelopment	
7.Timelineforactivity:	
a.Actualorprojectedstartdateofactivity:	
b.Projectendddateofactivity:	

**9. DesignationofPublicHousingforOccupancybyElderlyFamilies
orFamilieswithDisabilitiesorElderlyFamiliesandFamilieswith
Disabilities**

[24CFRPart903.79(i)]

ExemptionsfromComponent9;Section8onlyPHAsarenotrequiredtocompletethissection.

1. Yes No: HasthePHAdesignatedorappliedforapprovaltodesignateor
doesthePHAplantoapplytodesignateanypublichousingfor
occupancyonlybytheelderlyfamiliesoronlybyfamilieswith
disabilities,orbyelderlyfamiliesand familieswithdisabilities
orwillapplyfordesignationforoccupancybyonlyelderly
familiesoronlyfamilieswithdisabilities,orbyelderlyfamilies
andfamilieswithdisabilitiesasprovidedbysection7ofthe
U.S.HousingActof1937(42U.S.C.14 37e)intheupcoming

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. Assessment 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”,skiptocomponent11;if“yes”,completeone activitydescriptionforeachidentifieddevelopment,unless eligible to completestreamlinedsubmission.PHAs completingstreamlinedsubmissionsmayskiptocomponent 11.)

2.ActivityDescription

Yes No: HasthePHAprovidedallrequiredactivitydescription informationforthiscompomentinthe **optional**PublicHousing AssetManagementTable?If“yes”,skiptocomponent11.If “No”,completetheActivityDescriptiontablebelow.

ConversionofPublicHousingActivityDescription
1a.Developmentname: 1b.Development(project)number :
2.Whatisthestatusoftherequiredassessment? <input type="checkbox"/> Assessmentunderway <input type="checkbox"/> AssessmentresultssubmittedtoHUD <input type="checkbox"/> AssessmentresultsapprovedbyHUD(ifmarked,proceedtonext question) <input type="checkbox"/> Other(explainbelow)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:IsaConversionPlanrequired?(Ifyes,gotoblock4;ifno,goto block5.)
4.StatusofConversionPlan(selectthestatementthatbestdescribesthecurrent status) <input type="checkbox"/> ConversionPlanindevelopment <input type="checkbox"/> ConversionPlansubmittedtoHUDon:(DD/MM/YYYY) <input type="checkbox"/> ConversionPlanapprovedbyHUDon:(DD/MM/YYYY) <input type="checkbox"/> ActivitiespursuanttoHUD -approvedConversionPlanunde rway
5.Descriptionofhowrequirements ofSection202arebeingsatisfiedbymeansother thanconversion(selectone) <input type="checkbox"/> Unitsaddressedinapendingorapproveddemolitionapplication(date submittedorapproved: <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIDemolitionapplication (datesubmittedorapproved:) <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIREvitalizationPlan (datesubmittedora pproved:) <input type="checkbox"/> Requirementsnolongerapplicable:vacancyratesarelessthan10percent <input type="checkbox"/> Requirementsnolongerapplicable:sitenowhaslessthan300units <input type="checkbox"/> Other:(describellow)

B.ReservedforConversionspursuanttoSection22oftheU.S.HousingActof 1937

C.ReservedforConversionspursuanttoSection33oftheU.S.HousingActof 1937

11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. Yes No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsec tion5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAapplied orplantoapplytoadministeranyhomeownershipprograms undersection5(h),theHOPEIprogram,orsection32ofthe U.S.Housi ngActof1937(42U.S.C.1437z -4).(If“No”,skip tocomponent11B;if“yes”,completeoneactivitydescription foreachapplicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAs completestreamlinedsubmissionsmay skiptocomponent11B.)

2.ActivityDescription

Yes No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**PublicHousing AssetManagementTable?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <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 -establishedeligibilitycriteria

Yes No: Will the PHA's program haveeligibilitycriteriaforparticipationin itsSection8HomeownershipOptionprograminadditiontoHUD criteria?

Ifyes,listcriteriabelow:

12. PHA Community Service and Self -sufficiency Programs

[24CFRPart903.79(1)]

ExemptionsfromComponent12:HighperformingandsmallPHAsarenotrequiredtocompletethis component.Section8 -OnlyPHAsarenotrequiredtocompletesub -componentC.

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 programstoeligiblefamilies
- 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 admission policies
- Section 8 admission 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

Yes No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PH main office/ other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 2/3/12/99)
Public Housing		
Section 8		

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

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

[24 CFR 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 anti crime/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 without side and/or resident organizations for the provision of crime-and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risky 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)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFRPart903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24CFRPart903.79(p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24CFRPart903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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

Because the interests of public housing families are different from the interests of Section 8 families, two separate Resident Advisory Boards were formed representing a cross-section of tenants from public housing and for Section 8. Each group was presented with a draft of the plan policies and asked to comment. Comments are summarized below.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached as Attachment (Filename)

Provided below:

GLOVERSVILLE HOUSING AUTHORITY

Resident Advisory Board Meeting

The members of the Gloversville Housing Authority's Resident Advisory Board met in a regular session at **Kingsboro Towers** on **Tuesday, January 28, 2003 at 10:30 AM.**

Present: Daniel R. Towne, Executive Director

Danny Conyne, Modernization Coordinator

Patricia Wetmore, Tenant Relations

Kathleen Pettit, Tenant Commissioner

Mario Trippodo, Tenant Commissioner

Elizabeth Gugenberger, Kingsboro Towers Representative

Therese Edwards, Forest Hill Towers Representative

Mr. Towne started the meeting by explaining to all members of the Board the purpose of the Resident Advisory Board was to assist Gloversville Housing Authority in submitting the Annual Plan to HUD in June. He explained that by holding meetings and speaking with residents the Board would be better able to present the Authority with concerns and wants at each development. These concerns, whether they are safety issues, grievance procedures, or occupancy issues, and the wants of the residents are all taken into consideration when the Authority prepares to submit their Annual Plan.

It was explained that several items are reconsidered when the Authority receives their grant money from HUD. One of the items that all residents can help with is the yearly Resident Survey. Whoever gets one of these surveys should definitely take the time to fill the survey out and mail it back to HUD. The Authority receives a score for this survey which in turn helps to determine the amount of funding GHA receives from HUD.

The Board members were advised of the Authority's Section 8 Program in the City of Gloversville, which is subsidized by Gloversville Housing Authority. There are currently approximately 225 families in the City of Gloversville receiving this assistance.

With no representation on the Board from DuBois Garden Apartments, our family development, Mr. Towne suggested that possibly a survey would be sent to all residents to ask them what items they would like to see considered for the Annual Plan. Mr. Trippodo said he would go to our DuBois development and try to speak with individual residents about what their concerns and wants are.

Mrs. Wetmore told the Board that the Authority was in the initial stages of possibly converting some efficiency apartments into one bedroom apartments at Forest Hill Towers. Mr. Conyne explained that we would take two efficiency apartments and convert them into one 1 bedroom apartments. This conversion would be included in our Annual Plan this year.

Mr. Conyne read a list of some of the items residents had asked for previously. Some of the items that were asked for were incorporated into our Annual Plan and have been put into place at the developments. One item that was brought up at this meeting was the want/need for a bigger apartment. Ms. Edwards said that she enjoyed her efficiency apartment at Forest Hill Towers, but would really enjoy an apartment with a bedroom if available. Mrs. Gugenberger, from Kingsboro Towers, agreed with her/

The next meeting of the RAB will be held on Tuesday, February 25th at 10:30 AM in the community room at Kingsboro Towers.

The meeting was adjourned at 11:15 AM.

GLOVERSVILLE HOUSING AUTHORITY

Resident Advisory Board Meeting

The members of the Gloversville Housing Authority's Resident Advisory Board met in a regular session on **Kingsboro Towers** on **Tuesday, February 25, 2003** at **10:30 AM**.

Present: Daniel R. Towne, Executive Director

Danny Conyne, Modernization Coordinator

Patricia Wetmore, Tenant Relations

Kathleen Pettit, Tenant Commissioner

Mario Trippodo, Tenant Commissioner

Elizabeth Gugenberger, Kingsboro Towers Representative

Absent: Therese Edwards, Forest Hill Towers Representative

Mr. Towne started the meeting by reviewing the minutes of the January meeting. He advised the group that there is no one at DuBois Garden Apartments interested in representing that development on the Resident Advisory Board. Mr. Towne had hoped that Therese Edwards, Representative for Forest Hill Towers, would be present as he wanted to clarify that although the Authority was looking into apartment conversions at Forest Hill Towers, it is not definite that this conversion will take place nor is it definite that Ms. Edwards' apartment would be an apartment that is converted. Mrs. Gugenberger asked if all efficiencies would be converted and Mr. Towne explained that there would be only two efficiencies on each floor that would be converted into a one bedroom apartment.

Mrs. Wetmore addressed the security issues at all Gloversville Housing Authority developments with the Board. She explained that upon receiving an individual's application for housing the security process gets put into motion. If determined, from the initial application, that a person qualifies for housing their name and social security number is sent to Gloversville Police Department to be verified in their NCIC database for any past criminal history. If it is determined that there is a past criminal history, the applicant is asked to have a fingerprint card completed at GPD and Mrs. Wetmore will ask the applicant to explain the criminal history. The applicant's fingerprint card is forwarded to the New York State Department of Criminal Justice to determine what the applicant's criminal history involves. This information is forwarded to Mrs. Wetmore. There is also a credit check that is performed on all eligible applicants. This credit check supplies Mrs. Wetmore with an applicant's past payment history, if they have a pending judgment against them, past jobs, past addresses and various other information about an applicant. Mrs. Wetmore explained that this process is performed on all eligible applicants.

Mr. Towne asked if there were any other security issues the Board would like to discuss and one issue that was discussed was the security guards. Mr. Trippodo questioned if there were still security guards patrolling the two towers as he had not seen them in quite some time. Mr. Conyne stated that he had seen a security guard at Kingsboro Towers.

Resident Advisory Board Minutes
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sometime during the month of January. Mrs. Wetmore advised that there is a logbook at each development for the security guards to see each time they patrol. When the logbook was presented, it was determined that the security guards had not been making entries in the book. Mr. Towne stated that the security company we were currently using was new, and that he would speak with Frank DeSantis about the duties and responsibilities of the security guards. The Authority has Post Orders in effect for the security guards and Mr. Towne will make sure the security guards have these orders and follow through with them.

Mr. Trippodo questioned the use of elevators for moving during non-business hours. He said that over the weekend a family had been moving items from a deceased resident's apartment and there were quite a few marks on the elevator car walls. He also said there was graffiti written on the walls. It was explained that when a new applicant is leased an apartment they are told they can only move big items such as furniture during the Authority's business hours. It is explained to new residents that when the elevator cars with pad stop prevent damage to the cars. This is and always has been the rule. Mrs. Wetmore stated that all office staff reiterate this to residents moving in or out.

Mr. Trippodo asked if the Authority could hold a fire drill so the residents would know what to do in the event of a fire. This past weekend there was a power outage at Kingsboro Towers and Mr. Trippodo thought that having a fire drill would help many residents in an emergency. Mr. Conyne explained that we could not hold a fire drill, due to much confusion for the residents. Mr. Towne assured the Board that he would contact the Gloversville Fire Department to arrange a training seminar for the residents at the towers. He would also be contacting Mr. Frederick Haviland to set up a date and time for the training. It was also discussed that on the inside of every apartment entry door there is an evacuation plan that the residents should follow. Mr. Trippodo also questioned why the emergency backup lights in the community room did not go on during the power outage over the weekend. Mr. Conyne told the Board that he would have maintenance test all battery pack emergency lights.

Mrs. Gugenbergtold Mrs. Wetmore that the community room at Kingsboro Towers is constantly being used. There are several activities taking place in the community room weekly. Mrs. Wetmore explained that she also wanted residents to be aware that the community room is an extension of their apartment. That if a resident just wanted to get out of their apartment for a couple of hours that they are

more than welcome to go into the community room and use those facilities. The community room is meant for everyone and at any time. Not just for scheduled activities.

Mr. Trippodo asked if it would be possible to put a candy vending machine in the community room. This would also help to generate additional funding for the Tenants Association. Mr. Towne said he would check with the vending company that the

**Resident Advisory Board Meeting
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Authority uses. Mr. Trippodo also asked about umbrellas at the picnic tables outside. He said they are quite expensive and asked if the Authority would share the cost of purchasing the umbrellas. Mr. Towne said the Authority would share this expense with the Tenants Association. It was strongly stressed though, that the Tenants Association cannot just arrange for the vending machine and the umbrellas, the residents at Kingsboro Towers need to want these items.

It was then discussed that the Board Representatives would ask the residents at the next scheduled Tenants Association meeting what structural changes they would like to see at both towers. These items would be discussed at the next Resident Advisory Board Meeting which is scheduled for Tuesday, March 25, 2003 at 10:30 AM in the community room at Kingsboro Towers.

GLOVERSVILLE HOUSING AUTHORITY

Resident Advisory Board Meeting

The members of the Groversville Housing Authority's Resident Advisory Board met in a regular session on **Kingsboro Towers** on **Tuesday, March 25, 2003** at **10:30 AM**.

**Present: Danny Conyne, Modernization Coordinator
Patricia Wetmore, Tenant Relations
Kathleen Pettit, Tenant Commissioner
Mario Trippodo, Tenant Commissioner
Elizabeth Gugenberger, Kingsboro Towers Representative**

Absent: Therese Edwards, Forest Hill Towers Representative

Mrs. Gugenberger called the meeting to order. Mr. Conyne thanked everyone for coming and turned the meeting over to Mrs. Wetmore.

Mrs. Wetmore began by stating that Mrs. Gugenberger, Mr. Trippodo and she has attended a Tenant's Association Meeting at Forest Hill Towers, as Mrs. Edwards who represents Forest Hill Towers, had been unable to attend any meetings due to personal issues. Mrs. Wetmore asked Mr. Trippodo if he had held any meetings at Du Bois Garden Apartments. Mr. Trippodo stated that no meetings were held there as the residents do not seem to be interested. Mr. Trippodo stated he had sent out memos to the residents and received no responses.

It was decided that when the Annual Inspection takes place in April at Du Bois, Mrs. Wetmore and Mr. Conyne will list some things the residents may need at the family development. Mr. Trippodo had asked

to attend these inspections for observation purposes, but Mrs. Wetmore felt that this would be very intrusive to the residents at DuBois with so many people in their homes during the inspection and would be very time consuming. The apartment inspections already consume a great deal of time.

At this time Mr. Conyne read from a list of items that was distributed to the RAB members. This was a list composed by Mrs. Wetmore after she had attended the meeting at Forest Hill Towers. Of the twenty items listed by Mrs. Wetmore, several were considered to be maintenance issues and several of the items could not be done at Forest Hill Towers due to structural changes to the building.

The items that Mr. Conyne said could possibly be put into the Annual Plan were:

- A. Different shelving in the bedroom closets, for storage purposes.
- B. Stainless steel splashboards.
- C. New closet doors.

Mrs. Gugenberger then read from a list of some of the things the residents at Kingsboro Towers would like to have. The items that could possibly be put into the Annual Plan are as follows:

- A. Phone jacks in the living rooms.
- B. New closet doors.
- C. Bigger kitchen stoves with lights in the ovens.

The meeting was adjourned at 11:30 AM.

MEMOTO: DANNY CONYNE, MODERNIZATION COORDINATOR

FROM: PATRICIA WETMORE, TENANT RELATIONS

DATE: MARCH 24, 2003

RE: TENANTS ASSOCIATION MEETING

On Tuesday, March 18, 2003, a Tenants Association Meeting was held at Forest Hill Towers, in which Mario Trippodo and I were invited to speak on behalf of their Advisory Board Representative, Therese Edwards, while she is absent attending to family obligations. We reviewed with them, once again, what the Residents Advisory Board is and does, and presented them with the opportunity to voice their ideas so they are represented at the next advisory Board Meeting. The following is a list of ideas that the tenants expressed an interest in having done:

1. Overhead lighting in both the living rooms and bedrooms
2. Carpeting in the hallways.
3. Ceiling fans in the living rooms and bedrooms
4. Different shelving in the bedrooms for storage
5. More video cameras in the common areas
6. Cushions for apartment doors to help quiet slamming noise
7. Increase security guard staffing

- 8.Storageareaoneachfloor
- 9.Awningonthepatio
- 10.Chairguardsforrooms
- 11.Exhaustfansinkitchens
- 12.Stainlessteelsplashboards
- 13.Ovenlights(forinsideovens)
- 14.Newwashersanddryers
- 15.Exhaustfansinthebathrooms(liketheonesatDuBois)
- 16.Acarpetedareainthecommonarea
- 17.Emergencypullcordsinthekitchenand livingrooms
- 18.Newclosetdoors
- 19.Morecupboardsandcounterspaceinthekitchens
- 20.Doublesinksinthekitchens

PleasecontactMarioormyselfifyouhaveanyquestionsbeforethenextscheduledResidentAdvisory BoardMeetingonMarch25, 2003.

Thankyou,

PLW/slm

c:DanTowne
MarioTrippodo

Section8ResidentAdvisoryBoard

An23 -memberResidentAdvisoryBoardwasselectedtorepresentacrosssectionoftenantsfrom theGloversvilleSection8Program,representingten percentofalltenantsintheprogram.

No listing of Section 8 Resident Advisory Board members is provided since some of the members submitted their comments anonymously. In addition, it is the policy of the Gloversville 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
1. Program Mission	11	0	1
<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> <ul style="list-style-type: none"> • Home should always be clean and healthy • The program does not actually "provide" housing otherwise there would be a list of apartments ready to move into. It is a great program that helps us pay for decent, safe housing otherwise many people would be living in dumps because that is all they could afford. • Due to job shortages and high utilities it will help. • I agree extremely as low-income families would not have homes if it weren't for help like yours. • I thank you for helping me live in a decent, safe house. 			
2. Program Size	1	10	1
<p>There should be a limit on the number of families that can be helped by the program.</p> <ul style="list-style-type: none"> • There should always be help for someone. • Completely depends on how much funding is available. • Families need help. • You cannot limit needy families. You never know when a crisis arises. • For only them that need it. 			
3. Quality of Service	11	1	0
<p>The quality of service provided to you by your staff is acceptable and there is no need to improve service.</p> <ul style="list-style-type: none"> • There is always room for improvement due to 			

- changes in funding, rules, and government.
- You are outstanding people and I thank my God in Heaven for help like you have given to me.

4. Self-Sufficiency **10** **1** **1**

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.

- The elderly and disabled should always get help.
- Employed persons should only have one-quarter to one-third of their earnings counted toward rent increases. You can do more by giving incentives than just helping people find a job.
- Everyone needs extra help and advice.
- Yes. Sometimes people just need to be told "you can do it."

5. Fair Housing **11** **1** **0**

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

- Everyone is due fairness.
- Everyone should, but you can't please all.
- This is already in practice.
- Does not matter what color you are or anything.

6. Preferences **10** **20**

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

- I agree totally.
- If they should be first because they are the elderly and much respect is given.
- Should be based on individual needs.
- All should be treated equal as long as they qualify.
- Yes. Elderly and disabled will always need help.

7. Home Ownership **1** **0** **1** **1**

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.

- If they could buy a home then they could pay all of their rent.
- I do not agree with a new house being built when so many old

- houses could be improved.
- Because they may want to be on their own.

8. Additional Comments made by Members:

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

- Thank you for helping me to live where I am at. If it wasn't for your help I couldn't live as I do.
- Children under 21 should be able to work and keep their money without fear of the rent amount increasing. We have told our 17 year old she cannot get a job because we can't afford to pay the rent increase. She would have to hand over one-third to one-half of her check toward rent. My younger daughter wanted to get a paper route. This should not be counted in figuring rent amount. Children under 18 or under 21 attending colleges should not have their income counted.
- I am disabled. I need the help.

With one major exception, members of the Resident Advisory Board expressed substantial agreement with the policies in the plan. There was substantial disagreement on limiting program size with ten of twelve responses disagreeing with the plan policy statement proposing to limit the number of families that can be helped.

Policies concerning the program mission, self-sufficiency, fair housing, and preferences were endorsed by all respondents. Also there was strong interest in a homeownership program. Eleven of twelve responses to quality of service were positive. 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 homeownership program, work has begun on a regional homeownership 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 initiation of a regional homeownership program.

- **A Resident Advisory Board has been established and its membership has commented on the contents of the annual plan.**

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

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 voucher 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 home ownership 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 home ownership 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.

**BRIEF STATEMENT OF PROGRESS IN MEETING THE 5 - YEAR PLAN
MISSION AND GOALS**

- 1. Completed designated housing plan**
- 2. Continued to obligate and expend capital funds according to plans**
- 3. Established a Resident Advisory Board for the Section 8 Program**
- 4. Initiated a home ownership program on a regional basis for the Section 8 Program.**

Gloversville Housing Authority

Board of Commissioners

<u>Name and Offices</u>	<u>Appoint/Elect</u>	<u>Commencement</u>	<u>Expiration</u>
Anthony A. Ferraro Chairperson	04/22/03 04/24/03	04/22/03 04/24/03	04/22/08 04/24/04
Elsie Unger Vice Chairperson	05/25/99 04/24/03	06/18/99 04/24/03	06/18/04 04/24/04
Patricia Van Slyke Secretary	07/17/01 04/24/03	07/17/01 04/24/03	07/17/06 04/24/04
Kathleen Pettit	06/18/02	07/01/02	06/30/04
Dorothy Boroson	05/21/02	05/21/02	05/21/07
Robert Miller	04/25/00	04/25/00	04/25/05
Mari Trippodo	06/18/02	07/01/02	06/30/04

Component 10(B) Voluntary Conversion 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

Development Name

Number of Units