

## **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 comments on the policies contained in the annual plan.**

### **Gloversville Housing Authority**

#### **Board of Commissioners**

<b><u>Name and Offices</u></b>	<b><u>Appoint/Elect</u></b>	<b><u>Commencement</u></b>	<b><u>Expiration</u></b>
<b>Anthony A. Ferraro</b> Chairperson	04/22/03 04/24/04	04/22/03 04/24/04	04/22/08 04/24/05
<b>Elsie Unger</b> Vice Chairperson	05/26/99 04/24/04	05/26/04 04/24/04	05/26/09 04/24/05
<b>Patricia VanSlyke</b> Secretary	07/17/01 04/24/04	07/17/01 04/24/04	07/17/06 04/24/05
<b>Kathleen Pettit</b>	06/18/02	07/01/02	06/30/04
<b>Dorothy Boroson</b>	05/21/02	05/21/02	05/21/07
<b>Robert Miller</b>	04/25/00	04/25/00	04/25/05
<b>Mario Trippodo</b>	06/18/02	07/01/02	06/30/04

06/09/04

**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**

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

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# PHA Plans

Annual Plan for Fiscal Year 2004

***GLOVERSVILLE HOUSING AUTHORITY***

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

**PHA Plan  
Agency Identification**

**PHA Name:** Gloversville Housing Authority

**PHA Number:** NY048

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2004

**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

<i>Daniel R. Towne, Executive Director</i>	<i>Joseph E. Mastrianni, Inc.</i>
<i>Gloversville Housing Authority</i>	<i>242 Union Street</i>
<i>181 West Street</i>	<i>Schenectady, NY 12305</i>
<i>Gloversville, NY 12078</i>	<i>518-372-4739 ext. 26</i>
<i>518-773-7308</i>	

**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)

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

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

*Daniel R. Towne, Executive Director*      *Joseph E. Mastrianni, Inc.*

*Gloversville Housing Authority  
181 West Street  
Gloversville, NY 12078  
518-773-7308*

*242 Union Street  
Schenectady, NY 12305  
518-372-4739 ext. 26*



**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

*This requirement eliminated by PIH99-51 (HA) issued December 14, 1999.*

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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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 file name in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2004 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)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2004 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)

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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 local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	housing program	Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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 HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) 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. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	58	5	5	5	5	5	5
Income >30% but <=50% of AMI	28	5	4	4	5	5	5
Income >50% but <80% of AMI	11	3	2	2	2	2	2
Elderly	37	4.5	5	4	4	1	4
Families with Disabilities	28	3	5	4	5	1	1
<b>White</b>	87	1	1	1	1	1	1
<b>Black/African American</b>	3	1	1	1	1	1	1
<b>American Indian/Alaska Native</b>	1	1	1	1	1	1	1
<b>Hispanic or Latino</b>	2	1	1	1	1	1	1
<b>Asian/Pacific Islander</b>	4	1	1	1	1	1	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

**PHA waiting list and program manager experience.**

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

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

<b>Housing Needs of Families on the Waiting List</b>			
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	223		112
Extremely low income <=30% AMI	145	65.1	
Very low income (>30% but <=50% AMI)	67	30.0	
Low income (>50% but <80% AMI)	11	4.9	
Families with children	114	51.1	
Elderly families	41	18.4	
Families with Disabilities	66	29.6	
<b>White</b>	204	91.5	
<b>Black/African American</b>	11	4.9	
<b>American Indian/Alaska Native</b>	1	0.4	
<b>Hispanic or Latino</b>	4	1.8	
<b>Asian/Pacific Islander</b>	4	1.8	
Characteristics by Bedroom Size (Public Housing Only)			
1BR and efficiency	37		
2 BR	35		
3 BR	16		

Housing Needs of Families on the Waiting List			
4 BR	8		
5 BR	1		
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- 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 vouchers 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 vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community



- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	747258.00	Modernization
b) Public Housing Capital Fund	572714.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	832473.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	45890.00	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
NY048501-02	90390.23	CFP
NY048501-03/502-03	68647.00	CFP

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income:Budget</b>	777080.00	
<b>Excess Utility</b>	2210.00	
<b>Non-Dwelling</b>	1510.00	
<b>4. Other income</b> (list below)		
<b>Investment</b>	27300.00	<b>Administration</b>
<b>Other</b>	17150.00	<b>Administration</b>
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	3182892.23	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **One month**
- Other: (describe)

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

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

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other : **County wide**

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

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

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

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

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

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

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

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

**(3) Assignment**

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(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 **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
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

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

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below) **Past experience as a tenant with this agency and any tenant 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-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

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

**(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 singles who 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 point 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)

**Elderly and disabled singles over singles who are not elderly or disabled.**

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

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

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other **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 burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
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 903.7 9 (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 office 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 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office 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**

[24 CFR Part 903.7 9 (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 (state name)

-or-

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

**PHA Plan  
Table Library**

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

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

Capital Fund Grant Number NY06P048501-4 FFY of Grant Approval: 10/2004

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	45,899.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	33,047.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	380,042.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	

14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	458,988.00
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
Administration Fees and Costs	Salary for Mod Coordinator	1410	45,899.00
	AE Fees	1430	33,047.00
NY48-001 Forest Hill Tower			-0-
NY48-002 DuBois Garden Apts.	Replace tubs, tile wall, vanity tops, faucets, and bathroom floors	1460	283,127.00
	New closet doors, swing& sliders, shelving & rods	1460	96,915.00
NY48-004 Kingsboro Towers			-0-



**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)
NY48-001 FOREST HILL TOWERS	09/30/06	09/30/08
NY48-002 DUBOIS GARDEN APTS.	09/30/06	09/30/08
NY48-004 KINGSBORO TOWERS	09/30/06	09/30/08

**(2) Optional 5-Year Action Plan**

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

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

**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.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NY48-001	FOREST HILL TOWERS	0	0%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Charcoal filter hoods			38,115.00	FFY-06
2. New doors & locks to apartments			128,458.44	FFY-05
3. As-built drawings for record keeping			8,000.00	FFY-08
4. Replace heating units in each apartment			68,699.00	FFY-07
5. Replace sidewalk and curbing			68,699.00	FFY-07
6. Replace trees and shrubs			34,800.00	FFY-06
7. Replace refrigerators in apartments			41,472.00	FFY-05
8. Replace stoves in apartments			49,140.00	FFY-08
9. Wall-mounted fixtures, switches & wiring			81,425.00	FFY-06
10. Storage shelving in closets			28,314.00	FFY-05
11. Stainless steel splash guards			16,848.00	FFY-05
12. Exhaust systems for 7 apartments			36,367.00	FFY-08
<b>Total estimated cost over next 5 years</b>			<b>600,637.44</b>	

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	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Install French drains			96,000.00	FFY-06
2. Remove asbestos floor tiles in hallways			129,864.00	FFY-05
3. As-built drawings for record keeping			8,000.00	FFY-08
4. Re-wire, insulate & replace sheetrock and baseboards			308,550.00	FFY-06
5. Install new flooring in apartments			644,640.00	FFY-08
6. Landscape improvement			13,709.00	FFY-07
7. new kitchen exhaust systems			35,985.00	FFY-07
8. Replace refrigerators			32,640.00	FFY-05
9. Replace stoves			35,700.00	FFY-06
10. Storage addition			62,726.40	FFY-06
11. Replace boilers			50,400.00	FFY-05
12. Replace all closet doors			181,500.00	FFY-08
<b>Total estimated cost over next 5 years</b>			<b>1,599,714.40</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY48-004	Kingsboro Towers	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. New doors & locks for apartments			139,948.00	FFY-05
2. As-built drawings for record keeping			8,000.00	FFY-08
3. Replace sidewalk & curbing			49,695.00	FFY-08
4. Replace closet rods with organizers			43,560.00	FFY-06
5. Wall-mounted fixtures, switches & wiring			70,422.00	FFY-07
6. Replace hall closet doors			81,070.00	FFY-07
7. Replace refrigerators in apartments			36,000.00	FFY-07
8. Replace stoves in apartments			42,000.00	FFY-08
9. Replace roof exhaust			20,673.00	FFY-05
10. New closet doors			58,080.00	FFY-06
<b>Total estimated cost over next 5 years</b>			<b>549,448.00</b>	

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization 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 HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance 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**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description



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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
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**

[24 CFR Part 903.7 9 (j)]

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

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 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 FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

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

- |  |
|--|
| <input type="checkbox"/> Part of the development |
| <input type="checkbox"/> Total development       |

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs 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. )

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

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
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 903.7 9 (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 areas 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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority



- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

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

**C. Coordination between PHA and the police**

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

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

PHAs 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 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (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**

[24 CFR Part 903.7 9 (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**

[24 CFR Part 903.7 9 (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 at Attachment (File name)
- 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 Wednesday, February 4, 2004 at 10:00 AM.**

**Present:** Daniel R. Towne, Executive Director  
Danny Conyne, Modernization Coordinator  
Patricia Wetmore, Tenant Relations Assistant  
Kathleen Pettit, Tenant Commissioner  
Mario Trippodo, Tenant Commissioner  
Elizabeth Gugenberger, Kingsboro Towers Representative  
Mary Agosta, DuBois Garden Apartments Representative

**Absent:** Michael Snyder, Forest Hill Towers, Representative

Mr. Towne started the meeting by introducing Mary Agosta to the Board members. Ms. Agosta is a new member of the Resident Advisory Board and will be representing DuBois Garden Apartments. Mr. Towne added that there is also a new representative from Forest Hill Towers, Mr. Michael Snyder.

Mrs. Gugenberger asked Mr. Towne what her duties were as a Board member. Mr. Towne explained that the purpose of the Resident Advisory Board is to assist Gloversville Housing Authority in planning upcoming projects to be submitted to HUD in June of each year in the form of an Annual Plan. Not only are upcoming projects listed in the Annual Plan, but also the Authority's finances, resident selection and other issues involved with the Authority. Forest Hill Towers and Kingsboro Towers have been designated for elderly housing only. This designation will run out next year and the Authority will have to reapply again for this designation. Mr. Towne also mentioned the Community Service Program that is currently in effect for all Housing Authorities.

He further advised the members that it is **very** important that all residents of the Housing Authority take the time to fill out and send back to HUD the resident surveys they receive each year. Not only does this help the Authority in receiving funding but it is also a type of report card for the Authority and its employees. Mr. Towne mentioned that with the funding received from HUD the Authority has resided the buildings at DuBois and currently the Authority is working to convert twenty-seven efficiency apartments into eighteen one bedroom apartments at Forest Hill Towers. Mr. Conyne also advised that the balcony work is scheduled to begin in April/May of this year, weather permitting.

Many of the projects that have been completed or are in progress were requested by residents. This is what the Authority looks for from the Resident Advisory Board. The purpose of the Board is to ask questions, get ideas and bring the information to the meetings. Basically the Resident Advisory Board is the planning department for upcoming projects. The Authority tries to honor reasonable requests from residents.

Mrs. Wetmore suggested that the representatives of the Board could hold meetings or send out notices asking for ideas from the residents. It is difficult getting ideas from DuBois Garden Apartments and Forest Hill Towers as both developments currently are without a Tenants Association. Mr. Trippodo offered to help Ms. Agosta in trying to get some ideas from the residents at DuBois, he has been unsuccessful in the past.

Mr. Conyne spoke to the group about the eligible and ineligible list he had mailed to all Advisory Board members. The members could use this information as a guide when a resident requested something.

Mrs. Gugenberger asked if when maintenance plowed and sanded the parking lots after a storm, could they make sure to sand where the cars will be parked. It seems this is not always done and it is very icy for people getting out of their vehicles. Mr. Towne replied that all areas should be sanded. Ms. Agosta asked if the Authority could provide sand barrels by the building entrances at DuBois. Mr. Towne said he would look into it.

Mr. Towne explained to the Resident Advisory Board that there will be two more meetings he would like the members to attend. One meeting will be concerning issues with admissions, safety and security, and maintenance. He is hoping this meeting can take place in March. The final meeting will need to be held in April and at that time Mr. Conyne will ask for ideas for his Capital Fund Program. The Annual Plan needs to be submitted in June and upon its approval the Resident Advisory Board will be notified.

With nothing further to discuss the meeting adjourned at 10:50 AM.

## **GLOVERSVILLE HOUSING AUTHORITY**

### **Resident Advisory Board Meeting**

The member of the Gloversville Housing Authority's Resident Advisory Board met in a regular session at **Kingsboro Towers on Thursday, March 4, 2004 at 10:00 AM.**

**Present: Danny Conyne, Modernization Coordinator**  
**Patricia Wetmore, Tenant Relations Assistant**  
**Kathleen Pettit, Tenant Commissioner**  
**Mario Trippodo, Tenant Commissioner**  
**Michael Snyder, Forest Hill Towers Representative**  
**Mary Agosta, DuBois Garden Apartments Representative**  
**Elizabeth Gugenberger, Kingsboro Towers Representative**

Mrs. Wetmore began by thanking Mary Agosta and Mike Snyder for their participation on the Resident Advisory Board. Mrs. Wetmore asked each development representative to address the needs and wants of the residents. Mrs. Gugenberger stated that she had asked the residents for ideas at their monthly Tenant Association meeting held on March 1, 2004.

Mrs. Agosta held two meetings at DuBois Garden Apartments with no response from the residents. She reviewed with Mr. Conyne some of the concerns some residents had previously expressed. Mrs. Agosta requested sand barrels be placed near the front of each quad. Building 4,5,6, and 7 all have shaded walkways which become very slippery in the winters. Maintenance does a good job with the sidewalks, but are not always available. With sand barrels at each entryway the residents could throw down sand. Mr. Conyne said he would check into this and get more sand barrels if possible.

Mrs. Agosta asked about the apartments at DuBois being sound proofed. Mr. Conyne stated that with upcoming work scheduled for DuBois this may get addressed at a later date. Mrs. Agosta asked if anything can be done about the cars speeding through the DuBois complex and the loud music from the vehicles. Mr. Conyne advised the speeding vehicles are a police issue. Mr. Conyne and Mrs. Wetmore advised the Authority may change the hours of the security guards. This may help to cut down on the loud music. Mr. Trippodo said he has spoken to the Gloversville Police Chief about these problems and he advised the residents to call and complain. Unless complaints are on file, there is little the police can do. Another issue brought up by Mrs. Agosta was parking. It seems people are not using their assigned parking spots or visitors are parking in parking spots for residents. Mr. Conyne said he would check into getting some type of form the resident could use to place in an illegally parked vehicle. Mrs. Wetmore questioned if the Authority could install pole signs for parking spots at DuBois. Mr. Conyne said this would be a problem all times of the year. Mr. Conyne did mention possibly painting the apartment #'s on the curb where the resident is to park.

The meeting was then turned over to Mike Snyder, representative for Forest Hill Towers. Mr. Snyder held two meetings with the residents at Forest Hill Towers. Approximately 53 residents total attending the meetings. Some of the requests from the residents are as follows:

- Hood fans over kitchen stoves, Mr. Conyne said this is an allowable request and it will be considered for the Annual Plan.
- Carpeting in the hallways to cut down on noise, Mr. Conyne said hard floors are healthier and easier for maintenance to take care of.
- Telephone in jack in bedrooms. The Housing Authority is installing cable jacks in the bedrooms, phone jacks can not be installed due to wiring.
- New light fixtures in the hallways, residents say the fixture moves. This may be a maintenance issue.
- Lights on medicine cabinets, the bulbs need to be replaced frequently. Let maintenance know that way the Housing Authority will have a record.
- Remove wall between kitchen and hallway for more space. This is something the Housing Authority can look at and consider.

- Replace side door with an automatic door, door is hard to open. This may be a maintenance issue.
- New mail cabinet around mailboxes. This is a maintenance issue, maintenance may be able to repair the cabinet.
- Paint hallways. This may get done next year.
- New door locks on apartments. This is a maintenance issue.
- New overhead lighting in bedrooms. This can not be done, wire molding would have to be installed.
- Stainless steel backsplash for stoves. Mario advised this is going to get done.
- Bus stop enclosure. The Housing Authority will look at doing this.
- Outside cover for patio, permanent fixture. This will not be done, Housing Authority helped purchase patio umbrellas last year.
- New weather stripping around windows. Call office for work orders.
- New stoves and refrigerators. This may go into the Annual Plan.
- New kitchen cabinets. This may be a maintenance issue.
- Air conditioners in the bedrooms. The Housing Authority will look into this.
- Better screening of tenants. See Pat Wetmore.
- New spreader for sanding and salting for Bob Bonfey. Housing Authority bought one for the maintenance truck.

The meeting was then turned over to Mrs. Gugenberger, Kingsboro Towers representative. One problem that the residents had but has been solved was the parking lot lights. Mr. Trippodo asked if the lights in the parking lot could be brighter. The light bulbs are amber colored. Mr. Conyne explained they are this color for a reason. The color eliminates fog from forming around the building. The lights also will not attract bugs. Mrs. Gugenberger asked if they could get a new outdoor thermometer. Mr. Conyne said to have the Tenant Association buy one. Mrs. Gugenberger asked if there was a way to eliminate the odors in the hallways. Mr. Conyne advised that Kingsboro Towers will be receiving a new air make up system, this should correct the odor problem.

The Board decided their final meeting will be held on Thursday, April 8, 2004 at 10:00 AM. A reminder notice will be mailed to each member one week prior to the meeting. Mr. Conyne will attend this meeting and let the members know what items they requested have been incorporated into the Annual Plan.

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

## **GLOVERSVILLE HOUSING AUTHORITY**

### **Resident Advisory Board Meeting**

The members of the Gloversville Housing Authority's Advisory Board met in a regular session at **Kingsboro Towers on Thursday, April 8, 2004, at 10:00 A.M.**

**Present:**           **Danny Conyne, Modernization Coordinator**  
**Mary Agosta, DuBois Garden Apartments Representative**  
**Michael Snyder, Forest Hill Towers Representative**

**Absent:**           **Mario Trippodo, Tenant Commissioner**  
**Kathleen Pettit, Tenant Commissioner**  
**Elizabeth Gugenberger, Kingsboro Towers Representative**

Mr. Conyne started the meeting by thanking both Mary Agosta and Mike Snyder for their participation on the Resident Advisory Board. He then briefly went over the minutes of the last meeting. Mr. Conyne asked if there has been any additional input received from residents since the last meeting.

Because Mario Trippodo, Tenant Commissioner, was not able to attend, Mary Agosta spoke on his behalf. Mr. Trippodo held a meeting on March 23, 2004, in the community room at DuBois Garden Apartments. There were five residents of the Housing Authority present and the following concerns were discussed in regard to DuBois:

- New lights in the middle of the living room ceiling, not on the side. This would be very costly and is just not feasible at this time.
- Windows are not air tight. There is leakage, sand that gets in between the panels and frost that gathers on the inside. Mr. Conyne explained that this may be a maintenance issue and he will speak to Frank DeSantis, Maintenance Supervisor, about it and ask him to check the seals, as well as the tracks and wheels on all windows in each apartment.
- Look into setting a curfew for the children who play on the basketball court and post a sign that displays the hours. Mr. Conyne thought there may have been a sign at one time and will check into it. He also said that he would check with Tenant Relations to find out whether there is anything in the lease addressing a curfew.
- Some lights on the outside entrance of the buildings do not work. Also, white lights are preferable among the residents rather than the orange ones that are present. Mr. Conyne stated that this is a maintenance issue and that he would put a work order in to have the front entrance lights to all of the buildings checked. He then briefly explained the effects of the white lights to the orange lights, stating that this issue was discussed at the last meeting.
- One resident present at the meeting stated that she is very happy with her apartment, but did note the window leakage situation.
- One tenant complained of a whole under her kitchen sink. Ms. Agosta wanted to know if this had been taken care of yet. Mr. Conyne told her that Mr. Trippodo put a work order in for this and maintenance did take care of it.

The discussion was then turned over to Mike Snyder, Forest Hill Towers Representative. Mr. Snyder also had concerns regarding condensation on the windows at Forest Hill Towers. Mr. Conyne said that this could be happening because the windows are not closed and sealed properly. He noted that this would be looked into. Other issues that Mr. Snyder discussed were:

- Hood fans over kitchen stoves. Mr. Conyne said that there may be a wiring issue with this item and that it is still being looked into.
- Telephone jacks in bedrooms. Mr. Conyne stated that this issue was already discussed and is not feasible due to wiring. Mr. Snyder said that when residents do inquire about this issue, he suggests to them getting a cordless telephone.

- Carpeting in hallways. Mr. Conyne stated that this issue was already discussed and not feasible. Hard floors are healthier and easier to maintain.
- New light fixtures in the hallways because fixtures move. This is a maintenance issue. Mr. Conyne said that he would have maintenance look into tightening all fixtures in the hallways.
- Railings are loose in the elevators. Mr. Conyne made a note to call Schindler Elevator to come and tighten them.
- Lights on medicine cabinets; the bulbs need to be changed frequently. Mr. Conyne said that the quality of the light bulbs being used could be the cause of this and he will look into it.
- Remove wall between kitchen and hallway for more space. This is something the Housing Authority still needs to look into.
- Replace side door with automatic door; it is hard to open. This is a maintenance issue. Mr. Conyne will call in a work order.
- New mailbox cabinets. Mr. Conyne thought this was a good idea and he would look into it.
- Paint hallways. Mr. Conyne explained that this is done periodically on a cycle and would check to see when it is due to be done again.
- New door locks. Mr. Snyder was told that this was just done at Kingsboro Towers. Mr. Conyne said maybe the girls in the office at Forest Hill Towers could get a list together of the residents who are having a problem with their locks because the Housing Authority will be correcting this in the near future.
- New overhead lighting in the bedrooms. This was already addressed and not feasible due to the wiring.
- Stainless steel backsplash for stoves. Mr. Conyne stated that this is going to get done but probably not until after the apartment conversion is complete.
- Bus stop enclosure. Mr. Conyne agreed that this was a good idea and that the Housing Authority is still looking into it.
- Outside cover for patio. Mr. Conyne said that the Housing Authority purchased patio umbrellas for Kingsboro Towers last year and maybe some would be purchased for Forest Hill Towers this year. He will look into it.
- Air conditioning in the bedrooms. This will not be done.
- New spreader and sander for maintenance. This was purchased by the Housing Authority on February 24, 2004.
- New kitchen cabinets; the finish is coming off. Mr. Conyne acknowledged that this is an issue at both Forest Hill Towers and DuBois Garden Apartments and he will look into possibly having maintenance refinish the cabinets instead of having them replaced.
- New stoves and refrigerators. Mr. Conyne said this may be going into the Annual Plan.



- Better screening of tenants; Mr. Snyder also asked about the possibility of having the Housing Authority do “surprise” inspections. This is a Tenant Relations issue. Mr. Snyder was advised to discuss this with Pat Wetmore.

Mr. Conyne asked Mr. Snyder if he had any concerns about the construction going on at Forest Hill Towers. Mr. Snyder stated that he felt everything was going well and Mr. Conyne agreed.

Mr. Conyne addressed the concerns brought up at the last meeting regarding Kingsboro Towers. He stated that the issue with the parking lot lights has been taken care of temporarily and will be done permanently as soon as the weather permits. He advised everyone that the balcony railing replacements will begin within the next week or two and that the air make-up system replacement will begin after that. He added that the new air make-up system should help reduce the odor problem in the hallways by positively pressurizing the halls.

Mr. Conyne then explained that he couldn't say exactly which items from the five-year plan will be included in the Annual Plan, but noted that he and Dan Towne will be meeting soon to discuss it. Based on the amount of money projected in this year's Annual Plan, both Mr. Snyder and Ms. Agosta agreed that they would be in favor of having any of the above mentioned items included.

Mr. Conyne told Mr. Snyder and Ms. Agosta that they have played a key part in helping the Housing Authority set up a partnership with the tenants and thanked them again for all of their input.

The meeting **adjourned at 11:00 A.M.**

## **Section 8 Resident Advisory Board**

**An 25-member Resident Advisory Board was selected to represent a cross section of tenants from the Gloversville Section 8 Program, representing ten percent of all tenants in the program.**

**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 assurances 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**

	<b>Agree</b>	<b>Disagree</b>
<b>1. Program Mission</b>	<b>10</b>	<b>0</b>
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.		
<ul style="list-style-type: none"><li>• You are doing a very fair job.</li><li>• Should allow pets.</li></ul>		
<b>2. Program Size</b>	<b>0</b>	<b>10</b>
There should be a limit on the number of families that can be helped by the program.		
<ul style="list-style-type: none"><li>• All families that have low incomes should be able to get this program.</li><li>• All low-income families should be welcome.</li></ul>		
<b>3. Quality of Service</b>	<b>10</b>	<b>0</b>
The quality of service provided to you by our staff is acceptable and there is no need to improve service.		
<ul style="list-style-type: none"><li>• Everyone I have spoken with has been very polite and understanding.</li><li>• Staff have always been more than helpful and have gone out of their way to help. I think they deserve raises.</li></ul>		
<b>4. Self-Sufficiency</b>	<b>9</b>	<b>1</b>
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.		
<ul style="list-style-type: none"><li>• I believe many people should be able to learn self-sufficiency.</li><li>• Please send me info on how Section 8 helps families other ways.</li><li>• Depends on the disabled person's ability.</li></ul>		
<b>5. Fair Housing</b>	<b>9</b>	<b>1</b>
Staff should take extra measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex,		

familial status, or disability.

- Staff should give the amount of assistance required.

**6. Preferences** **10** **0**

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

- This is very rare.

**7. Home Ownership** **9** **1**

Consideration 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.

- This would be great.
- I would like more info in home ownership.

**8. Additional Comments made by Members:**

- Some families don't have security money when they move. I think they need help. It would be good if Section 8 can help with that.
- I really appreciate what Section 8 Housing does for my family. It has helped so much financially. Thank you for having such a nice program.

**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 ten 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. Ten of ten responses to quality of service were positive.**

**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.**

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 **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: **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)

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

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

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

#### **D. Other Information Required by HUD**

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

## **Attachments**

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



## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

### Public Housing Asset Management

<b>Component Identification</b>	<b>Activity Description</b>					
Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion  <i>Component 10</i>	Home- ownership <i>Component 11a</i>