

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

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# Troy Housing Authority Plans

5 Year Plan for Fiscal Years 2000 - 2004 Review 1  
Annual Plan for Fiscal Year 2001

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

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THA ANNUAL PLAN 2001 FOR SUBMISSION BY 10/18/00

HUD 50075

OMB Approval No: 2577-0226

Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name:** Troy Housing Authority

**PHA Number:** NY012

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2001

**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: One Eddy's Lane, Troy, New York 12180
- PHA development management offices
- PHA local offices

**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: One Eddy's Lane, Troy, New York 12180
- 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: One Eddy's Lane, Troy, New York 12180
- PHA development management offices
- Other (list below)

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PHA Identification Section,

FOR SUBMISSION 10/18/00  
HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

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

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

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

The Troy Housing Authority strives to improve the quality of life within the City of Troy by providing decent, safe and sanitary homes to the families and individuals who choose to live in our settings; increasing the availability of economic opportunities and affordable housing to promote self-sufficiency and homeownership; and assuring equal access to fair housing for everyone in the community.

Recognizing that efficient operations are essential in order to continue to perform the vital role that we play in the community, we commit ourselves to open communication, professionalism and fiscal responsibility as we develop partnerships with others to best meet the needs of our residents, whom we recognize as our most valuable asset.

## **B. Goals**

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

### **HUD Strategic Goal: Increase the availability of decent, safe, & affordable housing.**

- PHA Goal: Expand the supply of assisted housing to the fullest extent needed.

Objectives:

- Apply for additional rental vouchers
- Reduce public housing vacancies
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build units or developments
- Other (list below)

Commission a housing needs assessment to guide the activities noted above by determining the most suitable mix of public housing and tenant based assistance to meet the needs of the community.

**REVIEW:** The Troy Housing Authority recently received 51 additional Fair Share Vouchers and is awaiting word on applications for 75 Mainstream vouchers and 144 Housing Choice vouchers. Efforts to leverage private or other public funds to create additional housing opportunities and acquire or build units or developments have not been as successful. Our recent HOPE VI application was denied by HUD and, despite our Housing Needs Assessment indicating a need for more affordable housing as well as a desire for us to integrate our properties more into the neighborhoods, we did face some community opposition to our plans to relocate some units.

- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) by at least 10%.
- Improve voucher management: (SEMAP score) by at least 10%
- Increase customer satisfaction: as indicated on proscribed surveys by promoting a "we care" attitude toward our residents.
- Concentrate on efforts to improve specific management functions: (e.g., centralization of management offices and/or technological interfacing of all departments and services while retaining sufficient site based support)
- Renovate or modernize public housing units: Taylor Apts. (12-2) and others as needed
- Demolish or dispose of obsolete public housing: Ahern Apts (NY12-3)
- Provide replacement public housing: for all units taken out of service.
- Provide replacement vouchers: when this is the most suitable option.
- Other: (list below) Consistently maintain outstanding PHAS Scores (80+)

**REVIEW:** PHAS & SEMAP scores available from 1998 & 1999 are not comparable for analysis purposes and all 2000 scores are not yet available (including Resident satisfaction Survey). “We Care” approach to residents has been initiated and is working well; centralization of management offices may have been possible with HOPE VI resources but is presently on hold. Technological interfacing is proceeding smoothly through the recent purchase of software that is presently being integrated into our operations. Renovation/modernization of Taylor Apartments (12-2) is on hold as Taylor was the subject of our HOPE VI revitalization proposal; work is continuing at several other sites (Grand Street, Fallon Apartments, Sweeney Apartments & Phelan Court). Ahern Apartments has been demolished and replacement vouchers are being sought for the 144 units that occupied these buildings. PHAS Scores for 2000 not yet available.

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers: conduct assessments to determine need or desire to convert.
  
- Other: (list below)  
In lieu of site based waiting lists, continue to offer prospective tenants 3 apartment choices which do not include sites they have already declined based on site location. This approach seems to offer the most flexibility while retaining an ability to address concentration and income mixing concerns.

**REVIEW:** Increasing voucher payment standard and implementing a homeownership program are presently being explored. Recent studies have indicated that a large proportion of public housing residents prefer public housing over voucher conversion. Voucher mobility counseling and landlord outreach have not yet been initiated. Three apartment choice approach has been working well but site based waiting list approach is being considered.

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement and/or continue public housing security improvements.

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below): Explore starting a Good Tenant/Neighbor Training Program

**REVIEW:** For the most part, family sites with income averages below THA overall average experienced an income average increase this year and family sites with income averages above THA overall average experienced an income average decrease this year. Notable exceptions were Grand Street, which experienced a 10.75% income average increase, and Phelan Court, which experienced a 9.22% income average decrease. Average incomes at both of our senior sites also leveled off over the past year and there is only a difference of \$63.48 between these two sites. Public housing security improvements are continuing and Good Tenant/Neighbor Training Program is still being explored.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families: by at least 10%.
  - Provide or attract supportive services to improve assistance recipients' employability: transportation, day care, education, job training, etc.  
Includes an Employability Fair with reps from HVCC, EOC and other providers
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)  
Assist in the development of a coordinated, citywide system of resources, services and activities that promote self-sufficiency and asset development.

**REVIEW:** New software presently being installed will assist in our ability to track and compare employment data. Supportive services have been added at several sites including after school programs and Head Start Programs. Residents from several sites have been taken on tours of EOC facilities and EOC staff visited several sites. The housing authority is participating in coordination meetings led by city government regarding resources, services & activities that promote self-sufficiency. Supportive services for the elderly/disabled are still being explored.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: Provide all staff with sensitivity training so that they can effectively relate to all persons without regard to race, color, religion national origin, sex, familial status, sexual preferences and disability.

**REVIEW:** Assisted housing through the Troy Housing Authority is offered to all without regard to race, color, religion national origin, sex, familial status, and disability. Our concentration analysis indicates that non-minorities have been attracted to sites with a higher percentage of minorities and minorities have been attracted to sites with a higher percentage of non-minorities. 75 Mainstream Section 8 vouchers are being sought so that we can provide additional rental assistance to persons with disabilities. A Staff Sensitivity Trainer is presently being sought and all staff will receive this training by the conclusion of 2001.

**Other PHA Goals and Objectives: (list below)**



**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[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.

The Annual Plan for fiscal year 2001 for the Troy Housing Authority, which includes a review of the goals of our 5 year plan which was initiated on 01/01/00, as well as our PHDEP and Capital Improvements Plans, was developed based on existing housing authority operations. New HUD regulations regarding Pet Policy and Community Service or Self-Sufficiency Work Activities requirements are addressed in these documents. Significant input from residents, staff and community leaders about how the Troy Housing Authority can make improvements to better serve our residents and the community helped to guide the content of the materials where applicable.

During fiscal year 2000 we were able to begin achieving several goals outlined in our 5-Year Plan for 2000-2004. Specifically, we have received additional rental vouchers, we have maintained good PHAS Scores, we have demolished one obsolete housing site, income mixing has become more stabilized and services to promote self-sufficiency have been initiated at several sites. Efforts are also currently underway to technologically interface all departments, review and possibly increase the voucher payment standard, implement a homeownership program and provide all staff with sensitivity training. We have not achieved success in leveraging private or other public funds to create additional housing opportunities which was primarily impacted by our inability to secure a HOPE VI grant in 2000.

Our PHDEP Plan, which is now incorporated into this submission, outlines how we intend to maintain quality programming for our residents with diminishing resources. Our Capital Improvements Plan expresses our intent to maintain and improve our properties over the next five years.

A Pet Policy, which allows for Troy Housing Authority residents to own pets while at the same time protecting other residents from harm and the housing authority from added financial burden due to the presence of pets is incorporated into these materials. Additionally, a

Community Service or Self-Sufficiency Work Activities Policy, which outlines the requirement, implementation and regulation procedures is also attached.

**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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20. PHDEP Plan, Community Service Policy, Section 8 Capacity Statement, Resident & Public Input	additional attachments

**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 2001 Capital Fund Program Annual Statement
- Impementation of Public Housing Resident Community Service Requirement
- 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 2001 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)  
Community Comments

### Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X (incorporated in PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations item # 6)	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
X	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 housing program	Annual Plan: 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
X ?	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	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
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>X</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<b>X</b>	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>X</b> <b>Comp Grant Office</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	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
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b> <b>REACT Offices</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	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
<b>X</b> <b>CFO's Office</b>	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 903.79 (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>Suppl-y</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	4,516	5	4	5	5	5	5
Income >30% but <=50% of AMI	4,087	5	4	5	4	5	5
Income >50% but <80% of AMI	3,828	4	4	4	4	4	4
Elderly	6,770	4	3	3	3	3	4
Families with Disabilities	UNK.	4	4	4	4	4	4
Race/Ethnicity (black)	1,482	4	4	4	4	5	5
Race/Ethnicity (Asian)	434	3	4	4	4	5	5
Race/Ethnicity (Hispan)	198	4	4	4	4	5	5
Race/Ethnicity(Am.In.)	86	4	4	4	4	5	5

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Suppl-y	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity (other)	102	4	4	4	4	5	5

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: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset and others
- American Housing Survey data. Indicate year:
- Other housing market study. Indicate year: 2000 THA – Housing Stock Analysis & Needs Assessment
- Other sources: (list and indicate year of information)  
City of Troy Community Profile 1999  
City of Troy Housing and Community Economic Development Study 1995

Table represents community in general, residents wanted it noted that THA apartments are of a better quality & better maintained than options available.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input 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 1999 Data
Waiting list total	244	100%	304
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			

<b>Housing Needs of Families on the Waiting List</b>			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	65	27%	35
2 BR	76	31%	153
3 BR	66	27%	87
4 BR	28	11%	23
5 BR	9	4%	6
5+ BR			
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### **C. 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 checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input 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	343		Appx. 2 year wait



<b>Housing Needs of Families on the Waiting List</b>			
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families w/children			
Elderly families			
Families w/disabilities			
White	204	59.5%	
Black	134	39%	
Indian or Alaskan	2	.6%	
Asian	3	.9%	
Hispanic	43	13%	
Non-Hispanic	300	87%	
Bedroom Size			
0 BR	3	1%	
1BR	129	38%	
2 BR	101	29%	
3 BR	84	24%	
4+ BR	26	8%	
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 (as deemed appropriate)
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources (as deemed appropriate)
- 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. Or at least identify same.
- 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 (pursue conversion of state designated near elderly or disabled housing to HUD designated near elderly or disabled housing for NYS designated Kennedy Towers)
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**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)  
Explore developing more single floor, handicap adaptable apartments at family sites or if they must be in high rises we need at least two elevators.

**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> (based on 2000)	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund (~)	\$3,979,844	
b) Public Housing Capital Fund	2,642,640	
c) HOPE VI Revitalization		
d) HOPE VI Demolition (Ahern)		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,757,687	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	291,801	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant (for Ahern site)	25,000	Redevelop Ahern site
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
COPS Grant (1999-2002) [223,143/3]	74,381	Public Safety Officers
<b>3. Public Housing Dwelling Rental Income</b>	2,792,500	Applied toward operating expenses.
<b>4. Other income (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b> (based on 2000)	<b>Planned Uses</b>
<b>5. Non-federal sources</b> (list below)		
Reserve Fund Interest	341,257	Added to reserves &/or applied to operating exp.
<b>Total resources</b>	<b>\$13,905,110</b>	

### **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: (state time):  
At time of apartment offering.
- Other: (describe) At time of application completion.

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? – still exploring this and other options.
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) – still exploring this and other option.

**(2)Waiting List Organization**

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

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

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

- PHA main administrative office
- PHA development site management office - Tenant Relations Office at Taylor
- 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? 0

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? NA

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

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

- 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 mod. 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) residing in a FMR apartment.

Other preferences: (select below)

- Working families and those unable to work because of age (65+) or disability not related to alcohol or other substance abuse
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction (as specified in ranking)
- 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:

- 1\* Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (50% of Income in a FMR setting).

Other preferences (select all that apply)

- 1\* Working families and those unable to work because of age (65+) or disability not related to alcohol or other substance abuse
- 1\* Veterans/servicemen & veterans'/servicemens' families
- 1\* Applicants who live in Troy, New York
- 1\* Applicants who work in Troy, New York
- 1\* Applicants who live in New York State Capital Area Counties (Rensselaer, Albany, Saratoga, Schenectady, Columbia, Warren & Washington)
- 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)

\* Upon final implementation of our new software system (during the year 2001), an identical point system for both Public Housing and Section 8, with the six selected preferences noted above each receiving one point, will be utilized to establish initial placement on our waiting list.

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 (list): The PHA's resident lease informational video.

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 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, & 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 – currently we are exploring additional screening methods.
- More general screening than criminal & drug-related activity (list factors below)
- 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? - We are still exploring this and other options.

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

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

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

We are currently exploring how we handle this information; presently we do not share it with prospective landlords.

### **(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  
Section 8 and Tenant Selection Office at Taylor Apartments  
 Other (list below)

### **(3) Search Time**

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

If yes, state circumstances below: Expressed difficulty in locating a suitable unit.

### **(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) residing in a FMR apartment.

Other preferences: (select below)

- Working families and those unable to work because of age (65+) or disability not related to alcohol or other substance abuse
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction (as specified in ranking)
- 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 each number more than once, etc.

Date and Time

Former Federal preferences:

- 1\* Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden (50% of Income in a FMR setting).

Other preferences (select all that apply)

- 1\* Working families and those unable to work because of age (65+) or disability not related to alcohol or other substance abuse
- 1\* Veterans/servicemen & veterans'/servicemens' families
- 1\* Applicants who live in Troy, New York
- 1\* Applicants who work in Troy, New York
- 1\* Applicants who live in New York State Capital Area Counties (Rensselaer, Albany, Saratoga, Schenectady, Columbia, Warren & Washington)
- 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)

\* Upon final implementation of our new software system (during the year 2001), an identical point system for both Public Housing and Section 8, with the six selected preferences noted above each receiving one point, will be utilized to establish initial placement on our waiting list.

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)

Current Special Purpose Section 8 is administered by a subcontracting agency, we have applied for Mainstream Vouchers and will make public announcements of availability if received.

#### **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?

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

Ceiling rents (which will be converted to Flat Rents) have been set as follows:

One Bedroom	.....	\$414.00
Two Bedroom	.....	\$441.86
Three Bedroom	.....	\$552.32
Four Bedroom	.....	\$618.60
Five Bedroom	.....	\$711.39

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 (100% first year, 50% second year)
- 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, decrease or source change (notification must be within 10 days of change occurring)
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)

Other (list below)

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

## **(2) Flat Rents**

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): Same standards as Ceiling Rent determination.

## **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, considering an increase to 100%
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard?  
(select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - The PHA has chosen to serve additional families by lowering the payment standard
  - Reflects market or submarket
  - Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - Reflects market or submarket
  - To increase housing options for families
  - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
  - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
  - Rent burdens of assisted families
  - Other (list below): Availability of suitable apartments based on payment.

**(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)		

## D. 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 903.79 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name): **CFP Annual Statement Parts I, II & III**

-or-

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

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

-or-

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

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

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

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to 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
- Demolition Plan approved, revitalization/replacement application planned.

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:

Taylor Apartments NY12-2 - re-submission is being explored

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:

Taylor Apartments NY12-2 – contingent application success

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.) - demolition of Ahern completed in 2000; demolition/disposition plans for Taylor 1, 2 & 3 cannot be made until replacement units are approved.

### 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.) See CGP Physical Needs Assessment form relative to Ahern Apartments.

<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 <b>approved</b> , submitted, or planned for submission:	
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: Edward A. Kane Apartments 1b. Development (project) number: NY012-008
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation <b>approved</b> , submitted, or planned for submission: (01/78)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Previously-approved Designation Plan?
6. Number of units affected: 60 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Conway Courts Apartments 1b. Development (project) number: NY012-011
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation <b>approved</b> , submitted, or planned for submission: (01/83)

<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input checked="" type="checkbox"/> Previously-approved Designation Plan?</p>
<p>7. Number of units affected: 41</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

## **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)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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.)

**We are presently reviewing the Final Rule issued 09/12/00 to determine if and how we will administer a Section 8 Homeownership Program. We anticipate having a program established during FY 2001.**

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

**We are presently reviewing the Final Rule issued 09/12/00 to determine if and how we will administer a Section 8 Homeownership Program. We anticipate having a program established during FY 2001.**

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:

**We are presently reviewing the Final Rule issued 09/12/00 to determine if and how we will administer a Section 8 Homeownership Program. We anticipate having a program established during FY 2001.**

**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)?  
**An agreement will be sought during the year 2001.**

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. )

Services and Programs				
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 NA - not required.**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
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)

Arnold E. Fallon Apartments  
Corliss Park Apartments  
John P. Taylor Apartments  
Martin Luther King Apartments

**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)

All THA developments benefit from the above referenced activities.

**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 (THA Officers)
- Police regularly meet with the PHA management and residents (THA Officers)
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below): THA employs own Peace Officers

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

All THA developments benefit from the above referenced activities.

**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 2001 in this PHA Plan?

Yes  No: The PHDEP Plan is an Attachment.

(Attachment Filename: PHDEP PLAN FY 2001)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### **RESIDENTIAL DWELLING LEASE RIDER**

#### **PROPOSED PET POLICY**

Pursuant with U.S. Department of Housing and Urban Development, 24 CFR Part 960, Proposed Rule "Pet Ownership in Public Housing," regulations will soon allow pet ownership in public housing projects. The Troy Housing Authority hereby proposes the following reasonable rules for keeping/owning pets in public housing projects.

- 1) Tenants may be permitted to have a common household pet suitable for occupancy in settings with many residents sharing common open areas.
- 2) A common household pet suitable for such settings is defined as a bird, fish or other small animal that is kept in the home, in a cage or tank, for pleasure rather than commercial purposes.
- 3) A maximum of two birds and/or other small animals (hamsters, gerbils, ...) will be allowed per apartment. These animals must be kept caged at all times and an aquarium shall not exceed 15 gallons and must be placed on a stable base.
- 4) All pets must be registered with the Management Office before being brought to reside on the premises and registration must be updated annually. Registration must include the name, address, telephone number and signed statement from a responsible party that will care for the pet if the owner dies, is incapacitated or otherwise unable to care for the pet.
- 5) Pet waste disposal is the responsibility of the pet owner. Pet wastes are not to be left in any common public area (including grounds). Pet wastes are to be placed in a plastic bag, tied tightly, and deposited in the appropriate receptacle (cage liners are to be completely changed at least weekly, fish tank water is to be regularly filtered or changed at least weekly).

- 6) Extermination of any animal related pests is the responsibility of the pet owner.
- 7) Pet owners must comply with all applicable state/local laws governing the care and handling of pets and take necessary steps to control any noise caused by the pet.
- 8) Any pet that is continually making noise or otherwise disturbing to other residents must be permanently removed from the premises.
- 9) Residents who own pets will be responsible for expenses incurred as a result of the pet. This may include, but not be limited to, apartment fumigation, the cost of repairs or replacements of damaged property, the cost of removal or disposition of the pet if necessary.
- 10) Any pet determined to constitute a nuisance or threat to the health or safety of other residents shall be removed by the appropriate community authority at the expense of the resident.
- 11) Leases of all project residents shall incorporate, by reference, the pet rules.
- 12) Violation of these rules may be grounds for removal of the pet or termination of the pet-owners tenancy, or both, in accordance with applicable regulations.
- 13) CONTENT APPROVED: \_\_\_\_\_.

Kevin G. O’Haire, Esq.  
Troy Housing Authority Attorney

\_\_\_\_\_  
TENANT RELATIONS ASSISTANT

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

~~~~~ END OF PET POLICY DOCUMENT ~~~~~

## **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? 2
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?

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

- Attached at Attachment (File name) NY012-a03-2000 (Resident Comments)  
 Provided below:

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: Modified Pet Policy  
 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

THA Board of Commissioners actually has 2 elected Resident representatives who serve two year terms of office from 10/01/even years – 09/30/even years.

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) Candidates producing petitions with 50 eligible signatures by end of July in an election year.

b. Eligible candidates: (select one)

- Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance (public housing only, not Section 8)  
 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)
- Representatives of all PHA resident and assisted family organizations
- Other (list) all residents of THA public housing over age 18 as long as they occupied an apartment by 05/01 in an election year.

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here): Troy, New York
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families 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)

Identifying housing needs in the HOUSING AND COMMUNITY DEVELOPMENT STRATEGY section of this document.

## **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.

# 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

Original Annual Statement

| Line No. | Summary by Development Account                            | Total Estimated Cost |
|----------|-----------------------------------------------------------|----------------------|
| 1        | Total Non-CGP Funds                                       |                      |
| 2        | 1406 Operations                                           |                      |
| 3        | 1408 Management Improvements                              | 100,000              |
| 4        | 1410 Administration                                       | 264,264              |
| 5        | 1411 Audit                                                |                      |
| 6        | 1415 Liquidated Damages                                   |                      |
| 7        | 1430 Fees and Costs                                       | 108,524              |
| 8        | 1440 Site Acquisition                                     |                      |
| 9        | 1450 Site Improvement                                     | 1,082,790            |
| 10       | 1460 Dwelling Structures                                  | 273,762              |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 15,330               |
| 12       | 1470 Nondwelling Structures                               | 125,000              |
| 13       | 1475 Nondwelling Equipment                                |                      |
| 14       | 1485 Demolition                                           |                      |
| 15       | 1490 Replacement Reserve                                  | 813,300              |
| 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>         | <b>2,642,640</b>     |
| 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**

| <b>Development Number/Name<br/>HA-Wide Activities</b> | <b>General Description of Major Work Categories</b>                                                                                                | <b>Development Account Number</b> | <b>Total Estimated Cost</b> |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------|
|                                                       | <b><u>MANAGEMENT IMPROVEMENTS</u></b>                                                                                                              | 1408                              |                             |
| PHA-wide                                              | Youth Services Coordinator<br>2 year funding with benefits                                                                                         |                                   | 100,000                     |
|                                                       | <b><u>ADMINISTRATION</u></b>                                                                                                                       | 1410                              |                             |
| PHA-wide                                              | Capital Fund Department<br>Salaries & Benefits                                                                                                     |                                   | 264,264                     |
|                                                       | <b><u>A&amp;E FEES</u></b>                                                                                                                         | 1430                              |                             |
| NY12-1<br>Corliss Park                                | Storm Doors & Door Trim                                                                                                                            |                                   | 6,916                       |
| NY12-4<br>Fallon Apartments                           | Site Improvements                                                                                                                                  |                                   | 75,913                      |
| NY12-9 Grand Street                                   | Site Improvements                                                                                                                                  |                                   | 6,400                       |
| NY12-02 Taylor<br>Apartments                          | Roof Modification<br>Building 4                                                                                                                    |                                   | 7,760                       |
| NY12-06 Phelan<br>Apartments                          | Site Improvements                                                                                                                                  |                                   | 4,310                       |
| NY12-11<br>Conway Court                               | Roof Modifications                                                                                                                                 |                                   | 7,225                       |
|                                                       | <b><u>SITE IMPROVEMENTS</u></b>                                                                                                                    | 1450                              |                             |
| NY12-04 Fallon<br>Apartments                          | Site Improvements, including but not limited to the following: walk, curbs, paving, retaining walls, fencing, drainage modifications & landscaping |                                   | 948,915                     |



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

| Development<br>Number/Name<br>HA-Wide Activities | All Funds Obligated<br>(Quarter Ending Date) | All Funds Expended<br>(Quarter Ending Date) |
|--------------------------------------------------|----------------------------------------------|---------------------------------------------|
| NY12-1<br>Corliss Park                           | 03/30/2002                                   | 03/30/2003                                  |
| NY12-2<br>Taylor Apartments                      |                                              |                                             |
| NY12-4<br>Fallon Apartments                      | 03/30/2002                                   | 03/30/2003                                  |
| NY12-6<br>Phelan Apartments                      | 03/30/2002                                   | 03/30/2003                                  |
| NY12-9<br>Grand Street                           | 03/30/2002                                   | 03/30/2003                                  |
| NY12-11<br>Conway Court                          | 03/30/2002                                   | 03/30/2003                                  |
|                                                  |                                              |                                             |
|                                                  |                                              |                                             |
|                                                  |                                              |                                             |
|                                                  |                                              |                                             |
|                                                  |                                              |                                             |
|                                                  |                                              |                                             |

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

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

| Optional 5-Year Action Plan Tables |                                        |                                                                                                                                               |                |                            |                |                                     |
|------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------|----------------|-------------------------------------|
| Development Number                 | Development Name (or indicate PHAwide) | Description of Needed Physical Improvements or Management Improvements                                                                        | # Vacant Units | % Vacancies in Development | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| NY06P012001                        | Corliss Park Apts                      | Replacement of Apartment Windows                                                                                                              | 6              | 3                          | 381,000        | 2003                                |
|                                    |                                        | Install Window Shutters                                                                                                                       |                |                            | 91,000         | 2003                                |
|                                    |                                        | Replace Brick Veneer                                                                                                                          |                |                            | 1,328,000      | 2004                                |
|                                    |                                        | Replace Brick Veneer                                                                                                                          |                |                            | 1,328,000      | 2005                                |
| NY06P012002                        | John P. Taylor Apt.                    | Replace Existing Sliding Windows at Building 4                                                                                                | 72             | 27                         | 174,000        | 2003                                |
|                                    |                                        | Replacement Reserves for Buildings 1, 2 & 3                                                                                                   |                |                            | 949,498        | 2002                                |
|                                    |                                        | Replacement Reserves for Buildings 1, 2 & 3                                                                                                   |                |                            | 961,284        | 2003                                |
|                                    |                                        | Replacement Reserves for Buildings 1, 2 & 3                                                                                                   |                |                            | 881,830        | 2004                                |
|                                    |                                        | Replacement Reserves for Buildings 1, 2 & 3                                                                                                   |                |                            | 1,314,640      | 2005                                |
| NY06P012004                        | Fallon/Sweeney Apts                    | Grounds Improvements at Sweeney including but not limited to retaining walls, paving, drainage modifications, landscaping, sidewalks, fencing | 1              | 5                          | 177,530        | 2003                                |
|                                    |                                        | Insulate and Resurface Exterior Block Walls                                                                                                   |                |                            | 88,192         | 2003                                |
| NY06P012006                        | Mrg. W. Phelan Apts                    | Replace Brick Veneer                                                                                                                          | 4              | 5                          | 302,784        | 2003                                |
| NY06P012007                        | Martin L. King Apts                    | Grounds Improvements including but not limited to roads, sidewalks, retaining walls, landscaping, drainage modifications, stairs, fencing     | 4              | 3                          | 933,142        | 2002                                |
| NY06P012008                        | Edw. A. Kane Apts                      | Replace 24 year old electric ranges                                                                                                           | 0              | 0                          | 12,750         | 2003                                |



|                                               |                            |                                                                                                                                                              |                                             |           |                |             |
|-----------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------|----------------|-------------|
|                                               |                            |                                                                                                                                                              |                                             |           |                |             |
| <b>NY06P012009</b>                            | <b>Grand Street Apts</b>   | <b>Apartment renovation including Lead Paint Removal</b>                                                                                                     | <b>23</b>                                   | <b>53</b> | <b>760,000</b> | <b>2002</b> |
|                                               |                            | <b>Exterior Paint and Repoint existing brick surfaces</b>                                                                                                    |                                             |           | <b>200,000</b> | <b>2003</b> |
|                                               |                            | <b>Purchase and rehabilitate additional properties on Grand Street to replace units taken off line because of addition of furnaces to existing buildings</b> |                                             |           | <b>432,810</b> | <b>2004</b> |
|                                               |                            |                                                                                                                                                              |                                             |           |                |             |
| <b>NY06P0120012</b>                           | <b>Griswold Hghts Apts</b> | <b>Grounds Improvements</b>                                                                                                                                  | <b>20</b>                                   | <b>5</b>  | <b>105,000</b> | <b>2004</b> |
|                                               |                            | <b>Railings for Front Steps</b>                                                                                                                              |                                             |           | <b>72,800</b>  | <b>2004</b> |
|                                               |                            | <b>Install Exterior Shutters</b>                                                                                                                             |                                             |           | <b>76,300</b>  | <b>2004</b> |
|                                               |                            |                                                                                                                                                              |                                             |           |                |             |
|                                               |                            |                                                                                                                                                              |                                             |           |                |             |
|                                               |                            |                                                                                                                                                              |                                             |           |                |             |
|                                               |                            |                                                                                                                                                              |                                             |           |                |             |
| <b>Total estimated cost over next 5 years</b> |                            |                                                                                                                                                              | <b>\$2,642,640 x 5 Years = \$13,213,191</b> |           |                |             |



# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

## Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## Section 1: General Information/History

**A. Amount of PHDEP Grant \$291,801.00**

**B. Eligibility type (Indicate with an "x")** N1 \_\_\_\_\_ N2 \_\_\_\_\_ R  X

**C. FFY in which funding is requested 2000**

### **D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Through FY2000 PHDEP Funding, the Troy Housing Authority will continue to utilize a comprehensive, multi-modal approach to eliminating drug activity and the problems associated with drug activity in and around our public housing setting. PHDEP funds will be used to retain staff within our Public Safety Department & Resident Initiatives Office and to arrange for prevention activities provided by our Tenant Associations & Community Organizations. Within the Public Safety Department four part-time Resident Security Guards, one part-time Drug Investigator and two Housing Security Officers will be employed to address drug related and other criminal activity occurring on or near our sites. A Resident Program Coordinator is also on staff within our Resident Initiatives Office to help coordinate prevention activities being provided through our Tenant Associations and Community Organizations. The Tenant Associations and Community Organizations provide an array of prevention activities for children, youth and adults that primarily occur on-site, unless it is more appropriate to provide these services at a central location (e.g. at a community center equipped with a library, computer room and recreational facilities).

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

| PHDEP Target Areas<br>(Name of development(s) or site) | Programs serving the identified Target Areas<br>(section added by THA) | Total # of Units within the PHDEP Target Area(s) | Total Population to be Served within the PHDEP Target Area(s) |
|--------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|
| City-wide Services (all THA sites)                     | Public Safety, Resident Initiatives, REACT and The Ark                 | 1,242                                            | All for PS, RI & REACT<br>90 The Ark                          |
| Arnold Fallon Apartments                               | AFTA and Lansingburgh B&G Club                                         | 40                                               | 20 AFTA + 10 B&G                                              |
| Corliss Park Apartments                                | CPTA and Lansingburgh B&G Club                                         | 184                                              | 30 CPTA + 70 B&G                                              |
| Griswold Heights                                       | GHTA and Troy B&G Club                                                 | 390                                              | 75 GHTA + 50 B&G                                              |
| Martin Luther King Apartments                          | MLKTA                                                                  | 124                                              | 60                                                            |
| Phelan Court                                           | PCTA/Kid's Korner                                                      | 89                                               | 25                                                            |
| Taylor Apartments                                      | Taylor AR&YC, Neighbor to Neighbor                                     | 202                                              | 10 AR&YC + 50 NtN                                             |
| Sweeney Apartments                                     | Troy B&G Club                                                          | 24                                               | 10                                                            |

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

| Fiscal Year of Funding | PHDEP Funding Received | Grant #         | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Anticipated Completion Date |
|------------------------|------------------------|-----------------|--------------------------------------------|-----------------------------|-----------------------------|
| FY 1995                | \$313,750.00           | NY06-DEP0120194 |                                            |                             | Closed                      |
| FY 1996                | None Provided          |                 |                                            |                             |                             |
| FY 1997                | \$366,000.00           | NY06-DEP0120196 |                                            |                             | Closed                      |
| FY1998                 | \$373,800.00           | NY06-DEP0120197 |                                            |                             | Closed                      |
| FY 1999                | \$373,800.00           | NY06-DEP0120198 |                                            |                             | Closed                      |
| FY 2000                | \$279,984.00           | NY06-DEP0120199 | \$192,686.38                               |                             | 12/31/01                    |
| FY 2001                | \$291,801.00           | NY06-DEP0120100 | \$291,801.00                               |                             | 09/30/02                    |

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Troy Housing Authority recognizes that the involvement of law-abiding residents is crucial to the success of all PHDEP activities. We have hired several residents to patrol our sites as Security Guards during peak times when drug activity and other crimes are most likely to occur. These residents play a vital role in helping our entire Public Department achieve the goal of eliminating drug traffic and drug usage, to the fullest extent possible, on all THA property. We have further engaged our citywide Resident Organization, REACT, as well as our site-based Tenant Associations to provide prevention activities that help all residents (children, youth and adults) lead productive, drug free lives. These activities are augmented by services provided by several local community organizations. Neighbor-to-Neighbor provides a vital link between our residents and students at Russell Sage College, a local & prestigious educational institution, helping our residents to set and achieve realistic educational goals. The Ark is an award winning after school enrichment program located on one of our sites and operated by residents. The Troy and Lansingburgh Boys & Girls Clubs provide a full array of activities to residents from several of our sites. In addition to providing meaningful prevention activities, all of these programs include a component that helps to educate residents about the dangers of drugs and the negative impact of drugs on people’s lives. The various activities occurring through our PHDEP Programs are coordinated by our Resident Program Coordinator.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

| <b>FY 2001 PHDEP Budget Summary</b>     |               |
|-----------------------------------------|---------------|
| Budget Line Item                        | Total Funding |
| 9110 - Reimbursement of Law Enforcement |               |
| 9120 - Security Personnel               | \$92,381.00   |
| 9130 - Employment of Investigators      |               |
| 9140 - Voluntary Tenant Patrol          |               |
| 9150 - Physical Improvements            |               |
| 9160 - Drug Prevention                  | \$199,420.00  |
| 9170 - Drug Intervention                |               |
| 9180 - Drug Treatment                   |               |
| 9190 - Other Program Costs              |               |

|                            |                     |
|----------------------------|---------------------|
| <b>TOTAL PHDEP FUNDING</b> | <b>\$291,801.00</b> |
|----------------------------|---------------------|

### PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

| <b>9110 - Reimbursement of Law Enforcement</b> |                     |                   |            |                        |               | <b>Total PHDEP Funding: \$</b> |                        |
|------------------------------------------------|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|------------------------|
| Goal(s)                                        |                     |                   |            |                        |               |                                |                        |
| Objectives                                     |                     |                   |            |                        |               |                                |                        |
| Proposed Activities                            | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount/Source)  | Performance Indicators |
| 1.                                             |                     |                   |            |                        |               |                                |                        |
| 2.                                             |                     |                   |            |                        |               |                                |                        |
| 3.                                             |                     |                   |            |                        |               |                                |                        |

| <b>9120 - Security Personnel</b>                                                     |                                                                                                                                                                                                                                                                                               |                   |            |                        |                     | <b>Total PHDEP Funding: \$66,278</b>     |                                                                                         |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------|------------------------|---------------------|------------------------------------------|-----------------------------------------------------------------------------------------|
| Goal(s)                                                                              | <ol style="list-style-type: none"> <li>1. Eliminate drug trafficking on Troy Housing Authority property.</li> <li>2. Eliminate to the maximum extent possible, the use of drugs on Troy Housing Authority property.</li> </ol>                                                                |                   |            |                        |                     |                                          |                                                                                         |
| Objectives                                                                           | <ol style="list-style-type: none"> <li>1. Detect, arrest &amp; remove all persons selling illegal drugs.</li> <li>2. Detect, refer to appropriate treatment all persons using illegal drugs.</li> <li>3. Do not accept as new tenants anyone who sells or possesses illegal drugs.</li> </ol> |                   |            |                        |                     |                                          |                                                                                         |
| Proposed Activities                                                                  | # of Persons Served                                                                                                                                                                                                                                                                           | Target Population | Start Date | Expected Complete Date | PHDEP Funding       | Est. Other Funding (Amount/Source)       | Performance Indicators                                                                  |
| 1. On-going patrols, investigations & lease enforcement activities.                  |                                                                                                                                                                                                                                                                                               |                   | 1/1/00     | Ongoing                | \$92,381            | \$482,082 (Op.Bgt. & COPS)               | Record # of drug arrests & evictions. Compare to 1999: 42 arrests & 24 evictions.       |
| 2. Provide referral information to THA residents known to be using illegal drugs.    |                                                                                                                                                                                                                                                                                               |                   | 1/1/00     | Ongoing                | (included in above) | \$482,082 (Op.Bgt. & COPS)               | To extent possible, record number of referrals made to appropriate treatment providers. |
| 3. To extent possible, conduct screenings to determine drug and/or criminal history. |                                                                                                                                                                                                                                                                                               |                   | 1/1/00     | Ongoing                |                     | In-kind as provided by Tenant Relations. | If successful, we should see a reduction in number of arrests and evictions.            |

| <b>9130 - Employment of Investigators</b> |                     |                   |            |                        |               | <b>Total PHDEP Funding: \$</b> |                        |
|-------------------------------------------|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|------------------------|
| Goal(s)                                   |                     |                   |            |                        |               |                                |                        |
| Objectives                                |                     |                   |            |                        |               |                                |                        |
| Proposed Activities                       | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1.                                        |                     |                   |            |                        |               |                                |                        |
| 2.                                        |                     |                   |            |                        |               |                                |                        |
| 3.                                        |                     |                   |            |                        |               |                                |                        |

| <b>9140 - Voluntary Tenant Patrol</b> |                     |                   |            |                        |               | <b>Total PHDEP Funding: \$</b> |                        |
|---------------------------------------|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|------------------------|
| Goal(s)                               |                     |                   |            |                        |               |                                |                        |
| Objectives                            |                     |                   |            |                        |               |                                |                        |
| Proposed Activities                   | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1.                                    |                     |                   |            |                        |               |                                |                        |
| 2.                                    |                     |                   |            |                        |               |                                |                        |
| 3.                                    |                     |                   |            |                        |               |                                |                        |

| <b>9150 - Physical Improvements</b> |                     |                   |            |                        |               | <b>Total PHDEP Funding: \$</b> |                        |
|-------------------------------------|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|------------------------|
| Goal(s)                             |                     |                   |            |                        |               |                                |                        |
| Objectives                          |                     |                   |            |                        |               |                                |                        |
| Proposed Activities                 | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1.                                  |                     |                   |            |                        |               |                                |                        |
| 2.                                  |                     |                   |            |                        |               |                                |                        |
| 3.                                  |                     |                   |            |                        |               |                                |                        |

| <b>9160 – Drug Prevention</b>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                            |                                                             |            |                        | <b>Total PHDEP Funding: \$199,420.00</b>                  |                                |                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------|------------------------|-----------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal(s)                                                                                                                                                                           | 1. Help residents to live productive, drug-free lives.<br>2. Educate residents as to the dangers of drugs and the negative impact of drugs.                                                                                                                                                                |                                                             |            |                        |                                                           |                                |                                                                                                                                                                                               |
| Objectives                                                                                                                                                                        | 1. Increase resident involvement in and commitment to anti-drug activities.<br>2. Increase awareness of the dangers of illegal drugs in the public housing population<br>3. Encourage positive role models for public housing residents.<br>4. Provide productive use of time to public housing residents. |                                                             |            |                        |                                                           |                                |                                                                                                                                                                                               |
| Proposed Activities                                                                                                                                                               | # of Persons Served                                                                                                                                                                                                                                                                                        | Target Population                                           | Start Date | Expected Complete Date | PHDEP Funding (projected distribution)                    | Other Funding (Amount /Source) | Performance Indicators                                                                                                                                                                        |
| 1. Tenant Organizations and Community Agencies will provide activities that engage residents, promote healthy, drug free and productive (academically & vocationally) lifestyles. | 500                                                                                                                                                                                                                                                                                                        | Children, youth and adults residing all sites               | 1/1/01     | Ongoing                | \$145,537 distribution will be determined at a later date | NA                             | Organizations/agencies will document number of participants and provide examples of the materials used to promote healthy, drug free and productive (academically & vocationally) lifestyles. |
| 2. REACT will provide peer support to resident projects & will provide support/advocacy services to residents, re: drug related & criminal issues.                                | 1,242                                                                                                                                                                                                                                                                                                      | All THA residents are encouraged to use REACT services.     | 1/1/00     | Ongoing                | \$25,000                                                  | NA                             | REACT will document the support & advocacy services provided and include # of persons affected by each activity.                                                                              |
| 3. THA Resident Program Coordinator will coordinate all PHDEP activities and assure that they are in compliance with plans.                                                       | 1,242                                                                                                                                                                                                                                                                                                      | All residents are assisted by Resident Program Coordinator. | 1/1/00     | Ongoing                | \$28,883                                                  | NA                             | RPC will document the coordination services provided and include # of persons affected by each activity.                                                                                      |

| <b>9170 - Drug Intervention</b> |                     |                   |            |                        | <b>Total PHDEP Funding: \$</b> |                                |                        |
|---------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s)                         |                     |                   |            |                        |                                |                                |                        |
| Objectives                      |                     |                   |            |                        |                                |                                |                        |
| Proposed Activities             | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding                  | Other Funding (Amount /Source) | Performance Indicators |
| 1.                              |                     |                   |            |                        |                                |                                |                        |

|    |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |

| <b>9180 - Drug Treatment</b> |                     |                   |            |                        |               | <b>Total PHDEP Funding: \$</b> |                        |
|------------------------------|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|------------------------|
| Goal(s)                      |                     |                   |            |                        |               |                                |                        |
| Objectives                   |                     |                   |            |                        |               |                                |                        |
| Proposed Activities          | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1.                           |                     |                   |            |                        |               |                                |                        |
| 2.                           |                     |                   |            |                        |               |                                |                        |
| 3.                           |                     |                   |            |                        |               |                                |                        |

| <b>9190 - Other Program Costs</b> |                     |                   |            |                        |               | <b>Total PHDEP Funds: \$</b>   |                        |
|-----------------------------------|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|------------------------|
| Goal(s)                           |                     |                   |            |                        |               |                                |                        |
| Objectives                        |                     |                   |            |                        |               |                                |                        |
| Proposed Activities               | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1.                                |                     |                   |            |                        |               |                                |                        |
| 2.                                |                     |                   |            |                        |               |                                |                        |
| 3.                                |                     |                   |            |                        |               |                                |                        |

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

| Budget Line Item #                 | 25% Expenditure of Total Grant Funds By Activity # | Total PHDEP Funding Expended (sum of the activities) | 50% Obligation of Total Grant Funds by Activity # | Total PHDEP Funding Obligated (sum of the activities) |
|------------------------------------|----------------------------------------------------|------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------|
| <i>e.g Budget Line Item # 9120</i> | <i>Activities 1, 3</i>                             |                                                      | <i>Activity 2</i>                                 |                                                       |
| 9110                               |                                                    |                                                      |                                                   |                                                       |
| 9120                               | <i>Activities 1 (2&amp;3)</i>                      | <i>At least \$23,096</i>                             | <i>Activities 1 (2&amp;3)</i>                     | <i>At least \$46,191</i>                              |
| 9130                               |                                                    |                                                      |                                                   |                                                       |
| 9140                               |                                                    |                                                      |                                                   |                                                       |
| 9150                               |                                                    |                                                      |                                                   |                                                       |
| 9160                               | <i>Activities 1-3 (all)</i>                        | <i>At least \$49,855</i>                             | <i>Activities 1-3 (all)</i>                       | <i>At least \$99,710</i>                              |
| 9170                               |                                                    |                                                      |                                                   |                                                       |
| 9180                               |                                                    |                                                      |                                                   |                                                       |



|              |  |                          |  |                           |
|--------------|--|--------------------------|--|---------------------------|
| 9190         |  |                          |  |                           |
|              |  |                          |  |                           |
| <b>TOTAL</b> |  | At least <b>\$72,951</b> |  | At least <b>\$145,901</b> |

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

**POLICY REGARDING  
COMMUNITY SERVICE/SELF SUFFICIENCY WORK  
REQUIREMENTS FOR RESIDENTS OF THE TROY HOUSING  
AUTHORITY**

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**BACKGROUND**

- I. Beginning January 1, 2001, residents of the Troy Housing Authority must comply with recently enacted Community Service or Self Sufficiency Work Activities requirements established as part of the Quality Housing and Work Responsibility Act. Under these guidelines all adult residents of public housing, except for exempt individuals, must:
- A. Contribute 8 hours per month of community service (not including political activities); or
  - B. Participate in an economic self-sufficiency program for 8 hours per month; or
  - C. Perform 8 hours per month of combined activities as described in paragraphs (a)(1) and (a)(2) of this section.
- II. **Community Service** is defined as “the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.”
- III. **Economic self-sufficiency program** is defined as “any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare,

financial or household management, apprenticeship, and any program necessary to ready participant for work (including a substance abuse or mental health treatment program), or other work activities.”

IV. **Exempt individual** is defined as an adult who meets any one of the following criteria:

- A. Is 62 years or older;
- B. (i) Is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), & who certifies because of this disability she /he is unable to comply with the service provisions of this subpart,
  - 1. "disability" means an inability to engage in substantial gainful activity by reason of a medically determinable physical or mental impairment which can be expected to result in death or has lasted or is expected to last a continuous period of not less than 12 months. Blindness means central visual acuity of 20/200 or less in the better eye with a correcting lens. An eye with a limited field of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered having a central visual acuity of 20/200 or less." [216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c)], or
- C. Is a primary caretaker of such individual;
- D. Is engaged in work activities;
  - 1. WORK ACTIVITIES means:
    - a) unsubsidized employment;
    - b) subsidized private sector employment;
    - c) subsidized public sector employment;
    - d) work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
    - e) on-the-job training;
    - f) job search and job readiness assistance;
    - g) community service programs;
    - h) vocational educational training (not to exceed 12 months for any individual);
    - i) job skills training directly related to employment;
    - j) education related to employment, in the case of a recipient who has not received a high school diploma or certificate of high school equivalency;
    - k) satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
    - l) the provision of child care services to an individual who is participating in a community service program.
- E. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State, including a State-administered welfare-to-work program; or
- F. Is a member of a family receiving assistance, benefits or services under a

State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

## **IMPLEMENTATION**

- I. Beginning on January 01, 2001 the Community Service or Self Sufficiency Work Activities requirements established as part of the Quality Housing and Work Responsibility Act will become incorporated into the lease for all residents of the Troy Housing Authority.
  - A. Current residents will receive written notification of these new requirements and all new applicants for public housing will be advised of these requirements at the time of application.
  - B. At the time of lease renewal, or initial lease-up for new residents, all adults listed on the lease will be required to provide evidence of exemption from the Community Service or Self Sufficiency Work Activities requirements.
  - C. All adult residents will be further required to immediately notify the Troy Housing Authority of any changes in their status (exempt or non-exempt) regarding these requirements.
  - D. Those adult residents who do not provide proof of exemption, or who become non-exempt at a later date, will be expected to make arrangements to abide by the Community Service or Self Sufficiency Work Activities requirements.
    1. Non-exempt residents will be provided with a listing of local organizations that may be able to assist them in meeting these requirements.
      - a) Community Service Organizations will include, but not be limited to:
        - (1) REACT – the Resident Empowered Action Council of Troy.
        - (2) The Volunteer Connection.
        - (3) The Salvation Army.
        - (4) The United Way.
        - (5) The Commission on Economic Opportunity.
        - (6) Unity House.
      - b) Self Sufficiency Organizations will include, but not be limited to:
        - (1) The Educational Opportunity Center.
        - (2) The Troy City School District.
        - (3) The Virtual Learning and Technology Center
        - (4) The Commission on Economic Opportunity.

- (5) Hudson Valley Community College.
- (6) Bryant & Stratton Institute – A Career College.

2. Non-exempt residents will also be advised of the need for the Troy Housing Authority to receive written proof of compliance with these requirements from an independent third party on a monthly basis.

II. At least thirty days prior to the end of the twelve month lease term, the Troy Housing Authority will review compliance by all adult residents with these requirements, which will include verification of completion of qualifying activities from independent third parties.

A. Adult residents found to be out of compliance will be notified in writing of the non-compliance by the housing authority. They will be advised that the Troy Housing Authority will not renew their lease unless they provide one of the following:

1. A written plan to cure the non-compliance that the housing authority will agree and the resident will comply with.
2. Written documentation indicating that the non-compliant resident no longer resides in the unit.
3. Residents will be further be advised that serious or repeated failure of a family member to comply with the service requirement provisions is grounds for non-renewal of the lease and termination of tenancy at the end of the twelve month lease term.
4. Residents may request a grievance hearing on the Troy Housing Authority determination, and they may exercise any available judicial remedy to seek timely redress for the housing authority's nonrenewal of the lease because of such determination.

III. In implementing the service requirement under this subpart, the Troy Housing Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by PHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

# **SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT**

**The Troy Housing Authority is presently reviewing the Final Rule issued 09/12/00 to determine if and how we will administer a Section 8 Homeownership Program. We anticipate having a program established during FY 2001.**

**Presently, we are meeting with organizations that provide Homeownership Training &/or Counseling and contacting lending organizations to determine how best to proceed with this new and worthwhile program.**

**Specific details regarding the program developed will be forwarded to HUD for approval prior to implementation.**

# 2001 AGENCY PLAN - RESIDENT ADVISORY COUNCIL

COMMENTS FROM MEETING ON SEPTEMBER 27, 2000

## Participants

| NAME                             | REPRESENTING                                           |
|----------------------------------|--------------------------------------------------------|
| Nancy Edwards                    | REACT: Resident Empowered Action Council of Troy, Inc. |
| Sherry Brower & Diane Hayden     | Griswold Heights Tenants Associations                  |
| Barbara Robertson & Anna Joels   | Arnold Fallon Tenants Association                      |
| Deborah Butler & Virginia Clark  | Taylor Adult & Youth Resident Council                  |
| Rose Pratt & Dick Lewis          | Grand Street Tenant Association                        |
| Patricia Bishop & Rose Adams     | Corliss Park Tenant Association                        |
| Linda Parker & Darlene Robert    | Martin Luther King Tenant Association                  |
| Natalie Silver & Julie Sweener   | Phelan Court Tenant Association                        |
| Alice Molesky & Christy Pozefsky | Kennedy Towers Tenant Association                      |

## I. Regarding Pet Policy

There are already too many (illegal) animals living in public housing. Lease Enforcement cannot control this problem already. It will only get worse if we start allowing dogs and cats; no matter what restrictions we impose.

The current (illegal) pet owners do not clean up after their animals. What makes HUD believe they will if the animals are allowed?

Does HUD realize that people in public housing do not have much money and would have difficulty affording a pet?

One resident expressed concern about our draft policy and indicated that he had researched this matter thoroughly, including discussions with HUD offices in Buffalo and Washington, D.C. He said that the notice in the Federal Register says that housing authorities must begin allowing "domestic pets." He recommended that we establish a policy that allows Birds, Fishes and other small animals that are commonly kept in a cage (hamsters, gerbils, ...) as domestic pets but continued to restrict dogs and cats. He said he has reviewed this with HUD officials and such a policy would be approved and it would be up to someone to challenge it, at which point our legal counsel would be called upon to defend the policy in court. All residents on the advisory council agreed with the notion of only allowing birds and fishes and they recommended that the REACT (Resident Empowered Action Council of Troy, Inc.) pass a resolution taking this position.

## Regarding Capital Improvement Plan

While we realize that Kennedy Towers is a State Operated Site and HUD funding cannot be used for capital improvements at this location, someone (New York State, the City of Troy, ...) should invest money into improvements at this location.



The annual budget for next year calls for \$100,000 to fund a Youth Coordinator for the next two years (salary & benefits). Will the position require a college degree? This seems like a lot of money for an entry-level position.

# 2001 AGENCY PLAN – PUBLIC COMMENT MEETING

OCTOBER 02, 2000 6:00 PM at Kane Apartments

## Participants

| NAME | REPRESENTING |
|------|--------------|
|      |              |

Meeting was publicly noticed in the local newspaper on August 19, 2000. Director of Planning and Program Development was at this location from 5:45 PM to 6:45 PM but no one from the public arrived to attend the meeting.