

# Annual Plan – 2024

Schenectady Municipal Housing Authority



Schenectady Municipal Housing Authority  
375 Broadway, Schenectady, NY 12305

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B.	Plan Elements
B.1	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</li> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</li> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</li> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</li> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</li> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Pet Policy.</li> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Asset Management.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</li> </ul> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p><b>Refer to attached document: Annual Plan – 2024 - Schenectady Municipal Housing Authority</b></p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p> <p><b>Document is attached.</b></p>
B.2	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</li> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</li> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</li> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Occupancy by Over-Income Families.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.</li> <li><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</li> <li><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</li> </ul> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><b>Refer to attached document: Annual Plan – 2024 - Schenectady Municipal Housing Authority</b></p>
B.3	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p><b>Refer to attached document: Annual Plan – 2024 - Schenectady Municipal Housing Authority</b></p>

B.4	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.  <b>Refer to attached document: Capital Fund Program – Five Year Acton Plan. The most recent 5-Year Action Plan was approved by HUD on 07/26/2023.</b></p>
B.5	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p><b>C. Other Document and/or Certification Requirements.</b></p>	
C.1	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.  <b>Refer to attached document: Annual Plan – 2024 - Schenectady Municipal Housing Authority</b></p>
C.2	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. <b>Document is attached.</b></p>
C.3	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.  <b>Document is attached.</b></p>
C.4	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>
C.5	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>

**D. Affirmatively Furthering Fair Housing (AFFH).**

**D.1 Affirmatively Furthering Fair Housing (AFFH).**

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

<b>Fair Housing Goal:</b> <u>Describe fair housing strategies and actions to achieve the goal</u>
N/A

<b>Fair Housing Goal:</b> <u>Describe fair housing strategies and actions to achieve the goal</u>
N/A

<b>Fair Housing Goal:</b> <u>Describe fair housing strategies and actions to achieve the goal</u>
N/A

# Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

## A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

## B. Plan Elements. All PHAs must complete this section.

### B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(2\)\(i\)](#)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

**Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

**Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

**Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

**Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of ([24 CFR §903.7\(l\)](#)). Provide a description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS. ([24 CFR §903.7\(l\)](#))

**Safety and Crime Prevention (VAWA).** Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the



coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

**Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

**Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

**Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

**HOPE VI or Choice Neighborhoods.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for HOPE VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6) . (Notice PIH 2011-47)

**Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4)

**Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

**Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission; **5)** the number of units affected and; **6)** expiration date of the designation of any HUD approved plan. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

**Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

**Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

**Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7.](#) (24 CFR 960.503) (24 CFR 903.7(b))



**Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A “police officer” means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD’s website at: [Notice PIH 2011-7. \(24 CFR 960.505\)](#) (24 CFR 903.7(b))

**Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD’s website at: [Notice PIH 2009-21 and Notice PIH-2017-03. \(24 CFR §903.7\(c\)\)](#)

**Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan ([24 CFR §903.7\(b\)](#)).

**Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

**B.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section ([24 CFR §903.7 \(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

#### C. Other Document and/or Certification Requirements.

**C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

**C.2 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154 or 24 CFR 5.160(a)(3) as applicable; (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).

**C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

**C.5 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark “yes,” and describe that plan. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark “no.” If the PHA is not troubled, mark “N/A.” ([24 CFR §903.9](#))

#### D. Affirmatively Furthering Fair Housing (AFFH).

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ....” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless , the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 7.52 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

## B.1(a) – form HUD-50075-ST

### Revised PHA Plan Elements

(a) Have the following PHA plan elements been revised by the PHA?

**1) Statement of Housing Needs and Strategy for Addressing Housing Needs**

Updated to reflect current conditions. No significant amendments or substantial deviations.

**2) Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions**

The following sections of the Section 8 Administrative Plan are proposed for amendment. The full amendments appear after this summary:

*§5) b) ii) – PREFERENCES*

*§6) d) ii) – ISSUANCE OF VOUCHER; REQUEST FOR TENANCY APPROVAL*

*§6) e) ii) – TERM OF THE VOUCHER*

**3) Financial Resources**

Updated to reflect current conditions. No significant amendments or substantial deviations.

**4) Rent Determination**

No significant amendments or substantial deviations.

**5) Operation and Management**

The following sections of the Public Housing Admissions and Continued Occupancy Policy are proposed for amendment. The full amendments appear after this summary:

*§28.0 – SPECIAL CHARGES TO TENANTS FOR REPAIR OF DAMAGES*

The following sections of the Section 8 Administrative Plan are proposed for amendment. The full amendments appear after this summary:

*§7) a) ii) – FAMILY MOVE RESTRICTIONS*

*§10) B) ii) 5) – TENANT DECLARATION*

**6) Grievance Procedures**

No significant amendments or substantial deviations.

**7) Homeownership Programs**

No significant amendments or substantial deviations.

**8) Community Service and Self-Sufficiency Programs**

No significant amendments or substantial deviations.

**9) Safety and Crime Prevention**

Updated to reflect current conditions. No significant amendments or substantial deviations.

**10) Pet Policy**

The following sections of the Public Housing Admissions and Continued Occupancy Policy are proposed for amendment. The full amendments appear after this summary:

*§20.0 – PET OWNERSHIP POLICY*

**11) Asset Management**

Updated to reflect current conditions. No significant amendments or substantial deviations.

**12) Substantial Deviation**

No significant amendments or substantial deviations.

**13) Significant Amendment/Modification**

No significant amendments or substantial deviations.

## B. Plan Elements

### B.1(b) – form HUD-50075-ST

## Statement of Housing Needs and Strategy for Addressing Housing Needs

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s).

**Provide a statement addressing the housing needs of low-income, very low-income, and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists.**

#### **Brief Description of Strategy to Address Housing Needs**

SMHA is implementing a variety of strategies to address the shortage of affordable housing in the City of Schenectady. The shortage is reflected in the waiting list statistics below and the Statement of Housing Needs. SMHA’s strategies originate from its 5-Year Plan goals, which are consistent with the City of Schenectady’s Consolidated Plan and link to many of the broader community strategies currently underway.

#### **SIGNIFICANT HOUSING PROBLEMS**

Source: City of Schenectady 2020 – 2024 5-Year Consolidated Plan

The U.S. Department of Housing and Urban Development (HUD) definitions for “Housing Problems” are:

- Housing cost burden - over 30% of income expended on housing related costs.
- Severe housing cost burden - over 50% of income expended on housing related costs.
- Substandard housing – housing units lacking a complete kitchen or plumbing facilities.
- Overcrowding – units occupied by 1.01 to 1.5 people per room.
- Severe overcrowding – units occupied by more than 1.5 people per room.

Current Comprehensive Housing Affordability Strategy (CHAS) data indicates that 53.4% of City of Schenectady renters experience housing problems, and 33.6% experience severe housing

problems. In addition, 27.7% of homeowners experience housing problems and 11.7% experience at least one severe housing problem. Common housing problems in Schenectady are cost burden, overcrowding and substandard, older housing stock. Approximately 52.6% of renters, and 26.4% of homeowners in the city are cost burdened. Many owners struggle to make necessary major home repairs. HUD’s generally accepted definition of affordability is for a household to pay no more than 30% of its annual income on housing; families paying more than that amount are considered cost burdened. According to the National Low-Income Housing Coalition’s 2019 Out of Reach study, the maximum affordable monthly housing cost at 30% of AMI is \$674 per month. The 2023 Schenectady Metropolitan Statistical Area (MSA) Fair Market Rent Schedule for a two-bedroom unit is \$1,313. A household would need to earn at least \$52,500 per year, or an hourly wage of \$25.24, to afford a two-bedroom rental unit at Fair Market rates. The hourly mean wage for a renter in Schenectady County is \$15.16. CHAS illustrates housing problems by income level compared to the Household Area Median Family Income (HAMFI) based on the 2012 – 2016 ACS, as shown below.

Housing Problems	# of Renter Households with Housing Problems						# of Owner Households with Housing Problems					
	0 to 30%	>30 to 50%	>50 to 80%	>80 to 100%	>100%	Total Renters	0 to 30%	>30 to 50%	>50 to 80%	>80 to 100%	>100%	Total Owners
Household has at least 1 of 4 Housing Problems	3,815	1,675	560	115	35	6,200	915	805	950	400	160	3,230
Household has none of 4 Housing Problems	745	585	2,040	665	1,175	5,210	255	540	1,690	1,295	4,600	8,380
Housing cost burden greater than 50% of income	3,165	290	135	0	0	3,590	675	325	185	10	0	1,195
Housing cost burden greater than 30% of income	3,755	1,660	500	55	25	5,995	900	795	925	355	85	3,060
CHAS 2012-2016												



### **Older and Substandard Housing Stock**

Most of the City's housing stock was built before 1980, with a large portion of rental properties owned by absentee landlords. This results in an increasingly large number of households living in substandard housing, households facing high repair costs due to an aging building stock, high energy burdens faced by low- and moderate-income households, limited development of new affordable housing options, a limited number of single-family homes, and a low owner-occupancy rate. Code violations and lead based paint hazards are prevalent in many of the dwellings. It is notable that the City's 12307 zip code is ranked as one of the highest areas of household lead hazards in the country despite City and County efforts to address interim control measures in homes where children under 6 reside utilizing HUD Lead Control grant funding.

### **SMHA Waiting List Data**

<b>Housing Needs of Families on the Section 8 Housing Choice Voucher Waiting List*</b>		
<b>The Section 8 Housing Choice Voucher waiting list has been closed Since March 2023.</b>		
	<b># of families</b>	<b>% of total families</b>
Waiting list total	3,926	100%
Extremely low income <=30% AMI	3101	78.99%
Very low income (>30% but <=50% AMI)	691	17.60%
Low income (>50% but <80% AMI)	134	3.41%
Families with children	1,525	38.84%
Elderly families	212	5.50%
Families with Disabilities	907	23.10%
Race/ethnicity – African American	2583	65.79%
Race/ethnicity – White	1114	28.37%
Race/ethnicity – American Indian	74	1.88%
Race/ethnicity – Asian	71	1.81%
Race/ethnicity – Native Hawaiian/Other Pacific Islander	71	1.81%
Race/ethnicity –None Listed	13	0.33%
Race/ethnicity –Hispanic	750	19.10%
<i>*As of 10/02/23. Waiting list data is self-reported by applicants, and not yet verified by SMHA.</i>		

### Housing Needs of Families on the Public Housing Waiting List\*

The Public Housing waiting list is open to accept applications.

	# of families	% of total families
Waiting list total	7437	100%
Extremely low income <=30% AMI	6,097	81.98%
Very low income (>30% but <=50% AMI)	1,092	14.69%
Low income (>50% but <80% AMI)	248	3.33%
Families with children	2,042	27.46%
Elderly families	555	7.46%
Families with Disabilities	1,665	22.39%
Race/ethnicity – African American	4,321	58.10%
Race/ethnicity – White	2,542	34.18%
Race/ethnicity – American Indian	159	2.14%
Race/ethnicity – Asian	169	2.27%
Race/ethnicity – Native Hawaiian/Other Pacific Islander	176	2.37%
Race/ethnicity –None Listed	70	0.94%
Race/ethnicity –Hispanic	1,585	21.31%

*\*As of 10/02/23. Waiting list data is self-reported by applicants, and not yet verified by SMHA.*

#### **Brief Description of Strategy to Address Housing Needs**

SMHA is implementing a variety of strategies to address the shortage of affordable housing in the City of Schenectady. The shortage is reflected in waiting list statistics and the Statement of Housing Needs. SMHA’s strategies originate from its 5-Year Plan goals, which are consistent with the City of Schenectady’s Consolidated Plan and link to many of the broader community strategies currently underway.

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

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

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

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

#### Target available assistance to families with disabilities

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

#### Conduct activities to affirmatively further fair housing

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

#### Provide home ownership opportunities for low-moderate income persons

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

#### Provide assistance to tenants to keep rents within 30% of income

- Lease all units of public housing.
- Issue Housing Choice Vouchers to assist families to rent apartments.
- Issue vouchers to individuals/families enrolled in our Shelter Plus Care program.

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

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

#### Provide single room occupancy transitional housing units for homeless individuals

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

#### Provide transition housing for homeless families

- SMHA's Executive Director is a member of the Schenectady County Homeless Services Planning Board, a consortium of provider agencies that work together to meet needs in the field of homeless housing.
- SMHA's Executive Director was Chair of the Schenectady County Ten Year Plan to End Homelessness, which is now the Continuum of Care Strategic Planning Committee, where he oversaw the implementation of the Coordinated Assessment System for the Continuum of Care.

#### Maintain Resident Associations

- Four of six developments have certified Resident Associations in place actively representing the interests of residents, collaborating with SMHA and others in instituting and carrying our activities.

#### Educate community members about expectations for renter/homeowners

- SMHA serves on the Eviction Task Force, convened by the local Community Action Program agency, to deal with rapidly escalating rates of eviction. One of the services

provided by this group is to conduct both landlord and tenant training sessions in Schenectady County.

### Public Housing Revitalization

Public housing across the nation faces an estimated \$70 billion capital needs backlog, resulting from years of underfunding. This steady decline in funding has made it increasingly more difficult to ensure healthy affordable living environments for residents in Schenectady. Delayed projects include lead-based paint abatement in apartments with children, window and roof replacement, and replacement of obsolete sewer, gas, and water infrastructure. Further delaying projects of this type could impact the health of families who live in SMHA's public housing apartments. Years of deep cuts to the public housing operating fund have made it progressively more difficult to sustain staffing levels necessary to maintain aging infrastructure.

Addressing this problem, the Schenectady Municipal Housing Authority has implemented a preservation strategy for the long-term sustainability of the public housing property known as Yates Village. The Yates Village property has been converted from Public Housing to affordable housing supported by tax credits and Project Based Vouchers, preserving 300 affordable units in Schenectady.

SMHA is working with a Development Consultant, TAG Associates, on feasibility models for redevelopment of its six remaining public housing properties, and to create a solicitation to select a developer partner, and negotiate business terms with the selected developer.

## B.1 – form HUD-50075-ST

### Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions

Describe the PHA's policies that govern Deconcentration and other policies that govern eligibility, selection, and admission.

#### **SECTION 8 ADMINISTRATIVE PLAN AMENDMENTS**

The proposed amendments to the Section 8 Administrative Plan are shown here with new language underlined and deleted language with a ~~striketrough~~.

#### **AMENDMENTS TO ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)**

##### ***§6) d) iii – ISSUANCE OF VOUCHER; REQUEST FOR TENANCY APPROVAL***

- ii) Once all family information has been verified, their eligibility determined, their subsidy calculated, and they have attended the family briefing, the Schenectady Municipal Housing Authority will issue the voucher. At this point the family begins their search for a unit.
  
- iii) Any changes to family income or composition during this search period must be reported in writing with acceptable proof of said change. Additions to the family must include a copy of all documents required for admittance to the program for the person being added (Birth certificate, Social Security Card, New York State Driver's License or I.D., acceptable proof of income). If removing a family member from the family, a signed and notarized statement from the member being removed is required or other acceptable evidence of reason for removal (death certificate, signed lease, etc.)

#### **AMENDMENTS TO ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)**

##### ***§6) e) ii) – TERM OF THE VOUCHER***

- i) The initial term of the voucher will be 60 days and will be stated on the Housing Choice Voucher.
  
- ii) The Housing Authority may grant up to two additional 30-day extensions (for a total of 120 days) ~~one or more extensions of the term~~. To obtain an extension, the family must make a request in writing prior to the expiration date. A statement of the efforts the family has made to find a unit must accompany the request. A sample extension request form and a form for recording their search efforts will be included in the family's briefing packet. If the family can provide

documentation of a diligent search and additional time can reasonably be expected to result in success, the Housing Authority may grant two additional 30-day extensions, (totaling 120 days) ~~an additional extension of the term up to 30 days~~. If the family includes a person with disabilities and the family requires an extension due to the disability, extension will be handled per 982.303(b)(2).

**AMENDMENT TO VERIFICATION**

**§10) b) ii) 5) a) – TENANT DECLARATION**

- (1) Tenant Declaration (Level 1):
  - (a) When UIV, written and oral third-party verifications are not available within the two (2) week and (3) business days period allowed in paragraphs 2 and 3 above, and hand-carried verification cannot be obtained, the SMHA will accept a notarized statement detailing information needed, signed by the head, spouse, co-head, or other adult family member. Such documents will be maintained in the file. This method will be used as a last resort and documentation will be included in the file as to why third-party verification was not available.

**AMENDMENT TO VERIFICATION**

**§10) c) i) – TYPES OF VERIFICATION**

Verification Requirements for Individual Items		
Item to Be Verified	3 <sup>rd</sup> party verification	Hand-carried verification
<b>General Preference and Eligibility Items</b>		
Social Security Number	Refer to Section 10) e., Verification of Social Security Numbers.	Refer to Section 10) e., Verification of Social Security Numbers.
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc.	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A



Verification Requirements for Individual Items		
Item to Be Verified	3 <sup>rd</sup> party verification	Hand-carried verification
<u>Proof of Residency</u>	<u>N/A</u>	<u>Current Lease Agreement, utility bill, notarized statement from current landlord</u>
<b>Value of and Income from Assets</b>		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDs, bonds, etc.	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc.	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
<b>Income</b>		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree

Verification Requirements for Individual Items		
Item to Be Verified	3 <sup>rd</sup> party verification	Hand-carried verification
Periodic payments (i.e., social security, welfare, pensions, workers' comp, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Training program participation	Letter from program provider indicating <ul style="list-style-type: none"> <li>- whether enrolled</li> <li>- whether training is HUD-funded</li> <li>- whether State or local program</li> <li>- whether it is employment training</li> <li>- whether payments are for out-of-pocket expenses incurred in order to participate in a program</li> </ul>	N/A

**PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

The proposed amendments to the Public Housing Admissions and Continued Occupancy Policy are shown here with new language underlined and deleted language with a ~~strike through~~.

**AMENDMENT TO TYPES OF VERIFICATION**

**12.2 TYPES OF VERIFICATION**

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third-party verification, the Schenectady Municipal Housing Authority will send a request form to the source along with a release form signed by the applicant/tenant via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	3 <sup>rd</sup> party verification	Hand-carried verification
<b>General Preference and Eligibility Items</b>		

Verification Requirements for Individual Items		
Item to Be Verified	3 <sup>rd</sup> party verification	Hand-carried verification
Social Security Number	Refer to Section 10) e., Verification of Social Security Numbers.	Refer to Section 10) e., Verification of Social Security Numbers.
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc.	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
<u>Proof of Residency</u>	<u>N/A</u>	<u>Current Lease Agreement, utility bill, notarized statement from current landlord</u>
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDs, bonds, etc.	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc.	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement

Verification Requirements for Individual Items		
Item to Be Verified	3 <sup>rd</sup> party verification	Hand-carried verification
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
<b>Income</b>		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers' comp, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Training program participation	Letter from program provider indicating <ul style="list-style-type: none"> <li>- whether enrolled</li> <li>- whether training is HUD-funded</li> <li>- whether State or local program</li> <li>- whether it is employment training</li> <li>- whether payments are for out-of-pocket expenses incurred in order to participate in a program</li> </ul>	N/A

***The complete Public Housing Admissions and Continued Occupancy Policy and the Housing Choice Voucher Administrative Plan are available to the public upon request.***

**B.1(b) – form HUD-50075-ST**  
**Financial Resources**  
**FY 2024**

**Financial Resources from Public Housing**

Tenant Rental Income	\$ 3,347,000
NonDwelling Rental Income	56,000
Investment Income	18,200
Other Tenant Income	220,000
Other Income	260,000
Capital Fund Grants	2,380,000
Operating Grants	4,244,000
Family Self-Sufficiency Grant	72,200
<b>Total Public Housing Income</b>	<b><u>10,597,400</u></b>

**Financial Resources from Tenant Based Assistance**

Housing Choice Voucher Assistance	13,268,000
Shelter Plus Care Grant	635,000
Moderate Rehabilitation Assistance	207,000
Single Room Occupancy	45,600
Investment Income	2,400
Other Income	63,800
Family Self-Sufficiency Grant	72,200
<b>Total Tenant Based Income</b>	<b><u>14,294,000</u></b>

**Combined Public Housing and Tenant Based Resources** **\$ 24,891,400**

# B.1(b) – form HUD-50075-ST

## Operation and Management

**A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency, and management of the PHA and programs of the PHA.**

### **PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

The proposed amendments to the Public Housing Admissions and Continued Occupancy Policy are shown here with new language underlined and deleted language with a ~~strikethrough~~.

### **AMENDMENT TO SPECIAL CHARGES TO TENANTS FOR REPAIR OF DAMAGES**

#### **28.0 SPECIAL CHARGES TO TENANTS FOR REPAIR OF DAMAGES**

Apartment Key Replacement:	<del>\$2010</del> or actual cost if greater
Key Fob Replacement:	<del>\$2010</del> or actual cost if greater
Lock Change at Tenant's Request:	\$50 or actual cost for labor & materials if greater
Apartment Lock Out:	\$38 or actual cost for labor & materials if greater
Replacement Mailbox key:	<del>\$52</del> or actual cost if greater
Replacement Lobby door Key:	<del>\$52</del> or actual cost if greater
Replacement Compactor Door key:	<del>\$52</del> or actual cost if greater

### **PUBLIC HOUSING LEASE AGREEMENT**

The proposed amendments to the Public Housing Lease Agreement are shown here with new language underlined and deleted language with a ~~strikethrough~~.

#### **LEASE ATTACHMENT 4**

Charges: The Tenant shall be charged for the cost for services or repairs due to intentional or negligent damage to the dwelling unit, common areas or grounds beyond normal wear and tear, caused by Tenant, household members or by guests. Negligent damage includes noncompliance with preparation instructions for eradication of pests. When SMHA determines that needed maintenance is not caused by normal wear and tear, Tenant shall be charged for the cost of such service, either in accordance with the Schedule of Maintenance Charges posted by SMHA or (for work not listed on the Schedule of Maintenance Charges) based on the actual cost to SMHA for the labor and materials needed to complete the work. If overtime work is required, overtime rates shall be charged.

Apartment Key Replacement:	<del>\$2010</del> or actual cost if greater
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Key Fob Replacement:	<del>\$2010</del> or actual cost if greater
Lock Change at Tenant's Request:	\$50 or actual cost for labor & materials if greater
Apartment Lock Out:	\$38 or actual cost for labor & materials if greater
Replacement Mailbox key:	<del>\$52</del> or actual cost if greater
Replacement Lobby door Key:	<del>\$52</del> or actual cost if greater
Replacement Compactor Door key:	<del>\$52</del> or actual cost if greater

**SECTION 8 ADMINISTRATIVE PLAN**

The proposed amendments to the Section 8 Administrative Plan are shown here with new language underlined and deleted language with a ~~striketrough~~.

**MOVES WITH CONTINUED ASSISTANCE**

**§7) a) ii) – FAMILY MOVE RESTRICTIONS**

- a) ii) Zero HAP Families who wish to Move
  - 1. A participant family who is not receiving any subsidy, but whose HAP contract is still in force, may request a voucher to move to a different unit. SMHA must issue a voucher to move unless it has grounds to deny assistance under program regulations. However, if SMHA determines no subsidy would be paid at the new unit, SMHA will not enter into a HAP contract on behalf of the family.

***The complete Public Housing Admissions and Continued Occupancy Policy and the Housing Choice Voucher Administrative Plan are available to the public upon request.***

## B.1(b) – form HUD-50075-ST

### Safety and Crime Prevention (VAWA)

**Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.**

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

Just as drug and violent crime is present in every neighborhood in the City of Schenectady, we too experience violent crime and drug crime in public housing developments. To ensure the safety of our public housing residents, there is a need for quick response to complaints and pursuing lease violations in connection with crimes committed on public housing property. To achieve this, we continue to fund a Tenant Investigator, a Security Coordinator, and contracted patrols as needed. Crime prevention measures are also critical, such as security cameras that enable SMHA to observe and deter criminal activity, and capture evidence.

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

**SECURITY COORDINATOR**

A contracted Security Coordinator oversees all aspects of SMHA's security programs. Security Coordinator Contract Objectives:

- Provide coordination between SMHA personnel/resident leaders, and law enforcement agencies including the Schenectady Police Department (SPD), Schenectady County Sheriff's Department, New York State Police, and, when appropriate, Schenectady County District Attorney's Office and Federal Law Enforcement Agencies, to properly address criminal conduct on Public Housing property;
- Improve communication between SMHA residents and the SPD regarding criminal conduct;
- Assess and improve upon physical facilities safety to ensure the utmost security and safety for SMHA staff and residents;
- Augment law enforcement patrols with a strategic deployment plan for property-focused patrols.
- Other duties include working with domestic violence victims and advocates, creating and tracking Public Housing crime "pin-maps," follow up with warrants for vandalism/damages to SMHA property, coordinates youth offender community service program.

**TENANT INVESTIGATOR**

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

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

### **UNIFORMED CONTRACTED POLICE PATROLS**

Uniformed off-duty police officer patrol public housing property on an as-needed basis. They perform such activity as:

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

### **CCTV and Fencing**

A major component of SMHA's crime prevention strategy is the installation of closed-circuit television cameras on public housing property. The Housing Authority has installed several internal and external cameras at three of its properties, and we continue working with Schenectady County to expand their existing Public Safety Camera Project to our public housing developments.

In 2018, SMHA installed security cameras and security fencing at Steinmetz Homes, and in April 2021, SMHA installed security cameras at MacGathan Townhouses. These projects were funded through HUD's Capital Fund Emergency Safety and Security Program. In 2023, cameras were installed in all residential hallways at Ten Eyck Apartments, and additional cameras were installed in Ten Eyck parking lots and other common areas. Cameras are scheduled for installation in 2023/2024 in Schonowee Village interior hallways, to monitor people entering and exiting buildings. Crime rates have dropped significantly at properties with cameras.

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

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

The Schenectady County Sheriff department assists SMHA with its public housing applicant screening process. If a criminal record is detected by the Sheriff, SMHA pays a fee to initiate a thorough background check of national FBI criminal records. The Sheriff's vice squad personnel have a history of effectively assisted SMHA with identifying and arresting drug users and sellers at our family properties.

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

SMHA provides office and program space at its Family Investment Center for the Youth L.I.F.E. Support Network, Inc., which is a Law Enforcement Assisted Diversion program in cooperation with the Schenectady County Sheriff's Department. The initiative is an after-hours Alternative to Detention (ATD) program which serves high-risk youth in attempts to reduce the use of detention. They collaborate between juvenile justice agencies, service providers, and other community organizations that undertake joint planning to address reforms and decrease juvenile detention. In addition, the 1Life2Live program operates from the same space. This is a public safety program which focuses on case management and gang and violence intervention in Schenectady, NY. Outreach Workers and Violence Interrupters are committed to decreasing gun violence and retaliation, ultimately creating a safer community.

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

SMHA adopted a Violence Against Women Act (VAWA) policy for the purpose of reducing domestic violence, dating violence and stalking, and to prevent victims of such violence from becoming homeless. The policy includes statements on general services, specialized services, services to maintain housing, and services for preventing violence and enhancing victim safety. The VAWA policy is included after this page.

# Violence Against Women Act

The Schenectady Municipal Housing Authority adopted a policy on the Violence Against Women Act on September 25, 2007 (Resolution #45/09/07), for the purpose of reducing domestic violence, dating violence and stalking, and to prevent the victims of such violence from becoming homeless. This policy was amended on May 30, 2017 (Resolution #05/030/17), to implement several key changes related to housing protections for victims of domestic violence, dating violence, sexual assault, and stalking, which were implemented by regulation for HUD Housing Programs by the VAWA Final Rule on November 16, 2016. This policy has been incorporated into the SMHA Admissions and Continued Occupancy Policy, the SMHA Shelter Plus Care Policy, and the SMHA Housing Choice Voucher Administrative Plan. This policy was also revised effective April 1, 2014, pursuant to the Violence Against Women Reauthorization Act of 2013.

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

## General Services

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

## Specialized Services

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

## Helping Victims Maintain Housing

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

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

### Preventing Violence and Enhancing Victim Safety

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

We consider victim requests for apartment transfer for eligible tenants pursuant to our Emergency Transfer Plan for victims of domestic violence, dating violence, sexual assault, or stalking.

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

We also work closely with Community Fathers, Inc. Their main office is at Steinmetz Homes, and their mission includes a partnership with the courts to reform batterers that are convicted of domestic violence crimes; program participation is a condition of their release. Together we staff and provide meeting space to a group of custodial and non-custodial fathers living in Schenectady County, who are determined to be and become responsible and supportive fathers, regularly paying court ordered child support, spending time with their children, etc.

## **SMHA VIOLENCE AGAINST WOMEN ACT POLICY**

### **Updated 5/30/2017**

Applicable to the following programs:

Public Housing Program

Section 8 Programs

Shelter Plus Care Program

### **1.0 Purpose**

The purpose of this policy is to implement the requirements of the Violence Against Women Act (“VAWA”) with respect to the responsibilities of the Schenectady Municipal Housing Authority (“SMHA”) to reduce domestic violence, dating violence, sexual assault and stalking and to prevent the victims of such violence from becoming homeless by:

- a) Protecting victim access to affordable housing
- b) Protecting the safety of victims
- c) Creating long-term housing solutions for victims
- d) Promoting collaborative action between victim service providers and SMHA
- e) Assisting SMHA to respond appropriately to the victim(s) while maintaining a safe environment for our employees, other agency employees who work at our

sites, applicants, PH tenants, Section 8 participants, Shelter Plus Care participants and others who might be affected by our actions as a housing authority.

SMHA shall not discriminate against an applicant, public housing resident, Section 8 program participant, Shelter Plus Care participant, or other program participant on the basis of the rights or privileges provided under the VAWA.

Protections under this policy are available to all victims regardless of sex, gender identity, or sexual orientation.

This policy shall be incorporated into the SMHA Admissions and Continued Occupancy Policy manual, the SMHA Section 8 Administrative Plan, the SMHA Lease Agreement and the SMHA Shelter Plus Care Policy Manual.

## **2.0** **Definitions**

Definitions in this section apply only to this policy.

- 2.1 **Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship.
- 2.2 **Domestic Violence**: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- 2.3 **Affiliated Individual**: With respect to an individual: a spouse, parent, brother, sister or child of that individual, or an individual to whom that individual stands in loco parentis, or any individual, tenant, or lawful occupant living in the household of that individual.
- 2.4 **Sexual Assault**: Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.
- 2.5 **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) Fear for the person's individual safety or the safety of others; or 2) Suffer substantial emotional distress.



2.6 Victim: Is a person who is the victim of domestic violence, dating violence, sexual assault or stalking under this Policy and who has completed the certification referred to in Section 3.0 of this policy statement in a complete and timely fashion.

**3.0 Notifications, Certification and Confidentiality**

3.1 Notifications: All applicants, tenants and participants of SMHA housing programs will be provided HUD-5380, "Notification of Occupancy Rights Under the Violence Against Women Act (VAWA)" and HUD-5382, "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documents" at the following times:

- a) at the time of denial of assistance or admission
- b) at the time of providing assistance or admission
- c) at any eviction or termination
- d) at recertification or lease renewal

3.2 HUD Approved Certification: For each incident where a person is claiming victim status, that person shall certify to SMHA their victim status by completing a HUD approved certification form (form HUD-5382). The person shall certify the date, time and description of the incident(s), that the incident(s) are bona fide incidents of actual or threatened abuses and meet the requirements of VAWA and this Policy. The person shall provide information to identify the perpetrator including but not limited to the name, only if the name of the perpetrator is safe to provide and is known (and any and all known aliases), date of birth, address, contact information such as postal, e-mail or internet address, telephone or fax number and other pertinent information.

3.3 Other Certification: In lieu of providing a HUD certification, a person who is claiming victim status may provide to SMHA:

- a) documentation signed by the victim and an employee/agent/volunteer of a victim services provider, an attorney, mental health professional or a medical professional from who the victim has sought assistance relating to domestic violence, dating violence, sexual assault or stalking or the effects of the abuse, in which the professional attests under penalty of perjury (28 U.S.C. Sec. 1746) to the professional's belief that the incident(s) in question are bona fide incidents of abuse or meet the requirements found in the VAWA; or
- b) a Federal, State, tribal, territorial, administrative agency, local police or court record.
- c) at the discretion of SMHA, a statement or other evidence provided by the applicant, tenant or participant.

3.4 Failure to provide Certification: The person claiming victim status shall provide complete and accurate certification to SMHA within 14 business days after SMHA requests in writing that the person complete the certification. Failure to provide a complete and accurate certification within the 14 business days, will result in the loss of

protections under VAWA and this policy against a proposed adverse action. SMHA may, at its discretion extend the 14 business day deadline.

- 3.5 **Conflicting Information:** If SMHA receives a certification or information containing conflicting information (including certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator), SMHA may request that the applicant, tenant or participant provide third-party documentation within thirty (30) calendar days in order to resolve the conflict. Failure to provide third-party documentation where there is conflicting information will result in the loss of protection under VAWA and this policy against a proposed adverse action.
- 3.6 **Confidentiality:** SMHA shall keep all information submitted under this Policy confidential. SMHA shall not enter confidential information into any shared database or disclose such information to any other entity or individual except to the extent that:
- a) The victim requests or consent to the disclosure in writing, or
  - b) The disclosure is required for use in an eviction proceeding, or
  - c) The disclosure is required by applicable law.

**4.0 VAWA Protections.**

- 4.1 An applicant for assistance or tenant assisted under a SMHA's program may not be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis or as a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.
- 4.2 An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking will not be a serious or repeated violation of the lease by the victim and shall not be good cause for denying to a victim admission to a program, terminating Section 8 assistance or occupancy rights, participation in the Shelter Plus Care Program, or evicting a tenant.
- 4.3 Criminal activity directly related to domestic violence, dating violence, sexual assault or stalking engaged in by a member of the tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or affiliated individual of the tenant is the victim of that domestic violence, dating violence, sexual assault or stalking.
- 4.4 A. Notwithstanding Sections 4.1, 4.2 and 4.3, the SMHA may bifurcate a lease to evict, remove or terminate assistance to any individual who is a tenant or lawful occupant of the housing and who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual, without evicting, removing, termination assistance to or

otherwise penalizing the victim(s) of such criminal activity who is also a tenant or lawful occupant of the housing.

B. If SMHA evicts, removes, or terminates assistance to an individual under Section 4.4 A., and the individual is the sole tenant eligible to receive assistance under a covered housing program, SMHA shall provide any remaining tenant a period of ninety (90) days from the date of bifurcation to establish eligibility for the covered housing program or if the remaining tenant(s) cannot establish eligibility to find alternative housing or establish eligibility for housing under another covered housing program.

- 4.5 Nothing in Section 4.1, 4.2 or 4.3 shall limit the authority of SMHA when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members when the family break up.
- 4.6 Nothing in Sections 4.1, 4.2 or 4.3 limits SMHA's authority to evict or terminate assistance to any tenant for any violation of lease not premised on the act or acts of violence against the tenant or an affiliated individual of the tenant. However SMHA may not hold victim to a more demanding standard than any other tenant or participant.
- 4.7 Nothing in Sections 4.1, 4.2 or 4.3 limits the SMHA's authority to evict or terminate assistance, or deny admission to a program if the SMHA can show an actual and imminent threat to other tenants, neighbors, guests, their employees, persons providing services to the tenants or the property of others if the tenant family is not evicted or terminated from assistance or denied admission.
- 4.8 Nothing in Sections 4.1, 4.2 and 4.3 limits the SMHA's authority to deny admission, terminate assistance or evict a person who engages in criminal acts including but not limited to acts of violence, sexual assault or stalking against family members or others.
- 5.0 Emergency Transfer Plan:** SMHA has adopted an Emergency Transfer Plan, included as part of this policy. To request an emergency transfer the tenant must submit a written request in accordance with the Emergency Transfer Plan. HUD-5383 may be used to request an emergency transfer.
- 5.1 A Section 8 recipient who moves out of an assisted dwelling unit to protect their health or safety and who: a) is a victim under this Policy; b) reasonably believes he or she was imminently threatened by harm from further violence if she/he remains in the unit; and c) has complied with all other obligations of the Section 8 program may receive a voucher and/or move to another Section 8 jurisdiction.
- 5.2 A public housing tenant who is a victim under this policy may be allowed to transfer to another available and safe dwelling unit pursuant to SMHA's Emergency Transfer Plan.

## **6.0** **Actions Against a Perpetrator**

The SMHA may evict, terminate assistance, or deny admission to a program or bring charges of trespass on its property against a perpetrator under this Policy. The victim shall take action to control or prevent the domestic violence, dating violence, sexual assault or stalking. These actions may include but are not limited to: a) obtaining and enforcing a restraining or no-contact order, or an order for protections against the perpetrator; b) obtaining and enforcing a trespass charge against the perpetrator; c) preventing the delivery of the perpetrator's mail to the victim's unit; d) providing identifying information listed in 3.1; and e) other reasonable measures.

## **7.0** **Preferences**

Families who are victims under VAWA will receive a preference in SMHA's public housing, Section 8, and Shelter Plus Care programs. Families/family members who have been victims of domestic violence, dating violence, sexual assault or stalking shall provide an acceptable form of certification to qualify for preference, as outlined in Section 3.0.

## **8.0** **Reporting Requirements**

SMHA shall include in its 5 Year Plan a statement of goals, objectives, policies or programs that will serve the needs of victims. SMHA shall also include a description of activities, services or programs provided or offered either directly or in partnership with other service providers to victims, in order to help victims obtain or maintain housing or to prevent the abuse or to enhance the safety of victims.

## **9.0** **Conflict and Scope**

This Policy does not enlarge SMHA's duty under any law, regulation or ordinance. If this Policy conflicts with the applicable law, regulation or ordinance, the law, regulation or ordinance shall control. If this Policy conflicts with any other SMHA policy, this Policy will control.

## **10.0** **Amendment**

The Executive Director may recommend to the Board of Commissioners amendments to this policy when it is deemed reasonable to effectuate the Policy's intent, purpose, or interpretation. The amendment shall be effective and incorporated into appropriate program policies and manuals on that date the amendment is approved by the Commissioners.

## **11.0** **Legislative and Regulatory authority**

The provisions of this policy are based on conformity with the provision of the following laws, regulations and notices:

- a) The Violence Against Woman Act of 1994
- b) The Violence Against Women Reauthorization Act of 2005

- c) The Violence Against Women Reauthorization Act of 2013
- d) U.S. Department of Housing and Urban Development, Notice PIH 2017-08

**12.0 Attachments and Forms** – The following are made a part of this policy by reference.

- i) HUD-5380, “Notification of Occupancy Rights Under the Violence Against Women Act (VAWA)”
- ii) HUD-5382, “Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documents”
- iii) HUD-5381, “Schenectady Municipal Housing Authority – Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking”
- iv) HUD-5383, “Emergency Transfer Request”

# B.1 – form HUD-50075-ST

## Pet Policy

**Describe the PHAs policies and requirements pertaining to the ownership of pets in public housing.**

### PET OWNERSHIP POLICY

#### **20.0 PET OWNERSHIP POLICY**

##### **1. Introduction**

In accordance with HUD regulations, SMHA will attempt to accommodate pet owning applicants and Tenants according to our eligibility, selection, admissions and pet ownership policies. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements; valid license must be filed with SMHA. A certification signed by a licensed veterinarian or state or local official shall be annually filed with SMHA to attest to the inoculations.

##### **2. Assistive Animals**

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

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

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

### **3. Pet Defined**

SMHA will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, caged rodent or fish in aquariums will be allowed in units. Common household pets do not include reptiles. If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

Commercial breeding of any animal is prohibited.

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

### **4. Approval**

Residents must have the prior written approval of SMHA before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before SMHA will approve the request. Residents must give SMHA a picture of the pet so it can be identified. Temporary care of animals on the premises, such as pet-sitting, is prohibited.

### **5. Pet Deposit**

A pet deposit of **\$100.00** is required at the time of registering a pet. The deposit is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear. If more than one pet is approved, a separate deposit is required for each pet. The deposit must be paid in full in advance of bringing a pet into an apartment.

### **6. Designated Prohibited Areas**

Pets must be kept in the owner's apartment or on a leash at all times when outside the unit (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the property if SMHA designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

With the exception of approved assistive animals, no pets shall be allowed in community rooms, community room kitchens, laundry rooms, public bathrooms, lobbies, hallways, playgrounds or offices in any of our sites.

To accommodate residents who have medically certified allergic or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our development(s)/(building(s)). This shall be implemented based on demand for this service.

#### **7. Requirements Placed on Pet Owners**

Only one (1) pet per apartment is allowed at any time unless permission is granted for additional pets by SMHA. Any request for additional pets shall be in writing stating the special conditions that exist to justify keeping more than one pet.

In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements; valid license must be filed with SMHA. A certification signed by a licensed veterinarian or state or local official shall be annually filed with SMHA to attest to the inoculations.

At SMHA's request, a Tenant shall provide a statement from their physician verifying Tenant's ability to care for a pet.

Tenants owning a cat shall provide in the apartment a litter tray for the animal's use. Waste is to be separated daily, placed in a properly wrapped, non-absorbent bag and properly disposed of. Cat litter shall be changed frequently to avoid unsanitary conditions. Under no circumstances shall cat litter be flushed down any toilet or other household drain.

Any Tenant who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and SMHA reserves the right to exterminate and charge the resident.

A pet owner shall physically control or confine his/her pet during the times when SMHA employees, agents of SMHA or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from SMHA's property within 24 hours of written notice from SMHA. The pet owner may also be subject to termination of his/her dwelling lease.

A pet owner who violated any other conditions of this policy may be required to remove his/her pet from the development within 10 days of written notice from SMHA. The pet owner may also be subject to termination of his/her dwelling lease.

SMHA's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.



The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or SMHA personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

Pets that make noise continuously, including but not limited to barking, and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

#### **8. Restrictions on Certain Pets**

The keeping of snakes, turtles, or any other reptiles is prohibited.

Any animal deemed to be potentially harmful or dangerous to the health or safety of others, including but not limited to attack or fight trained dogs, is prohibited.

Dogs weighing more than twenty (20) pounds at maturity are prohibited. SMHA shall not be responsible for forecasting the weight of a dog that is not full grown. If a growing dog weighing 20 pounds or less is approved by SMHA, and the dog matures to a weight greater than 20 pounds, the dog will be in the prohibited weight class and must be removed from SMHA property.

Fish tanks in excess of ten (10) gallons are prohibited.

#### **9. Removal of Pets**

SMHA, or an appropriate community authority, shall require the removal of any pet from an apartment or other SMHA property if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the property or of other persons in the community where the project is located, including SMHA staff and Contractors, or if the health and safety of the pet is at risk.

In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, SMHA has permission to call the emergency caregiver designated by the resident or the local Pet Law Enforcement Agency to take the pet and care for it until family or friends can claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the original pet owner, or the new pet owner.

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

## B.1(b) – form HUD-50075-ST

### Asset Management

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

#### ASSET MANAGEMENT STATEMENT

The Authority has converted all systems to Asset Management. Our Project Managers are enthusiastic about their role in the management plan, and continue to make marked improvements to the financial, physical and occupancy related performance of their respective asset management projects. Having the Project Manager, maintenance personnel and occupancy personnel operating directly from the property has enhanced our customer service and increased our efficiency.

SMHA's two Asset Management Projects are Eastside and Downtown. (The Yates Village property has been converted from Public Housing to affordable housing supported by tax credits and Project Based Vouchers.)

#### EASTSIDE ASSET MANAGEMENT PROJECT

##### Current Status

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

Steinmetz Homes was built in 1943, and neighboring MacGathan Townhouse was built in 1973. Steinmetz Homes consists of 48 separate buildings which contain 244 units, and MacGathan is 50 units among 13 residential buildings. The properties are centrally located for public transportation and easy access to downtown merchants and services.

The Steinmetz Homes Family Investment Center facility opened in 1996, and currently houses self-sufficiency and other services for residents to utilize, including a Boys and Girls Clubs Program facility, Schenectady City School District GED, ESL, and community engagement space, the Youth L.I.F.E. Support Network, and Community Fathers, Inc.

The brick structures at Steinmetz Homes are in good physical condition, but the interiors need full renovation, and the grounds require new roads and sidewalks. MacGathan Townhouses is in good physical condition, with many recent improvements occurring to building exteriors and grounds. Interior restoration of Maryvale's two, 4-unit townhouses is scheduled through SMHA's Capital Fund 5-Year Plan.

#### Future of the AMP

The SMHA Board of Commissioners and Executive Director have created a Special Committee on Preserving Public Housing to review the long term physical and financial viability of each Public Housing site. Because the Public Housing Capital Fund has remained underfunded for years, there is a capital backlog of significant repair needs.

#### Strategy

SMHA is working with a Development Consultant on feasibility models for redevelopment of its six remaining public housing properties, and to create a solicitation to select a developer partner, and negotiate business terms with the selected developer.

### **DOWNTOWN ASSET MANAGEMENT PROJECT**

#### Current Status

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

Schonowee Village is one of the oldest developments in the nation, completed in 1938, with 210 units. The infrastructure is in good working order, and the brick exterior requires some physical improvements. However, despite upkeep and improvements, the buildings are 85 years old, and require renovation. Ten Eyck is a 7-floor high rise completed in 1963, and is in good physical condition, with 101 units. Lincoln Heights, with 105 units, opened in 1943, is also in good condition, but like Schonowee, is ready for renovation.

#### Future of the AMP

The SMHA Board of Commissioners and Executive Director have created a Special Committee on Preserving Public Housing to review the long term physical and financial viability of each Public Housing site. Because the Public Housing Capital Fund has remained underfunded for years, there is a capital backlog of significant repair needs.

#### Strategy

Many of the AMPs energy needs were addressed via energy performance contract, American Recovery and Reinvestment Act funds, and weatherization program funds. To keep pace with the low-income housing market for the elderly, we will continue to modernize as needed until a more comprehensive strategy is developed. SMHA is working with a consultant to determine the financial feasibility under different redevelopment scenarios.

## B.1(c) – form HUD-50075-ST

### Deconcentration Policy

(c) The PHA must submit its Deconcentration Policy for Field Office review.

#### **10.3 SELECTION FROM THE WAITING LIST**

Families will be sequenced and selected from the waiting list according to the number of preference points they have. Applicants with more preference points will be selected before applicants with less preference points. The date and time of application will be utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, if necessary to meet the statutory requirement that 40% of newly admitted families in any fiscal year be families who are extremely low-income, the Schenectady Municipal Housing Authority retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor income of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a not-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

#### **10.4 DECONCENTRATION POLICY**

It is Schenectady Municipal Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Schenectady Municipal Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

**10.5 DECONCENTRATION INCENTIVES**

The Schenectady Municipal Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

**10.6 OFFER OF A UNIT**

When the Schenectady Municipal Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The family will be notified of a unit offer via first class mail.

The family will be offered the opportunity to view the unit.

**10.7 REJECTION OF UNIT**

If in making the offer to the family the Schenectady Municipal Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Schenectady Municipal Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will be removed from the waiting list. Those removed from the list may reapply at any time, however, will forfeit their original application date and time.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an administrative conference to review their application status.

**10.8 ACCEPTANCE OF UNIT**

The family will be required to sign a lease.

Prior to signing the lease all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are

initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process. The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Schenectady Municipal Housing Authority will retain the original executed lease in the tenant's file.

The family will pay a security deposit. The security deposit will be equal to one month's total tenant payment.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

## Section B.2(b) form HUD-50075-ST

### New Activities

(b) If any of these activities are planned for the current Fiscal year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

#### **Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?**

- 1) Hope IV or Choice Neighborhoods
- 2) Mixed Finance Modernization or Development
- 3) Demolition and/or Disposition**
- 4) Designated Housing for Elderly and/or Disabled Families
- 5) Conversion of Public Housing to Tenant-Based Assistance
- 6) Conversion of Public Housing to Project-Based Assistance under RAD**
- 7) Occupancy by Over-Income Families**
- 8) Occupancy by Police Officers
- 9) Non-Smoking Policies
- 10) Project Based Vouchers**
- 11) Units with Approved Vacancies for Modernization**
- 12) Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grant or Emergency Safety and Security Grants)

### **Description of Activities – #3, #6, #10**

#### **Demolition/Disposition; Covert Public Housing to Project Based Assistance Under RAD**

It is anticipated that a Rental Assistance Demonstration (RAD) application will be prepared for one or more public housing properties, which includes the family developments of Steinmetz Homes, MacGathan Townhouses and Maryvale Apartments, and developments designated for elderly and disabled families, Ten Eyck Apartments, Schonowee Village, and Lincoln Heights. SMHA is working with a consultant to determine the financial feasibility under different redevelopment scenarios, including RAD conversion under Project-Based Rental Assistance scenario.

### **Description of Activities – #7**

#### **Occupancy by Over-Income Families**

Per HUD regulations effective 6/14/2023, families participating in the public housing program must not have incomes that exceed the over-income limit for more than 24 consecutive months. The over-income limit is determined by multiplying the applicable income limit for a very low-income family by a factor of 2.4. If a family exceeds the over-income limit for 24 consecutive months, SMHA must either terminate the family's tenancy or charge the family an alternative non-public housing rent. SMHA Board of Commissioners determined that policy will allow for the alternative non-public housing rent. This is a monthly rent equal to the greater of the applicable fair market rent, or the amount of the monthly subsidy provided for the unit, which will be determined by adding the per unit assistance provided to a public housing property as calculated through the applicable formulas for the Public Housing Capital Fund and Public Housing Operating Fund (HUD will publish such funding amounts no later than December 31<sup>st</sup> each year).

### **Description of Activities – #11**

#### **Units with Approved Vacancies for Modernization**

##### **Steinmetz Homes**

In 2009, EnviroTest conducted Lead Based Paint (LBP) evaluations in all the apartments, common areas, exterior surfaces, and commercially leased space at Steinmetz Homes, pursuant to Chapter 7, LBP Inspection in the "HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing" Manual. The results indicated that there are surfaces in the apartments and on the exterior containing LBP by the HUD/EPA definition. With this discovery, a plan was created to abate all the surfaces containing LBP during modernization activities and a long-term plan to systematically abate vacant apartments with the end result producing LBP free apartments for the residents of Steinmetz Homes. This project was enhanced with \$1 million in grant funds SMHA received from HUD in August 2018, to carry out lead-based paint risk assessments, inspections, abatement, interim controls, and clearance examinations at Steinmetz Homes. SMHA will submit a request for a HUD approved vacancy for modernization for each vacant apartment that is ready for LBP abatement.



# B.5 – form HUD-50075-ST

## Progress Report

**Provide a description of SMHA’s progress in meeting its mission and goals described in its 5-Year and Annual Plan**

### **Goals and Objectives 4/1/2020 – 3/31/2025**

#### **GOAL 1 – PROVIDE SUCCESSFUL AFFORDABLE HOUSING PROGRAMS**

##### **Objectives:**

- Maintain High or Standard Performer status under HUD’s Public Housing Assessment System.
- Maintain High or Standard Performer status under HUD’s Section 8 Management Assessment Program.
- Maintain a Public Housing occupancy rate of 97% or greater.
- Maintain a Section 8 Housing Choice Voucher Program utilization rate of 95% or greater.

##### **Statement on Achieving Goals**

- Standard performer status has been maintained for the Public Housing program during the last 5-year period.
- High performer status has been maintained for the Section 8 Housing Choice Voucher program during the last 5-year period.
- The occupancy rate for the fiscal year ending 3/31/2023, is 97.15% for all developments combined.
- We have maintained participant numbers and were awarded Family Self Sufficiency program funding each year during the prior 5-year period. The minimum number of participants in our combined Section 8 and Public Housing Family Self Sufficiency program is seventy-five. As of October 2023, when the report is being updated, we had 77 participating families.

#### **GOAL 2 – IMPLEMENT TECHNOLOGY TO PROVIDE MORE EFFICIENT PUBLIC SERVICE**

##### **Objectives:**

- Implement on-line rent payment for Public Housing residents.
- Implement on-line annual and interim reexamination process for Public Housing residents and Section 8 participants.
- Implement mobile work order system for Public Housing with time and materials entry.

- Increase number of security cameras throughout affordable housing properties.
- Identify and implement other technology to enhance our operations and services.

**Statement on Achieving Goals**

- Online rent payment has been implemented.
- Due to a vendor software delay, online annual and interim reexaminations are not operational. The most recent vendor report stated we are in a queue for implementation. We have been investigating new software vendor options, and thus far have found it to be cost prohibitive.
- Mobile work-order system is also on hold due to vendor delay.
- Security cameras were installed in Ten Eyck hallways and other additional Ten Eyck locations in 2023. Cameras have been installed throughout MacGathan Townhouses and Steinmetz Homes. Cameras are scheduled for installation at Schonowee Village in 2023/2024.

**GOAL 3 – DEVELOP A CUSTOMER SERVICE STRATEGY**

**Objectives:**

- Formalize customer service expectations within SMHA.
- Provide employees with the customer service training they need to meet expectations.

**Statement on Achieving Goals**

- Efforts are in process to enhance the onboarding process to include customer service training. This is a challenge that requires a review of consultation services to assist with a program that is customized for our type of business and for our customers.

**GOAL 4 – EXPAND THE SUPPLY OF ASSISTED HOUSING AND INCREASE HOUSING CHOICES**

**Objectives:**

- Utilize Project Based Vouchers to create affordable housing partnerships with property owners and developers, and for SMHA development projects.
- Apply for additional vouchers including Veterans Affairs Supportive Housing rental vouchers.
- Promote participation in the Section 8 Homeownership Program through partnerships and advertising.

**Statement on Achieving Goals**

- 100% of SMHA’s 22 Emergency Housing Vouchers (EHV) have been issued, and 20 of the 22 vouchers are currently under lease. These additional vouchers were received as part of the American Rescue Plan Act.
- SMHA has leased fifty-seven project-based vouchers for the Yates Village Phase I revitalization project.
- SMHA will utilize 211 project-based vouchers for the Yates Village Phase II revitalization project, of which 45 are leased as of October 2023. Phase II is not fully leased due to phased construction, which released units for leasing at three separate parcels: Parcel I:

68 Units Released on 2/14/23; Parcel II: 72 Units Released on 8/14/23; Parcel III: 71 Units Released on 10/01/23.

- The Director of Assisted Housing continues to work with Habitat for Humanity and other agencies to identify participants of our Family Self-Sufficiency program that may utilize the Section 8 Homeownership Program to achieve homeownership.

#### **GOAL 5 – IMPROVE THE QUALITY OF ASSISTED HOUSING**

##### **Objectives:**

- Pursue Public Housing rehabilitation through the Rental Assistance Demonstration program, Section 18 Demolition/Disposition program, and other available means.
- Complete the Steinmetz Homes Lead-Based Paint abatement project.
- Continue collaboration with the City of Schenectady to ensure that activities with regard to local drug elimination, neighborhood improvement programs, and resident programs and services funded under SMHA’s program and those funded under a program covered by the consolidated plan, are fully coordinated to achieve comprehensive community development goals.

##### **Statement on Achieving Goals**

- Progress on a RAD transition project for Steinmetz Homes has been stalled due to receiving funds for lead-based paint removal that cannot be utilized on a RAD funded project. However, this project will be completed in 2023. SMHA is working with a consultant to determine the financial feasibility under different redevelopment scenarios, including RAD conversion under either Project-Based Voucher (PBV) or Project-Based Rental Assistance (PBRA) scenario, and a conversion under a blend of RAD and PBV units.
- Construction of the Yates Village Phase II project was completed in September 2023.
- The Steinmetz Homes Lead-Based Paint project received a boost when in early 2018 HUD offered a competition of \$1 million grants to remove lead-based paint from public housing apartments, and SMHA received the \$1 million award. Currently, we have made 117 of 256 Steinmetz Homes apartments lead-free.
- SMHA is directly involved with the City of Schenectady’s Planning and Development Departments, the Mayor, the Land Bank, and other City/County departments. The Executive Director attends Housing Partners meetings held by the City’s Development Director.

#### **GOAL 6 – ENHANCE HOMELESS AND PRISON REENTRY PROGRAMS**

##### **Objectives:**

- SMHA’s Executive Director will continue to serve on the Schenectady County Homeless Services Planning Board, the coordinating body for homeless services and homeless prevention activities for Schenectady County.
- Review and consider amending Public Housing and Section 8 admissions preferences.

- Enhance the existing Family Reunification Program for people formerly incarcerated with the NYS Department of Corrections, and examine program expansion to include the Schenectady County jail.

**Statement on Achieving Goals**

- SMHA continues to serve on the above-mentioned Board and Committee.
- There are no recommended changes to admissions preferences at this time.
- SMHA, the Schenectady County Sheriff and the Youth L.I.F.E. Support Network have discussed the probability of the Family Reunification Program working on a local level, with the County jail. It was agreed the Sheriff and the Youth L.I.F.E. Support Network would consult and propose a model.

**GOAL 7 – PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT**

**Objectives:**

- Evaluate and improve our efforts to help families increase their earnings and build financial capability and assets.
- Continue and promote on-site adult education programs, employment programs, youth programs, nutrition programs and other service programs.
- Collaborate with Affirmative Action personnel to reach and assist potential new hires who need help navigating the employment bureaucracy.

**Statement on Achieving Goals**

SMHA has enhanced its Family Self Sufficiency Program by establishing the position Family Self Sufficiency Program Coordinator. SMHA competes annually to receive a grant from HUD to fund two positions to administer the Family Self Sufficiency Program. We currently have two employees designated to administer the FSS program. The pending retirement of one of the employees creates an opportunity to establish a position with job duties and responsibilities that exactly replicate the FSS program responsibilities defined by HUD. Both positions have been filled. The purpose of the Family Self-Sufficiency Program is to promote the development of local strategies to coordinate the use of HUD assistance with public and private resources to enable eligible families to make progress toward economic security. Their work has resulted in program graduations where resident participants have received escrow checks that have exceeded \$100,000 in the last 24 months, including a check to a family in the amount of \$33,518.

The Schenectady City School District and SMHA have collaborated on the district’s initiative to build a network of resources to the Central State Street area, near Steinmetz Homes and MacGathan Townhouses. Their goal is to transform as many of its schools into community schools as possible, making each a one-stop shop where families can find any resource that they need. Effective July 1, 2023, SMHA has leased 3,461 square feet of space in two buildings at the Steinmetz Homes Family Investment Center, to provide on-site adult education courses, other higher education programs, and to provide an array of community resources.

In October 2021, SMHA and Excelsior University entered a partnership that offers a special scholarship for tuition and fees for SMHA residents, Section 8 participants, and employees. Courses begin every 8 weeks, with 100% online instruction. Students can transfer up to 113 credits. Excelsior is a not-for-profit education organization.

Collaboration with the Schenectady County Affirmative Action Office and the City of Schenectady Affirmative Action Board is ongoing through our Executive Director, our Procurement Administrator, and our Family Self-Sufficiency program personnel. The Schenectady County Affirmative Action Manager was introduced to the above-mentioned SMHA personnel.

### **GOAL 8 – PROVIDE FOR AND INCREASE SUPPORTIVE SERVICES FOR ELDERLY AND DISABLED**

#### **Objectives:**

- Develop partnerships, seek funding, and utilize available space in the Downtown properties to support medical and dental providers, and a broader range of assisted living and supportive services to elderly and disabled residents.
- Continue to provide the Elderly/Disabled Service Coordinator Program.

#### **Statement on Achieving Goals**

Realizing our tenants have few to no convenient food options in the immediate area, we decided to address this food insecurity by operating food pantry stores at each downtown site, where tenants can choose what food best fits their diet, and have easy access to food at a permanent location. A major barrier was the \$51,000 needed to furnish and equip the locations. Recognizing The Schenectady Foundation’s focus on enabling access to healthy food, we applied to their 2022 Equitable Access to Healthy Food grant program. The Schenectady Foundation awarded \$51,000 to the project in October 2022. We are moving forward with our effort to build out three food pantry locations in 2023/2024, which we have named “Grocery Access Points.”

In April 2022, SMHA entered a contract with Eddy SeniorCare for our tenant services department, headed by our Elderly/Disabled Service Coordinator, to provide covered services for a \$300 fee per month for each Eddy participant residing in public housing. Covered services include housekeeping, laundry, and grocery shopping.

The My Assistance Program (MAP), created in October 2018, and headed by our Elderly/Disabled Service Coordinator, provides intensive case management, transportation, housekeeping, errand running, online grocery shopping and delivery, and coordination with community partners for tenants in need. All of which could be provided at a fee of \$65.00 per month to participating members.

SMHA has partnered with the City Mission to provide free hot meals every Wednesday.

Effect June 1, 2023, SMHA has partnered with Schenectady County Senior and Long-Term Care Services to provide nutritious midday meals served on location at Ten Eyck Apartments. The County is leasing our entire commercial kitchen facility, and adjacent office space, a total of 1,040 square feet. Downtown tenants participating in the meal program have nothing but praise for the food quality and taste.

## **GOAL 9 – MEET ENERGY PERFORMANCE CONTRACT TARGETS AND REDUCE ENERGY USE**

### **Objectives:**

- Achieve the prescribed performance targets of our Energy Performance Contract.
- Evaluate and implement renewable energy systems such as photovoltaics.

### **Statement on Achieving Goals**

#### **Energy Performance Contract – Year 12 Performance Assurance Report**

Siemens Industry, Inc. has issued a report on Year-12 performance of our 20-year Energy Performance Contract. The report period is from July 1, 2021 – June 30, 2022. For this period, Siemens guaranteed energy savings of \$570,742, and our total energy savings were \$903,721. (Exceeded the guarantee by \$332,979).

### **Renewable Energy Systems**

SMHA has contracted with a community solar agent, Renewables Worldwide, Inc., who will procure and negotiate with an appropriate community solar developer that suits our needs under the New York-Sun Community Solar Program, also known as the Community Distributed Generation Program.

A community solar project is a single site solar installation built by a community solar developer on unused land that is shared by multiple subscribers, such as SMHA. Our electricity usage (based on prior use) will be matched with a share of a solar farm that will offset our annual energy use. The allotted solar panels create electricity that feeds power into the grid, which we will pay for at a discounted rate, typically a 10% savings.

# C.1 – form HUD-50075-ST

## Capital Improvements

**Capital Improvements: Include a reference to the most recent HUD-approved 5-Year Action plan (HUD-50075.2) and the date that it was approved by HUD.**

The most recent HUD-approved 5-Year Action plan (HUD-50075.2) was approved by HUD on 07/26/2023. This document is available for public review upon request.

### **5-Year Action Plan - 2024 to 2028**

A PHA must annually conduct a public hearing and consult with the Resident Advisory Board of the PHA to discuss the Capital Fund submission. SMHA has elected to hold the Capital Fund annual public hearing at the same time as the public hearing for this Annual PHA Plan. Capital Fund information will be available for public review and comment by appointment at the Authority's principal office located at 375 Broadway, Schenectady, NY, 2<sup>nd</sup> floor administration office, from October 27, 2023, through December 11, 2023, during the normal business hours of 8:00 a.m. to 12:00 p.m. & 1:00 p.m. to 4:00 p.m., Monday - Friday, except holidays, and on the SMHA website at [www.smha1.org](http://www.smha1.org). The plans are also available for public review by appointment at the management offices at Steinmetz Homes. Please dial 518-386-7053 to make arrangements to visit one of our locations to review the Plan. A Public Hearing will take place on December 19, 2023, at 5:00 p.m. The public is invited to attend this Public Hearing to make comments.

The 5-Year Action Plan for 2024 to 2028 is a significant amendment to the Annual PHA Plan and is provided below.

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 3/31/2022

<b>Part I: Summary</b>						
PHA Name/Number Schenectady Municipal Housing Authority NY06P02850124						
Development Number and Name		Work Statement for Year 1 FFY : 2024	Locality (City/County & State) Schenectady, New York		Revision No:	
A.		Work Statement for Year 1 FFY : 2024	Work Statement for Year: 2 FFY : 2025	Work Statement for Year: 3 FFY : 2026	Work Statement for Year: 4 FFY: 2027	Work Statement for Year: 5 FFY: 2028
B.	Physical Improvements Subtotal	Annual Statement	2,471,254	2,657,254	2,267,254	2,497,254
C.	Management Improvements		6,000	6,000	6,000	6,000
D.	PHA-Wide Non-dwelling Structures and Equipment		320,000	134,000	524,000	294,000
E.	Administration		340,805	340,805	340,805	340,805
F.	Other (1430 A/E Fees Front line costs)		195,000	195,000	195,000	195,000
G.	Operations		75,000	75,000	75,000	75,000
H.	Demolition		0	0	0	0
I.	Development		0	0	0	0
J.	Capital Fund Financing - Debt Service		0	0	0	0
K.	Total CFP Funds		3,408,059	3,408,059	3,408,059	3,408,059
L.	Total Non-CFP Funds		0	0	0	0
M.	Grand Total		3,408,059	3,408,059	3,408,059	3,408,059



**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 3/31/2022

**Part I: Summary (Continuation)**

PHA Name/Number Schenectady Municipal Housing Authority NY06PO2850124		Locality (City/county & State) Schenectady, New York			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number and Name	Work Statement for Year 1 FFY: 2024	Work Statement for Year: 2 FFY: 2025	Work Statement for Year: 3 FFY: 2026	Work Statement for Year: 4 FFY : 2027	Work Statement for Year: 5 FFY:2028	
	Annual Statement					
NY028000110 Downtown Schenowee Village		504,000	1,101,000	1,302,254	5,000	
NY028000110 Downtown Lincoln Heights		833,000	5,000	480,000	347,254	
NY028000110 Downtown Ten Eyck		333,254	335,000	112,000	420,000	
NY028000120 Eastside MacGathans Townhouses		245,000	144,000	250,000	302,000	
NY028000120 Eastside Maryvale Apts.		75,000	97,000	70,000	125,000	
NY028000120 Eastside Steinmetz Homes		481,000	975,254	53,000	1,298,000	
		2,471,254	2,657,254	2,267,254	2,497,254	
<b>B. Physical Improvement Subtotal</b>		6,000	6,000	6,000	6,000	
<b>C. Management Improvements</b>		320,000	134,000	524,000	294,000	
<b>D. PHA Wide Non-Dwelling Structures and Equipment</b>		340,805	340,805	340,805	340,805	
<b>E. Administration</b>		195,000	195,000	195,000	195,000	
<b>F. Other (Front Line Costs &amp; A/E Fee's)</b>		75,000	75,000	75,000	75,000	
<b>G. Operations</b>		0	0	0	0	
<b>H. Demolition</b>		0	0	0	0	
<b>I. Development</b>		0	0	0	0	
<b>J. Capital Fund Financing – Debt Service</b>		0	0	0	0	

**Capital Fund Program—Five-Year Action Plan**

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

Expires 3/31/2022

K.	Total CFP Funds (estimated)	3,408,059	3,408,059	3,408,059	3,408,059
L.	Total Non-CFP Funds	0	0	0	0
M.	Grand Total	3,408,059	3,408,059	3,408,059	3,408,059

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 3/31/2022

Work Statement for Year 1 FFY 2024	Work Statement for Year: 2 FFY: 2025			Work Statement for Year: 3 FFY : 2026		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	NY028000110 DT Schonowee Village SV Elevator Modernization	70	310,000	NY028000110 DT Lincoln Heights		
	Upgrade Nurse call system in handicap units	12	105,000	Water Heater Comm Room	1	2,000 (ND)
	Hot water storage tank replaced	1	9,000	Physical Needs Assessment	1	5,000
	Plumbing	5	15,000	NY028000120 ES Steinmetz Homes		
	Building envelope engineering study	1	10,000	Masonry Repair & Brick-Sealing	48	283,778
	Boiler Expansion Tanks Replaced	123	55,000	Bathroom Updates at Atlas Center & B&G Club & FIC	6	70,000 (ND)
	NY028000110 DT Lincoln Heights			Paving/Curbs	100	250,000
	Sitework / Railings / Paving/Masonry	105	200,000	Dwelling Equipment	32	10,000
	Flooring Replaced Comm Room	1	8,000 (ND)	Step Replacement / Sidewalks / Masonry	60	75,000
	Kitchen / Bath Reno	33	490,000	Front Porch Renovations	54	236,980
	Door Replacement	50	60,000	2nd Floor Entry Stairs & Deck	10	114,496
	Comm Building exterior repairs	1	5,000 (ND)	Physical Needs Assessment	1	5,000
	Geotechnical Measures to Monitor the HillSides	1	20,000	NY028000110 DT Schonowee Village		
	Building envelope engineering study	1	5,000	SV Elevator Piston Replacement	1	60,000

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 3/31/2022

	1	2,000 (ND)			
Emergency lighting at community center	1	2,000 (ND)			
Roofing (Snow Slides)	105	58,000	Emergency Lighting	210	20,000
NY028000120 ES			Interior Lighting Upgrades	100	15,000
Steinmetz Homes	2	20,000 (ND)	Paint exterior Surfaces	100	20,000
Bathroom Updates in Maintenance Garage	1	50,000 (ND)	Plumbing Repairs – Force Account	1	10,000
Storm drainage remedy for erosion around FIC	8	10,900 (ND)	Apartment LBP abatement	14	330,000
Sec. Cameras	45	230,000	ADA 2-way Communication system	60	141,000
Windows	2	70,000	Physical Needs Assessment	1	5,000
Playgrounds	10	30,000	Kitchen & Bath ventilation	50	200,000
Door Replacement	25	15,000	Security System in Construction Office	1	12,000 (ND)
Storm Door Replacement	100	16,000	Remodel Elevator Vestibules	90	250,000
Interior Electrical Upgrades	8	120,000	Replace Storefront Door and windows at BLG 5	1	20,000
LBP Abate Apts	1	60,000 (ND)	Replace heaters in elevator vestibules	7	30,000
Replace elevator piston at the FIC Building			NY028000110 DT Ten Eyck		
			Smoke Detectors and CO detectors replaced	93	75,000
NY028000110 DT Ten Eyck			Electrical Receptacles, lighting, etc... upgrade in apts	25	30,000
Parking Lot Renovation on North Side	1	43,000	Paving/Concrete	1	10,000
Parking Lot Southside	1	80,000	Kitchen / Bath Reno	35	200,000
Reconfigure for Smoking Area	2	20,000 (ND)	Garage Unit Heaters	1	10,000 (ND)
Replace handrails for Admin Building	100	22,000			
Exterior Lighting Upgrade					

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
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Expires 3/31/2022

Flooring Replaced at Ten Eyck Admin	1	10,000 (ND)	Make Up Air Unit on roof for Comm Room	1	5,000 (ND)
2 <sup>nd</sup> Floor Admin Renovation	1	10,000 (ND)	Landscaping	1	15,000
Emergency Lighting	1	10,000	Physical Needs Assessment	1	5,000
Laundry Rooms Upgraded	3	30,900 (ND)	Garage Door Replacement	7	35,000 (ND)
Intercom System Replaced	100	178,254	NY028000120 ES MacGathan Townhouses		
Repair Canopy Knee Wall at Admin Entrance	1	20,000 (ND)	Dwelling Equipment	10	4,000
NY028000120 ES MacGathan Townhouses			Physical Needs Assessment	1	5,000
Replace Exterior Doors on Comm Center	1	9,000 (ND)	Fencing on property line	1	80,000
Update bathrooms in Comm Center	1	11,000 (ND)	Plumbing Upgrade	20	35,000
Door Replacement	25	200,000	Paint Exterior surfaces	50	20,000
Windows Replaced	8	25,000	NY028000120 ES Maryvale Apts.		
Exterior Lighting	3	20,000	Flooring Replacement	4	35,000
Replace masonry walls & stairs at Comm Center	1	25,000 (ND)	Electrical upgrades	8	16,000
NY028000120 ES Maryvale Apts.			Replace interior & Exterior doors	4	20,000
Security Cameras	1	30,000 (ND)	Dwelling Equipment	3	1,000
Replace Interior Stairs	4	20,000	Physical Needs Assessment	1	5,000
Windows	4	35,000	Fencing on property line	1	20,000
Exterior Lighting	1	20,000			
Subtotal of Estimated Cost		\$2,791,254	Subtotal of Estimated Cost		\$2,791,254

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 3/31/2022

Work Statement for Year 1 FFY 2024	Work Statement for Year: 4 FFY: 2027			Work Statement for Year: 5 FFY: 2028		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	NY028000120 ES Steinmetz Homes Maintenance garage windows & exterior doors	1	120,000 (ND)	NY028000110 DT Ten Eyck Replace Metal Roof on Admin Building	1	50,000 (ND)
	Boys & Girls Club flooring	1	40,000 (ND)	Replace Compactor	1	30,000
	FIC Flooring	1	40,000 (ND)	Plumbing	1	10,000
	Paving	1	50,000 (ND)			
	Elevator Modernization at FIC	1	150,000 (ND)			
	Apartment flooring – force account	20	38,000	Maint Garage Roof Replaced	1	60,000 (ND)
	Repair/Replace Door Thresholds-Force Account	24	15,000	Interior Door Replacement	101	80,000
	Exterior Doors Atlas Center	4	20,000 (ND)	Windows	20	100,000
	NY028000120 ES MacGathan Townhouses			Sitework/Masonry	1	20,000
	Electrical Upgrades	16	100,000	Dwelling Equipment	15	5,000
	Paving/Sitework/	1	120,000	Ten Eyck Roof Replacement	1	150,000
	Playgrounds	1	30,000	Ten Eyck Admin Roof Replacement	1	65,000 (ND)
	Security Cameras	5	25,000 (ND)	Ten Eyck Resident Lobby Renovation	100	25,000
	NY028000110 DT Lincoln Heights			NY028000120 ES Steinmetz Homes		
	Flooring	50	100,000	Kitchen Renovation	45	400,000
	Clean Ducts	105	30,000	Flooring	15	30,000
				Back Porch Renovation	55	552,000

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
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Expires 3/31/2022

Storm Doors	105	90,000	Parking lot / sidewalks	5	35,000
Interior Doors	105	200,000	Plumbing	12	10,000
Comm Room Boiler	1	10,000 (ND)	Ext. Siding Replaced	20	21,000
			Apartment Remodel – Force Acct	1	40,000
Fence Replaced at Lincoln Heights	1	60,000	Fence on Property line	1	100,000
NY028000110 DT Ten Eyck			Ceiling Stabilization / Installation	40	40,000
Replace boilers	2	85,000	Sitework/Landscaping	1	10,000
			Partial Foundation replacements	1	20,000
Comm Room Kitchen Equipment	1	15,000 (ND)	Attic Firewall Stabilization	6	25,000
			Exterior Lighting	1	15,000
			Replace flagpoles	2	6,000 (ND)
			Replace exterior doors at FIC	8	60,000 (ND)
Floor Replacement	6	27,000	NY028000120 ES MacGathan Townhouses		
Upgrade Key FOB system	100	50,000 (ND)	Stair Replacement	20	30,000
			Floor Replacement	6	60,000
NY028000110 DT Schonowee Village			Basement windows & window wells replaced	25	25,000
Canopy Roof @ Bldg 5	1	40,000	Exterior Porch renovations	10	187,000
			Replace flagpoles	1	3,000 (ND)
Replace boilers	4	160,000	NY028000120 ES Maryvale Apts.		
Repair Exterior Balcony Steps/Rails	46	600,000	Concrete step replacement	1	25,000
Garage Doors Replaced	1	4,000 (ND)	Connect storm drains to municipal system	2	50,000
Asbestos Floor Tile Abatement	1	16,000	Kitchen Renovation	4	50,000

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 3/31/2022

	Replace exterior and interior doors throughout the basement of all buildings	5	150,000	NY028000110 DT Schonowee Village	
	Replace Smoke Detectors, CO Detectors & Fire Alarm Panels	210	110,000	Dwelling Equipment	15 5,000
	Flooring Replacement	48	137,000	Carpet replaced in Construction Office	1 25,000 (ND)
	Site Work/Paving/Concrete/Masonry	50	30,000	NY028000110 DT Lincoln Heights	
	Parking Lot Reno between BLG's 4 & 5	1	50,000 (ND)	LBP Abatement in Apts	38 342,254
	NY028000120 ES Maryvale Apts. Bathroom Renovation	4	70,000	Dwelling Equipment COCC	15 5,000 25,000 (ND)
	Subtotal of Estimated Cost		\$2,791,254	Subtotal of Estimated Cost	\$2,791,254



Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 3/31/2022

Work Statement for Year 1 FFY 2024	Work Statement for Year : 2 FFY: 2025		Work Statement for Year: 3 FFY : 2026	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	NY028000110 DOWNTOWN AMP (Schonowee Village; Lincoln Heights; Ten Eyck)		NY028000110 DOWNTOWN AMP (Schonowee Village; Lincoln Heights; Ten Eyck)	
	Staff Training	3,000	Board Commissioner Training	3,000
	Operations	37,500	Operations	37,500
	A/E Fee's	52,500	A/E Fee's	52,500
	Front Line Costs	45,000	Front Line Costs	45,000
	<b>SUB TOTAL</b>	<b>138,000</b>	<b>SUB TOTAL</b>	<b>138,000</b>
	NY028000120 Eastside AMP (MacGathans; Maryvale; Steinmetz)		NY028000120 Eastside AMP (MacGathans; Maryvale; Steinmetz)	
	Staff Training	3,000	Board Commissioner Training	3,000
	Operations	37,500	Operations	37,500
	A/E Fee's	52,500	A/E Fee's	52,500
	Front Line Costs	45,000	Front Line Costs	45,000
	<b>SUB TOTAL</b>	<b>138,000</b>	<b>SUB TOTAL</b>	<b>138,000</b>
	COCC Administration	340,805	COCC Administration	340,805
	<b>Subtotal of Estimated Cost</b>	<b>\$616,805</b>	<b>Subtotal of Estimated Cost</b>	<b>\$616,805</b>

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 3/31/2022

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>		Work Statement for Year: 4 FFY : 2027		Work Statement for Year: 5 FFY: 2028	
Work Statement for Year 1 FFY 2024	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost	Estimated Cost
See Annual Statement	<b>NY028000110 DOWNTOWN AMP</b> (Schonowee Village; Lincoln Heights; Ten Eyck)		<b>NY028000110 DOWNTOWN AMP</b> (Schonowee Village; Lincoln Heights; Ten Eyck)		
	Staff Training	3,000	Staff Training	3,000	3,000
	Operations	37,500	Operations	37,500	37,500
	A/E Fee's	52,500	A/E Fee's	52,500	52,500
	Front Line Costs	45,000	Front Line Costs	45,000	45,000
	<b>SUB TOTAL</b>	<b>138,000</b>	<b>SUB TOTAL</b>	<b>138,000</b>	<b>138,000</b>
	<b>NY028000120 Eastside AMP</b> (MacGathans; Maryvale; Steinmetz)		<b>NY028000120 Eastside AMP</b> (MacGathans; Maryvale; Steinmetz)		
	Staff Training	3,000	Staff Training	3,000	3,000
	Operations	37,500	Operations	37,500	37,500
	A/E Fee's	52,500	A/E Fee's	52,500	52,500
	Front Line Costs	45,000	Front Line Costs	45,000	45,000
	<b>SUB TOTAL</b>	<b>138,000</b>	<b>SUB TOTAL</b>	<b>138,000</b>	<b>138,000</b>
	COCC Administration		COCC Administration	340,805	340,805
	<b>Subtotal of Estimated Cost</b>	<b>\$616,805</b>	<b>Subtotal of Estimated Cost</b>	<b>\$616,805</b>	<b>\$616,805</b>

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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0157  
 Expires 11/30/2023

"Public reporting burden for this collection of information is estimated to average 2.2 hours. This includes the time for collecting, reviewing, and reporting the data. The information requested is required to obtain a benefit. This form is used to verify allowable and reasonableness of grant expenses. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

PHA Name <b>Schenectady Municipal Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	NY06P02850124	FFY of Grant: FFY of Grant Approval: 2024
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Type of Grant

Original Annual Statement   
  Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending:   
  Revised Annual Statement (revision no):  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>		Obligated
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 15) <sup>3</sup>	681,610			
3	1408 Management Improvements	10,000			
4	1410 Administration (may not exceed 10% of line 15)	340,805			
5	1480 General Capital Activity	2,375,644			
6	1492 Moving to Work Demonstration				
7	1501 Collateralization Expense / Debt Service Paid by PHA				
8	1503 RAD-CFP				
9	1504 RAD Investment Activity				
10	1505 RAD-CPT				
11	9000 Debt Reserves				
12	9001 Bond Debt Obligation paid Via System of Direct Payment				
13	9002 Loan Debt Obligation paid Via System of Direct Payment				
14	9900 Post Audit Adjustment				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

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

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0157  
Expires 11/30/2023

<b>Part I: Summary</b>		FFY of Grant: FFY of Grant Approval: <b>2024</b>	
PHA Name: Schenectady Municipal Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	NY06P02850124	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
15	Amount of Annual Grant: (sum of lines 2 - 14)	3,408,059	
16	Amount of line 15 Related to LBP Activities	130,000	
17	Amount of line 15 Related Sect. 504, ADA, and Fair Housing Act Activities.	660,000	
18	Amount of line 15 Related to Security - Soft Costs		
19	Amount of line 15 Related to Security - Hard Costs	150,000	
20	Amount of line 15 Related to Energy Conservation Measures	25,000	
Signature of Executive Director *		Signature of Public Housing Director	Date

\* I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

Part II: Supporting Pages		Federal FFY of Grant:						
PHA Name:		2024						
Schenectady Municipal Housing Authority		NY06P02850124						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
NY028000110	Elevator Modernizations at Schonowee Village	1480	111	660,000				
NY028000110	Security Cameras at DOWNTOWN AMP	1480	1	150,000				
NY028000110	Masonry Repairs at DT AMP - Force Account	1480	110	40,000				
NY028000110	Elevator vestibule renovations at Schonowee Village	1480	111	510,000				
NY028000110	Common Area Smoke Detector & Emergency Light Replacement	1480	210	100,644				
NY028000110	Replace A/C system at Lincoln Heights Community Center	1480	1	25,000				
NY028000120	LBP Abatement/Apt. Reno at Steinmetz Homes	1480	8	120,000				
NY028000120	Remodel 4 apartments at Maryvale Apts.	1480	4	450,000				
NY028000120	Relocation for Eastside tenants for mod projects	1480	10	10,000				
NY028000120	Repair concrete foundation at MacGathan Townhouses	1480	2	20,000				

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









9- Public reporting burden for this collection of information is estimated to average 2.2 hours. This includes the time for collecting, reviewing, and reporting the data. The information requested is required to obtain a benefit. This form is used to verify allowable and reasonableness of grant expenses. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

PHA Name <b>Schenectady Municipal Housing Authority</b>	Grant Type and Number	FFY of Grant: 2019
Capital Fund Program Grant No: NY06P02850119		FFY of Grant Approval
Replacement Housing Factor Grant No:		
Date of CFFP:		

Type of Grant

- Original Annual Statement  Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending:  Revised Annual Statement (revision no: )  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>	
1	Total non-CFP Funds			
2	1406 Operations (may not exceed 20% of line 15) <sup>3</sup>	601,564	601,564	601,564
3	1408 Management Improvements	9,000	1,362	1,362
4	1410 Administration (may not exceed 10% of line 15)	240,625	240,625	240,625
5	1480 General Capital Activity	1,567,130	1,574,768	1,574,768
6	1492 Moving to Work Demonstration			
7	1501 Collateralization Expense / Debt Service Paid by PHA			
8	1503 RAD-CFP			
9	1504 RAD Investment Activity			
10	1505 RAD-CPT			
11	9000 Debt Reserves			
12	9001 Bond Debt Obligation paid Via System of Direct Payment			
13	9002 Loan Debt Obligation paid Via System of Direct Payment			
14	9900 Post Audit Adjustment			

<sup>1</sup> To be completed for the Performance and Evaluation Report.

 09/22/2023















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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0157  
 Expires 11/30/2023

“Public reporting burden for this collection of information is estimated to average 2.2 hours. This includes the time for collecting, reviewing, and reporting the data. The information requested is required to obtain a benefit. This form is used to verify allowable and reasonableness of grant expenses. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

PHA Name <b>Schenectady Municipal Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:
	<b>NY06E02850120</b>
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	FFY of Grant: FFY of Grant Approval: <b>2020</b>
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Revised Annual Statement (revision no): <input checked="" type="checkbox"/> Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 15) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 15)				
5	1480 General Capital Activity	190,229.95	190,229.95	190,229.95	190,229.95
6	1492 Moving to Work Demonstration				
7	1501 Collateralization Expense / Debt Service Paid by PHA				
8	1503 RAD-CFP				
9	1504 RAD Investment Activity				
10	1505 RAD-CFT				
11	9000 Debt Reserves				
12	9001 Bond Debt Obligation paid Via System of Direct Payment				
13	9002 Loan Debt Obligation paid Via System of Direct Payment				
14	9900 Post Audit Adjustment				

*[Signature]* 12/05/2022

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.



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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0157  
 Expires 11/30/2023

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: NY06E02850120		FFY of Grant: FFY of Grant Approval: 2020	
PHA Name: Schenectady Municipal Housing Authority		Replacement Housing Factor Grant No: Date of CFPF:			
Type of Grant		<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no.): <input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>
		Original			Expended
15	Amount of Annual Grant:: (sum of lines 2 - 14)	190,229.95	190,229.95	190,229.95	190,229.95
16	Amount of line 15 Related to LBP Activities				
17	Amount of line 15 Related Sect. 504, ADA, and Fair Housing Act Activities.				
18	Amount of line 15 Related to Security - Soft Costs	10,250	10,250	10,250	10,250
19	Amount of line 15 Related to Security - Hard Costs	179,979.95	179,979.95	179,979.95	179,979.95
20	Amount of line 15 Related to Energy Conservation Measures				
Signature of Executive Director *		Date		Signature of Public Housing Director	
		12/05/2022			

\* I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.













## **Criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.**

### **Definition of Substantial Deviation from the 5-Year Plan**

Per 24 CFR 903.7 the Schenectady Municipal Housing Authority (SMHA) must identify the basic criteria it will use for determining a substantial deviation from its 5-Year Plan. A substantial Deviation shall be defined as:

- Any collective change in the planned or actual use of federal funds for activities that would prohibit or redirect SMHA’s strategic goals or mission of sustaining or increasing the availability of decent, safe, and affordable housing while promoting self-sufficiency and asset development of families and individuals from being implemented as identified in the five-year plan.
- This includes elimination or major changes in any activities proposed, or policies provided in the Agency Plan that would significantly affect services or programs provided to residents.
- As part of the Rental Assistance Demonstration (RAD), SMHA is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items: a. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance; b. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds; c. Changes to the construction and rehabilitation plan for each approved RAD conversion; and d. Changes to the financing structure for each approved RAD conversion.

### **Definition of Significant Amendment or Modification to the Annual and 5-Year Plan**

Per 24 CFR 903.7 SMHA must identify the basic criteria it will use for determining a significant amendment or modification to its 5-Year Plan and Annual Plan. A Significant Amendment or Modification to the Annual and 5-year Plans shall be defined as:

- Changes of a sufficient nature to the Section 8 Administration Plan or the Public Housing Admissions and Continued Occupancy Policy, pertaining to rent, admissions policies, or the organization of the waiting list, which are not required by federal regulatory requirements.
- Changes to plans effecting the demolition or disposition of public housing, designation of senior or disabled housing, homeownership programs, capital fund financing, development, mixed finance proposal or conversion activities.
- This includes elimination or major changes in any activities proposed, or policies provided in the Agency Plan that would significantly affect services or programs provided residents.

### **Definition of Significant Amendment or Modification to the Capital Fund Program 5-Year Action Plan**

Per 24 CFR 905.300(b)(1)(iii) SMHA must identify the basic criteria it will use for determining a significant amendment or modification to its Capital Fund Program (CFP) 5-Year Action Plan.

- Additions of non-emergency work items (Items not included in the current CFP 5-Year Action Plan) except for those identified in Appendix A: 24 CFR Part 50 Programmatic Determination, Notice PIH 2019-22.
- Proposed demolition, disposition, homeownership, RAD Conversion, Capital Fund Financing, development, or mixed finance proposal is considered by HUD to be a significant amendment to the CFP 5-Year Action Plan based on the Capital Fund Final Rule.

An exception to the definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements, budget revisions, changes in organizational structure, or minor policy changes. Such changes will not be considered significant amendments by HUD or SMHA.



# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Schenectady Municipal Housing Authority

Program/Activity Receiving Federal Grant Funding

Operating and Capital Funds, Housing Choice Voucher, Project Based Voucher, VASH, Shelter Plus Care, Mod Rehab, ~~BOSS Emergency Housing Vouchers~~

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

- Ten Eyck Apartments, 375 Broadway, Schenectady, Schenectady County, NY 12305
- Lincoln Heights, Hamilton Street & Veeder Ave, Schenectady, Schenectady County, NY 12305
- Schonowee Village, Hamilton Street & Millard Street, Schenectady, Schenectady County, NY 12305
- Steinmetz Homes, 120 Emmons Street, Schenectady, Schenectady County, NY 12304
- Maryvale Apartments, Starling Avenue, Schenectady, Schenectady County, NY 12304
- MacGathan Townhouses, Jerry Street, Schenectady, Schenectady County, NY 12304

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Richard E. Homenick

Title

Executive Director

Signature



Date

10/23/2023

X



# Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 03/31/2020)

Applicant Name

Schenectady Municipal Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Richard E. Homenick

Title

Executive Director

Signature

Date (mm/dd/yyyy)

10/23/2023



# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB  
4040-0013

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

**4. Name and Address of Reporting Entity:**

Prime     SubAwardee

\* Name:

\* Street 1:     Street 2:

\* City:     State:     Zip:

Congressional District, if known:

**5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:**

<b>6. * Federal Department/Agency:</b> <input type="text" value="Dept of Housing and Urban Development"/>	<b>7. * Federal Program Name/Description:</b> <input type="text" value="Capital Fund Program"/> CFDA Number, if applicable: <input type="text"/>
--	--

<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> \$ <input type="text"/>
--	--

**10. a. Name and Address of Lobbying Registrant:**

Prefix  \* First Name  Middle Name

\* Last Name  Suffix

\* Street 1:     Street 2:

\* City:     State:     Zip:

**b. Individual Performing Services** (Including address if different from No. 10a)

Prefix  \* First Name  Middle Name

\* Last Name  Suffix

\* Street 1:     Street 2:

\* City:     State:     Zip:

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\* Signature:

\* Name: Prefix  \* First Name  Middle Name

\* Last Name  Suffix

Title:     Telephone No.:     Date:

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# C.1 - form HUD-50075-ST

## Resident Advisory Board

### Meeting and Comments

#### **Minutes of the Resident Advisory Board Meeting**

**Wednesday, October 18, 2023, at 4:00 p.m.**

#### **In attendance:**

Sharon Reese, Steinmetz Homes  
Martha LeBrone, Steinmetz Homes  
Londa Bell, Schonowee Village  
Joan Johnson, Ten Eyck Apartments  
Lucy Pabon, Ten Eyck Apartments  
Cindy Coombs, Ten Eyck Apartments  
Ardelia Bell, Ten Eyck Apartments  
Richard Homenick, SMHA Executive Director  
Mike Jackson, SMHA Director of Development Operations  
Ken Wrobel, SMHA Project Manager  
Concetta Martin, SMHA Project Manager

The meeting was called to Order at 4:00 PM by SMHA Executive Director, Richard Homenick.

Mr. Homenick thanked everyone for participating and explained that the Resident Advisory Board provides SMHA and the residents with a forum for sharing information about the management of the Authority, and the Authority's Annual and 5-Year PHA Plans. The Resident Advisory Board meets several times a year to assure consistent resident involvement with the administration and financial planning of SMHA's federally assisted housing programs, including the development of the 2024 Annual PHA Plan and Capital Improvements planning. This meeting of October 18 allows the Resident Advisory Board an opportunity for review and comment on the draft Annual PHA Plan and Capital Improvements.

The public review period for the Annual Plan begins on Friday, October 27, 2023, and closes with a Public Hearing at 4:00 p.m. on Tuesday, December 19, 2023.

#### **I. 2024 Annual PHA Plan: Review and Comments**

Mr. Homenick explained the 2024 Annual PHA Plan elements contained in form HUD-50075-ST. The following comments were documented:

#### **Term of the Voucher**

A question was asked about vouchers expiring after 120 days, and what happens if a landlord decides not to rent a selected unit after several weeks have expired.

SMHA Response: It was explained that once a family locates a suitable unit and submits a request to the housing authority to lease the unit, the clock stops on the term of the family's voucher, so the full 120 days is available for searching, if needed.

**Amendment to Special Charges**

A question was asked related to the increased charge for key/fob replacement. Will there be a charge for a broken fob?

SMHA Response: It was explained that a fob damaged from ordinary wear and tear can be replaced without cost to the tenant.

**Pet Policy**

A question was asked if watching a dog that resides off the property is prohibited, and if so, can a tenant still watch (or pet-sit) a dog that resides with someone who resides on the property.

SMHA Response: It was confirmed that watching a dog that resides off SMHA property is prohibited, but watching a dog that resides with another SMHA tenant is allowed, as long as the dog has been authorized pursuant to SMHA's Pet Ownership Policy. An advisory board member noted there are a lot of pets brought on the property by people who are not SMHA residents.

**II. Capital Improvements: 2024-2028 5-Year Action Plan**

Mr. Homenick reviewed the Capital Fund Program 2024-2028 5-Year Action Plan elements with the RAB members. The following comments were documented:

**Steinmetz Homes Windows**

When will windows be replaced at Steinmetz Homes?

SMHA Response: Steinmetz Homes windows are included in the year 2025 of the Capital Fund 5-year plan.

**Storm Doors on Steinmetz Homes Units**

Storm doors were eliminated during apartment renovation. Can they be installed?

SMHA Response: Steinmetz Homes storm doors are included in the year 2025 of the Capital Fund 5-year plan.

**Exterior Stairway Between Schonowee and Ten Eyck**

The stairs are rusty and dark. There needs to be a light source installed within the overhead cover.

SMHA Response: The condition of the stairs will be investigated, and a light source will be installed.

### **Ten Eyck Elevator Upgrade**

It was asked if the new elevators at Ten Eyck will have emergency telephones.

SMHA Response: All new elevators will have emergency telephones that will be fully code compliant.

### **Ten Eyck Windows**

When will windows be replaced at Ten Eyck?

SMHA Response: Ten Eyck windows are included in the year 2028 of the Capital Fund 5-year plan.

### **Steinmetz Homes Back Porch Renovation**

It was asked what the renovation will consist of.

SMHA Response: Steinmetz Homes back porch renovation is included in the year 2028 of the Capital Fund 5-year plan. The details of the renovation scope have yet to be determined.

### **Ten Eyck Walk-In Showers**

A request was made for walk-in showers at Ten Eyck.

SMHA Response: This will be considered when bathrooms are renovated, but the available space may be too small to accommodate walk-in showers.

## **III. Other Business**

- A. Rich gave an update on pursuing washer/dryer issues. He talked directly with CSC Director of Strategic Accounts, who admitted northeast customer service is not very good, and we should expect to see changes.
- B. There is no laundry room in Schonowee Building 4. Building 4 residents may use the laundry rooms in Building 6. Building 4 keys will open Building 6 entrance doors.

The meeting was adjourned at 5:40 PM.

Next Meeting is scheduled for Wednesday, November 29, 2023, at 4PM.

**Certification by State or Local  
 Official of PHA Plans Consistency  
 with the Consolidated Plan or  
 State Consolidated Plan  
 (All PHAs)**

U. S Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 3/31/2024

**Certification by State or Local Official of PHA Plans  
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Alexandria Carver, the Director of Development  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years N/A and/or Annual PHA Plan for fiscal  
 year 04/2024 of the Schenectady Municipal Housing Authority is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair  
 Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Schenectady  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or  
 State Consolidated Plan.

SMHA's Statement of Housing Needs was developed by citing the City of Schenectady's housing needs  
as contained in their 2020-2024 Consolidated 5-Year Strategic Plan, and, this data was used to develop  
SMHA's goals and strategy to address housing needs.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will  
 prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:  Alexandria Carver	Title:  Director of Development
Signature: <u>Alexandria Carver</u>	Date: <u>12/15/2023</u>

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S.  
 Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information  
 are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to  
 ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing  
 instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD  
 may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

Commissioner Williams moved and Commissioner Bellick seconded the resolution for review and approval. The motion was passed with 5 ayes, 0 nays, 2 absent (Poukish, Johnson)

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 04/2024, in connection with the submission of the Plan and implementation thereof:*



1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
  10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
  11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
  12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
  13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
  14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
  16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
  18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
  19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
  20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Municipal Housing Authority of the City of Schenectady NY028  
 PHA Name PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2024  
 5-Year PHA Plan for Fiscal Years 20     - 20    

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director		Name Board Chairperson	
Richard E. Homenick		Haileab Samuel	
Signature 	Date <u>12/19/2023</u>	Signature 	Date <u>12/19/23</u>

---

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.



375 Broadway, Schenectady, New York 12305 ♦ (518) 386-7000

**Board of Commissioners**

Marva H. Isaacs    Thomas Bellick    Schuyler Poukish

**Haileab Samuel, Chairperson**

Douglas M. Williams    Joan Johnson    Sharon Reese

2024 Annual PHA Plan  
Schenectady Municipal Housing Authority  
Challenged Elements Certification

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I hereby certify that none of the 2024 Annual PHA Plan elements were challenged at any time during the period of public review or during the public hearing that was held on December 19, 2023.



Richard E. Homenick  
Executive Director



Date

# -Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at Schenectady (518) 382-1100 or email at [legals@dailygazette.net](mailto:legals@dailygazette.net)

**Annual PHA Plan and Capital Improvements Review Period and Public Hearing**

The Municipal Housing Authority of the City of Schenectady (SMHA), New York, has developed its Annual PHA Plan as required by section 5A of the United States Housing Act of 1937. The Annual PHA Plan is a source by which assisted housing program residents and participants and other members of the public may locate basic Authority policies, rules and requirements concerning SMHA's operations, programs and services. SMHA has also created its 5-Year Action Plan for Capital Improvements. The plans are available for inspection by appointment at SMHA's principal office located at 375 Broadway, Schenectady, NY, 2nd floor administration office and at the management office at Steinmetz Homes, from October 27, 2023, through December 11, 2023, during the normal business hours of 8:00 a.m. to 12:00 p.m. & 1:00 p.m. to 4:00 p.m., Monday - Friday, except holidays, and on the SMHA website at [www.smha1.org](http://www.smha1.org). Please dial 518-386-7053 to make arrangements to visit one of our locations to review the Plan. A Public Hearing will take place on December 19, 2023, at 4:00 p.m. The public is invited to join this Public Hearing to make comment.

Richard E. Homenick  
 Executive Director  
 10/27;11/3 2503573

Date: 10/19/23  
 Account #: 90016  
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 SCHENECTADY  
 Telephone: (518) 386-7053  
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