

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: _____ PHA Code: _____</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Plan Submission Type: <input type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	5-Year Plan. Required for all PHAs completing this form.
B.1	Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.
B.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.
B.3	Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.
B.4	Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.
B.5	Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <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.</p>

Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit 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 §903.17\(a\)](#), [24 CFR §903.19](#))

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 PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 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. 5-Year Plan

B.1 – Mission (form HUD-50075-5Y)

Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.

The mission of the Schenectady Municipal Housing Authority is to provide decent, safe, sanitary, and affordable housing for low, very low and extremely low-income residents from the City of Schenectady, in an environment rich with programs, services, opportunities, and incentives for achievement.

B. 5-Year Plan

B.2 – Goals and Objectives

(form HUD-50075-5Y)

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

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.

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.

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.

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 more participation in the Section 8 Homeownership Program through partnerships and advertising.

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.

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.

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.

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.

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.

B. 5-Year Plan

B.3 – Progress Report

(form HUD-50075-5Y)

Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

GOAL – PROVIDE SUCCESSFUL AFFORDABLE HOUSING PROGRAMS

- Maintain High or Standard Performer status under HUD’s Public Housing Assessment System for 1018 units of Public Housing.
- Maintain High or Standard Performer status under HUD’s Section 8 Management Assessment Program for 1387 Section 8 vouchers.
- Maintain a Public Housing vacancy rate of 3% or less.
- Maintain the number of Family Self Sufficiency (FSS) Program participants required to compete for program funding.

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.
- A public Housing vacancy rate of 3% or less has been maintained during the last 5-year period. The vacancy rate for the fiscal year ending 3/31/2019, is 2.67% for all developments combined.
- We have maintained participant numbers and were awarded FSS 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, and we achieved 126 participating families for the fiscal year ending 3/31/2019.

GOAL – OPERATE AT A HIGH LEVEL OF EFFICIENCY

- Make further progress with converting tenant files to digital images.
- Implement electronic application procedures for our assisted housing programs.
- Create additional intergovernmental cooperation agreements.

Statement on Achieving Goals

Major operations technology implemented during the prior 5-year period:

- Business software has been completely upgraded, allowing for more on-line data storage and less paper, including an increase in tenant file date storage.
- Electronic Application and other technology achievements:

- Launched web-based system to submit Public Housing and Section 8 applications;
 - Launched handheld computers for Public Housing & Section-8 field inspections;
 - Direct deposit 100% of section-8 landlord payments;
 - Launched web-based Portal for landlords to conduct business with SMHA;
 - Launched employee self-service module for access to payroll/benefits and paycheck receipt.
- Intergovernmental cooperation agreements include: gasoline (City), road salt (City), truck-wash (City); blacktop (County).

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

- Explore partnership opportunities with developers to expand assisted housing options.
- Implement Project Based Vouchers dedicated to Hillside View development at 602 Craig Street, where 26 units of affordable housing units are intended for elderly individuals/families and veterans.
- Expand efforts to utilize more Veterans Affairs Supportive Housing rental vouchers in the City of Schenectady.
- Promote more participation in the Section 8 Homeownership Program through partnerships and advertising.
- Utilize Housing Choice Vouchers for Project Based Voucher development projects.

Statement on Achieving Goals

- Pennrose Properties has been procured as Developer Partner to assist with a preservation strategy for Yates Village.
- A HAP Contract has been executed for forty-three project based vouchers for the Hillside View project at 602 and 400 Craig St, and surrounding parcels on Stanley and Emmett Streets.
- SMHA applied for and received ten Veterans Affairs Supportive Housing vouchers, a first for the organization.
- The Director of Assisted Housing continues to work with Habitat for Humanity to identify participants of our Family Self-Sufficiency program that may utilize the Section 8 Homeownership Program to achieve homeownership.
- SMHA has committed fifty-seven project based vouchers for the Yates Village revitalization project.

GOAL – IMPROVE THE QUALITY OF ASSISTED HOUSING

- Pursue public housing rehabilitation through the Rental Assistance Demonstration (RAD) program.
- Continue with Steinmetz Homes Lead-Based Paint abatement Force Account project.
- Develop an improved public housing management structure to create better compliance monitoring and support for Project Management staff.
- 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.
- 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 that will move us further ahead with the project.
- A Director of Development Operations position was created and filled, with responsibility for overall administration and management of operations in regards to public housing management.
- 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 – IMPROVE SYSTEMS TO END HOMELESSNESS

- SMHA’s Executive Director will continue to serve on the following:
 - Schenectady County Homeless Services Planning Board, the coordinating body for homeless services and homeless prevention activities for Schenectady County
 - Member, Continuum of Care Strategic Planning Committee
 - Mayors Challenge to End Veteran Homelessness Planning Committee

Statement on Achieving Goals

- SMHA continues to serve on the above mentioned Board and Committees. SMHA is considering a Homeless Services Planning Board concept called “Move on Strategy,” designed to transition families in supportive housing who no longer need intensive services to affordable housing, such as Section 8 and Public Housing, which would require a waiting list preference.

GOAL – INCREASE ECONOMIC OPPORTUNITIES FOR LOW-INCOME PERSONS

- Collaborate with the Schenectady County Affirmative Action Office and the City of Schenectady Affirmative Action Board, to reach and assist the many potential new hires in assisted housing programs that reflect the demographic diversity of the City of Schenectady. There is an available pool of people in our community who are qualified to work for the County, City and SMHA who may need help navigating the employment bureaucracy.
- Continue and promote on-site adult education (GED) courses and other higher education programs.

Statement on Achieving Goals

- Collaboration with the Schenectady County Affirmative Action Office and the City of Schenectady Affirmative Action Board is ongoing through our Human Resources department, our Procurement Administrator, and our Family Self-Sufficiency program personnel. The Schenectady County Affirmative Action Manager, Nikita Hardy, was introduced to the above mentioned SMHA personnel.
- The Schenectady City School District continues its partnership with SMHA during the 2019-20 school year to provide on-site adult education (GED) courses and other higher education programs at the Steinmetz Homes Family Investment Center.

GOAL – PROVIDE FOR AND INCREASE SUPPORTIVE SERVICES FOR ELDERLY AND DISABLED

- 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 and the Congregate Program.

Statement on Achieving Goals

- Eddy Senior Care has renewed their lease agreement through August 2020, to occupy office space at Ten Eyck Apartments to provide medical and long-term healthcare management to SMHA residents.
- Our Congregate Housing Services Program (CHSP) has provided services to elderly and disabled residents for many years, but an analysis has determined that the program is not meeting the modern-day needs of a population that is living much longer, and that requires more services to age in place. Our Elderly/Disabled Services Coordinator recognized that many tenants who do not meet CHSP eligibility requirements could benefit from using services provided by CHSP, and created Stay Independent Services, an a’ la carte program model to make wanted services available to anyone residing at the Downtown properties. CHSP and Stay Independent Services ran simultaneously, but it is time for a new approach that will combine and enhance these program offerings: My Assistance Program (MAP). The MAP plan, created in October 2018, will allow for 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.

GOAL – MEET ENERGY PERFORMANCE CONTRACT TARGETS AND REDUCE ENERGY USE

- Achieve the prescribed performance targets of our Energy Performance Contract.
- Evaluate and implement renewable energy systems such as photovoltaics.
- Reduce consumption of utilities at the family developments through education.

Statement on Achieving Goals

- Energy Performance Contract – Year 8 Performance Assurance Report
Siemens Industry, Inc. has issued a report on Year-8 performance of our 20-year Energy Performance Contract. The report period is for July 1, 2017 – June 30, 2018. For this

period, Siemens guaranteed energy savings of \$487,873, and our total energy savings was \$627,193. (Exceeded the guarantee by \$139,320).

- Natural Gas and Electric Supplier Request for Proposals

Siemen's procured natural gas and electric supply for all SMHA properties. The objective of the proposal was to retain dependable natural gas and electric supply from suppliers who have the ability to provide a reliable service at competitive pricing. The best offer for natural gas supply was approximately \$32,240 less than our current supplier over a two year term. The best offer received for electric supply was approximately \$34,850/year less than our current supplier over a 19-month term.

B. 5-Year Plan

B.4 – Violence Against Women Act (form HUD-50075-5Y)

Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.

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. 5-Year Plan

B.5 – Significant Amendment or Modification (form HUD-50075-5Y)

Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) or change in the use of replacement reserve funds under the Capital Fund;
- Any change with regard to demolition or disposition, designation, homeownership programs, capital fund financing, development, mixed finance proposal or conversion activities.

B. 5-Year Plan

B.6 – Resident Advisory Board Comments (form HUD-50075-5Y)

Comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

Minutes of the Resident Advisory Board Meeting

Wednesday, October 30, 2019, at 5:00 p.m.

In attendance:

Richard Homenick, SMHA Executive Director, 386-7053
Mike Jackson, SMHA Director of Development Operations, 386-7051
Gregory Hoffman, SMHA General Counsel
Paula Matarazzo, SMHA Project Manager YV, 386-7007
Author Zampella, Security Contractor for SMHA
Pauline Kent, Yates Village Apt. YVD04, 370-7051
Sharon Reese, 16 Steinmetz Homes, 243-9838
Joan Johnson, 375 Broadway, #508, 346-3602
Luz Pabon, 375 Broadway, 386-6648

The meeting was called to Order at 5:06 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 2020 Annual PHA Plan, the 2020-2025 5-Year Plan, and Capital Improvements planning. This meeting of October 30 allows the Resident Advisory Board an opportunity for final review and comment on the draft Annual and 5-Year PHA Plans.

The public review period for the Annual and 5-Year PHA Plans begins on Friday, November 1, 2019, and closes with a Public Hearing at 2:30 p.m. on Tuesday, December 17, 2019.

I. 5-Year Plan 4/1/2020–3/31/2025: Review and Comments

Mr. Homenick explained the 5-Year PHA Plan elements contained in form HUD-50075-5Y. The following comments were documented:

Goals and Objectives

On-line rent payments: Would like to maintain the option to pay in-person.

SMHA Response: The rent windows will still be open to pay in person.

SMHA Response: the option to pay in person will remain available.

On-line annual and interim reexamination process: Not all people, especially elderly people, have access to a computer, or family and friends to help them out. There should still be the option for some people to recertify by other means.

SMHA Response: Families that are unable to access or understand the process will may request an alternate method.

II. **2020 Annual PHA Plan: Review and Comments**

Mr. Homenick explained the 2020 Annual PHA Plan elements contained in form HUD-50075-ST. The following comments were documented:

Amendment to Section 8 Administrative Plan: Annual Reexaminations (§14.a)

Mr. Homenick explained that Section 8 annual reexaminations will be conducted by mail. Concerns were raised about losing paperwork in the mail.

SMHA Response: We have been using this same process in Public Housing for many years and have very few issues with the U.S. mail.

Is there a way to extend the due date of reexamination paperwork beyond 2-weeks? Some people are unable to get the required documentation back to SMHA in just 2-weeks.

SMHA Response: If we extend the time, it will extend the process of pursuing cases where residents forget or intentionally do not return the documents. The only consequence to someone who exceeds the 14-days is a second letter with a second deadline. There is no damages applied for exceeding 14-days, such as a fee or eviction proceedings.

Amendment to Admissions and Continued Occupancy Policy: Pre Move-Out Inspections (§17.8)

Can tenants still have a walkthrough on the day that they leave? Tenants have complained they left their apartment in perfect condition and were subsequently charged for damages and cleaning.

SMHA Response: The inspection will be arranged prior to the tenant's vacate date. SMHA will provide the tenant with an itemized statement of repairs and cleaning to be charged to the tenant.

Amendment to Admissions and Continued Occupancy Policy: Unit Transfers (§16.0.B.C.)

Mr. Jackson explained that transfers for serious occupancy standard violations will still take priority over new admissions, but the priority may be suspended if it will result in our vacancy rate dropping to an unacceptable level. Comments were received that moving costs should not be on the expense of the tenant if the transfer is mandatory.

SMHA Response: We are requiring the move because the apartment could either be used by a larger family, or the existing family has more people than allowed per bedroom, which is due to a change in family size, and not a change that SMHA caused. If SMHA did not cause the condition that created the need to move, then SMHA can't pay for the move.

Amendment to Admissions and Continued Occupancy Policy: Split Family Transfers (§16.0.B.C.)

Comments were made that a person who becomes an adult should have priority for a move to their own Public Housing apartment, over applicants on the waiting list.

SMHA Response: SMHA disagrees, and believes young adults should strive for self-sufficiency rather than a direct move to their own subsidized apartment.

Amendment to Admissions and Continued Occupancy Policy: Smoke Free Policy (§22.4)

Comments were made that people still smoke in their apartments.

SMHA Response: We rely on tenant complaints to assist with this problem. We have a good record of enforcement once a complaint is received.

III. Capital Improvements: 2020-2024 5-Year Action Plan; 2020 Annual Statement

No comments were received on Capital Improvements.

IV. New Business:

- A. Concerns were voiced regarding the poor conditions of the pavement near the E Building at Yates Village. These conditions have been discussed with redevelopment contractors, who will be addressed after demolition is completed.
- B. A concern about the parking lot striping at Lincoln Heights was brought up, which is scheduled to be addressed after the winter months.
- C. Heating in the Ten Eyck tenant lobby is not working.

Next Meeting is scheduled for Wednesday, December 18, 2019, at 5PM

Meeting was adjourned at 6:51PM.

B. 5-Year Plan

B.7 – Certification by State or Local Officials (form HUD-50075-5Y)

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.

**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 2/29/2016

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

I, Kristin Diotte, the Director of Development
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Schenectady Municipal Housing Authority
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
 Impediments (AI) to Fair Housing Choice of the

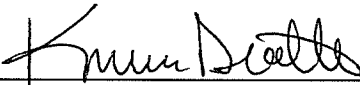
City of Schenectady
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
 Consolidated Plan and the AI.

SMHA's Statement of Housing Needs was developed by citing the City of Schenectady's housing needs as
 contained in their 2015-2019 Consolidated Plan, and, this data was used to develop part of SMHA's
 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	Title
Kristin Diotte	Director of Development
Signature	Date
	12/20/2019