

# Annual Plan – 2026 - Draft

*Schenectady Municipal Housing Authority*



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**\*ITEMS LISTED IN RED TO BE FINALIZED AND INCLUDED IN FINALIZED DOCUMENT**

Status: Created

<b>Annual PHA Plan</b> <b>(Standard PHAs and</b> <b>Troubled PHAs)</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 9/30/2027
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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. They also inform 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-, very low-, and extremely low-income families.

Applicability: The Form HUD-50075-ST is to be completed annually by STANDARD PHAs or TROUBLED PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form. Note: PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

#### Definitions:

- (1) **High Performer PHA** - A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAM) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 550 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 350 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>																		
<b>A.1</b>	<p><b>PHA Name:</b> Schenectady Municipal Housing Authority <b>PHA Code:</b> NY028</p> <p><b>PHA Type:</b> <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 01/2026</p> <p><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p><b>Number of Public Housing (PH) Units:</b> 712 <b>Number of Housing Choice Vouchers (HCVs):</b> 1785</p> <p><b>Total Combined Units/Vouchers:</b> 2424</p> <p><b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Public Availability of Information.</b> 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. 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 and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p> <p><b>How the public can access this PHA Plan:</b> A legal notice was posted in the Schenectady Gazette on 10/31/25 and again on 11/7/25. Legal notice also posted on our website and Facebook page to inform public of 2026 draft availability on the website.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th colspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th></th> <th></th> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <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							
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<b>B.</b>	<b>Plan Elements</b>																		
<b>B.1</b>	<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> <p><input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>																		
<b>B.2</b>	<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 applicable Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> Choice Neighborhoods Grants.</p> <p><input type="checkbox"/> Modernization or Development.</p> <p><input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> Homeownership Program under Section 32, 9 or 8(Y)</p> <p><input type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the applicable 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>																		
<b>B.3</b>	<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>Complete Progress report to be attached and referenced with 2026 Annual Plan Documents.</p>																		
<b>B.4</b>	<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.</p> <p>Last approved 5-Year Action Plan approved in EPIC on 6/16/2025.</p>																		
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>																		
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>																		

C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y <input checked="" type="checkbox"/> N <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.</p> <p>Complete RAB Meeting minutes and comments to be attached and referenced with 2026 Annual Plan Documents.</p>
C.2	<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>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</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.</p>
C.4	<p>Challenged Elements. 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 <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
C.5	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>

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 5.64 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Office, RMO, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-1000. When providing comments, please refer to OMB Approval No. 2577-0126. HUD may use collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice: The United States Department of Housing and Urban Development is authorized to collect 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 tend to off to confidentiality.

Form Identification: NY028-Schenectady Municipal Housing Authority Form HUD-50075-ST (Form ID - 7165) printed by Michael Jackson in HUD Secure Systems/Public Housing Portal at 12/15/2025 11:56:44 AM EST

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

*§9.2 ORGANIZATION OF THE WAITINGLIST*

*§10.1 PREFERENCES*

*§10.2 ASSIGNMENT OF BEDROOM SIZES*

*§10.6 OFFER OF UNIT*

*§10.8 ACCEPTANCE OF UNIT*

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

No significant amendments or substantial deviations.

**3) Financial Resources**

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

**4) Rent Determination**

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

*\*11) RENT AND HOUSING ASSISTANCE PAYMENT*

**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:

*§16.0 UNIT TRANSFERS*

*§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:

*\*12) iv) INSPECTION POLICIES, HQS, AND DAMAGE CLAIMS*

**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, and updated VAWA Emergency Transfer Plan.

**10) Pet Policy**

No significant amendments or substantial deviations.

**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 continues to implement 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 2025, 5-Year Plan goals, which are consistent with the City of Schenectady's 2020 – 2024 Consolidated Plan and 2025 – 2026 Action Plan.

#### **SIGNIFICANT HOUSING PROBLEMS**

Source: City of Schenectady 2020 – 2024 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.

[illegible]



### **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	3,429	100%
Extremely low income <=30% AMI	2,648	77.22%
Very low income (>30% but <=50% AMI)	650	18.96%
Low income (>50% but <80% AMI)	121	3.53%
Families with children	1,685	49.14%
Elderly families	249	7.26%
Families with Disabilities	383	11.17%
Race/ethnicity – African American	2354	68.65%
Race/ethnicity – White	878	25.61%
Race/ethnicity – American Indian	66	1.92%
Race/ethnicity – Asian	49	1.43%
Race/ethnicity – Native Hawaiian/Other Pacific Islander	60	1.75%
Race/ethnicity –None Listed	14	0.41%
Race/ethnicity –Hispanic	647	18.87%
<i>*As of 11/19/2025. Waiting list data is self-reported by applicants and not yet verified by SMHA.</i>		

<b>Housing Needs of Families on the Public Housing Waiting List*</b>		
The Public Housing waiting list is open to accept applications.		
	# of families	% of total families
Waiting list total	3109	100%
Extremely low income <=30% AMI	2549	81.98%
Very low income (>30% but <=50% AMI)	457	14.69%
Low income (>50% but <80% AMI)	1035	3.33%
Families with children	1187	38.18%
Elderly families	94	3.02%
Families with Disabilities	828	26.63%
Race/ethnicity – African American	1501	48.28%
Race/ethnicity – White	1198	38.53%
Race/ethnicity – American Indian	53	1.48%
Race/ethnicity – Asian	85	2.73 %
Race/ethnicity – Native Hawaiian/Other Pacific Islander	46	1.48%
Race/ethnicity –None Listed	15	0.48%
Race/ethnicity –Hispanic	685	22.03%
*As of 11/19/2025. 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 2020 – 2024 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 is an active voting member of 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 out activities.

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

- SMHA serves 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.

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.

In Spring of 2026, SMHA plans to have a developer partner secured to rehabilitate the public housing units that make up Steinmetz Homes.

## 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 ~~strikethrough~~.

#### ***§11) h) ii) – MINIMUM RENT***

- ii) Minimum Rent: The Schenectady Municipal Housing Authority has set the minimum rent as \$~~25~~ 50. However, if the family requests a hardship exemption, the Schenectady Municipal Housing Authority will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance

#### ***§12) a) iv) INSPECTION POLICIES, HQS, AND DAMAGE CLAIMS***

- iv) If the owner/landlord or property manager misses the scheduled inspection and fails to reschedule the inspection, the Schenectady Municipal Housing Authority will only schedule one free more inspection attempt (unless the missed appointment was due to circumstances beyond the control of the owner/landlord or property manager). If the owner/landlord or property manager misses a second ~~two~~ inspections attempt, the Schenectady Municipal Housing Authority will only attempt a third inspection for a fee of \$100 if requested and paid for by the owner/landlord. After a missed second (or third if requested and paid for) inspection, the Schenectady Municipal Housing Authority will consider the owner to have violated an Owner Obligation and their assistance and/or HAP contract may be terminated.

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

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~~.

### **9.2 ORGANIZATION OF THE WAITING LIST**

- D. Due to the nature and purpose of waiting list preferences, application position can change at any time. SMHA can only provide estimated positions to applicants.

### **10.1 PREFERENCES**

The Schenectady Municipal Housing Authority will select families based on the following preferences within each bedroom size category:

- A. Applicants have a preference according to where they reside as follows:
1. First Priority: Applicant will be given preference if the Head of Household maintains primary residence within the boundaries of the City of Schenectady at the time of application. To qualify for such preference, the applicant must submit proof of residency by providing a photocopy of ~~a~~ documents offering proof of residence, including, but not limited to, at least one of the following:
    - a. Driver's License
    - b. Car Registration
    - c. Voter Registration
    - d. Police ID
    - e. Bank Statement showing address
    - f. Bill showing address
    - g. Rent Receipt
    - h. Current Lease Agreement

### **10.2 ASSIGNMENT OF BEDROOM SIZES**

In determining bedroom size, the Schenectady Municipal Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex, both under the age of five (5) may share a bedroom. After this, children of the opposite sex may not be required to share a bedroom.
- C. Adults and children over the age of 2 will not be required to share a bedroom.

## 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 contacted via applicant provided [email](#) address, or first class mail as necessary.

The family will be offered the opportunity to view the unit. The family must accept the unit offer within five (5) business days or they will forfeit the provided offer.

## 10.8 ACCEPTANCE OF A UNIT

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.

If the head of household single vacates the unit leaving remaining family members, the security deposit will stay with the unit and not be disbursed to the vacating household member.

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.

## 16.0 UNIT TRANSFERS

### B. Types of Transfers

1. The order in which families are transferred shall be subject to the hierarchy by category set forth below.
  - a. Emergency Transfers are **mandatory** when SMHA determines that conditions pose an immediate threat to resident life, health, or safety. Emergency transfers may be made to: permit repair of unit defects hazardous to life, health, or safety; alleviate verified disability problems of a life threatening nature; or protect members of the household from attack by the criminal element in a particular property or neighborhood. Families may also be approved for an Emergency Transfer by making an Emergency Transfer Request pursuant to SMHA's Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.
  - ...
  - e. Category 4 Administrative transfers are any other requested transfer from a tenant that does not meet the basis for a Category 1, 2, or 3 transfer.

These transfers will not take priority over new admissions or Category 1, 2, or 3 transfers but SMHA may, at its discretion, approve Category 4 transfers when such moves align with administrative convenience, promote efficient property management, and do not impose undue burdens on Authority resources or other residents.

#### **C. Processing Transfers**

1. A centralized transfer waiting list will be administered by the Project Managers.
2. Transfers will be sorted into their appropriate categories by the Occupancy staff. Admissions will be made in the following order:
  - a. First: Emergency transfers, then
  - b. Category 1 Administrative Transfers,
  - c. Category 2 Administrative Transfers,
  - d. Applicants, and, at a rate of approximately four applicants to every transfer,
  - e. Category 3 Administrative Transfers
  - f. Category 4 Administrative Transfers (At SMHA's administrative convenience)

#### **D. Good Record Requirement for Transfers**

1. In general, and in all cases of all resident-requested transfers, residents will be considered for transfers only if the head of household and any other family members for the past two years:
  - o have not engaged in criminal activity that threatens the health and safety of residents and staff;
  - o do not owe back rent or other charges, or evidence a pattern of late payment;
  - o meet reasonable housekeeping standards and have no housekeeping lease violations; and
  - o can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities).
2. Exceptions to the good record requirements may be made for emergency transfers, if the transfer is required by SMHA policy, or when it is to SMHA's advantage to make the transfer. The exception to the good record requirement will be made by the Project Manager.

#### **E. Paying for Transfers**

- c. The security deposit for the unit the tenant is transferring from (first unit) will be transferred to the unit the tenant is transferring to (second unit). For all tenant initiated transfers, if ~~if~~ the security deposit for the second unit is greater than the security deposit calculated for the first unit, the tenant shall pay the greater security deposit.



## 28.0 SPECIAL CHARGES TO TENANTS FOR REPAIR OF DAMAGES

**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:	\$20 or actual cost if greater
Key Fob Replacement:	\$20 or actual cost if greater
Lock Change at Tenant's Request:	<del>\$100</del> <del>50</del> or actual cost for labor & materials if greater
Apartment Lock Out:	<del>\$50</del> <del>38</del> or actual cost for labor & materials if greater
Replacement Mailbox key:	\$5 or actual cost if greater
Replacement Lobby door Key:	<del>\$20</del> <del>5</del> or actual cost if greater
Replacement Compactor Door key:	\$5 or actual cost if greater

***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

### 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:	\$20 or actual cost if greater
Key Fob Replacement:	\$20 or actual cost if greater
Lock Change at Tenant's Request:	<u>\$100</u> <del>50</del> or actual cost for labor & materials if greater
Apartment Lock Out:	<u>\$50</u> <del>38</del> or actual cost for labor & materials if greater
Replacement Mailbox key:	\$5 or actual cost if greater
Replacement Lobby door Key:	<u>\$20</u> <del>5</del> or actual cost if greater
Replacement Compactor Door key:	\$5 or actual cost if greater

***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. In 2024, cameras were installed 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 updated its Violence Against Women Act (VAWA) policy in June of 2025 to maintain compliance with the 2022 reauthorizations form HUD. Updated forms were incorporated for any public notices and/or leasing paperwork for SMH tenants.

# 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. The interior restoration of Maryvale's two, 4-unit townhouses is underway, with four units completed, and four units under contract to begin in October 2024.

### 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.

Regarding the Eastside properties, SMHA has selected a short list of pre-qualified developers who are eligible to respond to RFPs issued for Eastside redevelopment.

We are in the process of procuring a firm to perform an assessment of the physical needs and costs for improvements for the Eastside properties. The assessment will be of the type that will satisfy requirements of HUD preservation programs, New York State Homes and Community Renewal, and incentive programs offered by the New York State Energy Research and Development Authority.

Once we have this information for Eastside, we will update previous financial models to see which repositioning options are feasible for converting Eastside from the Public Housing financial platform to the more stable Section 8 financial platform, which will provide a more reliable income stream for operations and maintenance, and will attract private investment for the capital needs of the property.

We will then release a request for proposal solicitation to those on the above mentioned pre-qualified list, to select one developer partner to assist SMHA with revitalizing the Eastside properties.

## **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, it 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 preferences 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 – #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** **4/1/2025 – 3/31/2030**

#### **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.
- The percent of units leased during the last fiscal year was 95% or more, or the percent of allocated budget authority expended during the last fiscal year was 95% or more.

##### **STATEMENT ON PROGRESS:**

- *Standard performer status has been maintained for the Public Housing program during the last 5-year period and continues into 2026. SMHA anticipates earning High Performer status during FY2026, after two successful NSPIRE physical inspections at our LIPH properties, each scoring in the 90% range.*
- *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 3/31/2025, is 97%+ for all developments combined.*
- *Leasing based on voucher funding for calendar year 2024 was forced into a funding shortfall at HUD's initial advisement. SMHA has continued to maintain lease rates withing its budget authority.*

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

##### **Objectives:**

- 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.
- Implement on-line applicant-based portal to track and maintain Public Housing waiting-list.
- Implement on-line applicant-based portal to track and maintain Housing Choice Voucher waiting-list.
- Establish updated and interactive tenant on-line experience through use of revitalized website, social media, and occupancy software
- Increase number of security cameras throughout affordable housing properties.
- Identify and implement other technology to enhance our operations and services.

#### **STATEMENT ON PROGRESS:**

- *SMHA continued to work with our major software provider to implement updates at the most up to date capabilities of our provider.*
- *SMHA Implemented an on-line applicant-based portal to track and maintain Public Housing and Housing Choice Voucher waiting-lists as intended.*
- *A new website has been developed and built and is staged for roll out in the second quarter of the 2026 CY.*
- *Additional cameras were added to Schonowee Village's common area hallways and more will be added to the exteriors of the same building as well as the exteriors of Lincoln Heights as planned by our Capital Fund program.*
- *Evaluation of current software capabilities to aid the evolution of work order creation and tracking as well as the addition of LIHTC units to SMHA's inventory continues.*

#### **GOAL 3 – REBRAND BUSINESS AND ORGANIZATIONAL IMAGE TO PUBLIC**

##### **Objectives:**

- Identify business objectives and strategy, if needed, to transition from Public Housing administrator- to property development and subsidy administration.
- Create committee of Board of Commissioners members, employees, and community partners to rebrand Schenectady Municipal Housing Authority. This includes re-creation of logos, exploration of naming, and update of all public facing signage and correspondence.
- Engagement with local video and print media, social media, and tenants to educate regarding agency goals, focus and objectives.
- *In November 2025, a special committee of Board of Commissioners who worked to identify, evaluate and select a new logo and likeness of SMHA that is set to be unveiled in April of 2026. This included the creation of the slogan, "opportunity Through Housing" that will be used in promotional materials and further future marketing.*
- *In the evaluation of promotion of our Family Self Sufficiency grant administration, SMHA employees agreed that public promotion of the program's graduates and success stories was needed to promote the program and look for potential enrollees. A media and photo release was created and is being used to implement promotion of the program.*

#### **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 when opportunities are available.
- Promote more participation in the Section 8 Homeownership Program through partnerships and advertising.
- Formulate landlord engagement strategy to educate owners about benefits of assisted housing, using community partners and media.
- Engage with any city based property developments struggling to meet their own occupancy and rental expectations in order to expand affordable housing reach.

##### **STATEMENT ON PROGRESS:**

- *SMHA worked in CY 2025 to work with our properties with PBVs to teach and educate property owners how to properly and efficiently lease up those units to maximize subsidy and profitability.*
- *HUD program changes have put SMHA in a position to withdraw its participation in our local Continuum of Care, eliminating out Shelter Plus Program at the conclusion of its funding in 2026.*
- *In order to promote Section 8 Homeownership Program, SMHA has sought education about local grant and home ownership opportunities for families with AIK Property in addition to Better Community Neighborhoods.*
- *SMHA has taken an active role with Schenectady Landlords Implementing Change (SLIC) in order to work directly with landlords in the community to educate and learn the challenges facing landlords in accepting vouchers.*

#### **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 to manage Lead-Based Paint Hazards in Public Housing in according to HUD and EPA regulations, with a focus on abatement of those hazards, and exploring any funding opportunities to accomplish this goal.
- 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 PROGRESS:**

- *SMHA has procured a pre-qualified group of potential co-developers and sought proposals from them for the revitalization of Steinmetz Homes. This process will potentially start in 2026.*
- *Using Capital Fund grant funding, SMHA continues to actively abate apartments with Lead-Based Paint.*
- *SMHA continues to manage Lead-Based Paint Hazards in Public Housing in according to HUD and EPA regulations, with a focus on abatement of those hazards, and exploring any funding opportunities to accomplish this goal.*
- *In 2026, our Executive Director is scheduled to be named to the NY state Department of Health's Lead Advisory Council as it's sole public housing advisor with SMHA continuing to follow remediation and abatement standards superior to it's peers.*
- *SMHA continues to partner with the City of Schenectady to provide access to data, cameras, and updating our lease on policy standards to eliminate illegal activity in addition to supporting the city's consolidated plan efforts.*

### **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 PROGRESS:**

- *SMHA's Executive Director continues to serve on the Schenectady County Homeless Services Planning Board and is actively seeking partnership with the country to provide housing opportunities with the Foster Youth to Independence voucher program in 2026.*

### **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 PROGRESS:**

- *SMHA has increased enrollment by 30% in our Family Self Sufficiency program and had graduates in CY2025 with over \$80,000 in escrow savings and disbursements.*

**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 PROGRESS:**

- *Using local grant initiatives our Elderly/Disabled Service Coordinator has opened 3 separate food pantries servicing that population directly at our Downtown AMP with ongoing efforts to expand services to allow greater opportunities to age in place.*
- *SMHA has partnered with St. Peter's Hospital's Eddy Senior Care program to provide services like housekeeping, laundry, and transport for residents.*

**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 PROGRESS:**

- *SMHA continues to evaluate it's Energy Performance Contract with Siemens Industry, Inc., which continues to exceed its performance guarantee.*
- *SMHA has worked with a community solar agent, Renewables Worldwide, Inc., who has actively procured and negotiated with an appropriate community solar developer under the New York-Sun Community Solar Program, providing savings and calculated Rate Reduction Incentive with HUD to save, but not impact subsidy levels.*
- *In November 2024 SMHA began exploring state weatherization funding to make improvements to public housing properties, unable to secure funding in 2025, these discussions have resumed for 2026. Proposed improvements include hydronic heating, HVAC, and window replacement for our aging properties.*
- *A new energy management system will be installed and implemented in early 2026 for the centralized heating/hot water systems for the Downtown AMP.*

**GOAL 10 - DEVELOP STAFFING EXPERTISE IN ALL FIELDS IN ADDITION TO ATTRACTING NEW EMPLOYEES TO THE BUSINESS**

**Objectives:**

- Seek specialized training for staff, including but not limited to: Refrigeration, HVAC, counseling, financial management, financial literacy, supervisory, and technology pertinent to affordable housing.
- Continue to develop and support current staff in pursuit of future opportunities in the housing industry, and at Schenectady Municipal Housing Authority.
- Develop and Execute Internship opportunities for local vocational, higher education, and adult training programs to grow and assist current staff, evaluate departmental and policy functions with fresh perspective, share updated methods and concepts from outside Schenectady Municipal Housing Authority.

**STATEMENT ON PROGRESS:**

- *SMHA continues to seek educational and specialized training opportunities for staff members. These opportunities have the focus on developing existing employees into new positions and promotional opportunities.*
- *A salary study will be completed in 2026 to evaluate salary and responsibility consistency with the management staff at SMHA. This is being done to ensure competitiveness in a market that lacks experienced affordable housing talent.*



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 1/31/2027

“Public reporting burden for this collection of information is estimated to average 2.2 hours including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.. 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. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157.

PHA Name	Grant Type and Number ) Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

- ☐ Original Annual Statement   
 ☐ Reserve for Disasters/Emergencies   
 ☐ Revised Annual Statement (revision no:
- ☐ Performance and Evaluation Report for Period Ending:   
 ☐ 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				
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 1/31/2027

<b>Part I: Summary</b>					
PHA Name:	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: FFY of Grant Approval:			
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:      ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input 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
15	Amount of Annual Grant:: (sum of lines 2 - 14)				
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				
19	Amount of line 15 Related to Security - Hard Costs				
20	Amount of line 15 Related to Energy Conservation Measures				
Signature of Executive Director *		Date	Signature of Public Housing Director		Date

\* I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties (18 U.S.C. § 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 5802)

<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.

<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.

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 1/31/2027

[illegible]

<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.

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 1/31/2027

[illegible]

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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 1/31/2027

[illegible]

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

# 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 NY28P02850126			Locality (City/County & State) Schenectady, New York		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY : 2026	Work Statement for Year: 2 FFY : 2027	Work Statement for Year : 3 FFY : 2028	Work Statement for Year: 4 FFY: 2029	Work Statement for Year: 5 FFY: 2030
B.	Physical Improvements Subtotal	Annual Statement	2,523,816	2,425,816	2,086,816	2,474,100
C.	Management Improvements		6,000	6,000	6,000	6,000
D.	PHA-Wide Non-dwelling Structures and Equipment		407,000	505,000	844,000	456,716
E.	Administration		356,312	356,312	356,312	356,312
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		3,563,128	3,563,128	3,563,128	3,563,128
L.	Total Non-CFP Funds		0	0	0	0
M.	Grand Total		3,563,128	3,563,128	3,563,128	3,563,128

**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 NY28P02850126			Locality (City/county & State) Schenectady, New York		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY: 2026	Work Statement for Year: 2 FFY: 2027	Work Statement for Year: 3 FFY: 2028	Work Statement for Year: 4 FFY : 2029	Work Statement for Year: 5 FFY: 2030
		<b>Annual Statement</b>				
	NY028000110 Downtown Schonowee Village		569,000	801,858	956,088	25,000
	NY028000110 Downtown Lincoln Heights		1,166,842	0	595,000	345,000
	NY028000110 Downtown Ten Eyck		532,974	583,975	27,000	440,000
	NY028000120 Eastside MacGathans Townhouses		255,000	59,000	242,728	302,000
	NY028000120 Eastside Maryvale Apts.		0	0	0	260,000
	NY028000120 Eastside Steinmetz Homes		0	980,983	266,000	1,102,100
B.	Physical Improvement Subtotal		2,523,816	2,425,816	2,086,816	2,474,100
C.	Management Improvements		6,000	6,000	6,000	6,000
D.	PHA Wide Non-Dwelling Structures and Equipment		407,000	505,000	844,000	456,716
E.	Administration		356,312	356,312	356,312	356,312
F.	Other (Front Line Costs & A/E Fee's)		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



**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)		3,563,128	3,563,128	3,563,128	3,563,128
L.	Total Non-CFP Funds		0	0	0	0
M.	Grand Total		3,563,128	3,563,128	3,563,128	3,563,128

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2026	Work Statement for Year: 2 FFY: 2027			Work Statement for Year: 3 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	<b>NY028000110 DT Schonowee Village</b>			<b>NY028000110 DT Lincoln Heights</b>		
Annual						
Statement	Replace/Install fence	1	50,000	Water Heater Comm Room	1	3,000
	Upgrade Nurse call system in handicap units	15	125,000	Flooring Replaced Comm Room	1	10,000
	Hot water storage tank replaced	1	9,000			
	Plumbing	5	15,000	<b>NY028000120 ES Steinmetz Homes</b>		
	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
	Sprinkler Head Replacement	101	80,000	Install generator for maintenance garage	1	80,000
	Exterior handrail Replacement	1	50,000	Lighting upgrade ay 118 Henry St.	1	45,000
	Energy Management System Upgrade	210	175,000	2 <sup>nd</sup> Floor Entry Stairs & Deck	10	114,496
				Paving/Curbs	100	250,000
	<b>NY028000110 DT Lincoln Heights</b>			Dwelling Equipment	32	10,000
	Roofing (Snow Slides)	105	58,000	Step Replacement / Sidewalks / Masonry	60	75,000
	Kitchen / Bath Reno	33	1,053,842	Front Porch Renovations	54	247,709
	Exterior Door Replacement at Community Center	1	35,000	Fire Panel Upgrade Maint./B&G/Atlas/FIC	1	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**

	Comm Building exterior repairs	1	5,000			
	Brick repair & door replacement at Building F	2	50,000	<b>NY028000110 DT Schonowee Village</b>		
	Building envelope engineering study	1	5,000	SV Elevator Piston Replacement	1	60,000
	Emergency lighting at community center	1	2,000	Replace tub liners in bathrooms	50	50,000
				Replace heaters in elevator vestibules	7	30,000
				Paint Exterior Surfaces	100	20,000
	<b>NY028000120 ES Steinmetz Homes</b>			Interior Lighting Upgrades	100	15,000
	Replace elevator piston at the FIC Building	1	60,000	Plumbing Repairs – Force Account	1	10,000
	Sec. Cameras	8	20,000	Apartment LBP abatement	14	309,100
	Generator at FIC	1	85,000	Kitchen & Bath ventilation	50	207,758
	Bench Seating Throughout the Site	1	15,000	Security System in Construction Office	1	12,000
	Boiler Replacement at FIC	1	20,000	Key Fob/ Intercom System	5	100,000
				Replace Storefront Door and windows at BLG 5	1	40,000
	<b>NY028000110 DT Ten Eyck</b>					
	Install plumbing in Maintenance Garage	1	80,000	<b>NY028000110 DT Ten Eyck</b>		
	Emergency Lighting	1	10,000	Smoke Detectors and CO detectors replaced	93	75,000
	Replace handrails for Admin Building	2	20,000	Electrical Receptacles, lighting, etc... upgrade in apts	25	30,000
	Exterior Lighting Upgrade	100	22,000	Paving/Concrete	1	10,000
				Kitchen / Bath Reno	35	303,975
				Garage Unit Heaters	1	10,000

**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 smoke detectors/CO at Ten Eyck	101	100,000	Flooring Replaced at Ten Eyck Admin	1	<b>50,000</b>
	Intercom System Replaced	101	186,874	Basement ventilation	1	<b>25,000</b>
	Energy Management System Upgrade	101	125,000	Plumbing in laundry area	1	<b>75,000</b>
	Asbestos abatement in basement & plumbing valve replacement	1	89,100	Landscaping	1	15,000
				Door Hardware replacement on automatic doors interior/exterior	1	40,000
	<b>NY028000120 ES MacGathan Townhouses</b>			Parking Lot Southside Reconfigure for Smoking Area	1	80,000
	Replace Exterior Doors on Comm Center	1	<b>9,000</b>	Replace/Install fencing	1	30,000
	Update bathrooms in Comm Center	1	<b>11,000</b>	Garage Door Replacement	7	<b>35,000</b>
	Door Replacement	25	160,000			
	Windows Replaced	8	75,000	<b>NY028000120 ES MacGathan Townhouses</b>		
	Exterior Lighting	3	20,000	Dwelling Equipment	10	4,000
	Replace masonry walls & stairs at Comm Center	1	<b>25,000</b>	Paint Exterior surfaces	50	20,000
	Garage Door Replacement at Comm Center	1	<b>20,000</b>	Plumbing Upgrade	20	35,000
	Subtotal of Estimated Cost		<b>\$2,930,816</b>	Subtotal of Estimated Cost		<b>\$2,930,816</b>

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2026	Work Statement for Year: 4 FFY: 2029			Work Statement for Year: 5 FFY: 2030		
	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	<b>NY028000120 ES Steinmetz Homes</b>			<b>NY028000110 DT Ten Eyck</b>		
Annual	Maintenance garage windows & exterior doors	1	150,000	Replace Metal Roof on Admin Building	1	50,000
Statement	Boys & Girls Club flooring	1	45,000	Ten Eyck Admin Roof Replacement	1	65,000
	FIC Flooring	1	40,000	Plumbing	1	10,000
	Paving	1	50,000	Maint Garage Roof Replaced	1	67,716
	Playgrounds	2	110,000	Interior Door Replacement	101	80,000
	Door Replacement	10	30,000	Windows	20	100,000
				Sitework/Masonry	1	20,000
	Signage and landscaping	1	30,000	Dwelling Equipment	15	5,000
	Interior Electrical Upgrades	100	16,000	Ten Eyck Roof Replacement	1	150,000
	Window replacement at 118 Henry St.	1	150,000	Replace Temperature Sensors to Digital	101	75,000
	Generator at 118 Henry St.	1	75,000	4 <sup>th</sup> Fl Laundry Room Renovation	1	50,000
	Storm drainage remedy for erosion around FIC	1	50,000			
	Storm Door Replacement	25	15,000	<b>NY028000120 ES Steinmetz Homes</b>		
	Kitchen upgrades at FIC	1	30,000	Replace Heat Pump at B&G Club	1	25,000
	Elevator Modernization at FIC	1	150,000	Flooring at B&G Club	1	30,000
	Kitchen & Bath Maint garage	1	30,000	Windows	45	230,000

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

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	Apartment flooring – force account	10	15,000	Kitchen Renovation	45	400,000
				Flooring	15	30,000
	Exterior Doors Atlas Center	4	20,000	Back Porch Renovation	55	186,100
	<b>NY028000120 ES MacGathan Townhouses</b>			Parking lot / sidewalks	5	35,000
	Electrical Upgrades	16	110,728	Plumbing	12	10,000
	Paving/Sitework/	1	120,000	Ext. Siding Replaced	20	21,000
	Security Cameras	5	25,000	Replace exterior doors at FIC	8	60,000
	Bench seating throughout the site	1	12,000	Fence on Property line	1	100,000
				Ceiling Stabilization / Installation	40	40,000
				Sitework/Landscaping	1	10,000
	<b>NY028000110 DT Lincoln Heights</b>			Maintenance Garage Door Replacement	1	25,000
	Clean Ducts	105	45,000	Attic Firewall Stabilization	6	25,000
	Flooring	50	150,000	Exterior Lighting	1	15,000
	Storm Doors	105	90,000	Replace flagpoles	2	6,000
	Interior Doors	105	250,000			
	Comm Room Boiler	1	10,000			
	Fence Replaced	1	60,000	<b>NY028000120 ES MacGathan Townhouses</b>		
				Stair Replacement	20	30,000
	<b>NY028000110 DT Ten Eyck</b>			Floor Replacement	6	60,000
	Upgrade Key FOB system	100	50,000	Basement windows & window wells replaced	25	25,000
	Comm Room Kitchen Equipment	1	15,000	Exterior Porch renovations	10	157,000
	Floor Replacement	6	27,000	Replace flagpoles	1	3,000
				Foundation Repairs	25	30,000

Capital Fund Program—Five-Year Action Plan

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				<b>NY028000120 ES Maryvale Apts.</b>		
				Concrete step replacement	1	25,000
				Central Air System	8	160,000
	<b>NY028000110 DT Schonowee Village</b>			Connect storm drains to municipal system	2	50,000
	Canopy Roof @ Blg 5	1	35,000	Basement Stair Replacement	8	25,000
	ADA 2-way Communication system	60	148,758			
	Replace boilers	4	160,000	<b>NY028000110 DT Schonowee Village</b>		
	Replace Temperature Sensor to Digital	210	184,100	Security Cameras	5	25,000
	Garage Doors Replaced	1	4,000	Replace Handrails	5	20,000
	Asbestos Floor Tile Abatement	1	16,000	Dwelling Equipment	15	5,000
	SiteWork/Paving/Concrete/Masonry/Landscaping	1	155,976	Carpet replaced in Construction Office	1	25,000
	Replace Smoke Detectors, CO Detectors & Fire Alarm Panels	210	119,254			
	Flooring Replacement	48	137,000	<b>NY028000110 DT Lincoln Heights</b>		
				LBP Abatement in Apts	38	340,000
				Dwelling Equipment	15	5,000
				COCC	Modernization Dept Vehicle	25,000
	Subtotal of Estimated Cost		<b>\$2,930,816</b>	Subtotal of Estimated Cost		<b>\$2,930,816</b>

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY 2026	Work Statement for Year : 2 FFY: 2027		Work Statement for Year: 3 FFY : 2028	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
<b>See</b>	<b>NY028000110 Downtown AMP (Schonowee Village; Lincoln Heights; Ten Eyck)</b>		<b>NY028000110 Downtown AMP (Schonowee Village; Lincoln Heights; Ten Eyck)</b>	
<b>Annual</b>	Board Commissioner Staff Training	3,000	Staff Training	3,000
<b>Statement</b>	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>
	<b>NY028000120 Eastside AMP (MacGathans; Maryvale; Steinmetz)</b>		<b>NY028000120 Eastside AMP (MacGathans; Maryvale; Steinmetz)</b>	
	Board Commissioner Training	3,000	Staff 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	356,312	COCC Administration	356,312
	Subtotal of Estimated Cost	<b>\$632,312</b>	Subtotal of Estimated Cost	<b>\$632,312</b>



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Work Statement for Year 1 FFY 2026	Work Statement for Year: 4 FFY : 2029		Work Statement for Year: 5 FFY: 2030	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	<b>NY028000110 Downtown AMP (Schonowee Village; Lincoln Heights; Ten Eyck)</b>		<b>NY028000110 Downtown AMP (Schonowee Village; Lincoln Heights; Ten Eyck)</b>	
Annual Statement	Staff Training	3,000	Staff 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>
	<b>NY028000120 Eastside AMP (MacGathans; Maryvale; Steinmetz)</b>		<b>NY028000120 Eastside AMP (MacGathans; Maryvale; Steinmetz)</b>	
	Staff Training	3,000	Staff 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	356,312	COCC Administration	356,312
	<b>Subtotal of Estimated Cost</b>	<b>\$632,312</b>	<b>Subtotal of Estimated Cost</b>	<b>\$632,312</b>

# **C.1 - form HUD-50075-ST**

## **Resident Advisory Board**

### **Meeting and Comments**

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

**Wednesday, October 29, 2025, at 4:00 p.m.**

#### **In attendance:**

Mike Jackson, SMHA Executive Director  
Joan Johnson, 375 Broadway, #508, 346-3602  
Sharon Reese, 16 Steinmetz Homes, 243-9838  
Cindy Combs, 375 Broadway, #208  
Lucy Pabon, 375 Broadway, #202, 368-6648  
Ardelia Bell, SV188, (51)7076949  
Marion Morris, SV088, (518) 707-8702  
Elanor Parkis, SV096, (518) 267-5011  
Ken Wrobel, Director of Development Operations, 386-7051  
Mike Weber, SMHA Project Manager: Downtown, 386-7003

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

Mr. Jackson stated the meeting by welcoming the group 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, and the Capital Fund Annual and 5-Year Plan. 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 2025 Annual PHA Plan, 5-Year Plan, and Capital Improvements planning.

This meeting of October 29 allows the Resident Advisory Board an opportunity for review and comment on the draft Annual PHA Plan, 5-Year Plan, and Capital Improvements.

The public review period for the Annual Plan begins on Friday, October 31, 2025, and closes with a Public Hearing at 4:00 p.m. on Tuesday, December 16, 2025.

#### **I. 2025 Annual PHA Plan: Review and Comments**

Mr. Jackson explained the 2025 Annual PHA Plan elements contained in form HUD-50075-ST. The following comments were documented:

#### **Organization of the Waiting list Proposed Change**

Mr. Jackson discussed a proposed change in the Admissions and Continued Occupancy Policy regarding the public housing waitlist. Due to the preferences given to applicants, the position given on the waitlist is subject to change at anytime. Due to the confusion that this can potentially create for an applicant, SMHA will no longer provide a position on the list to inquiring applicants, instead, explain process and estimated waiting times.

A suggestion was made by a RAB member that a new preference be given based on the total waiting time that someone has on the waiting list.

SMHA Response: Mr. Jackson explained how preferences are given, and that the priority is to house those in need of assistance here in the city of Schenectady. For those seeking housing opportunities in the city, the overall time on the waitlist is not impacted by any other persons with that preference.

Mr. Jackson closed the review of the Annual Plan proposed adjustments by encouraging questions or further suggestions. No other comments were made after breaking down such information and review.

## **II. Capital Improvements: 2025-2029 5-Year Action Plan**

Mr. Jackson reviewed the Capital Fund Program 2025-2029 5-Year Action Plan elements with the RAB members. An example of how the group's input has directly impacted the Capital Improvement work planned by the housing authority, specifically, the same meeting in 2017 netted a suggestion that all Ten Eyck exhaust systems be cleaned. That project was researched, planned in the 5-Year Action Plan, and executed in 2023. The following comments were documented:

### **Request: Upgrade Kitchens and Bathrooms in Ten Eyck Apartments**

Comment: This suggestion was made by a RAB member that is specifically request roll in showers, or walk-in tubs in a potential Bathroom remodel.

SMHA Response: It was pointed out that there is planned Kitchen and Bathroom renovations planned in the 2028 portion of the plan.

### **Laundry Rooms**

Comment: Laundry rooms need to be modernized.

SMHA Response: Improving the laundry rooms is in process.

## **III. Other Business**

A. None

The meeting was adjourned at 5:19 PM.

Next Meeting is scheduled for Wednesday, February 25, 2026, at 4PM.