

Village of Highland Falls
Housing Choice Voucher PHA 5 Year Plan
2015-2019
NY125



Joseph E. Mastrianni, Inc.
11 Federal Street
Saratoga Springs, NY 12833

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Village of Highland Falls</u> PHA Code: <u>NY125</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>1/2015</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>84</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years (Complete only at 5-Year Plan update). <ul style="list-style-type: none"> • Provide affordable, decent, safe, and sanitary housing to elderly and disabled low-income families, as well as other low-income families, dictated by local needs. 				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan (Complete only at 5-Year Plan update). <ul style="list-style-type: none"> • Expand the supply of assisted housing to meet local needs. • Improve the quality of service through better process and information systems. • Promote self-sufficiency and asset development of families and individuals. • Ensure equal opportunity in housing. • Reduce fraud and program abuse. <p>Prior Goals Identified in Five Year Plan:</p> <ul style="list-style-type: none"> • Expand Supply of Assisted Housing <ul style="list-style-type: none"> ○ Apply for Additional Rental Vouchers • Improve Quality of Assisted Housing <ul style="list-style-type: none"> ○ Increase Customer Satisfaction ○ Improve Management Functions • Promote Self Sufficiency and Asset Development of Assisted Households <ul style="list-style-type: none"> ○ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability ○ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability ○ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required. <p>Progress in Meeting Goals:</p> <ul style="list-style-type: none"> • Expand Supply of Assisted Housing: Management has applied as notices of funding of availability have been announced. Management has requested for funding as other sources of HCV funding has become available. • Improve Quality of Assisted Housing: Management has instituted improvements to policy and procedure to increase customer satisfaction. Management has surveyed participants for improvements to the program. • Promote Self Sufficiency and Asset Development of Assisted Households: Management has developed in-house providers for Budget, Credit, Employment and Homeownership coordination. 				

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ul style="list-style-type: none"> • No change in any plan elements has been made from prior year's plan. <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <ul style="list-style-type: none"> • Village of Highland Falls; 303 Main Street; Highland Falls, NY 10928 • Joseph E. Mastrianni, Inc. Central Office Section 8; 11 Federal Street; Saratoga Springs, NY 12866
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <ul style="list-style-type: none"> • PHA offers homeownership option to HCV program participants. HCV participants must actively participate in the Family Self Sufficiency program before becoming eligible for the homeownership option. The limit to participation is a total of fifty participants for all HCV programs administered by Joseph E. Mastrianni, Inc representing approximately 2% of the total HCV population administered by Joseph E. Mastrianni, Inc.
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <ul style="list-style-type: none"> • Not Applicable for the Housing Choice Voucher Program.
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <ul style="list-style-type: none"> • Not Applicable for the Housing Choice Voucher Program.
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <ul style="list-style-type: none"> • Not Applicable for the Housing Choice Voucher Program.
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <ul style="list-style-type: none"> • Not Applicable for the Housing Choice Voucher Program.
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location (Complete only at 5-Year Plan update).</p> <ul style="list-style-type: none"> • The most recent New York State Consolidated Plan (2011-2015) states there is a need for Affordable Housing in New York State. An analysis of available demographic and economic data indicates that: <ul style="list-style-type: none"> - many households still struggle to live on low or very low incomes; - housing is often hard to find and difficult to afford; and - housing problems are most frequently experienced by extremely low-income households. • Local housing needs have been developed directly from the waiting list. See attached waiting list reports: Income Characteristic Report; Family Composition Report; Average Wait Report.
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <ul style="list-style-type: none"> • Apply for additional funding as it becomes available to decrease waiting list time. • Advertising program in variety of publications and with affordable housing websites to reach elderly, disabled and low income populations. • Direct mail to owners of multi-family properties encouraging program participation, if necessary. • Coordinate with FSS PCC to expand knowledge of program to network of human service providers. • Printed pamphlets made available at municipal office.

Additional Information. Describe the following, as well as any additional information HUD has requested. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

- PHA is in the process of completing new goals identified in this plan.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

10.0

- A change in the PHA mission or a strategic goal will be considered a substantial deviation from the five year plan.
- Changes in or additions to the PHA mission; strategic goals; strategy for addressing needs; or policies governing eligibility, selection, and admission will be considered a significant amendment or modification to the PHA's five year and annual plan.

Violence Against Women Act

The intent of the provisions of the Violence Against Women Act to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking (as well as members of victims' immediate families) from losing their HUD assisted housing as a consequence of the abuse of which they were the victim has always been the policy followed in programs administered by Joseph E. Mastrianni, Inc, and will continue to be the policy in the future. In this respect we have recognized the needs addressed in the Act and have always taken steps to address those needs. Both tenants and owners are informed of our policy as the need arises and both are thoroughly advised of their options.

In determining if tenants are victims of criminal domestic violence, dating violence, sexual assault, or stalking and in danger of losing their HUD assisted housing as a consequence of such abuse, we accept appropriate documentation from local police reports, social service agency statements, and other reliable corroborative evidence before taking action. Unless eviction is imminent, we place no time limit on tenant's reporting and the development of reliable evidence.

11.0

Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) **Not Applicable**
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) **Not Applicable**
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) **Not Applicable**
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) **Not Applicable**
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements **See Attached**
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) **Not Applicable**
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) **Not Applicable**

Section 8 Housing Choice Voucher Program 2015 Five Year Annual Plan Resident Advisory Board Narrative

Given that the contract administrators of this Housing Choice Voucher program cover a nine county program area, that all participants are HCV participants and not Public Housing participants, and to not burden the participants in visiting the central office, it has been practice since the inception of the PHA plan requirement to perform a Resident Advisory Board survey.

Ten percent (10%) of HCV participants were randomly sampled and mailed a survey along with a self addressed return envelope. Of that sample approximately half returned a completed survey. Eleven (11) questions were asked where respondents could indicate if they agreed or disagreed. A space for qualitative comments was included for each question. A space for general comments at the end of the survey was included as well.

The responses are summarized as below:

- 99% of respondents agree with the program mission.
- 40% of respondents agree the program size should be increased.
- 91% of respondents agree there should be an emphasis on improving the PHA quality of service. It is noted the comments in this area are very positive about the work of this office.
- 97% of respondents agree with the mission of the FSS program.
- 97% of respondents agree that extra measures to ensure fair housing should be enacted.
- 90% of respondents agreed that waiting list preferences should be given to residents of the community, the elderly and the disabled. Some respondents spoke to a needs based preference system.
- 72% of respondents agreed that HCV subsidies should be allowed for the purchase of a home instead of for rental housing. Many comments indicated skepticism of low and moderate income participants' ability to own a home.
- 99% of respondents agreed that additional measures should be taken to prevent and reduce program fraud.
- 25% of respondents agreed that the paperwork process should be done online. This question generated the highest number of comments indicating affordability barriers and skill gaps related to computer access.
- General comments can be divided into the following themes: barriers to computer access for online paperwork, fraud prevention, the kindness and professionalism of PHA staff, and gratefulness for the program.

Central Office Section 8 Administrative Plan Summary of Changes

Effective: 1/1/2015

As of: 8/26/2014

None of the changes made to the Administrative Plan qualify as a Significant Amendment and Substantial deviation. Several smaller changes have been made as well as to language clarifications.

- Disposed Assets
 - The PHA will not include Disposed Assets of below \$5,000 in the HAP subsidy calculation at each certification.
- Standard for Residency at Legal Address
 - Has been improved to more clearly define which documents are eligible. In some cases two documents may be required to prove residency.
- Standard for Admission Denial
 - The proposed admission date as a standard for denial has been replaced with the voucher issue date.
- Definition of a Year
 - In this document, when the time measurement unit of a year is used, this PHA will define a year as 365 days or 366 days in the case of a leap year.
- Interim Policy
 - This policy has been improved to accurately reflect participant income while not compromising operational efficiency.
- Imputed Income Policy
 - Has been clarified to match practice.
- Temporary Provisions
 - Requirements set forth in PIH Notices 2013-03 and 2013-26 have been included.
- Biennial Inspections
 - Policies regarding biennial inspections have been included.
- Timeframes for Integrity Clearance
 - Outstanding integrity issues preventing admission to the program will match the same timeframe as the voucher or 45 calendar days.
- Guest Policy
 - The care of visiting dependents is not subject to the guest policy.
- Child Support
 - This policy has been modified.