

Harrietstown Housing Authority

Saranac Lake, New York



Five-Year Plan FY2020-FY2024

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Adirondack Daily Enterprise

54 BROADWAY, PO BOX 318
SARANAC LAKE, NEW YORK 12983

COUNTY OF FRANKLIN SS.
STATE OF NEW YORK

PUBLIC NOTICE
Legal Notice

The Town of Harrietstown Housing Authority, in compliance with the Quality Housing and Work Responsibility Act of 1998, has developed paper-work related to its Five-Year Plan for FY2020-FY2024. It is available for review at the Authority's office at 14 Kiwassa Road, Saranac Lake, and on its website, www.harriestownha.org. Office hours are Monday-Friday, 9am-11:30am and 1pm-3pm. Comments will be accepted up through October 15, 2019. A public hearing will be held at 4pm, October 16, 2019, at 14 Kiwassa Road, Saranac Lake, second floor meeting room.

Constance Amell, Adirondack Publishing Co., Inc., of the Town of Harrietstown, in said County, being duly sworn, deposes and says that she represents the ADIRONDACK DAILY ENTERPRISE, printed and published six times each week in the Village of Saranac Lake, in said town and county, and that a notice of which the annex is a true copy has been published 2-4 times a week for 2 weeks successfully, and that it was first so published on the 30th day of AUGUST 2019 and last so published on the 6th day of SEPTEMBER 2019. Said publication occurred on:

AUGUST 30, 31,
SEPTEMBER 3, 4, 5, 6 20 19

Constance Amell
Adirondack Publishing Co., Inc.

Pub.: August 30, 31, and sworn to before
September 3, 4, 5, 6, 20th day of

September, 2019

Donna F. Leonard
Notary Public, State of New York
Registration No. 01LE5044887
Qualified in Franklin County
Commission Expires 6/05/23

Donna F. Leonard
Notary Public

L1701

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September 23, 24, 25, 26, 27
20 19

Adirondack Publishing Co., Inc.

Pub.: September 23, and sworn to before
24, 25, 26, 27, 2019

9th day of
October, 20 19

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INVENTORY

The Harrietstown Housing Authority administers two programs. The Public Housing Program (with 113 units) receives Operating Subsidy and Capital Grant funds from the U.S. Department of Housing and Urban Development, Public and Indian Housing. Its Housing Choice Voucher Program (with 135 vouchers) also receives funds from the U.S. Department of Housing and Urban Development, Public and Indian Housing. Funds include Housing Assistance Payments, restricted for rental assistance to income-eligible households, and administrative funds.

The address/location of existing housing owned/managed by the Housing Authority is:

- ✓ Lake Flower Apartments: 14 Kiwassa Road, Saranac Lake, New York 12983 – Franklin County
- ✓ Algonquin Apartments: 240 George LaPan Memorial Highway, Saranac Lake, NY 12983 – Franklin County

The Lake Flower Apartments, built in 1972, is a nine-story high rise. Housing Authority offices are on the first floor. Seventy-eight apartments are on floors two through nine. Of these, 47 units are efficiencies and 31 are one-bedroom units. Common areas include a mailroom, meeting room, community room, and community kitchen. Laundry rooms are available on floors two through nine.

The Algonquin Apartments, constructed in 1978, has five dwelling structures and one community structure. There are a total of 35 units. These include 5 two-bedroom units, 20 three-bedroom units, and 10 four-bedroom units. The community building includes a community room, community kitchen, laundry facilities, and mailboxes.

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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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, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

A.	PHA Information.																																
A.1	<p>PHA Name: _____ PHA Code: _____</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Plan Submission Type: <input type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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Lead PHA:																																	

B.	5-Year Plan. Required for all PHAs completing this form.
B.1	Mission. State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years.
B.2	Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.
B.3	Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.
B.4	Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.
B.5	Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan? Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See page 43.</p>

Mission

The mission of the Harrietstown Housing Authority (HHA) is to provide its public housing and tenant-based assistance program residents clean, safe, and affordable housing in a non-discriminatory manner.

PROGRESS REPORT

This report reprints the 2015-2019 goals and objectives and itemizes progress made.

Goal: *Improve quality of residents' lives.*

Objective: Promote self-sufficiency and asset development of assisted households.

Objective: Continue to explore and, when practicable, implement opportunities to better enable aging-in-place.

Objective: Maintain and strengthen professional and productive partnerships with appropriate community agencies.

ACCOMPLISHMENTS:

- ✓ Consistently referred residents to services/resources promoting self-sufficiency, e.g., TLCIL, DSS,
- ✓ Strengthened relationships with area agencies, institutions, and nonprofits that serve low income households.
- ✓ Modernized Lake Flower elevators to be more ADA compliant.
- ✓ Worked with residents to obtain in-home nurse visits and in-home aides
- ✓ Connected elderly with food deliveries
- ✓ Made residents aware of available job opportunities; scholarships
- ✓ Held quarterly Resident Advisory Board meetings

Goal: *Maintain and strengthen the Housing Authority's fiscal position.*

Objective: Develop a diverse and sustainable revenue stream.

Objective: Obtain highest financial score i.e., 25, under PHAS.

ACCOMPLISHMENTS:

- ✓ Partnered with the Housing Authority's affiliate to manage and subsequently acquire the Helen Hill Apartments, which provided an outside sustainable revenue stream.
- ✓ Tracked availability of and applied for grant funding to support the Housing Authority's needs. In 2014, the Housing Authority received \$400,000 to support the modernization of the Lake Flower elevators. In 2018, the Housing received \$1,314,211 to support the renovation of the Lake Flower façade.
- ✓ Leveraged Housing Authority funds to undertake important initiatives/capital projects
- ✓ Annual audits had no findings
- ✓ PHAS (2015) – 25
- ✓ PHAS (2016) – 25
- ✓ PHAS (2017) – 25
- ✓ PHAS (2018) – 25

Goal: Maintain and strengthen properties' physical condition.

Objective: Meet the Housing Authority's capital needs.

Objective: Develop a five-year physical needs assessment and energy audit with a focus on conservation and energy efficiency.

Objective: Improve quality of assisted housing.

Objective: Obtain a physical score of 35 or higher under PHAS.

ACCOMPLISHMENTS:

- ✓ Developed Green Physical Needs Assessment and Energy Audit for both properties. Designed to catalog and evaluate the facilities in sufficient detail to be able to implement a comprehensive rehabilitation and capital renewal program.
- ✓ Complied with HUD's requirement for annual inspections
- ✓ Installed new hot water heaters in Lake Flower
- ✓ Modernized elevators in Lake Flower
- ✓ Installed new sprinkler heads in Lake Flower
- ✓ Installed new roof fans in Lake Flower
- ✓ Installed new intercom system in Lake Flower
- ✓ Obtained grant funding of \$1.34 million to undertake façade renovation at Lake Flower
- ✓ Prepared grant application for \$200,000 to facilitate repaving of parking lots and fences at Algonquin
- ✓ PHAS (2015) – 38
- ✓ PHAS (2016) – 38
- ✓ PHAS (2017) – 38
- ✓ PHAS (2018) – 37

Goal: Maximize administrative/management effectiveness and efficiency.

Objective: Meet the Housing Authority's operating needs.

Objective: Identify and pursue a blend of affordable housing that is beneficial to the assisted families, community, and the Housing Authority.

Objective: Expand the supply of affordable housing.

Objective: Develop staffing plan.

Objective: Obtain highest management score, i.e., 25, under PHAS.

ACCOMPLISHMENTS:

- ✓ Established clear delegations of roles and responsibilities with primary and back up person for every task
- ✓ Developed staffing plan to enable smooth transition upon PHA's retirement (on the job 27 years)
- ✓ Commenced development of Accounting Manual
- ✓ Updated Employee Handbook
- ✓ Held weekly meetings with senior staff and quarterly with all staff
- ✓ Partnered with Housing Authority affiliate's to manage and subsequently acquire Helen Hill Apartments

- ✓ PHAS (2015) – 22
- ✓ PHAS (2016) – 22
- ✓ PHAS (2017) – 18
- ✓ PHAS (2018) – 22

GOALS AND OBJECTIVES

Goal: *Inform residents of, and encourage them to engage in, housing authority-based and community-wide educational, career, and social opportunities.*

Objective: Explore methods and specific actions to facilitate residents' connectivity to and use of electronic media.

Objective: Via regular communication with local nonprofits, municipalities, and government agencies, as well as review of on-line and print publications, share knowledge of and access to opportunities with residents.

Objective: Continue work with the Resident Activities Committee to plan for and publicize social activities throughout the year.

Goal: *Strengthen the Housing Authority's financial position and long-term viability.*

Objective: In coordination with the affiliated Adirondack Housing Development Corporation, explore and exploit appropriate opportunities to further diversify funding stream.

Objective: Assess the costs and benefits of available repositioning scenarios, including but not limited to the Rental Assistance Demonstration (RAD).

Objective: Explore opportunities to reduce costs while maintaining quality services.

Objective: Obtain the highest financial score, i.e., 25, under PHAS.

Goal: *Maintain and secure properties' physical condition.*

Objective: Recognizing financial constraints, identify staffing and allocation of tasks, i.e., in-house versus contracting, to use available funds and time to their greatest advantage.

Objective: To the extent possible, adhere to the Housing Authority's Physical Needs Assessment, develop related and realistic five-year action plans, and complete identified items on time and on budget.

Objective: Undertake preventative and routine maintenance tasks in a timely manner.

Objective: Strive for greater energy efficiency and reduced utility costs.

Objective: Obtain a physical score of 38 or higher under PHAS.

Goal: *Maximize administrative and managerial effectiveness and efficiency.*

Objective: Recognizing financial constraints, identify staffing and allocation of tasks, i.e., in-house versus contracting, to use available funds and time to their greatest advantage.

Objective: Ensure a minimum of two staff are trained to undertake all administrative tasks.

Objective: Continue and build upon partnerships/involvement with municipalities, related entities, and regional housing efforts to expand awareness of the number of solutions/approaches to any one question/challenge.

Objective: Obtain the highest management score, i.e., 25, under PHAS.

Goal: *Ensure unwavering commitment to the lawful, fair, and equitable treatment of all applicants, residents.*

Objective: Comply with all applicable laws, regulations, rules, notices, and policies, and make them readily available as required or requested.

Objective: Educate all staff, as applicable, on the existence of said laws, regulations, rules, notices and policies, and their mandated compliance with them.

PHA PLAN UPDATE

This section of the five-year plan identifies and describes updates to the 2015-2019 goals and objectives/actions.

Of note is the addition of a goal to ensure the Housing Authority's commitment to the lawful, fair, and equitable treatment of all applicants and residents. This is a legal requirement; yet, its inclusion in this plan's goals and objectives emphasizes and underscores the Authority's dedication to equal treatment for all.

The remaining four goals expand upon those presented in the 2015-2019 plan. They are presented with greater specificity and, in effect, are more measurable. They pertain to residents' quality of life, the Housing Authority's financial position and long-term viability, its physical condition, and, overall management effectiveness and efficiency.

VAWA GOALS

The Harrietstown Housing Authority is committed to protecting all victims of domestic violence, dating violence, sexual assault and stalking. Its Admissions and Continuing Occupancy Plan (ACOP), among other things, defines terms and identifies general- and event-specific policies.

The HHA posts the following information regarding VAWA in its offices and on its web site and makes the information readily available to anyone who requests it.

- Notice of Occupancy Rights under VAWA to public housing program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking
- Form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation
- The HHA's Emergency Transfer Plan
- Form HUD-5383, Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
- Phone number for the National Domestic Violence Hot Line
- Contact information for local victim advocacy groups or service providers

APPLICABLE PORTIONS OF GENERAL POLICIES RELATED TO VAWA

Notification to Applicants and Tenants

- Policy

The VAWA information provided to applicants and participants consists of the Notice of Occupancy Rights under VAWA and Form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation.

The HHA provides all applicants with information about VAWA at the time they request an application for housing assistance. The HHA also includes such information in all notices of denial of assistance.

The HHA provides all tenants with information about VAWA at the time of admission and at annual reexamination. The HHA also includes such information in all lease termination notices.

- Policy

Whenever the HHA has reason to suspect that providing information about VAWA to a public housing tenant might place a victim of domestic violence at risk, it attempts to deliver the information by hand directly to the victim or by having the victim come to the office or other space that may be safer for the individual, making reasonable accommodations as necessary. For example, the HHA may decide not to send mail regarding VAWA protections to the victim's unit if the HHA believes the perpetrator may have access to the victim's mail, unless requested by the victim.

When discussing VAWA with the victim, the HHA takes reasonable precautions to ensure that no one can overhear the conversation such as having conversations in a private room.

DOCUMENTATION

- Policy

Any request for documentation of domestic violence, dating violence, sexual assault, or stalking will be in writing, will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline.

The HHA may, in its discretion, extend the deadline for 10 business days. In determining whether to extend the deadline, the HHA will consider factors that may contribute to the victim's inability to provide documentation in a timely manner, including cognitive limitations, disabilities, limited English proficiency, absence from the unit, administrative delays, the danger of further violence, and the victim's need to address health or safety issues. Any extension granted by the HHA will be in writing.

Once the victim provides documentation, the HHA will acknowledge receipt of the documentation within 10 business days.

Conflicting Documentation

- Policy

If presented with conflicting certification documents from members of the same household, the HHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(e) and by following any HUD guidance on how such determinations should be made. When requesting third-party documents, the HHA will provide contact information for local domestic violence and legal aid offices. In such cases, applicants or tenants will be given 30 calendar days from the date of the request to provide such documentation.

If the HHA does not receive third-party documentation within the required timeframe (and any extensions) the HHA will deny VAWA protections and will notify the applicant or tenant in writing of the denial. If, as a result, the applicant or tenant is denied or terminated from the program, the HHA will hold separate hearings for the applicants or tenants.

Discretion to Require No Formal Documentation

- Policy

If the HHA accepts an individual's statement or other corroborating evidence (as determined by the victim) of domestic violence, dating violence, sexual assault, or stalking, the HHA will document acceptance of the statement or evidence in the individual's file.

CONFIDENTIALITY

- Policy

If disclosure is required for use in an eviction proceeding or is otherwise required by applicable law, the HHA will inform the victim before disclosure occurs so that safety risks can be identified and addressed.

APPLICABLE PORTIONS OF EVENT-SPECIFIC POLICIES RELATED TO VAWA

FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY

Family Break-up

- Policy

When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may submit a new application with a new application date if the waiting list is open.

If a family breaks up into two otherwise eligible families while living in public housing, only one of the new families will retain occupancy of the unit.

If a court determines the disposition of property between members of an applicant or resident family, the HHA will abide by the court's determination.

In the absence of a judicial decision or an agreement among the original family members, the HHA will determine which family will retain their placement on the waiting list, or continue in occupancy. In making its determination, the HHA will take into consideration the following factors: (1) the interest of any minor children, including custody arrangements, (2) the interest of any ill, elderly, or disabled family members, (3) the interest of any family member who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, including a family member who was forced to leave a public housing unit as a result of such actual or threatened abuse, and provides documentation in accordance with section 16-VIII.D of the ACOP; (4) any possible risks to family members as a result of criminal activity, and (5) the recommendations of social service professionals.

PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING

Notification

- Policy

The HHA acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under the HHA's policies.

While the HHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the HHA that their status as a victim is directly related to the grounds for the denial. The HHA will request that the applicant provide enough information to the HHA to allow the HHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.

The HHA will include in its notice of denial information about the protection against denial provided by VAWA in accordance with section 16-VII.C of the ACOP, a notice of VAWA rights, and a copy of the form HUD- 5382. The HHA will request in writing that an applicant wishing to claim this protection notify the HHA within 14 business days.

Documentation

Victim Documentation

- Policy

If an applicant claims the protection against denial of admission that VAWA provides to victims of domestic violence, dating violence, sexual assault, or stalking, the HHA will request in writing that the applicant provide documentation supporting the claim in accordance with section 16-VII.D of the ACOP.

Perpetrator Documentation

- Policy

If the perpetrator of the abuse is a member of the applicant family, the applicant must provide additional documentation consisting of one of the following:

A signed statement (1) requesting that the perpetrator be removed from the application and (2) certifying that the perpetrator will not be permitted to visit or to stay as a guest in the public housing unit

Documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment. The documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully

completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation.

REFUSALS OF UNIT OFFERS

Good Cause for Unit Refusal

- Policy

Applicants may refuse to accept a unit offer for "*good cause*." *Good cause* includes situations in which an applicant is willing to move but is unable to do so at the time of the unit offer, or the applicant demonstrates that acceptance of the offer would cause undue hardship not related to considerations of the applicant's race, color, national origin, etc. Examples of good cause for refusal of a unit offer include, but are not limited to, the following:

The family demonstrates to the HHA's satisfaction that accepting the offer will place a family member's life, health or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders; other court orders; or risk assessments related to witness protection from a law enforcement agency; or documentation of domestic violence, dating violence, sexual assault, or stalking in accordance with section 16-VII.D of the ACOP. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption

LEASE ORIENTATION

Orientation Agenda

- Policy

When families attend the lease orientation, they will be provided with:

Form HUD-5380, VAWA Notice of Occupancy Rights

Form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

ELIGIBILITY FOR TRANSFER

- Policy

Except where reasonable accommodation is being requested, the HHA will only consider transfer requests from residents that meet the following requirements:

Have not engaged in criminal activity that threatens the health and safety of residents and staff

Owe no back rent or other charges, or have a pattern of late payment

Have no housekeeping lease violations or history of damaging property

Can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities)

A resident with housekeeping standards violations will not be transferred until the resident passes follow-up housekeeping inspections over an extended period of time (min 6 months).

Exceptions to the good record requirement may be made when it is to the HHA's advantage to make the transfer.

Exceptions will also be made when the HHA determines that a transfer is necessary to protect the health or safety of a resident who is victim of domestic violence, dating violence, sexual assault, or stalking and who provides documentation of abuse in accordance with section 16-VII.D of the ACOP. Tenants who are not in good standing may still request an emergency transfer under VAWA.

HANDLING OF REQUESTS

- Policy

In order to request the emergency transfer under VAWA, the resident is required to submit an emergency transfer request form (HUD-5383). The HHA may, on a case-by-case basis, waive this requirement and accept a verbal request in order to expedite the transfer process. If the HHA accepts an individual's statement, the HHA will document the acceptance of the statement in the individual's file in accordance with 16-VII.D. of the ACOP. Transfer requests under VAWA are processed in accordance with the HHA's Emergency Transfer Plan.

The HHA will respond by approving the transfer and putting the family on the transfer list, by denying the transfer, or by requiring more information or documentation from the family, such as documentation of domestic violence, dating violence, sexual assault, or stalking in accordance with section 16-VII.D of the ACOP.

The HHA will respond within ten (10) business days of the submission of the family's request. If the HHA denies the request for transfer, the family will be informed of its grievance rights.

GOOD CAUSE FOR UNIT REFUSAL

- Policy

Examples of good cause for refusal of a unit offer include, but are not limited to, the following:

The family demonstrates to the HHA's satisfaction that accepting the offer will place a family member's life, health or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption.

The HHA will require documentation of good cause for unit refusals.

TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

- Policy

In determining whether a public housing tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking is an actual and imminent threat to other tenants or those employed at or providing service to a property, the HHA will consider the following, and any other relevant, factors:

Whether the threat is toward an employee or tenant other than the victim of domestic violence, dating violence, sexual assault, or stalking

Whether the threat is a physical danger beyond a speculative threat

Whether the threat is likely to happen within an immediate time frame

Whether the threat to other tenants or employees can be eliminated in some other way, such as by helping the victim relocate to a confidential location, transferring the victim to another unit, or seeking a legal remedy to prevent the perpetrator from acting on the threat

If the tenant wishes to contest the HHA's determination that he or she is an actual and imminent threat to other tenants or employees, the tenant may do so as part of the grievance hearing or in a court proceeding.

Documentation of Abuse

- Policy

When an individual facing termination of tenancy for reasons related to domestic violence, dating violence, sexual assault, or stalking claims protection under VAWA, the HHA will request in writing that the individual provide documentation supporting the claim in accordance with the policies in section 16-VII.D of the ACOP.

The HHA reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the individual will suffice. In such cases the HHA will document the waiver in the individual's file.

Terminating or Evicting a Perpetrator of Domestic Violence

- Policy

The HHA will bifurcate a family's lease and terminate the tenancy of a family member if the HHA determines that the family member has committed criminal acts of physical violence against other family members or others. This action will not affect the tenancy or program assistance of the remaining, nonculpable family members.

In making its decision, the HHA will consider all credible evidence, including, but not limited to, a signed certification (form HUD- 5382) or other documentation of abuse submitted to the HHA by the victim in accordance with this section and section 16-VII.D of the ACOP. The HHA will also consider the factors in section 13.III.E of the ACOP. Upon such consideration, the HHA may, on a case-by-case basis, choose not to bifurcate the lease and terminate the tenancy of the culpable family member.

If the HHA does bifurcate the lease and terminate the tenancy of the culpable family member, it will do so in accordance with the lease, applicable law, and the policies in the ACOP. If the person removed from the lease was the only tenant eligible to receive assistance, the HHA must provide any remaining tenant a chance to establish eligibility for the unit. If the remaining tenant cannot do so, the HHA must provide the tenant reasonable time to find new housing or to establish eligibility for another housing program covered by VAWA 2013.

LEASE TERMINATION NOTICE

Form, Delivery, and Content of the Notice

- Policy

All notices of lease termination will include a copy of the forms HUD- 5382 and HUD-5380 to accompany the termination notice. Any tenant who claims that the cause for termination involves domestic violence, dating violence, sexual assault, or stalking of which the tenant or affiliated individual of the tenant is the victim will be given the opportunity to provide documentation in accordance with the policies in section 13-III.F and 16-VII.D.

Significant Amendment/Modification & Substantial Deviation Definitions

Significant Amendment/Modification: A change in policy or policies pertaining to the operation of the HHA. This includes:

- ✓ Changes to rent or admissions policies or organization of the waiting list;
- ✓ The addition of non-emergency work items valued at \$50,000 or more, i.e., items not included in the current Annual Statement or Five-Year Action Plan.

Further, a proposed demolition, disposition, homeownership, RAD conversion, Capital Fund Financing, development, or mixed finance proposal is considered by HUD to be a significant amendment to the CFP 5-Year Action Plan based on the Capital Fund Final Rule.

Substantial Deviation: An overall change in the direction of the HHA, i.e., its goals and objectives.

**RESIDENT ADVISORY BOARD
MEETING AGENDAS/COMMENTS**

The following pages contain RAB meeting agendas and minutes for those meetings that included discussion of the Five-Year Plan. Relevant sections are highlighted.

**RESIDENT ADVISORY BOARD
MARCH 21, 2019
3:00 pm
AGENDA**

- I. Welcome
- II. December RAB Meeting Summary
- III. Administration/Operations News
 - a. Health Insurance for current staff and retirees – Annual cost is roughly \$85,000. Committee is looking into more cost effective options.
- IV. Occupancy News // Also Section 8!
 - a. March 20
LF: 3C, 3F, 4D, 7J, 9C, 9D.
ALG: 201, 302, 501, 607
 - b. February data 123 vouchers issued @ \$33,243.; 7 looking. Issued 4 vouchers in briefing last week.
- V. Fiscal News
 - a. Government appropriations for FY2019
 - b. Budget synopsis – most recent - December
- VI. Maintenance and Capital Projects News
 - a. The façade – update
 - Close to \$1.9 million
 - Efforts to find the \$\$
 - i. HHA - \$600,000
 - ii. HUD Emergency Capital Funds - \$814,211 AWARDED
 - iii. CDBG Grant - \$500,000. AWARDED
 - b. Fences at Algonquin / Parking at Algonquin– Submitted grant to NYS through Senator Little’s office. Hope to use Town’s \$100,000 for this. Will not hear until spring/summer
 - c. Repair/upgrade outdoor lighting at Lake Flower and Algonquin
 - d. REAC! Mid-March!! 88/86

VII. Five-Year Plan – Draft Goals/Objectives

- VIII. AHDC Update.
 - a. Helen Hill property transferred mid-December!!!
- VII. Next Meeting – June 2019!

**RESIDENT ADVISORY BOARD
MEETING SUMMARY
MARCH 21, 2019
3:00pm**

Present: Darrell Davies, Phyllis Hayes, Barb Hogan, Karen Kenison, Dorothy Smylis
Absent: Gregory Phillips
Also Present: Sarah Clarkin

The meeting started at 2:59pm.

Clarkin asked if there were any comments regarding the December RAB meeting summary. There was none.

Administration/Operations News

Clarkin reported the Housing Authority's Board of Commissioners has appointed a committee to review health benefits for both active employees and retirees. The cost of health coverage continues to increase; in 2019, the Housing Authority will spend approximately \$85,000. The goals are to have a fair distribution of costs to the Housing Authority and employees/retirees and provide quality coverage.

Occupancy/Housing Choice Voucher Data

As of March 20, the Lake Flower Apartments had four vacant units and two off-line units. The Algonquin Apartments had four vacant units. Maintenance is several of these units for April 1 occupancy. In February, the Housing Choice Voucher program provided rental assistance totaling \$33,243 to 123 households. Seven households had vouchers and were looking to lease an apartment. In a briefing earlier this month, four vouchers were issued.

Fiscal News

The federal government shutdown ended with the adoption of a federal budget for the fiscal year October 1, 2018 through September 30, 2019. This is good news as the Housing Authority would have not received Public Housing operating subsidy or Housing Choice Voucher housing assistance payments after March 31.

Clarkin shared the Housing Authority's financial results of calendar year 2018. Income for the year was over budget \$47,500. Looking a bit deeper into the numbers, rental income was over budget \$2,600; and, HUD subsidy was over budget \$32,900. When depreciation and Other Post-Employment Benefits are removed from the calculation of total expenses, expenses for 2018 were at budget. Net ordinary income (without the two figures mentioned above) was -\$41,100. This means the Housing Authority spent \$41,100 more than it brought in. Overall the numbers are better than anticipated.

Maintenance and Capital Projects News

Progress on the façade project continues. In January, the Housing Authority received the \$500,000 grant it had applied for in November. With this award, the Housing Authority has the needed \$1.9 million to undertake the project. Required preliminary paperwork has been submitted to New York State. The environmental review and local design review are in the pipeline.

Regarding the request for funds made to Senator Betty Little’s office, we won’t hear until late spring or summer. Again, if awarded, these funds would be used to repave the parking lots and install new rear yard fencing at Algonquin.

The Housing Authority is preparing a request for quotes to repair and upgrade exterior lighting at both the Lake Flower and Algonquin apartments.

The Housing Authority had its REAC inspections March 13 and 14. The Lake Flower Apartments and Algonquin Apartments received scores of 88 and 86, respectively. The Housing Authority is preparing a request for database adjustment for the Lake Flower score.

AHDC Update

The AHDC created a new entity, the Helen Hill Housing Development Fund Company that, in December, acquired the Helen Hill Apartments. The \$720,077 award received from New York State will be used to make upgrades beginning in mid-April.

Five-Year Plan – Draft Goals/Objectives

Clarkin distributed draft goals/objectives for the Five-Year Plan. The Housing Authority’s Board of Commissioners received them at its monthly meeting. Clarkin stated these would set the direction of the Housing Authority for the years 2020-2024. Goals and objectives are measurable statements. Specific actions will get attached to each objective.

Clarkin read all goals and objectives aloud and asked for feedback/questions. While there was no substantive feedback on goals and objectives, there were comments regarding specific actions that can be attached to objectives. These included:

- ✓ Invite entities, e.g., Citizen Advocates, Franklin County Department of Health, to share information about available resources
- ✓ Social activities:
 - Schedule earlier in month when more people have money
 - Have some free events
 - Bingo
 - Get-together to discuss tenants’ treatment of one another

The next meeting will be in June.

The meeting adjourned at 3:53 pm.

**RESIDENT ADVISORY BOARD
JUNE 25, 2019
3:00 pm
AGENDA**

- I. Welcome
- II. March RAB Meeting Summary
- III. Administration/Operations News
 - a. Debbie's retirement
 - b. Staffing changes/office changes
 - c. Town Board reappointed Emily Fogarty to another term
 - d. Election of Officers at last week's Annual Meeting
 - e. Fee Accountant – transition
 - f. Hope to have an all-staff meeting in the near future
- IV. Occupancy News // Also Section 8!
 - a. June 1 (LF had 1 V/2OL; ALG had 1 V)
 - b. HCV: For May, assisted 127 households with \$35,033. Five were looking to lease up. Three empty vouchers. Irene is holding briefings to fill empty vouchers.
- V. Fiscal News
 - a. Audit was conducted in May. No findings. Will be presented at July board meeting.
 - b. Budget summary for year-to-date through April 30:
 - i. Total Revenue UB \$11.3K
 - 1. Rent UB \$0.6K
 - 2. HUD UB \$2.6K
 - ii. Total Expenses OB \$22.8K
 - 1. Utilities: OB \$25.3K – w/s at ALG
 - iii. Spent \$64,500 more than we've brought in. Need to rely on reserves and capital fund.
- VI. Maintenance and Capital Projects News
 - a. Façade update.
 - b. SAM application for \$195,000. Little hope through Senator Little's office. May approach Assemblyman Billy Jones's office.
 - c. Window Cleaning -- Want to wait until façade project is complete. This will do the outside of the windows, not the inside.
- VII. Five-Year Plan
 - a. Making progress. G/O set. Working on an analysis of housing, identification of gaps, and ways to address

- b. May hold a special RAB meeting in July or early August to get feedback.

VIII. Resident Life (NEW SECTION!!)

- a. Want to increase participation in events; hold events that engage folks
- b. Give your ideas to Irene!

IX. AHDC Update

- a. Helen Hill project well underway: \$720,000.
Work includes:
 - i. New roofs
 - ii. Repaved parking areas
 - iii. New walkways, handrailings, stairs/landings
 - iv. New front doors
 - v. New trash storage areas
 - vi. New outdoor lighting
 - vii. Benches/picnic tables
 - viii. Some plantings
 - ix. Security cameras
 - x. Interior LED lighting
 - xi. New hallway/stairway flooring/cove bases

Still to be done:

- i. Hallway/stairwell painting
- ii. New boilers

- X. Next Meeting – July/Early August. Next regular meeting in September

**RESIDENT ADVISORY BOARD
MEETING SUMMARY
JUNE 25, 2019
3:00pm**

Present: Darrell Davies, Phyllis Hayes, Barb Hogan, Karen Kenison, Gregory Phillips, Dorothy Smylis
Also Present: Sarah Clarkin

The meeting started at 3:00pm. Dottie brought chocolate kisses to share!

Clarkin asked if there were any comments regarding the March RAB meeting summary. There was none.

Administration/Operations News

Housing Assistant Debbie Zerrahn retired mid-May. With her retirement, there have been staffing changes. Tammy Burdt has moved into the Housing Assistant position and taken on many of Debbie's tasks. Eventually, Tammy will need to take/pass a Civil Service test. Irene Snyder has also taken on some of Debbie's tasks and moved into Debbie's old office. The Housing Authority is advertising a part-time Account Clerk position. Once hired, that person will work in Irene's old office.

The Town of Harrietstown Town Board appointed Commissioner Emily Fogarty to another five-year term on the Housing Authority's Board. At last week's annual meeting, the Board of Commissioners nominated and elected Jim Connolly and Al Dunham to another one-year term as Chair and Vice-Chair.

Lastly, the Housing Authority's long time Fee Accountant, Eleanor Menz, has retired from her work with the Housing Authority. EFPR, a well-regarded firm specializing in housing authority accounting and audits, is the new Fee Accountant. Of course, there will be a period of adjustment.

Occupancy/Housing Choice Voucher Data

On June 1, the Lake Flower Apartments had one vacant unit and two off-line units. The Algonquin Apartments had one vacant unit.

In May, the Housing Choice Voucher program assisted 127 households with \$35,033. Five households had vouchers and were looking to rent an apartment. Three vouchers were available. Irene Snyder is holding briefings to fill vouchers. If anyone knows of someone that may benefit from the program, please encourage them to pick up, complete, and submit an application.

Fiscal News

The HUD-mandated annual audit of the Housing Authority occurred in May. All went well; there were no findings. The audit report will be presented at the July Board of Commissioners meeting.

Clarkin presented financial information for the year January 1 through April 30. Total revenue for the period was under budget \$11,300. Tenant Rental Income was under budget \$600; HUD subsidy was under budget \$2,600. Total Expenses for the period were over budget \$22,800. The largest concern is the water/sewer bill for the Algonquin Apartments. Consumption has been extraordinarily high for some

time. Utility expenses for January through April were over budget \$25,300. For this period, the Housing Authority spent \$64,500 more than it received in revenue. The Housing Authority relies on reserves and the transfer of capital funds to make up this difference.

Maintenance and Capital Projects News

The façade project continues to consume a lot of time. New York State requested modifications to the environmental review. These modifications have been made. Once signed off on by the appropriate local official, paperwork will be resubmitted to NYS for approval. Once NYS approves, a Notice of Intent to Request Release of Funds will be distributed. The Village Development Review Board approved the project. The Housing Authority's architectural/engineering firm is collecting a great deal of site-specific data to enable the preparation of project specifications and bid package. Due to the timeline associated with the HUD grant, the Housing Authority must be under contract by mid-September.

Clarkin said she was aware of the Lake Flower residents' interest in having the windows cleaned. Once the façade project is complete, this will be arranged.

Clarkin has been in communication with Senator Betty Little's office regarding the submitted request for \$195,000 through the State and Municipal Fund. These funds are intended to offset the cost of new rear yard fencing and parking lot repaving at the Algonquin Apartments. Given that Democrats are in control of both the Senate and Assembly, Senator Little has little influence over her projects. Clarkin asked about the wisdom of requesting the funds through Assemblyman Billy Jones's office. Senator Little's staff encouraged that approach. Clarkin will pursue this.

Five-Year Plan

Progress is being made. Clarkin had hoped to have the Housing Analysis section complete in time for this meeting. Instead, she will schedule a special RAB meeting for some time in July. She will distribute the analysis to the group well in advance of the meeting so everyone has time to review and come to the meeting ready to discuss.

Resident Life

Clarkin is interested in scheduling activities that engage more people. She encouraged anyone with ideas to meet with Irene Snyder, who also serves as Resident Services Coordinator and oversees the Activities Committee.

AHDC Update

The \$720,000 project at the Helen Hill Apartments is well underway. Work completed includes: repaved parking areas; new walkways, hand railings, stairs/landings; new front doors; new trash storage areas; new outdoor lighting; new security cameras; new benches/picnic tables; interior LED lighting; flooring of hallways/stairways. Work to be completed: roofs (almost finished); boilers, and painting of hallways/stairways.

The next regular RAB meeting will be in September. There will be a special meeting in July.

Clarkin thanked everyone for coming. In closing, she recognized Darrell Davies, who is moving in July. She thanked him for his participation and contributions to the Resident Advisory Board and to the Housing Authority. He will be missed.

Meeting adjourned at 3:43pm.

RESIDENT ADVISORY BOARD
JULY 18, 2019
3:00 pm
AGENDA

- I. Welcome
- II. Review/Discuss Draft Housing Needs/Strategies Section
- III. Review/Discuss Draft Five-Year Action Plan
- IV. Next Meeting – August/September

RESIDENT ADVISORY BOARD
SPECIAL MEETING
MEETING SUMMARY
JULY 18, 2019
3:00pm

Present: Phyllis Hayes, Barb Hogan, Karen Kenison, Gregory Phillips
Absent: Dorothy Smylis

(Darrell Davies has moved; he is no longer on the RAB)

Also Present: Sarah Clarkin

Review/Discuss Draft Housing Needs/Strategies Section

Clarkin presented the document to the RAB. Board members asked several questions and made several comments:

1. What is an entitlement community?

Eligible grantees are as follows:

- Principal cities of Metropolitan Statistical Areas (MSAs);
- Other metropolitan cities with populations of at least 50,000; and
- Qualified urban counties with populations of at least 200,000 (excluding the population of entitled cities).

Eligibility for participation as an entitlement community is based on population data provided by the U.S. Census Bureau and metropolitan area delineations published by the Office of Management and Budget. HUD determines the amount of each entitlement grantee's annual funding allocation by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth lag in relationship to other metropolitan areas.

2. What is a Consolidated Plan?

A Consolidated Plan is designed to help states and local jurisdictions assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions.

3. Karen Kenison – On page 1, stated the Homeward Bound and the DAV (Disabled American Veterans) assist veterans with transportation needs.

4. Barbara Hogan – Referencing the American Community Survey Data reporting 27 renter-occupied units with less-than-complete kitchen facilities, she asked how these can be allowed to be rented. Clarkin stated she would forward the question to the Town of Harrietstown Code Enforcement Officer. As of this writing, the question has been forwarded.

There were no other questions/comments.

Review/Discuss Draft Five-Year Action Plan

Sarah presented the draft five-year action plan to the Resident Advisory Board. She explained that, for each year, the Plan assumes a capital grant of \$250,000. In addition to funding capital projects, a portion of the grant goes to Operations to support the Housing Authority's day-to-day operations.

The Board asked general questions about the elevator modernization project, formally closed in 2018.

Clarkin described how some action plan items are intended to occur following completion of the planned façade restoration project, e.g., landscaping, awnings.

The Board had no questions/comments on the draft-five year action plan.

The meeting adjourned at 3:33pm.

RESIDENT ADVISORY BOARD
AUGUST 13, 2019
3:00 pm
AGENDA

- I. Welcome
- II. Review/Discuss Draft of Five-Year Plan
- III. Next Meeting – August/September

RESIDENT ADVISORY BOARD
SPECIAL MEETING
MEETING SUMMARY
AUGUST 13, 2019
3:00pm

Present: Phyllis Hayes, Barb Hogan, Gregory Phillips, Dorothy Smylis
Absent: Karen Kenison

(Darrell Davies has moved; he is no longer on the RAB)

Also Present: Sarah Clarkin

Review/Discuss Draft Five-Year Plan

Clarkin reviewed the purpose of the Five-Year Plan with the group. She also took the RAB through the timeline for the next two months to describe the finalization of the draft Plan.

Turning to the Plan, Clarkin distributed a few minor changes that had been made since the draft was distributed to the group. She reviewed the changes.

She then asked the group for their questions and comments.

Barb Hogan asked about the availability of applicable rules, regulations, and policies. Clarkin responded that the Five-Year Plan, the Admissions and Continuing Occupancy Plan, and the Administrative Plan are always available for review. She also asked about upgrades to the Helen Hill project. Clarkin responded that all work was needed and should be completed within two weeks.

Dorothy Smylis asked about HUD's review process. Clarkin stated she did not know the details; but, HUD would inform the Housing Authority as to HUD's approval or denial of the Plan.

Phyllis Hayes asked about the status of Meals-on-Wheels. Clarkin responded that deliveries are made every week day.

There being no other comments or questions, the meeting adjourned at 3:30pm.

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

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

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

I, Michael H. Weber, the Senior Advisor
Official's Name *Official's Title*

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

Harrietstown Housing Authority
PHA Name

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

State of New York
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

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

Upon review the goals of the PHA plan was found to be
consistent with the goals as stated in the State's Consolidated
Plan and AI.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1003, 1010, 1012; 31 U.S.C. 3729, 3802)

<u>Michael H. Weber</u> Name of Authorized Official	<u>Senior Advisor</u> Title
<u>[Signature]</u> Signature	<u>9/3/2019</u> Date

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 3/31/2020

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

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: NY06P08750120 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2020 FFY of Grant Approval: 2020	
PHA Name: Harrietstown		Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:) <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) Summary by Development Account <input type="checkbox"/> Final Performance and Evaluation Report			
Line		Original	Revised ²	Obligated	Expended
Total Estimated Cost		Total Estimated Cost		Total Actual Cost ¹	
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	43,000			
3	1408 Management Improvements	10,000			
4	1410 Administration (may not exceed 10% of line 21)	20,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures 1480 Capital Fund Activity	177,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2020

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

Part I: Summary		FFY of Grant: 2020 FFY of Grant Approval: 2020	
PHA Name: Harrietstown	Grant Type and Number Capital Fund Program Grant No: NY06P0875020 Replacement Housing Factor Grant No: Date of CFPP:		
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	250,000	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	78,000	
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

[Handwritten Signature] 10.16.2019

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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. 2577-0226
Expires 3/31/2020

Part II: Supporting Pages			Federal FFY of Grant: 2020					
PHA Name:		Grant Type and Number						
Harriestown		Capital Fund Program Grant No: NY06P0875020						
		CFFP (Yes/ No):						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
NY087-1 LAKE FLOWER	Operations	1406		21,500				
	Management Improvements	1408		5,000				
	Administration	1410		10,000				
	Capital Fund Activity	1480						
	Fees & Costs			7,500				
	Generator & Storage Tank			50,000				
	Roof Fans		3	2,400				
	Outside Elevator		1	17,500				
	Carpet/Flooring Units		3	6,000				
	Refrigerators		5	3,000				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² 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. 2577-0226
Expires 3/31/2020

Part II: Supporting Pages					Federal FFY of Grant: 2020			
PHA Name: Harrietstown			Grant Type and Number Capital Fund Program Grant No: NY06P08750120					
			CFPP (Yes/No):		Replacement Housing Factor Grant No:			
Development Number Name/PHA-Wide Activities NY087-2	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
ALGONQUIN	Operations	1406		21,500				
	Management Improvements	1408		5,000				
	Administration	1410		10,000				
	Capital Fund Activity	1480						
	Fees & Costs			7,500				
	Rear Yard Fencing/Gates		35	50,000				
	Carpet/Flooring Units		3	9,000				
	Window Treatments		35	24,100				

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

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 3/31/2020

Part I: Summary

PHA Name/Number	Harrietstown/NY087	Locality (City/County & State)	Harrietstown/Franklin/NY	Original 5-Year Plan	X	Revision No:
Development Number and Name	Work Statement for Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5	
	FFY 2020	FFY 2021	FFY 2022	FFY 2023	FFY 2024	
A.	NY087-1 Lake Flower					
B.	Physical Improvements Subtotal	128,500	50,800	20,700		11,600
C.	Management Improvements	8,750	2,600	5,000		1,500
D.	PHA-Wide Non-dwelling Structures and Equipment	---	---	12,500		12,500
E.	Administration	10,000	10,000	10,000		10,000
F.	Other	---	---	---		---
G.	Operations	15,500	25,000	29,650		35,000
H.	Demolition	---	---	---		---
I.	Development	---	---	---		---
J.	Capital Fund Financing – Debt Service	---	---	---		---
K.	Total CFP Funds	162,750	88,400	77,850		70,600
L.	Total Non-CFP Funds	---	---	---		---
M.	Grand Total	162,750	88,400	77,850		70,600

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 3/31/2020

Part I: Summary (Continuation)

PHA Name/Number Development Number and Name	Harrietstown/NY087	Locality (City/county & State)	Saranac Lake/Franklin/NY	Work Statement for Year 1 FFY 2020	Work Statement for Year 2 FFY 2021	Work Statement for Year 3 FFY 2022	Work Statement for Year 4 FFY 2023	Original 5-Year Plan x Work Statement for Year 5 FFY 2024	Revision No:
NY087-2 Algonquin									
				Annual Statement					
B.		Physical Improvements Subtotal		54,000		125,000	116,000		121,400
C.		Management Improvements		8,750		2,600	5,000		1,500
D.		PHA-Wide Non-Dwelling Structures & Equipment		---		---	12,500		12,500
E.		Administration		10,000		10,000	10,000		10,000
F.		Other		---		---	---		---
G.		Operations		15,500		25,000	29,650		35,000
H.		Demolition		---		---	---		---
I.		Development		---		---	---		---
J.		Capital Fund Financing - Debt Service		88,250		162,600	173,150		180,400
L.		Total Non-CFP Funds		88,250		162,600	173,150		180,400

HOUSING NEEDS

Overview

Area/Municipalities. The Town of Harrietstown created the Harrietstown Housing Authority in 1967 via state enabling legislation. Because of the configuration of municipal boundaries, the Housing Authority's properties are in both the Town of Harrietstown and the Village of Saranac Lake within Franklin County. Two additional towns, St. Armand and North Elba, are also partially within the Village of Saranac Lake within Essex County.

The Town of Harrietstown is 213.6 square miles in area. The majority of its 5,609 year-round residents live either in the Village of Saranac Lake portion of the Town or in the hamlet of Lake Clear. For those living in the Village portion of the Town, most needs can be met within one mile of any residence. If car-less, self-powered modes of travel, limited public transportation, and taxi are options. Social service agencies are available to assist, as well. The Saranac Lake Central School District is the sole school district. The area's tourist economy is growing and, with it, an increasing number of relatively low paying service sector jobs.

Consolidated Plan Status. As neither the Town nor Village is an entitlement community, neither the Town nor the Village has a Consolidated Plan. Additionally, Franklin County does not have a Consolidated Plan. As such, data, analysis, and strategic plan elements from the New York State 2016-2020 Consolidated Plan are referenced and addressed when applicable. The Housing Authority's Five-Year Plan complies with the New York State Consolidated Plan.

Approach. The American Community Survey (ACS) for 2013-2017 and 2008-2012; U.S. Census (2010); New York State 2016-2020 Consolidated Plan; the 2011-2015 Comprehensive Housing Affordability Strategy (CHAS); the 2016 ALICE report; local and regional studies; and, experiences of those familiar with local housing issues form the basis of this response. It is important to emphasize ACS figures are estimates only and can have sizeable margins of error. Unless noted otherwise, ACS 2013-2017 Town data are used.

Data

The People.

Population/Sex. There are 5,609 people in the Town of Harrietstown; of that, 2,832 (50.5%) are male and 2,777 (49.5%) are female.

Race/Ethnicity. The ACS reports 5,552 (99.0%) residents identify as being of one race and 57 (1.0%) identify as being of two or more races.

Of the 5,552 people who claim one race, 5,303 (94.5%) are white; and, 177 (3.2%) are black or African American. Collectively, all other races make up 2.3% of the Town’s population. Other than the white and black/African American populations, no one race exceeds 0.6% of the Town’s population.

Racially Concentrated Areas of Poverty. RCAPs are areas having a non-white population greater than 50% and a poverty rate greater than 40%. The Town of Harrietstown has no such area.

Age. The ACS for both Harrietstown and New York State provides age distribution. The percent of the population 19 years of age and younger is 23.7% and 23.9% for the Town and State, respectively. The percent of the population 65 and older is 19.2% and 15.2% for the Town and State, respectively. The ACS reports a median age of 42.5 in the Town. This is higher than the 41.2 years identified in the 2010 Census. The 2010 Census for New York State reports a median age of 38.0 years.

Table 1. Age

	Number	Percent-Town of Harrietstown	Percent-New York State
Total Population	5,609		
Under 5 years	321	5.7	5.9
5 to 9 years	395	7.0	5.8
10 to 14 years	355	6.3	5.9
15 to 19 years	266	4.7	6.3
20 to 24 years	256	4.6	7.1
25 to 34 years	649	11.6	14.6
35 to 44 years	729	13.0	12.5
45 to 54 years	796	14.2	13.8
55 to 59 years	286	5.1	6.8
60 to 64 years	482	8.6	6.0
65 to 74 years	676	12.1	8.5
75 to 84 years	285	5.1	4.5
85 years and over	113	2.0	2.2
Median age (years)	42.5		

Household Size. The average household size in the Town of Harrietstown is 2.11 people. The average household size for owner-occupied units is 2.39; and, the average household size of renter-occupied units is 2.10. The 2010 New York State Census reports an average household size of 2.57 people.

Income. The median household income is \$52,629 (up from the ACS 2008-2012 estimate of \$42,466).

Table 2. Annual Income and Benefits for Households

	Number	Percent
Total households	2,389	
Less than \$10,000	123	5.1
\$10,000 to \$14,999	130	5.4
\$15,000 to \$24,999	297	12.4
\$25,000 to \$34,999	211	8.8
\$35,000 to \$49,999	364	15.2
\$50,000 to \$74,999	446	18.6
\$75,000 to \$99,999	379	15.8
\$100,000 to \$149,999	302	12.6
\$150,000 to \$199,999	66	2.8
\$200,000 or more	80	3.3
Median (dollars)	\$52,629	

Poverty. The ACS cites 19.4% of all people and 13.1% of families had income in the past twelve months that was below the poverty level. In New York State, the ACS cites 15.1% of all people and 11.3% of all families had incomes below the poverty level.

Table 3. Poverty Rates

	Percent-Town of Harrietstown	Percent-New York State
People	19.4	15.1
Families	13.1	11.3

Table 4. 2019 Federal Poverty Guidelines by Household Size

Household Size	Poverty Level	Household Size	Poverty Level
1	\$12,490	5	\$30,170
2	\$16,910	6	\$34,590
3	\$21,330	7	\$39,010
4	\$25,750	8	\$43,430

The data for Asset Limited, Income Constrained, Employed (ALICE) households – households that earn more than the Federal Poverty Level but less than the basic cost of living deserve attention. In 2016, the ALICE report for Franklin County identified a household survival budget of \$2,180 for a single adult. This budget required an hourly wage of \$10.59. For a family of two adults, one infant, and one preschooler, the survival budget for the year was \$63,024, necessitating an hourly wage of \$31.51. Using 2016 Point-in-Time data, the combined poverty and ALICE rate for the Town of Harrietstown was 47%.

Disabled Population. Of the 5,598-person civilian non-institutionalized population reported in the ACS, 782 (14.0%) are disabled. Of these, 735 (94%) are white and 46 (6%) are black or African American.

By age, there are 59 disabled persons (6.3%) under the age of 18; 416 disabled persons (25.4%) between the ages of 18 and 64; and 307 disabled persons (61.2%) 65 years of age and older.

Table 5. Disabled Population by Age

Age	Total Population		With a Disability	
	Number	Percent	Number	Percent of Age Group
	5,598		782	
Under 5 years	321	5.7	0	--
5 to 17 years	936	16.7	59	6.3
18 to 34 years	985	17.6	124	12.6
35 to 64 years	2,282	40.8	292	12.8
65 to 74 years	676	12.1	154	22.8
75 years and over	398	7.1	153	38.4

Disability types by frequency are: ambulatory difficulty with 355 persons (6.7%); cognitive difficulty with 320 (6.1%); independent living difficulty with 310 (7.1%); hearing difficulty with 208 (3.7%); self-care difficulty with 177 (2.2%); and, vision difficulty with 49 (0.9%).

Table 6. Disabled Population by Type of Disability

Disability Type		
	Number	Percent of Town Population
	782	
With a hearing difficulty	208	3.7
With a vision difficulty	49	0.9
With a cognitive difficulty	320	6.1
With an ambulatory difficulty	355	6.7
With a self-care difficulty	117	2.2
With an independent living difficulty	310	7.1

The data illustrating the distribution of disability types across age groups indicate hearing difficulty, ambulatory difficulty, and independent living difficulty are more prevalent in those 65 years and older.

Special Populations. Recent Town level data are not readily available. A search revealed no helpful information on this topic. For the purposes of this plan, special populations include those with HIV/AIDS, domestic violence victims, those with substance abuse issues, and those with mental illness.

The Housing.

Numbers/Types/Size. The American Community Survey (ACS) estimates 3,503 housing units in the Town. Of these, 2,227 (63.6%) are single-family dwellings. The second most common type of housing, with 344 units (9.8%), has three or four units. Buildings having two units, and buildings having five to nine units follow in order of descending frequency with 312 (8.9%) and 223 (6.4%), respectively.

The data for New York State show single-family detached dwellings make up a lower proportion of units (42.0%) than in Harrietstown, whereas structures having twenty or more units comprise a far higher proportion (23.7%).

Table 7. Units in Structure

Units in Structure	Estimate	Percent	Percent-NYS
Total housing units	3,503		
1-unit, detached	2,227	63.6	42.0
1-unit, attached	9	0.3	5.0
2 units	312	8.9	10.4
3 or 4 units	344	9.8	7.2
5 to 9 units	223	6.4	5.2
10 to 19 units	107	3.1	4.1
20 or more units	161	4.6	23.7
Mobile home	100	2.9	2.4
Boat, RV, van etc.	20	0.6	0.0

Regarding the number of bedrooms in housing units, 14 (3.5%) have no bedroom; 548 (15.6%) have one bedroom; 1,005 (28.75%) have two bedrooms; 1,148 (23.8%) have three bedrooms; 550 (15.7%) have four bedrooms; and, 128 (3.7%) have five or more bedrooms.

Age. The ACS reports 1,774 (50.6%) of all housing units were built in or before 1939, i.e., half of all housing units in the Town are 80 years or older. In New York State, 32.3% of all housing units were constructed in or before 1939. The ACS for the Town estimates 205 housing units, 5.8% of all housing units, have been built in the last twenty years. In New York State, 8.2% of all housing units have been built in the last twenty years.

Table 8. Age of Structure

Year Structure Built	Estimate	Percent	Percent-NYS
Total housing units			
Built 2014 or later	0	0.0	0.4
Built 2010 to 2013	22	0.6	1.3
Built 2000 to 2009	183	5.2	6.5
Built 1990 to 1999	212	6.1	6.1
Built 1980 to 1989	293	8.4	7.6
Built 1970 to 1979	387	11.0	10.0
Built 1960 to 1969	274	7.8	12.5
Built 1950 to 1959	211	6.0	14.8
Built 1940 to 1949	147	4.2	8.4
Built 1939 or earlier	1,774	50.6	32.3

Value. The ACS estimates a median home value of \$171,900. The Adirondack-Champlain Valley Regional Multiple Listing Service reports the 2016 median home value in the Town of Harrietstown was \$166,900.

Table 9. Value of Owner-Occupied Units

Value: Owner Occupied Units	Number	Percent
Total Owner Occupied Units	1,460	
Less than \$50,000	61	4.2
\$50,000 to \$99,999	226	15.5
\$100,000 to \$149,999	255	17.5
\$150,000 to \$199,999	316	21.6
\$200,000 to \$299,999	337	23.1
\$300,000 to \$499,999	155	10.6
\$500,000 to \$999,999	65	4.5
\$1,000,000 or more	45	3.1
Median	\$171,900	

HUD-Designated Problems. HUD defines housing as having a problem if it: (1) lacks a kitchen; (2) lacks plumbing; (3) has more than one person per room; or (4) carries a cost burden greater than 30% of owner’s/renter’s income.

The ACS reports 2,398 occupied housing units. Of these, 1,460 are owner-occupied and 938 are renter-occupied.

- Lacks a kitchen. Twenty-seven (27) units (1.1%) lack complete kitchen facilities. This breaks down to 0 owner-occupied units and 27 (2.9%) renter-occupied units.
- Lacks plumbing. All occupied units have complete plumbing facilities.

- More than one person per room. The ACS reports 64 (2.7%) units have 1.01 or more occupants per room. Of owner occupied-units, 8 (0.5%) have 1.01 or more occupants per room; of renter-occupied units, 56 (5.9%) have 1.01 or more occupants per room.
- Cost burden greater than 30% of income. When monthly owner costs and gross rent are calculated as a percentage of household income, the ACS reports 314 (21.7%) homeowners having a mortgage and 380 (43.5%) renters pay 30% or more of their income on housing. This is explored in greater detail in the Housing Cost Burden section, below.

**Table 10. HUD-Designated Problems
Owner- and Renter-Occupied Units**

Characteristic	Owner-Occupied Units			Renter-Occupied Units		
	Number	Percent Owner-Occupied	Percent-NYS	Number	Percent Renter-Occupied	Percent-NYS
	1,460			938		
Lacks complete kitchen facilities	0	--	0.4	27	2.9	1.2
Lacks complete plumbing facilities	0	--	0.3	0	--	0.5
Greater than 1 person per room	8	0.5	2.1	56	5.9	8.6
Cost burden greater than 30% of income	314*	21.7	29.6	380	43.5	50.4
	<i>*Zero or negative income: 10</i>			<i>*Zero or negative income / no rent: 64</i>		

Affordable Housing Projects. Within the Tri-Lakes area, numerous apartment projects promote affordability. These include public housing, low income housing tax credit properties, project-based rental assistance properties, and public/private ventures.

Table 11. Affordable Housing Projects

Location	Name	Units				
		Eff	1-BR	2-BR	3-BR	4-BR
Village of Saranac Lake	Harrietstown Housing Authority	47	31	5	20	10
Village of Saranac Lake	Adirondack Apartments		8	15	16	
Village of Saranac Lake	DeChantal Apartments (S)	90	40			
Village of Saranac Lake	Helen Hill Apartments		1	7	4	
Village of Saranac Lake	88 Broadway (H)		2		1	
Village of Lake Placid	Greenwood Apartments (S/D)		122			
Village of Lake Placid	West Valley – Copper Way		8	12	3	
Brighton	Blossom Village Apartments		20	4		
Bloomingtondale	Overlook Apartments (S/D)		30			
Village of Tupper Lake	Tupper Lake Housing Authority		32	32	20	6
Village of Tupper Lake	The Woodlands		16	2		
Village of Tupper Lake	Don E. Smith Apartments		50			
Village of Tupper Lake	Tupper Lake Apartments (H)			4	4	
TOTALS		137	360	81	68	16

S-Senior; D-Disabled; H-Homeless (female head-of-household))

In addition, a number of entities administer Section 8 Housing Choice Vouchers. These provide rental assistance to households in the private rental market.

Table 12. Voucher Programs

Jurisdiction	Name	Number of Vouchers
Village of Saranac Lake / Town of Harrietstown	Harrietstown Housing Authority	135
Franklin County	Franklin County Community Housing Council	533
Essex County	Housing Assistance Program of Essex County	750
Village of Lake Placid	Lake Placid Housing Authority	30
TOTAL		1,448

Occupancy Rates. Of the 3,503 housing units, the ACS reports 2,398 (68.5%) are occupied and 1,105 (31.5%) are vacant. The 2010 US Census of the Town reports 3,521 housing units. Of these, 2,626 (74.6%) were occupied and 895 (25.4%) were vacant. Comparatively, the New York State 2013-2017 ACS reports 88.5% of all housing units being occupied and 11.5% of all housing units being vacant.

Table 13. Housing Occupancy

Housing Units Occupancy			
	Number	Percent	Percent-NYS
	3,503		
Occupied	2,398	68.5	88.5
Homeowner occupancy rate		98.7	
Rental unit occupancy rate		90.8	
Vacant	1,105	31.5	11.5
Homeowner vacancy rate		1.3	
Rental unit vacancy rate		9.2	

Owned v. Rented. Of the 2,398 occupied housing units in the Town, the ACS estimates 1,460 (60.9%) are owner-occupied and 938 (39.1%) are renter-occupied. In New York State, of occupied housing units, 54.0% are owner-occupied and 46.0% are renter-occupied.

Table 14. Housing Occupancy by Type

Housing Type	Occupied Units		
	Number	Percent	Percent-NYS
	2,398		
Owner Units	1,460	60.9	54.0
Renter Units	938	39.1	46.0

Population and Housing.

Income of Owners v. Renters. The ACS breakdown of median household income by those living in owner-occupied and those living in renter-occupied housing units is \$76,630 and \$27,424, respectively.

**Table 15. Household Income
Owner- and Renter-Occupied Units**

Household Income	Owner-Occupied Housing Units		Renter-Occupied Housing Units	
	Number	Percent	Number	Percent
	1,460		938	
Less than \$5,000	10	0.7	42	4.5
\$5,000 to \$9,999	33	2.3	38	4.1
\$10,000 to \$14,999	10	0.7	120	12.8
\$15,000 to \$19,999	51	3.5	104	11.1
\$20,000 to \$24,999	41	2.8	101	10.8
\$25,000 to \$34,999	53	3.6	158	16.8
\$35,000 to \$49,999	166	11.4	198	21.1
\$50,000 to \$74,999	336	23.0	110	11.7
\$75,000 to \$99,999	354	24.2	25	2.7
\$100,000 to \$149,000	280	19.2	22	2.3
\$150,000 or more	126	8.6	20	2.1
Median	\$76,630		\$27,424	

Monthly Housing Costs. The 2013-2017 ACS provides monthly housing costs for owners, with and without a mortgage, and monthly gross rent for renters.

Table 16-A. Monthly Owner Costs for Housing Units with a Mortgage

Monthly Owner Costs	Number	Percent
Housing units with mortgage	811	
Less than \$500	18	2.2
\$500 to \$999	126	15.5
\$1,000 to \$1,499	327	40.3
\$1,500 to \$1,999	186	22.9
\$2,000 to \$2,499	63	7.8
\$2,500 to \$2,999	33	4.1
\$3,000 or more	58	7.2
Median (dollars)	1,422	

Table 16-B. Monthly Owner Costs for Housing Units without a Mortgage

Monthly Owner Costs	Number	Percent
Housing units without mortgage	649	
Less than \$250	18	2.8
\$250 to \$399	120	18.5
\$400 to \$599	132	20.3
\$600 to \$799	169	26.0
\$800 to \$999	98	15.1
\$1,000 or more	112	17.3
Median (dollars)	658	

Table 16-C. Gross Rent

Gross Rent	Number	Percent
Occupied units paying rent	909	
Less than \$500	141	15.5
\$500 to \$999	632	69.5
\$1,000 to \$1,499	119	13.1
\$1,500 to \$1,999	17	1.9
\$2,000 to \$2,499	0	0.0
\$2,500 to \$2,999	0	0.0
\$3,000 or more	0	0.0
Median (dollars)	701	

Housing Cost Burden. When mortgage and rent are calculated as a percentage of household income, the 2013-2017 ACS reports 24.5% of homeowners and 43.5% of renters pay 30% or more of their income on housing. The 2010 US Census for the Town of Harrietstown reported 31% of owners and 44% of renters pay 30% or more of their household income on rent and mortgage, respectively.

Reviewing housing cost burden data by owner/renter status and income, generally, those with lower incomes bear the heavier housing cost burdens regardless of owner/renter status. Looking at housing cost burden data and incomes of those in owner-occupied units, 94 (6.4%) of those in owner-occupied units make less than \$20,000 and pay 30% or more of their income on housing; 71 (4.9%) make \$20,000-\$34,999 and pay 30% or more of their income on housing; 33 (2.3%) make \$35,000 to \$49,999 and pay 30% or more of their income on housing; 77 (5.3%) make \$50,000 to \$74,999 and pay 30% or more of their income on housing; and, 39 (2.7%) make \$75,000 or more and pay 30% or more of their income on housing. Data for renter-occupied housing show 212 (22.6%) of renters make less than \$20,000 per year and pay 30% or more of their income on housing; 135 (14.4%) make \$20,000-\$34,999 and pay 30% or more of their income on housing; and 33 (3.5%) earn \$35,000-\$49,999 and pay 30% or more of their income on housing. No renters with annual incomes exceeding \$50,000 pay 30% or more of their income on housing.

Table 17. Housing Cost Burdened Owner- and Renter-Occupied Units

Household Income last 12 months	Owner-Occupied Paying 30% or More of Income on Housing			Renter-Occupied Paying 30% or More of Income on Housing		
	Number	Percent	Percent-NYS	Number	Percent	Percent-NYS
Less than \$20,000	94	6.4	6.0	212	22.6	21.7
\$20,000 to \$34,999	71	4.9	5.8	135	14.4	13.2
\$35,000 to \$49,999	33	2.3	4.4	33	3.5	7.5
\$50,000 to \$74,999	77	5.3	5.3	0	--	5.4
\$75,000 or more	39	2.7	8.1	0	--	2.6

Availability of Affordable Housing for the Extremely Low Income. The New York State Consolidated Plan, using CHAS 2008-2012 data and the 2013 ACS, calculated the availability of affordable housing for the extremely low income (ELI) in Franklin County. ELI households are those households earning less than 30% of the area median income. It concluded there was a surplus of 8 ELI affordable renter and owner units (table ELI-14). Data in the table included:

- ✓ 1,070 ELI renter households with housing cost burden
- ✓ 2,228 units with rents affordable for those with incomes at or below 30% HUD Income Limits
- ✓ 365 estimated ELI households living in affordable units
- ✓ 1,863 remaining occupied renter units with ELI affordable rents
- ✓ 793 – surplus of ELI affordable renter units

- ✓ 785 ELI owner households with housing cost burden
- ✓ 785 – shortage of ELI affordable owner units

- ✓ 8 – estimated total surplus of ELI affordable renter and owner units

Homelessness. The Franklin and Essex Housing Coalition, a HUD Continuum of Care, conducts an annual Point-in-Time count, a HUD-mandated effort to quantify homelessness in the region. The required January date makes it exceedingly difficult to collect accurate data as the winter climate (Saranac Lake is one of the coldest places in the Lower 48) drives the homeless indoors – often to couch surf at a friend’s or with family.

The January 24, 2019 Point-in-Time count identified 22 homeless households made up of 24 total individuals. Twenty-one of the 24 were in either an emergency or transitional shelter; three were unsheltered. By race and ethnicity, the homeless population is homogeneous.

**Table 18. Homeless Households
Franklin/Essex Counties**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
TOTAL HOUSEHOLDS AND PERSONS					
# of Households	16	3	0	3	22
# of Persons	17	4		3	24
# of Children (under 18)	0	1	0	0	1
# of Persons (18 to 24)	2	0	0	0	2
# of Persons (over 24)	15	3	0	3	21
GENDER					
Female	6	0	0	1	7
Male	11	4	0	2	17
ETHNICITY					
Non-Hispanic/Non-Latino	16	4	0	3	23
Hispanic/Latino	1	0	0	0	1
RACE					
White	17	0	0	3	20
Asian	0	2	0	0	2
American Indian or Alaska Native	0	2	0	0	2

**NOTE: Only those variables with non-0 Data are included in table.*

Analysis

Of interest to the Housing Authority is the identification of gaps, if any, in the availability of quality affordable housing for the low-, very low-, and extremely low-income populations in the Town. To the extent possible, special populations including, but not limited to, the elderly, minorities, the disabled, veterans, those with HIV/AIDS, victims of domestic violence, and those with mental illness.

The Town of Harrietstown has a quantity of housing of various types. This housing exhibits a range of quality. Looking through the lens of housing quantity, the Town appears to have an adequate supply of housing units, 3503, for 2,626 households. In fact, 1,105 (31.5%) of all housing units are vacant. This is much higher than the 11.5% vacancy rate for New York State. The number of bedrooms does not seem to be an issue as the median household size is 2.1 people and units having no, one, two, or three bedrooms make up 71.6% of all housing units. Of all occupied housing units, 64 units have more than one person per room.

Is the high vacancy rate a function of low quality? Low demand? Affordability? A combination? The quality of housing in Harrietstown warrants attention. Age of structures, absentee and/or negligent landlords or owners, and lack of funds threaten the structural soundness and overall appeal of the housing stock.

The age of structures may play a role as more than half, 50.6%, of all housing units are 80 years of age or older. Maintenance and upkeep of these old housing units is especially critical if they are to remain viable.

Looking at the number of units having HUD-designated physical problems, all units have complete plumbing facilities and just 27 units (all renter occupied) lack complete kitchen facilities.

Anecdotes and professional experience lead one to believe some of the large rental owners undertake only the most essential maintenance tasks, which may discourage occupancy. Regarding owned units, an aging population living in aging housing can present many challenges, both financial and physical.

It is not difficult to find someone who has had personal experience, or knows of someone with personal experience, trying to find a quality and affordable rental or home for purchase. In many instances, these are households earning between 80% and 120% of the area median income. Not eligible for housing assistance, these individuals and families are on their own. Many who work in Saranac Lake live thirty to forty-five minutes away because the housing is more affordable.

The growth of short-term rentals in this tourism-based community is also said to have an impact on the availability of both quality rentals and homes for purchase.

All data and anecdotal evidence point to a housing affordability issue in the Town where the median rent is \$701 and the median value of an owner-occupied home is \$171,900.

The ACS reports 21.7% of those in owner-occupied housing spend more than 30% of their income on housing costs; it is 29.6% for New York State. It also reports 43.5% of those in renter-occupied housing spend more than 30% of their income on housing costs; it is 29.6% in New York State. Relative to New York State, then, Town of Harrietstown residents are faring well. Looking at previous data for the Town, the 2011-2015 ACS, 18.2% of those in owner-occupied housing and 37.3% of those in renter-occupied housing spent more than 30% of their income on housing costs. Locally, affordability is becoming a more serious issue.

Per the data above, renters are more burdened than homeowners. The median household income of those living in owner-occupied units is almost three times that of those living in renter-occupied units.

To illustrate the affordability challenge:

- Renters: A median rent of \$701 equates to annual cost of \$8,412. For the median rent to be affordable, household income must be or exceed \$25,236. Approximately 56.7% of households in rental units earn this much. The remaining 43.3% of households do not.

- Homeowners with a mortgage: The median figure for selected monthly owner costs for housing units with a mortgage is \$1,422. This equates to an annual housing cost of \$17,064. For this to be affordable, household income needs to be or exceed \$51,192. Approximately 75.0% of households in owner-occupied housing earn this much. The remaining 25.0% of households do not.
- Homeowners without a mortgage: The median figure for selected monthly owner costs for housing units without a mortgage is \$658. This equates to an annual housing cost of \$7,896. For this to be affordable, household income would need to be or exceed \$23,688. Approximately 90.0% of households in owner-occupied housing earn this much. The remaining 10.0% of households do not.

While the CHAS 2008-2012 data for Franklin County identified a surplus of 8 renter and owner units affordable to the extremely low income (ELI), this may or may not be true.

Data indicate a sufficient number of affordable housing options for those who earn less than 80% of area median income and are willing to live in public housing, or earn less than 60% of area median income and are willing to live in Low Income Housing Tax Credit housing or in housing developed through other types of public/private partnerships.

Without question, the local/regional economy is a factor in housing. As mentioned above, the growth of short-term rentals, anecdotally, is impacting the availability of quality housing. The growth of low paying service jobs plays into one's ability to pay the rent/mortgage and maintain housing units. Local employees sometimes need to live thirty to forty-five minutes away where housing costs are lower.

The issue has growing traction. It is hoped that the efforts described below, and others also underway, will address the complex housing challenges confronting Harrietstown and nearby municipalities.

STRATEGY FOR ADDRESSING HOUSING NEEDS

The HHA undertakes both internal and external collaborative efforts to address the community's housing needs.

Internal Efforts.

The HHA meets demand for its public housing and tenant-based vouchers. As of this writing, the Housing Authority's waiting list for both public housing and tenant-based Housing Choice Vouchers is short, i.e., fewer than five applicants on each list.

Both programs have preferences. The public housing preferences include:

1. Working families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week.
2. Veterans or surviving spouses of veterans.
3. Families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or are seeking an emergency transfer under VAWA from another covered housing program operated by the Public Housing Authority.
4. Any family that has been terminated from its Housing Choice Voucher Program due to insufficient program funding.

The Housing Choice Voucher preferences include:

1. Any family that has been terminated from its Housing Choice Voucher Program due to insufficient funding.
2. Veterans or surviving spouses of veterans.
3. Families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or are seeking an emergency transfer under VAWA from another covered housing program operated by the PHA [Public Housing Authority].
4. Any family that has been terminated from its Housing Choice Voucher Program due to insufficient program funding.

The public housing properties are accessible and include accessible units for mobility impaired persons. The program has a formal process for applicants and tenants to request reasonable accommodations.

The HHA's Marketing Plan, adopted in 2014, has as its goal the maximization of occupancy, i.e., $\geq 96\%$, and positive perception of the Housing Authority. Its objectives call for increased local and regional awareness of the HHA, education about the importance and value of the HHA, and publicity of apartment availability. Identified actions relate to media outreach and social activities.

On the media front, the HHA uses a Facebook page to disseminate general news about the Housing Authority and unit availability. The HHA's monthly newsletter, distributed via e-mail, is sent to elected and appointed officials, area social service agencies, religious institutions, not-for-profit organizations, and residents. It is also posted on the HHA's website. A limited number of hard copies are made available. Other outreach strategies include press releases, radio programs, ads, and flyers posted in popular public places. The HHA intends to update its website to contain more information and be more user-friendly in the near future.

On the social activity front, the HHA makes presentations before groups, e.g., seniors at the local adult center, hospital staff. Using the Housing Authority's community spaces to host cultural events for the general public is high visibility activity being considered. Further, the HHA continues to discuss the scheduling of periodic open houses to describe the application process and showcase the properties' and units' many amenities.

Collaborative Efforts.

The Housing Authority is involved in a number of collaborative efforts designed to develop and manage quality affordable housing not only in Harrietstown but across northern New York.

Adirondack Housing Development Corporation. AHDC is a non-profit organization established in 2009. Its mission is to provide, on a non-profit basis, decent affordable housing and related community services and facilities to meet the needs and requirements of low income families and individuals by developing and improving rental housing and home ownership opportunities. Its jurisdiction is northern New York State. Affiliated with the Housing Authority, three members of the seven-member AHDC board also sit on the Housing Authority's Board of Commissioners.

From 2012 to 2019, AHDC managed a 12-unit Low Income Housing Tax Credit property in the Village of Saranac/Town of Harrietstown. In December of 2019, through a single-purpose entity, AHDC acquired the property.

AHDC continues to manage the property and looks to expand its footprint and positively impact the housing inventory.

Continuum of Care. The Housing Authority is an active member of the Franklin Essex Housing Coalition, a HUD Continuum of Care. The Coalition is dedicated to preventing, reducing and combatting homelessness by ensuring that an effective system of care and services is in place. Funded projects include the Franklin County Community Housing Council and Essex County Mental Health Association.

Village of Saranac Lake Housing Study. In 2018, the Village of Saranac Lake created a team of village and local stakeholders to assess the local housing situation. The Housing Authority is a member of this team. The group's purpose is to identify the housing challenges in the Village and identify solutions to address them.

Village of Saranac Lake Downtown Revitalization Effort. The Housing Authority participated as a member of the Local Planning Committee for the Downtown Revitalization Effort in 2018/2019. A focus of the effort was/is affordable housing.

Streamlined Annual PHA Plan <i>(Small PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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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, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 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 250 or more public housing units and any number of vouchers where the total combined units exceeds 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 housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p> PHA Name: <u>Harrietstown</u> PHA Code: <u>NY087</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2020</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>113</u> Number of Housing Choice Vouchers (HCVs) <u>135</u> Total Combined <u>248</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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Lead PHA:																											

B.	Annual Plan Elements Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review. This does not apply.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below: Please see page 81 of Five-Year Plan for 2020-2024.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <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 current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>Please see page 82 of Five-Year Plan for 2020-2024.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>Please see page 9 of the Five-Year Plan for 2020-2024.</p>

C.	Annual Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.
C.1.	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <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 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.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
C.2	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-SM</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.</p>
D	Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.
D.1	<p>Civil Rights Certification.</p> <p><u>Form 50077-SM-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Please see Form HUD-50077-CRT-SM on page 83 and Form HUD-50077-ST-HCV-HP on page 85.</p>
D.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>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. Please see page 29 of the Five-Year Plan for 2020-2024.</p>
D.3	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <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. Please see page 43.</p>
E	Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
E.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. The most recent HUD-approved Five-Year Action Plan (revision 1) in EPIC was created October 10, 2018.</p>

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FORM HUD-50075-SM: DETAILED INFORMATION

Section B.1 Revision of PHA Plan Elements

B.1 (a)

- Statement of Housing Needs and Strategy for Addressing Housing Needs. These are updated in the Five-Year Plan (2020-2024) beginning on page 57. The updated Statement includes more data and analysis. The updated Strategy is more comprehensive in its reach.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. The need for deconcentration policies does not apply to this Housing Authority. Other policies are reviewed and updated as needed annually. This Housing Authority subscribes to a service that provides required and suggested changes on an annual basis, or more often if warranted. Policies governing eligibility, selection, and admissions appear in the Housing Authority's Admissions and Continuing Occupancy Plan, chapters 3, 4, and 5.
- Financial Resources. The Housing Authority's primary revenue streams are government subsidies, tenant rent, and contract fees associated with the Housing Authority's relationship with an affiliated non-profit.

Within Public Housing, there are two government subsidies, the Operating Fund subsidy and the Capital Grant subsidy.

- ✓ Operating Fund. Each year, the Housing Authority calculates the subsidy for which it is eligible. Very generally, the subsidy is based on occupancy during the previous year, the cost of utilities, PILOT payments, and other, more insignificant, costs. The subsidy calculation is submitted to HUD. The federal government's subsidy to each housing authority is a function of the collective subsidy for which the nation's housing authorities are eligible and the total amount appropriated by the government. If the amount appropriated is less than the collective subsidy for which the nation's housing authorities are eligible, the subsidy is prorated.
- ✓ Capital Fund. Each year, HUD also provides the Housing Authority with a Capital Fund grant. Generally based on the total number of units and occupancy during the previous year, its intent is capital projects. Small housing authorities, including the Harrietstown Housing Authority, have the ability to use none, some, or all of its capital fund money for operations.

The Housing Authority also administers a Housing-Choice Voucher Program. Like Public Housing, there are two streams of funding, Housing Assistance Payments and Administrative Fees.

- ✓ Housing Assistance Payments. These are restricted funds that can only be used for rental assistance payments to landlords. In effect, these monies come into the Housing Authority and go out of the Housing Authority.
- ✓ Administrative Fees. These fees are based upon the number of vouchers held by families each month and are intended to cover the costs associated with running the program.

The payment of administrative fees is a function of the collective administrative fees for which the nation's program operators are eligible and the total amount appropriated by the government. If the amount appropriated is less than the collective administrative fees for which the program operators are eligible, the administrative fee is prorated.

Tenant rent refers to the sum total of all households' monthly rent. Monthly rent is a function of each household's income and any allowable deductions.

Through an affiliated non-profit, the Adirondack Housing Development Corporation (AHDC), the Housing Authority brings in management fees for providing staff expertise and time managing a twelve-unit apartment complex in the Village of Saranac Lake. These funds, totaling less than \$10,000 each year, assist the Housing Authority in meeting its Operations' needs.

- Rent Determination. This Housing Authority subscribes to a service that provides required and suggested changes on an annual basis, or more often if warranted. Policies governing rent determination appear in the Housing Authority's Admissions and Continuing Occupancy Plan, Chapter 6.
- Substantial Deviation. The term used in the Five-Year Plan (2015-2019), page 37, is Substantial Deviation/Modification. This has been changed to Substantial Deviation. The actual definition remains unchanged.
- Significant Amendment/Modification. The term used in the Five-Year Plan (2015-2019), page 37, is Significant Amendment. This has been changed to Significant Amendment/Modification. Its definition has been changed to reflect HUD requirements.

Section B.2 New Activities

B.2 (a)

- Units with Approved Vacancies for Modernization. To maintain quality and appeal of units, upgrades are initiated, when appropriate, at turnover. At this writing, two units have approved vacancies resulting from the preparation for and implementation of a significant façade restoration project.
- Other Capital Grant Programs. In 2018, the Housing Authority received an emergency capital grant award, NY06E087501-18, to facilitate the implementation of the above-mentioned façade restoration project. Obligation is anticipated in 2019. Expenditure is anticipated in 2019/2020.

Certification of Compliance with PHA Plans and Related Regulations (Small PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 02/29/2016
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**PHA Certifications of Compliance with the PHA Plans and Related Regulations
including Civil Rights and PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the XX 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 01/01/2020, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
 - 903.7a Housing Needs
 - 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
 - 903.7c Financial Resources
 - 903.7d Rent Determination Policies
 - 903.7h Demolition and Disposition
 - 903.7k Homeownership Programs
 - 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
 6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
 7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
 8. For a PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
 19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 21. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Harrietstown Housing Authority
PHA Name

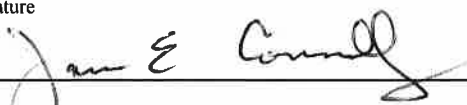
NY087
PHA Number/HA Code

XX 5-Year PHA Plan for Fiscal Years 2020 - 2024

Annual PHA Plan for Fiscal Year 20

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

Name of Authorized Official	Title
James E. Connolly	Chairperson

Signature	Date
	10/16/19

<p>Certifications of Compliance with PHA Plans and Related Regulations <i>(Standard, Troubled, HCV-Only, and High Performer PHAs)</i></p>	<p>U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 02/29/2016</p>
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PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 01/01/2020 , hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).


Harrietstown Housing Authority
PHA Name

NY087
PHA Number/HA Code

 Annual PHA Plan for Fiscal Year 20

X 5-Year PHA Plan for Fiscal Years 2020 - 2024

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

Name of Authorized Official James E. Connolly	Title Chairperson
Signature 	Date 10/16/19

**Civil Rights Certification
(Qualified PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

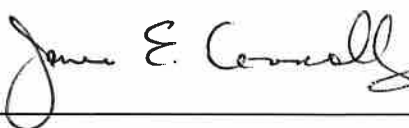
Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and by maintaining records reflecting these analyses and actions.

Harrietstown Housing Authority
PHA Name

NY087
PHA Number/HA Code

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

Name of Authorized Official James E. Connolly	Title Chairperson
Signature 	Date 10/16/19

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Harrietstown Housing Authority

Program/Activity Receiving Federal Grant Funding

HUD Public and Indian Housing: Public Housing and Housing Choice Voucher programs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


Listed all sites below:

- 1) 14 Kiwassa Road, Saranac Lake, Franklin County, NY, 12983
- 2) 240 George LaPan Memorial Highway, Saranac Lake, Franklin County, NY 12983
- 3) Various locations within the Village of Saranac Lake/Town of Harrietstown (Tenant-based Housing Choice Voucher HQS Inspections)

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

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

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

Name of Authorized Official Sarah A. Clarkin	Title Executive Director
Signature 	Date 10.16.2019

Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 03/31/2020)
Harrietstown Housing Authority (NY087)

Applicant Name

Harrietstown Housing Authority

Program/Activity Receiving Federal Grant Funding

HUD Public and Indian Housing: Public Housing and Housing Choice Voucher programs

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

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

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

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

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

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

Name of Authorized Official

Sarah A. Clarkin

Title

Executive Director

Signature



Date (mm/dd/yyyy)

10/16/2019

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

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

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Harrietstown Housing Authority 14 Kiwassa Road, Suite 1 Saranac Lake, NY 12983 Congressional District, if known: 21	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: Department of Housing and Urban Development	7. Federal Program Name/Description: Office of Public and Indian Housing/5-Year Plan (FY2020-2024) CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10: a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Sarah A. Clarkin</u> Title: <u>Executive Director</u> Telephone No.: <u>518-891-3050 ext. 107</u> Date: <u>10.16.2019</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

CHALLENGED ELEMENTS

No comments were received during the comment period. The public hearing was held October 16, 2019. No one attended the hearing.

List of Supporting Documents Available for Local Review

(Applicable to All PHA Plan Types)

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

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Form HUD-50077, <i>Standard PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual PHA Plans.</i>	Standard 5-Year and Annual Plans Streamlined 5-Year Plans
	Form HUD-50076, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual PHA Plan, including required PHA certification and assurances for policy and program changes since last Annual Plan.</i>	Streamlined Annual Plans
In Plan	State/Local Government Certification of Consistency with the Consolidated Plan	5-Year and Annual Plans 5-Year Streamlined Plans
X Also, in Plan	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5-Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments (AI) to Fair Housing Choice); and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Streamlined Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan (TSAP) and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-Up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary).	Annual Plan: Operations and Maintenance and Community Service and Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP).	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Management and Operations

List of Supporting Documents Available for Local Review
(Applicable to All PHA Plan Types)

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

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement/Performance and Evaluation Report (form HUD-52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (form HUD-52825) for any active CIAP grant	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See Notice 99-52 (HA).	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the U.S. Housing Act of 1937, or Section 33 of the U.S. Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section ___ of the Section 8 Administrative Plan).	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	
	Most recent self-sufficiency (ED/SS, TOP, or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA’s response to any findings	Annual Plan: Annual Audit
	Consortium agreements and certifications that agreements are in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint PHA Plans for Consortia
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)