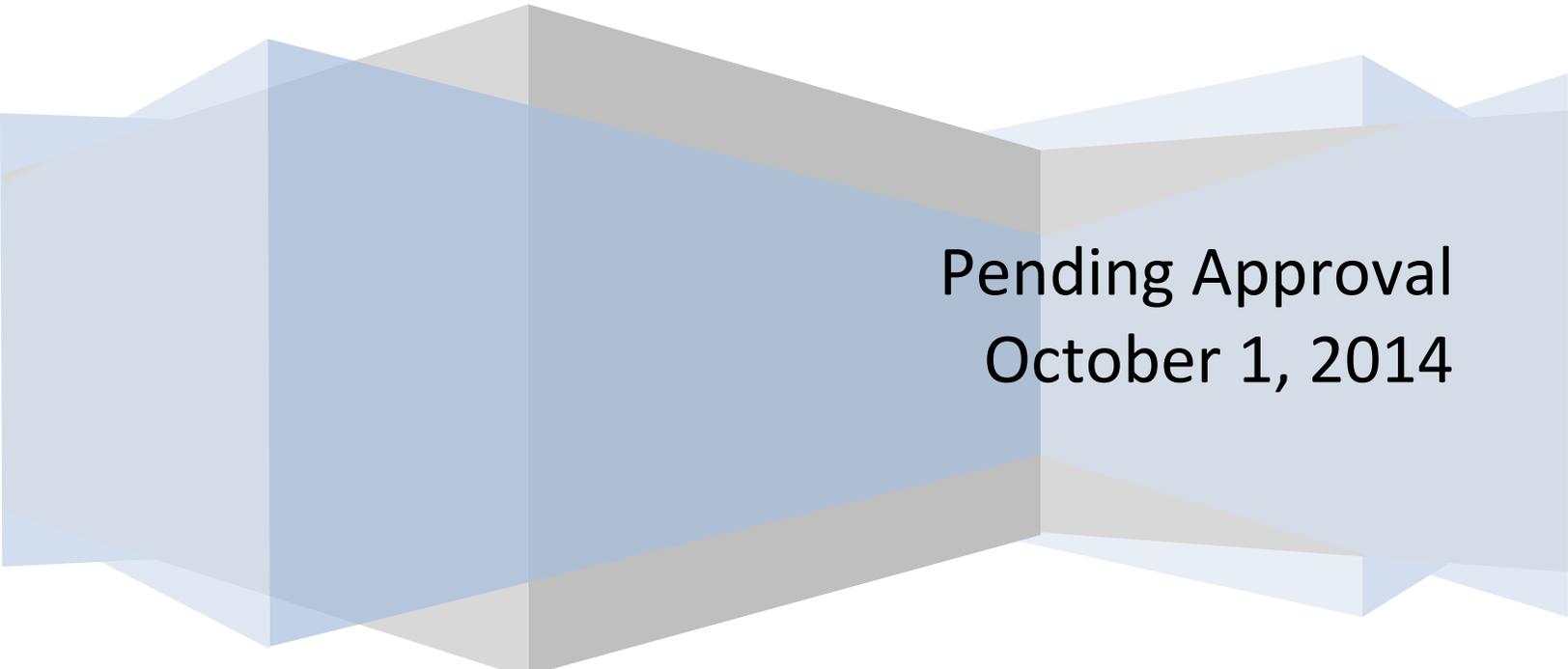


Town of Union Department of Planning
3111 East Main Street
Endwell, New York 13760

Town of Union Public Housing Agency Plan

Five Year Plan 2015-2019



Pending Approval
October 1, 2014

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PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0 PHA Information

PHA Name: [Town of Union](#)

PHA Code: [NY505](#)

PHA Type: Small High Performing Standard HCV (Section 8)

PHA Fiscal Year Beginning: (MM/YYYY): [01/01/2015](#)

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: [0](#)

Number of HCV units: [522 \(Base\)](#)

3.0 Submission Type

5-Year and Annual Plan Annual Plan Only 5-Year Plan Only

4.0 PHA Consortia PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

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

The mission for the Public Housing Agency is to provide for a wide variety of living environments for all socioeconomic groups in the population that is free from discrimination. The PHA Plan and the Town of Union Consolidated Plan are completely compatible. The Consolidated Plan includes several programs that will benefit the Section 8 participants, directly or indirectly.

5.2 Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

The Town of Union is faced with the increasingly difficult task of providing additional decent, safe, sanitary, and accessible housing for its senior citizen population. The percentage of town residents over the age of 65 is significantly higher than both the state and national averages accounting for more than one out of every five residents. Given the age of the town’s rental housing stock it is difficult to find units that are easily accessible to persons with mobility impairments. Over the past several years

the town has worked cooperatively with a local non-profit organization to develop affordable rental units for senior citizens. The effort has resulted in the construction of 100 new apartments in two converted school buildings. The town has leveraged funds from its Community Development Block Grant (CDBG) program to assist in these developments.

6.0 PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

There have been no revisions to the PHA Plan since the last Annual Plan submission.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

Copies of the Five-Year and Annual Plan (if required) are available at the following locations:

- Town of Union Planning Department, 3111 East Main St., Endwell, NY 13760
- Town of Union web page: www.townofunion.com
- Your Home Library, 107 Main Street, Johnson City, NY 13790
- George F. Johnson Memorial Library, 1001 Park Street, Endicott, NY 13760

PHA Plan Elements (24CFR 903.7)

1. Eligibility, Selection and Admission Policies, including Deconcentration and Wait List Procedures

The town reestablished a local preference system which became effective in 2004. At the present time, applications are selected by local preference and date and time of application, and are subject to the income target requirements of the program as modified in the exemption granted by the Buffalo regional office. On July 12, 2006, the Town Board amended the local preference ranking system to grant the highest priority to residents who have been involuntarily displaced by a natural disaster. This amendment was necessitated by the historic flooding that took place in June of 2006. Many parts of Broome County, including the Town of Union, were designated by former President Bush as disaster areas. This priority status was once again activated in 2011 in response to record flooding that resulted in another Presidential Disaster Area declaration. The Town of Union subsequently received a \$10.1 grant under HUD's CDBG-DR grant program.

2. Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2014 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,159,000 (est.-Includes Admin. Fees)	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant (FFY 2014)	\$42,000	First Time Home Buyer Program
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
5. Non-federal sources (list below)		
Total resources	\$1,201,163	

3. Rent Determination

The minimum tenant rent for the Town's Housing Choice Voucher program is \$25.

4. Operation and Management

The Town of Union does not own or operate any Public housing units. There are no changes to the town's administrative policies or management practices included in this Annual Plan (other than those discussed relating to the FSS program, Homeownership Program, and most recent amendment to the local preference system). The town will be completing a review of its Administrative Plan in the first quarter of 2015. If changes are made, a copy of the revised plan will be forwarded to HUD.



5. Grievance Procedures

The town's grievance procedures for applicants and participants are outlined in the Administrative Plan.

6. Designated Housing For Elderly and Disabled Families

Does not apply.

7. Community Service and Self Sufficiency

The town originally operated a small FSS program which had been slowed by a number of problems. The town FSS Administrator resigned during 1998 leaving many of the participants in limbo. To avoid similar problems in the future, the town outsourced the FSS administration to the Board of Cooperative Educational Services (BOCES). BOCES provides vocational training and support services to children and adults. The trained personnel are able to offer a wide range of services for the FSS participants. Due to a demonstrated lack of success with the FSS program, the town elected to not renew its contract with BOCES to run the FSS program. Many of the functions of the FSS program are now being successfully carried out by the Broome County Department of Social Services, which operates a 10,000 square foot Family Self Sufficiency facility. There is no longer a need for the town to unnecessarily duplicate the efforts of the County. Shared clientele will be referred to the county for Self Sufficiency counseling. HUD granted a three-year waiver for operation of the FSS program in October of 2007. The waiver expires on December 31, 2009 at which time the town plans to request an additional three year waiver.

8. Safety and Crime Prevention

Does not apply.

9. Pets

Does not apply.

10. Civil Rights Certification

The town has completed an Analysis of Impediments to Fair Housing. The plan was most recently updated in 2014 and is scheduled to be approved by the Town Board on 9/3/14. The town's five year (2015-2019) and Annual Plan (2015) are entirely consistent with the town's 2010-2014 HUD approved Consolidated Plan.

11. Fiscal Year Audit

The Town of Union PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)). The field work for the fiscal year ending 12/31/13 has been completed. There were no findings relative to the operations of the town's Section 8 Housing Choice Voucher program.

12. Asset Management

Does not apply.

13. Violence Against Women Act (VAWA)

Violence Against Women Act (VAWA) Information

1. Any activities, services or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking.

The Town of Union does not employ professional social workers and therefore does not provide any counseling services directly. Referrals are made as appropriate to local agencies. The Crime Victims Assistance Center (CVAC) receives federal VAWA grants to provide these services. Links are also provided on the town's web page for CVAC which includes the Sexual Assault Forensic Examiners (SAFE) and Sexual Assault Response Team (SART) programs, the SOS Shelter (a local facility for victims of domestic violence,) and the New York State Domestic Violence Hotline.



2. Any activities, services, or programs provided or offered that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking to obtain or maintain housing.

The Town of Union provides referrals to the SOS Shelter. The town will be completing a review of the Section 8 Administrative Plan during the first quarter of 2015. The issue of providing a Higher Priority for Local Preference will be considered at that time.

3. Any activities, services or programs provided or offered to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

The Town of Union does not directly offer any services or programs however information is made available on the town's web page and is now included in briefing packets.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.

(a) Hope VI or Mixed Finance Modernization or Development

Does not apply.

(b) Demolition and/or Disposition

Does not apply.

(c) Conversion of Public Housing

Does not apply.

(d) Homeownership

Due to staffing and administrative fee funding constraints, the Town of Union does not intend to operate a Section 8 funded Homeownership program.

(e) Project Based Vouchers

Does not apply.

8.0 **Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.

Does Not Apply.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1, for each current and open CFP grant and CFFP financing.

Does Not Apply.

8.2 **Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the Capital Fund Program Five-Year Action Plan, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.

Does Not Apply.

8.3 **Capital Fund Financing Program (CFFP).**

Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

Does Not Apply.

9.0 **Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	1935	5	5	3	NA	1	NA
Income > 30% but <= 50% of AMI	1860	4	4	3	NA	1	NA
Income > 50% but < 80% of AMI	2145	2	4	3	NA	1	NA
Elderly	2195	3	2	2	2	1	NA
Families with Disabilities	1274	NA	1	NA	2	1	NA
White/Non Hispanic	8130	3	1	NA	NA	1	NA
Black/Non-Hispanic	530	3	1	NA	NA	1	NA
Hispanic/All Race	260	3	1	NA	NA	1	NA

NOTE: This table was compiled in accordance with the instructions provided in the PHA desk guide. The information for this table was compiled from the Comprehensive Housing Affordability Strategy (CHAS) Data 2007-2011, American Community Survey 2008-2012, and the Town of Union Consolidated Plan for 2010 to 2014.

The Annual Plan identifies the housing needs, especially the housing needs of the extremely low income, very low income and low-income residents of the Town of Union. One of the largest housing needs is affordability and quality of rental housing units. The Section 8 Rental Assistance Program reduces affordability issues by providing direct financial assistance to reduce the cost burden. It is proposed to increase the number of people that can be assisted by applying for additional Section 8 assistance. Improvements to the administrative practices of the Section 8 staff (subject to administrative fee cuts) will increase people’s ability to utilize the existing vouchers when they become available. The town has worked with local non-profit organizations to purchase vacant school buildings for adaptive re-use as senior citizen housing. The town previously earmarked \$150,000 in Section 8 Administrative Fee reserve funds for SEPP, Inc. to purchase a school in Johnson City for conversion to Section 8 eligible rental units. Unfortunately, HUD unilaterally recaptured the Administrative Fee Reserve Funds that the town had legally earned and earmarked for this important project. The town subsequently earmarked \$150,000 in CDBG funding to accomplish this project. SEPP, Inc. also received Low Income Housing Tax Credit application for a second school conversion project. An additional \$150,000 in CDBG funding was provided for this project as well. The facility is now fully occupied. The two projects provide approximately 100 units of high quality affordable senior housing that is available to Section 8 participants.

The Town of Union views homeownership as the preferred form of tenure. As such, the town has committed CDBG and HOME funds (when received from New York State) towards providing direct financial assistance for first time home buyers.

The town seeks to encourage participants to work. The town has included the Administrative Plan amendment to eliminate interim recertifications for minor increases in income. The town reinstated a local preference system in 2004 and amended the preference system (7/12/06) to grant priority status to applicants who have been involuntarily displaced by a natural disaster.

- 9.1 **Strategy for Addressing Housing Needs.** Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.

The Town of Union Planning Department is the designated Public Housing Agency for the Town of Union. The Planning Department administers the Housing Choice Voucher and Community Development Block Grant programs for the town. The Planning Department completed the Town of Union Consolidated Plan Fiscal Years 2010 to 2014. A new five-year Consolidated Plan will be submitted to HUD in August of 2015. The combination

of the two functions provides an ease of compatibility and complimentary actions that usually is not found in separate and distinct agencies.

The town has made progress in taking applicants from the Waiting List and placing them on the program however, due to an unprecedented number of tenants leaving the program, the program utilization has not increased as rapidly as projected. According to HUD, the town has 522 baseline units, however only approximately 352 are actually funded given the increase in the town's average per unit cost.

The FSS program had been slowed by a number of problems. The Town FSS Administrator resigned during 1998 leaving many of the participants in limbo. To avoid similar problems in the future, the town outsourced the FSS administration to the Board of Cooperative Educational Services (BOCES). BOCES provides vocational training and support services to children and adults. The trained personnel are able to offer a wide range of services for the FSS participants. Much of 1999 and 2000 was spent working with the FSS participants who were already under a Contract of Participation. Due to a demonstrated lack of success with the FSS program, the town elected to not renew its contract with BOCES to run the FSS program. Many of the functions of the FSS program are now being successfully carried out by the Broome County Department of Social Services, which recently opened a 10,000 square foot Family Self Sufficiency facility. There is no longer a need for the town to unnecessarily duplicate the efforts of the County. Shared clientele will be referred to the County for Self Sufficiency counseling. HUD granted a three-year waiver for operation of the FSS program in October of 2007. The waiver expires on December 31, 2009 at which time the town plans to request an additional three year waiver.

The Town of Union has as a priority that homeownership is the preferred form of housing tenure. The town has focused attention on providing assistance to first time home buyers. The town uses CDBG and HOME (when received from New York State) funds to assist first time home buyers.

10.0 Additional Information. Describe the following, as well as any additional information HUD has requested.

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

Over the past decade the town has worked cooperatively with a local non-profit organization to develop affordable rental units for senior citizens. The effort has resulted in the construction of 100 new apartments in two converted school buildings. The town has leveraged funds from its Community Development Block Grant (CDBG) program to assist in these developments.

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

The Town of Union will consider the following to be significant modifications or substantial deviations of the Annual Plan from the 5 Year Plan:

- Changes to rent determination or admissions policies;
- Changes in policy that will alter the current practices for selection from the waiting list;
- Change in the use of the administrative fee reserve fund;

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

Additional Certifications

(F) RESIDENT ADVISORY BOARD (RAB) COMMENTS. COMMENTS RECEIVED FROM THE RAB MUST BE SUBMITTED BY THE PHA AS AN ATTACHMENT TO THE PHA PLAN. PHAS MUST ALSO INCLUDE A NARRATIVE DESCRIBING THEIR ANALYSIS OF THE RECOMMENDATIONS AND THE DECISIONS MADE ON THESE RECOMMENDATIONS.

No comments from the RAB were received.