



Town of Mamaroneck

Town Center

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Memorandum

To: Supervisor and Town Board

Re: Town of Mamaroneck PHA Administrative Plan

Date: August 13, 2019

The Town is required each year to hold a public hearing in October regarding the proposed Public Housing Agency Administrative Plan. Attached is a summary of the proposed plan. If Board members wish the entire Administrative Plan (536 pages) can be viewed on the Town website on the Public Housing Voucher page.

Forty-five day's notice is required for the public hearing. The recommended date for the hearing is October 2, 2019.



Stephen V. Altieri
Town Administrator



Town of Mamaroneck
TOWN CENTER • ROOM 110
740 West Boston Post Rd Mamaroneck, NY 10543

COMMUNITY SERVICES

CommunityServices@TownofMamaroneckNY.org

August 12, 2019

The Town of Mamaroneck Public Housing Agency (PHA) is required to submit an Annual Public Housing Agency Plan and an Administrative Plan to the US Department of Housing and Urban Development (HUD) once every five years, and to update those plans annually as needed. The purpose of the Annual PHA Plan (HUD Form 50075-HCV) for 2020 - 2024 is to state the Town's proposed goals and objectives of the Housing Choice Voucher Program for the next 5 years.

- Increase leasing to 550+ vouchers by maintaining an active waiting list, issuing 5-10 vouchers monthly, and encouraging applicants to look for appropriate housing within the guidelines given;
- Prevent income discrepancies by continuing to use online databases including HUD EIV, credit reports and other sources of information to ensure tenants report all household income;
- Enter into repayment agreements with tenants who fail to report additional income as required by HUD;
- Continue to add new landlords to the program throughout Westchester County;
- Continue using the Small Area Fair Market Rents to encourage applicants and tenants move to areas of opportunity with decent, safe and affordable housing;
- Provide training to local brokers to ensure they are aware of the guidelines and process for assisting applicants and tenants to find suitable housing.

The Administrative Plan is a document containing all of the policies, rules and regulations of the Housing Choice Voucher Program. Where permitted, the Town of Mamaroneck PHA may include additional policies and procedures used to administer the Voucher program. The Administrative Plan Guide published by Nan McKay and Associates serves as the basis for the Town of Mamaroneck PHA's Administrative Plan.

There were no changes to the Administrative Plan for 2020-2024 except for statutory or regulatory changes required by HUD. The Administrative Plan is available on the Town of Mamaroneck's website at <http://www.townofmamaroneckny.org/438/Approved-PHA-and-Administrative-Plans>

The Town of Mamaroneck PHA welcomes feedback and comments regarding the 2020-2024 PHA Plan and Administrative Plan. Comments should be e-mailed to CommunityServices@townofmamaroneckny.org no later than 9/27/19.

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

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: <u>Town of Mamaroneck PHA</u> PHA Code: <u>NY117</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2020 PHA Plan Submission Type: <input checked="" 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" data-bbox="191 940 1463 1577"> <thead> <tr> <th data-bbox="191 940 402 1014" rowspan="2">Participating PHAs</th> <th data-bbox="402 940 529 1014" rowspan="2">PHA Code</th> <th data-bbox="529 940 813 1014" rowspan="2">Program(s) in the Consortia</th> <th data-bbox="813 940 1133 1014" rowspan="2">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1133 940 1463 978">No. of Units in Each Program</th> </tr> <tr> <th data-bbox="1133 978 1284 1014">PH</th> <th data-bbox="1284 978 1463 1014">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 1014 402 1129">Lead PHA:</td> <td data-bbox="402 1014 529 1129"></td> <td data-bbox="529 1014 813 1129"></td> <td data-bbox="813 1014 1133 1129"></td> <td data-bbox="1133 1014 1284 1129"></td> <td data-bbox="1284 1014 1463 1129"></td> </tr> <tr> <td data-bbox="191 1129 402 1276"></td> <td data-bbox="402 1129 529 1276"></td> <td data-bbox="529 1129 813 1276"></td> <td data-bbox="813 1129 1133 1276"></td> <td data-bbox="1133 1129 1284 1276"></td> <td data-bbox="1284 1129 1463 1276"></td> </tr> <tr> <td data-bbox="191 1276 402 1423"></td> <td data-bbox="402 1276 529 1423"></td> <td data-bbox="529 1276 813 1423"></td> <td data-bbox="813 1276 1133 1423"></td> <td data-bbox="1133 1276 1284 1423"></td> <td data-bbox="1284 1276 1463 1423"></td> </tr> <tr> <td data-bbox="191 1423 402 1577"></td> <td data-bbox="402 1423 529 1577"></td> <td data-bbox="529 1423 813 1577"></td> <td data-bbox="813 1423 1133 1577"></td> <td data-bbox="1133 1423 1284 1577"></td> <td data-bbox="1284 1423 1463 1577"></td> </tr> </tbody> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.																																					
B.1	<p>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.</p> <p>The mission of the Town of Mamaroneck PHA is to enable families whose income is at or below 50% of the median income of Westchester County based on family size to live in decent, safe and affordable housing within our jurisdiction and surrounding communities through the issuance of Housing Choice Vouchers.</p>																																					

B.2	<p>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.</p> <p>1. Maximize the utilization of the available housing assistance funding to assist as many families as the Annual Renewal Funding will support.</p> <ul style="list-style-type: none"> • Issue vouchers monthly until the maximum number of families that can be assisted is reached • Utilize all means available to accurately verify family income to ensure households pay the appropriate share of the rent. • Execute and collect on repayment agreements with families who fail to report income • Review household composition and voucher size at the time of the annual recertification, and when participants request to move, to ensure that the household resides in an appropriately sized unit, and that the rent for the unit under contract is reasonable. <p>2. Encourage families currently receiving assistance as well as new Voucher recipients to access housing in low impact areas through participation in the HUD Small Area Fair Market Rent Demonstration Program.</p> <ul style="list-style-type: none"> • Provide information to current families and new Voucher recipients to enable Housing Voucher Program participants to access housing in neighborhoods of opportunity where jobs, transportation and educational opportunities exist • Provide information to landlords about the benefits of the Housing Choice Voucher Program and encourage them to rent to more Voucher holders
B.3	<p>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.</p> <p>Maximize the utilization of the available housing assistance funding to assist as many families as the Annual Renewal Funding will support.</p> <ul style="list-style-type: none"> • Issue vouchers monthly until the maximum number of families that can be assisted is reached <ul style="list-style-type: none"> ○ From 1/1/2015 – 7/31/2019 the Town of Mamaroneck provided 25,648 unit months leased at a cost of \$26,351,044 with an average HAP of 1,027 per month. Due to the high cost of housing in Westchester County, finding apartments is difficult even with the use of the Town of Mamaroneck Small Area Fair Market Rent guidelines. • Utilize all means available to accurately verify family income to ensure households pay the appropriate share of the rent. <ul style="list-style-type: none"> ○ Use of EIV and authentic original documentation has improved the accuracy of reported family income resulting in fewer repayment agreements in the past 5 years. • Execute and collect on repayment agreements with families who fail to report income. <ul style="list-style-type: none"> ○ The total amount collected from repayments from 1/2015 – 6/2019 was \$105,014 • Review household composition and voucher size at the time of the annual recertification, and when participants request to move, to ensure that the household resides in an appropriately sized unit, and that the rent for the unit under contract is reasonable. <ul style="list-style-type: none"> ○ Unit size and rent reasonableness is reviewed at every annual reexamination, and moves to a new unit. <p>2. Encourage families currently receiving assistance as well as new Voucher recipients to access housing in low impact areas through participation in the HUD Small Area Fair Market Rent Demonstration Program.</p> <ul style="list-style-type: none"> • Provide information to current families and new Voucher recipients to enable Housing Voucher Program participants to access housing in neighborhoods of opportunity where jobs, transportation and educational opportunities exist <ul style="list-style-type: none"> ○ All applicants, and tenants who wish to move, are provided information on the Voucher Program including a list of Small Area Fair Market Rents in Westchester County, maximizing opportunities for housing in areas of opportunity. • Provide information to landlords about the benefits of the Housing Choice Voucher Program and encourage them to rent to more Voucher holders <ul style="list-style-type: none"> ○ Our Landlord Packet includes information given to the tenant when searching for a new unit, and that information is also located on our website at http://www.townofmamaroneck.org/428/Housing-Programs-Services

B.4	<p>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.</p> <p>The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.¹ The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees the Town of Mamaroneck Housing Choice Voucher Program's compliance with VAWA. If you are receiving assistance under the Town of Mamaroneck Housing Choice Voucher Program you may not be denied rental assistance, terminated from participation, or evicted from your rental housing solely because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.</p> <p>If you, or an <i>affiliated individual</i> of yours, is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance under the Town of Mamaroneck Housing Choice Voucher Program <i>solely based on criminal activity</i> directly relating to that domestic violence, dating violence, sexual assault, or stalking.</p> <p><i>Affiliated individual</i> means your spouse, parent, brother, sister, child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control), or any individual, tenant, or lawful occupant authorized to be living in your voucher-assisted household.</p> <p>The Town of Mamaroneck PHA Policy and Plan for Victims of Domestic Violence can be found on the Town of Mamaroneck's website at <u>Notice of Occupancy Rights under the Violence Against Women Act</u> <u>Model Emergency Transfer Plan</u> <u>Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking</u> <u>Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking</u></p>
B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p style="text-align: center;">None</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

Instructions for Preparation of Form HUD-50075-5Y

5-Year PHA Plan for All PHAs

A. PHA Information 24 CFR §903.23(4)(e)

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

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

B. 5-Year Plan.

- B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR §903.6(a)(1))
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR §903.6(b)(1)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. (24 CFR §903.6(b)(2))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR §903.6(a)(3))
- B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.
- B.6 Resident Advisory Board (RAB) comments.**
- (a) Did the public or RAB provide comments?
 - (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.17(a), 24 CFR §903.19)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

ⁱ Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.