



# First Program Year CAPER

The CPMP First Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

## GENERAL

### Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 1 CAPER Executive Summary response:

The Town of Colonie is located in the northern part of Albany County and constitutes a significant portion of the triangular area between the City of Schenectady at the western corner; the City of Albany at the southeastern corner; and the City of Troy to the northeast. The Town includes the incorporated villages of Colonie and Menands and is approximately 59 square miles. The Town of Colonie has been participating in the Federal Community Development Block Grant program since 1978, the Section 8 Housing Assistance program since 1979, and the HOME program as part of the Colonie Schenectady Troy consortium since 1992.

In its 2010 Consolidated Plan, the Town described its housing and community development needs and priorities and the steps it would take to further develop partnerships among government agencies and between government and private groups in order to marshal government and private resources to achieve intended public purposes. It included an annual plan which listed the activities the Town would undertake to address priority needs and local objectives.

Each year, the Town seeks potential funding ideas and activities from the community to specifically address its identified priority needs. Applications for funding assistance are made available to the public and after a series of public hearings and review, the Community Development Citizen Advisory Committee recommends to the Town Board a slate of activities to be funded through the annual entitlement grant. The Board-approved list of activities constitutes the yearly action plan designed to tangibly address both the specific goals of the five-year strategic plan and the overall community needs of the consolidated plan.

For the first year of the plan, the Town of Colonie received \$426,578 in Community Development Block Grant (CDBG) funds, \$163,417 in HOME Investment Partnership program funds, and \$2,565,332 in Section 8 Housing Choice Voucher funding. This money was used to finance our housing, community development, and public service activities planned for program year 2010.

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In the aggregate, 100 percent of all HUD funds that the Town of Colonie received were used for activities that benefit low- and moderate-income persons. In the specific fund sections of this report, there will be additional information on the extent of assistance provided by income group. The table below outlines the income limits for 2010; HUD adjusts these limits on an annual basis.

<b>Number of Persons in Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Extremely Low-Income (&lt;30% AMI)</b>	\$15,900	\$18,150	\$20,400	\$22,650	\$24,500	\$26,300	\$28,100
<b>Very Low-Income (&gt;30% - 50% AMI)</b>	\$26,450	\$30,200	\$34,000	\$37,750	\$40,800	\$43,800	\$46,850
<b>Low-Income (&gt;50% - 80% AMI)</b>	\$42,300	\$48,350	\$54,400	\$60,400	\$65,250	\$70,100	\$74,900

For the five-year period beginning July 1, 2006 and ending June 30, 2011, the Town of Colonie received \$2,124,977 in CDBG funds, \$887,147 in HOME funds, and \$11,712,217 in Section 8 Housing Choice Voucher funds. Below is a summary of the Town's program performance over the last five years.

- CDBG dollars provided residential rehabilitation for 142 housing units, with work ranging from home modifications for seniors to emergency repairs to major rehabilitation.
- Through the help of CDBG grants, quality, affordable childcare was provided to 156 children from low-and moderate-income families, sustaining their ability to work.
- CDBG dollars helped to provide a structured developmental, recreational, and educational summer day camp experience for 48 children with special needs and "big brother" or "big sister" matches for 61 Colonie children who come from single parent homes, live in poverty, or come from low-income homes and/or are at risk of delinquency and school failure.
- Thirty one frail seniors participated in CDBG-funded adult day care programs.
- Federally-funded street improvement projects moved forward in the Village of Menands with projects completed on Clifford Road, Lyons Avenue, and Tillinghast Avenue.
- With the help of the CDBG grant, the Village of Colonie Senior Citizen Center was expanded and renovated with additional recreational and social space for added senior activities.
- The Village of Colonie senior transportation program was enhanced with the CDBG expenditure for a handicap accessible van.
- HOME funds provided down payment and closing cost grants to 47 income qualified homebuyers.
- Section 8 housing assistance payments were provided to 1,947 households with an average gross monthly income of \$1,266.

The Town of Colonie Community Development Housing Rehabilitation Revolving Loan Fund was established in April 2010. This revolving loan fund works in conjunction with the Town's current rehabilitation program by using program income generated from the 1987 HDG grant to provide loans to owner-occupied, single family homes. Assistance is provided as part grant, part loan with loans available to those

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participants whose income is between 50 percent and 80 percent of the area median and who, therefore, only qualify for a partial grant. The same applicant and property eligibility standards apply. Each applicant is required to satisfy the loan underwriting criteria established by the Town. Pioneer Bank has agreed to service these loans at no charge.

Economic development activities are now enhanced by the Planning and Economic Development Department within the Town. These activities will consist of a continuation of the efforts of the Town of Colonie, in conjunction with the Albany-Colonie Regional Chamber of Commerce and the New York State Department of Economic Development, to attract new employment opportunities for unemployed and underemployed persons, with particular emphasis placed upon attracting employment opportunity for low- and moderate-income persons and to open new opportunities for minority- and women-owned businesses.

To further enhance economic development in Colonie, the Town created the Small Business Advisory Council in April 2009. The Council's primary role is to act as a liaison to the Town government, providing input and feedback on practices and policies of the Town. The Council is also charged with compiling information on the Town's small businesses, disseminating information to and from the small business community, and providing support and advice to aspiring small business owners. The Council currently has 38 members from Colonie's small business community.

The Town of Colonie Local Development Corporation (LDC) was established in March 2010 for the purpose of stimulating economic development. The LDC is a not-for-profit organization whose purpose is to facilitate the creation of new employment opportunities, the retention of existing jobs, and to encourage investment that will expand the commercial and industrial tax base for the Town of Colonie.

On August 25, 2005, the Town Board of the Town of Colonie adopted a comprehensive plan. This comprehensive plan examines a wide range of topics related to future development including conservation, natural resources, infrastructure, transportation, landscape and historic preservation, economic development, community facilities, parks and recreation, housing, and neighborhood quality of life. The comprehensive plan provides recommendations about how the Town should grow in the future including where and what type of new development should occur and what community and infrastructure improvements will be needed in the short and long term. To assist in this process, the Town contracted with Saratoga Associates, a local consulting firm. The purpose of community planning is to maintain and improve the living environment for the present and future residents. Population analysis enables the community to better assess future needs based on past population growth, the existing situation, and future trends. The comprehensive plan calls for a 5 to 10 year review of the plan. The objective of the review is to assess implementation progress and to recommend changes to the Plan. The Town has put together a Comprehensive Plan Review Committee consisting of residents, businessmen, Town Board members, and several department heads. The members of this committee have begun the review process and are currently seeking input from residents and other interested parties.

According to information recently released by the Census Bureau, the 2010 population of the Town is 81,591.

## General Questions

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
  - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
  - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
  - a. Provide a summary of impediments to fair housing choice.
  - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
  - a. Identify progress in obtaining "other" public and private resources to address needs.
  - b. How Federal resources from HUD leveraged other public and private resources.
  - c. How matching requirements were satisfied.

Program Year 1 CAPER General Questions response:

### **Assessment of One-Year Goals and Objectives**

The housing needs identified as high priorities during the consolidated planning process were a rehabilitation program for owner-occupied units, a down payment and closing cost assistance program to enable households to purchase homes in the Town of Colonie, a Section 8 housing assistance payments program, senior housing, and housing for people with disabilities.

The Residential Rehabilitation program provided assistance to 28 households to bring their homes up to Federal Housing Quality Standards. As the Town of Colonie's housing stock ages, the need for housing rehabilitation grows. The Town encourages and supports neighborhood based revitalization and redevelopment activity in lower income neighborhoods. It also allows those low-and moderate-income persons who live outside of a lower income neighborhood to remain in their homes and keep them in a decent, safe, and sanitary condition. The project meets the primary national objectives of benefiting low-and moderate-income persons by income qualifying each household and providing percentage grants based on income and family size. This project is a continuation of the Townwide residential rehabilitation program initiated in the Town's 1978 Community Development Block Grant.

Using monies from the 2009 and 2010 funding years, the residential rehabilitation program continued to assist qualified low-and moderate-income households in the Town to rehabilitate their owner-occupied single family dwelling units by giving them grants ranging from 40 percent to 100 percent of the cost of bringing their homes up

to the Federal Housing Quality Standards. As of June 30, 2010, 28 households were completed and \$293,870 was expended. Additionally, work has commenced on 18 single unit owner-occupied rehabilitation projects during the reporting period. Three of these rehabilitation projects have since been completed and the remaining 15 are expected to be completed during the 2011 program year.

During the program year, approximately \$38,989 in “other” public and private resources was leveraged in the form of homeowner contributions and public grants.

In 2010, the Town of Colonie also funded the Blue Creek Overflow Mitigation Project. This project was designed to assist qualified low-and moderate-income property owners with the costs to disconnect the sump pump from the sanitary sewer system and make the connection to the storm sewer system along the Blue Creek trunk sewer service area which includes Cobbee Road, Old Loudon Road, Latham Ridge Road, Marco Polo Drive, Marconi Drive, Michaelangelo Street, Ridgecrest Avenue, Stutz Avenue, and Verdi Boulevard.

Sump pumps which are common in many homes in Colonie are normally connected to the storm water system. However, when sump pumps are incorrectly connected to the sanitary sewer system and there is a heavy rain event, excessive inflow is introduced into the sanitary sewer system resulting in overflows of sewage into the environment. This is a violation of environmental laws and the NYS Department of Environmental Conservation has levied a fine against the Town for the periodic overflow from manholes along the Blue Creek Trunk Sewer during abnormal rain events. In-home surveys performed by Pure Waters personnel showed that 261 of the approximately 1,490 homes in this area had sump pumps connected to the sanitary sewer system. The Town is required by DEC to notify these property owners that the sump pumps must be disconnected from the sanitary sewer system and be reconnected to the Town’s storm sewer system. The cost, estimated to be \$2,500, is the responsibility of the property owner. The cost varies depending on the ground/soil conditions, distance from the storm sewer system and the extent of the need to modify internal piping.

The Community Development Department was responsible for managing the application process, determining eligibility, coordinating cost estimates for the work and approving contractor payments. The Division of Pure Waters provided technical assistance and support to the Community Development Department for the project. During the 2010 program year, \$15,082 was expended and 4 low-and moderate-income households were assisted.

**Five Year Summary of Annual Objectives – Residential Rehabilitation Program**

	Performance Indicator	Program Year	Expected Number	Actual Number
<i>Availability Accessibility of Decent Housing</i>				
Residential Rehabilitation Program (including 2010 Blue Creek Overflow Prevention Project)	Housing Units Rehabbed	2006	20	30
		2007	20	23
		2008	18	24
		2009	19	25
		2010	25	32

Using HOME funds, the Town of Colonie assisted 9 low-and moderate-income households in purchasing their first home. These accomplishments are shown in the Colonie Schenectady Troy consortium lead city’s (Schenectady) consolidated annual performance and evaluation report. In the 2010 program year, Colonie expended \$243,970 in HOME funds. These funds were leveraged by \$1,274,417 in private mortgages, \$16,200 in other public grants, and \$67,912 in homebuyer contributions.

**Five Year Summary of Annual Objectives – HOME Program**

	Performance Indicator	Program Year	Expected Number	Actual Number
<i>Affordability of Decent Housing</i>				
First Time Homebuyer Program	Low- and Moderate-Income Homebuyers Assisted	2006	5	8
		2007	4	14
		2008	5	10
		2009	6	4
		2010	5	9

During the program year, 168 program applications were mailed and 90 of those applications were returned. One hundred six households were screened, 23 households were certified, and 13 households were interviewed. There are currently 7 applicants in various stages of the homebuyer process and 83 applicants are on the waiting list.

Colonie has continued to closely examine the First Time Homebuyer program to insure that the program design is effectively addressing changing economic and market conditions. Realizing that it was becoming increasingly difficult for first time homebuyers with incomes at or below 80 percent of the area median to compete in Colonie’s tightening housing market; the Town increased its homebuyer subsidy amount from \$14,000 to \$25,000 in October 2006.

In program year 2010, the increased subsidy, lower interest rates, and lower housing prices all contributed to helping applicants successfully make it through the Town’s FTH program and allowed them to purchase homes in Colonie. Nonetheless, heightened credit standards are hindering the impact of the increased subsidy, because many first-time buyers lack the credit score needed to secure a mortgage. A significant number of those applying for down payment and closing cost assistance have substantial car payments and many have student loans and large credit card balances. Over the past few years, an increasing number of applicants have filed bankruptcy which seriously hinders their credit scores.

Based on statistics released in late July by the Greater Capital Association of Realtors, Inc. (GCAR) the residential real estate market in the Capital Region has perhaps begun to recover from an extended slump as evidenced by pending sales in June. Pending sales, which are the best indicator of current activity, are up by 18 percent when compared to June 2010. Pending sales for the year still lag behind 2010 but it appears the market is starting to regain some momentum. The second indicator is the average and median sales price of homes sold. Both the numbers for June 2011 compared against June 2010 and the year-to-date figures are almost exactly the same. This is a good indication that housing values in the Capital Region, while seeing some slight depreciation since the beginning of the housing downturn, have held their own very well in the Capital Region. That being said,

Albany County has seen a 7.1 percent decrease in the median sale price of resold single-family homes in June from the same month a year earlier. The median sale price in North Colonie was \$247,500 down 13 percent and South Colonie was \$178,000 down 2.5 percent.

GCAR’s report does show a drop in closed sales from last June to this June. However, it is important to remember that the home buyer tax credit which required a contract of sale by April 30, 2010 also required at first, a closing by June 30, 2010. So many closings were pushed forward to meet that deadline. The closing deadline was eventually extended but still June 2010’s numbers were greatly influenced by the original closing requirement.

The Town continues to closely examine the FTH program to insure that the program design is effectively addressing changing economic and market conditions and continues to work with local lending institutions and housing providers to encourage the creation of loan products that will serve the needs of low-and moderate-income households. All program participants are urged to apply to the State of New York Mortgage Agency (SONYMA) for its Achieving the Dream Mortgage program. This program is designed to assist low-income households and offers up to 97 percent financing with a very low fixed interest mortgage (currently 4.0 percent).

Currently there are 377 households receiving Section 8 housing assistance payments and 556 households (282 of which are living/working in the program area) on the Section 8 Housing Choice Voucher Program waiting list. The average number of years a family receives assistance is 6.7 years. The average gross monthly income is \$1,266 and the average subsidy is \$448.

Included in the number of families receiving assistance are 10 Mainstream families. Mainstream is a program that reserves funding for families where the head of household or spouse is disabled. Of the 377 households receiving Section 8, 253 families (69 percent) have at least one member who is elderly or disabled; and of the 282 families currently on the waiting list who are living/working in the program area), 62 families (22 percent) have at least one member who is elderly or disabled.

**Five Year Summary of Annual Objectives – Section 8 Housing Choice Voucher Program**

	Performance Indicator	Program Year	Expected Number	Actual Number
<i>Affordability of Decent Housing</i>				
Housing Choice Voucher Program	Low-Income Renters Assisted	2006	420	386
		2007	433	414
		2008	409	371
		2009	410	399
		2010	400	377

The Family Self-Sufficiency (FSS) program assists low-income families receiving Section 8 Rental Assistance to become self sufficient by improving their education and job skills. Colonie’s program has slots for 61 families. The program coordinator works with tenants over a period of up to five years to direct tenants toward employment, training, or educational services so that tenants will become independent of all public subsidies. As tenants become employed or find better jobs,

their share of the rent increases, and an amount equal to that increase is placed in a special tenant escrow account. When tenants complete the program, the amount in the escrow account is theirs. Tenants may also access the escrow account during their program to meet emergency situations. During the program year, 9 participants graduated from the program and currently 27 families (44 percent) have escrow accounts. To date, 74 participants have graduated from Colonie's program.

As part of its Section 8 Voucher program, the Town now offers a homeownership option – the Voucher Homeownership program. The basic concept behind this program is that instead of using a voucher subsidy to help a family with rent, it allows eligible first time homebuyers to use the voucher subsidy to meet its monthly homeownership expenses (principal and interest on mortgage debt, mortgage insurance, real estate taxes, and home insurance). To date, the Town has had 11 households who have successfully participated in the Voucher Homeownership program, 9 of which have also participated in the Town's First Time Homebuyer Subsidy program. Although in principal this voucher homeownership concept is sound, the Town is seeing a disturbing trend. Once these very low-income homeowners purchase the home, they lack the necessary reserve funds to adequately maintain the property. So when the home is in need of repair (roof, furnace, chimney, electrical), they look to the Town's limited rehabilitation funds for emergency assistance because they have no savings of their own. What is more alarming is that most of these homebuyers do not even have the financial resources necessary to perform the normal day-to-day maintenance that all homes require.

Public services funded by the Community Development Block Grant provided a before and after school program, an adult day service program, and a youth mentoring program. The Town of Colonie recognizes the need to provide affordable child care services to families in the Town. The Child Care Scholarship program operates when children are not in school (before school, after school, holidays, and school and summer vacations) and their parents are at work. This project meets the primary national objective of benefiting low-and moderate-income persons by providing scholarships to qualified families allowing parents to pursue economic opportunity while at the same time secure in the knowledge that their children are in a healthy and safe environment. The before school program operates at the child's school from 7:00 a.m. until school starts. The after school program runs from school dismissal until 6:00 p.m. These programs provide the children with a structured program in which they can participate in team sports, games, arts and crafts, story time, homework assistance, and other activities during the program year. The amount budgeted for this project was \$25,000 and the proposed accomplishment was 20 children. During the 2010 program year, \$25,000 was expended and the actual accomplishment was 38 children (30 households).

An additional public service funded by the Town addresses the needs of troubled and disadvantaged youths. Big Brothers Big Sisters of the Capital Region, Inc. is the local affiliate of Big Brothers Big Sisters of America, the nation's oldest, largest, and most successful youth-mentoring organization. The Capital Region agency (headquartered in Colonie) formed in 1997 when three agencies merged that previously served Albany, Schenectady/Saratoga, and Rensselaer counties. Altogether, the agency has served the area for more than 43 years. The agency has a single mission: to help vulnerable school-age children succeed at home, in school, and in their communities. It does this by matching each child with a carefully screened adult volunteer who becomes a long-term friend and mentor – a "Big

Brother” or “Big Sister.” Once a match is made, the agency regularly tracks its progress and maintains ongoing contact with children, their families, and mentors. Approximately 97.5 percent of Colonie children the agency serves come from low-income families and 90 percent come from single-parent homes. One out of three comes from families that live below the poverty line. This project meets the primary national objective of benefiting low-and moderate-income persons by providing funding for an activity which benefits a limited clientele, at least 51 percent of whom are low-and moderate-income persons. The amount budgeted for this project was \$10,000 and the proposed accomplishment was 20 children. During the 2010 program year, \$10,000 was expended and the actual accomplishment was 22 children.

The final public service funded by the Town during the 2010 program year addressed the identified community need of providing services to senior citizens. The Colonie Senior Service Centers, Inc., (CSSC) applied for and received block grant funds for an adult day service program. CSSC is a private, non-profit organization that has served seniors and their families in the Town of Colonie for over 26 years. CSSC offers many programs and services including the Bright Horizons Adult Day Service program. Bright Horizons is a structured, cost-effective, and comprehensive community-based social adult day services program which provides functionally impaired individuals over the age of 60 with socialization, supervision, and monitoring; personal care; and nutrition in a protective setting between 8:00 a.m. and 5:00 p.m., Monday through Friday at three locations in the Town of Colonie. This project meets the primary national objective of benefiting low-and moderate-income persons by offering scholarships to qualified seniors thus providing an effective, efficient, and flexible solution for both caregivers and seniors to allow them to remain with their family and in the community. The amount budgeted for this project was \$15,000 and the proposed accomplishment was 6 seniors. All funds were drawn and the actual accomplishment was 6 seniors.

**Fair Housing**

In 2006, the Town of Colonie completed an update to its Analysis of Impediments to Fair Housing Choice (AI). The document was submitted to HUD on June 18, 2007. The AI was prepared by the staff of the Community Development Department, which is also the lead agency for preparation of the Town’s Consolidated Plan and administration of federal housing and community development grants.

Community Development staff used census data, HMDA (Home Mortgage Disclosure Act) data, HUD data, supplied for the Community Housing Affordability Strategy (CHAS), and the Town’s Consolidated Plan. Community Development staff consolidated these findings into one analysis, addressing areas related to housing and existing impediments. Town laws, regulations, and administrative policies were also reviewed to determine their affect on the provision and supply of housing to the Town.

Discrimination complaints and lawsuits can provide an indication of the nature and degree of fair housing problems in a jurisdiction. The two organizations most likely contacted with fair housing discrimination complaints from Colonie are the Town of Colonie Community Development Department and the HUD Office of Fair Housing and Equal Opportunity. There have been no fair housing complaints filed with the Town of Colonie in the past year and there are no fair housing discrimination suits on record in Colonie.

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A review of Colonie's archives for the last 10 years found only one fair housing discrimination complaint filed in Colonie during that time period. The complaint was made by a disabled Section 8 tenant who resided in a privately-owned apartment complex located in Colonie in October 2005. This complaint was forwarded to the HUD's Fair Housing Enforcement Center. Upon investigation, the complaint was dismissed without cause.

The following conclusions and recommendations were documented in the Town's AI:

### Conclusions:

This Analysis of Impediments to Fair Housing Choice (AI) has provided information on the population needs of Colonie, with special emphasis on the needs of racial and ethnic minorities, families with children, persons with disabilities, and other members of protected classes under federal non-discrimination laws and regulations. With a minority population of less than 10 percent, Colonie is not a town of great racial and ethnic diversity. However, the Town has a significant number of seniors and a growing number of people with disabilities.

Analysis of the data available to the Town indicates that at any given income level, the rate of housing problems for minorities is generally not significantly higher than the rate for non-minorities. However, because minorities are far more likely to be low-income, rates of housing problems for minorities might in fact be higher. Because of the nexus between race, income, and housing choice, promotion of fair housing requires specific actions to expand the availability of decent affordable housing for persons of low and moderate income.

Since there have been no fair housing complaints or compliance reviews by the Secretary of Housing and Urban Development nor any fair housing discrimination suits filed by the Department of Justice, or any other legal actions involving fair housing, there would appear to be no serious fair housing problems in the Town of Colonie.

The 2007 analysis indicates that Colonie continues to do well in avoiding systematic impediments to fair housing choice. However, the Town recognizes that barriers to fair housing exist and will pursue the following steps to continue to affirmatively further fair housing choice.

### Issue: Lack of Affordable Housing

Affordability can certainly be a barrier to housing choice and becomes a fair housing issue when housing patterns and/or policies effectively segregate households by income. Availability (both new and existing units) of affordable housing has been an increasing challenge in Colonie, both in rental and home ownership. The Town of Colonie will:

### Recommendations:

- Encourage maintenance of existing neighborhood housing stock by continuing to fund owner-occupied housing rehabilitation
- Address issues related to the affordability of homeownership by continuing to offer down payment assistance through the First Time Homebuyer and Section 8 Homeownership programs

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- Encourage the dispersion of affordable housing throughout the community by continuing to offer vouchers through the Section 8 Housing Assistance Payment program
- Increase the number of affordable rental units by applying for additional Section 8 units should they become available
- Collaborate with adjacent communities in order to better access funding for affordable housing initiatives (Albany County Housing Trust Fund Task Force)
- Review zoning policies to determine affect on housing affordability and new neighborhood development
- Explore the use of regulatory incentives for affordable housing, including density bonuses and inclusionary zoning requirements
- Review building code/inspection policies to determine impacts on housing affordability
- Continue to work with the Affordable Housing Partnership on its Anti-Predatory Lending program
- Continue to work with the Colonie Senior Network Housing Zoning Committee on developing affordable senior housing in the Town
- Participate in the *National Call to Action for Affordable Housing Through Regulation Reform*
- Establish a Comprehensive Oversight Committee that will develop a Comprehensive Housing Strategy
- Update zoning and subdivision regulations to be consistent with the recommendations of the comprehensive plan
- Update zoning to allow a mix of housing options by special permit. Allowable housing should include options for senior housing as well as affordable housing opportunities such as accessory apartments, carriage houses and well-designed twin-homes
- Encourage commercial development that provides additional housing opportunities
- Continue to support agencies that assist the homeless population

### Issue: Fair Housing Education

The lack of fair housing complaints is a clear indication that discrimination in the sale and rental of housing is not a prevalent problem for minorities, families, and persons with disabilities. However, there is a need for education and outreach to property owners and managers to make them more aware of fair housing issues and a need to promote greater awareness among housing consumers of their rights and remedies under the law. The Town of Colonie will:

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### Recommendations:

- Continue to provide information to the public on tenant /landlord rights and laws
- Continue to make fair housing and equal opportunity information available throughout the Town of Colonie by publishing Fair Housing Notices in local newspapers on a quarterly basis and via the Town's web site
- Continue to support consumer educational programs such as homebuyer counseling and programs that inform citizens about credit issues and fair lending practices offered by the Affordable Housing Partnership
- Continue to work with the cities of Albany, Saratoga, Schenectady, and Troy to provide fair housing education, training, and outreach as outlined in the Memorandum of Understanding dated May 4, 2006

### Issue: Accessibility

Persons with disabilities have difficulty finding suitable and accessible housing. Even though the Fair Housing Act allows tenants to make physical modifications to render an apartment accessible, fixed or otherwise limited incomes present a financial barrier to a disabled person's ability to make physical modifications, and thus, is a barrier to the creation of accessible housing in Colonie. The Town of Colonie will:

### Recommendations:

- Address issues related to the accessibility by continuing to offer the Mainstream Section 8 Voucher program
- Increase the number of affordable rental units available to the disabled by applying for additional special purpose (Mainstream) vouchers targeted to families with disabilities should they become available
- Provide preference for elderly families of two or fewer members over singles that are not elderly or disabled
- Provide preferences to elderly and disabled singles over singles that are not elderly or disabled
- Automatically give extensions on standard 60-day period of search for a rental unit to the disabled and on an as needed basis for other applicants
- Continue to work with developers to identify and pursue all available funding for assisted housing

It is the Town's policy to publish a fair housing notice on a quarterly basis rotating the publication among the area's four local newspapers, the *Times Union*, the *Gazette*, the *Record*, and the *Colonie Spotlight*. This advertisement advises citizens of their rights under the Federal Fair Housing Act and the Town's role in referring fair housing complaints to HUD. The Town also uses its web page to disseminate fair housing information to the public. This web page provides links to additional sites where fair housing complaint forms complete with instructions can be downloaded or submitted online.

Fair housing complaints may be filed at the federal, state, regional, county or local level by parties alleging discrimination in housing choice on the basis of race, color,

religion, sex, national origin, disability, or familial status. Complaints may be filed by individuals, advocacy groups, or government organizations on behalf of plaintiffs.

Practices of predatory lending can be considered a violation of a person's fair housing rights and thus be a barrier to affordable housing. Predatory lending is when lenders use abusive and exploitative practices to extract equity out of people's homes. They prey on homeowners in financial need who may need money for bill consolidation or home repairs and improvements. Instead of offering a fair loan, predatory lenders coerce people into taking out loans with high interest rates, outrageous fees, and unaffordable terms of payment. Furthermore, some of these lenders foreclose on properties causing homeowners to lose their homes, their financial security, or both. To address the problem of predatory lending, the Town serves on the board of directors of the Affordable Housing Partnership (AHP) and as a member of the AHP HomeSave Committee. HomeSave is a fair lending initiative designed to help homeowners prevent and solve problems with delinquent or costly mortgages. HomeSave offers existing homeowners a wide range of resources, including: foreclosure prevention services, affordable home repair loans, refinancing of predatory home loans, legal advocacy, fair lending education, and budget and financial literacy counseling.

Since recent census estimates, combining statistics from 2006 to 2008, do not include breakdowns for the suburban towns, the next update to the Town's AI will coincide with the release of 2010 Census data sets and the 2010 Comprehensive Housing Affordability Study (CHAS).

**Obstacles to Meeting Underserved Needs**

In developing project activities, the primary obstacle in meeting underserved needs is the decreasing availability of resources and changing policy directives from funding sources. Although Community Block Grant funding for all entitlements including the Town of Colonie saw an eight percent increase in 2010, decreases in the previous six years have seriously impacted the programs and services provided with this funding. In addition, some needs are not met because of choices to fund one set of priority needs competes with another.

Despite these cuts in funding, it is the Town's intent to maximize these resources and encourage collaboration among the non-profit community, the private sector, and local government to promote and fund activities that address the needs identified in this plan. In this manner, the Town will ensure a focused and efficient approach toward accomplishing its multi-year strategy of community development objectives. However, some needs are not met because one set of priority needs competes with another.

**Federal, State and Local Resources**

To address the needs identified in the 2010 Entitlement Action Plan, the Town of Colonie received funding from the following federal sources:

Community Development Block Grant	\$ 394,442
HOME Investment Partnership Funds	\$ 163,986
Section 8 Housing Choice Voucher Program	\$2,461,337

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Although the Town does not directly receive any private or public resources to address homeless needs or to prevent homelessness, by actively participating in the Albany County Continuum of Care process, Albany County receives Colonie's pro rata share of McKinney-Vento Homeless Assistance funding.

With the exception of the capital development funds from the Albany County Housing Trust Fund (see page 23), no state or local resources were made available to the Town to address the needs identified in the action plan.

### Leveraging Resources

In all cases, the Town of Colonie attempts to bring as much public and private resources to projects as possible. Examples of this leverage include the following:

Project/Activity	Allocated Funding	Leveraged Funding	Leverage Source
Community Development Block Grant			
Residential Rehabilitation Program	\$297,778	\$38,418	Homeowner Contribution
		3,823	Other Grants
		58,988	ACHTF Grant
Child Care Scholarship Program	\$25,000	\$1,251,390	Private Pay
		24,000	NYS DSS
		47,000	Fundraising/CYC Scholarships
Adult Day Care Scholarship Program	\$15,000	\$302,500	Private Pay
		51,265	Albany County Office of the Aging
		97,482	Other Grants
Big Brothers Big Sisters Youth Mentoring Program	\$10,000	\$28,494	Other Grants
Program Administration	\$74,048	\$41,926	Town of Colonie General Fund
HOME Funds (Colonie Schenectady Troy Consortium)			
First Time Homebuyer Program	\$163,417	\$1,274,417	Private Mortgages
		16,200	FHLB Grant
		67,912	Homebuyer Contribution

## Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 1 CAPER Managing the Process response:

### Actions to Ensure Compliance

The annual plan was carried out by the Community Development Department working with the Village of Colonie, the Village of Menands, outside agencies, consultants, and other town departments. The bringing together of these groups to help deliver comprehensive and efficient services to the residents is an ongoing process and may be considered the department's greatest strength. Contracts have

been established between several departments and agencies to provide space and services.

Within 90 days of the close of each program year, the Town is responsible for completing a performance evaluation of its accomplishments for that year and its success in meeting the goals of the five-year strategic plan. This Consolidated Annual Performance and Evaluation Report (CAPER) has been developed, with guidance from the U. S. Department of Housing and Urban Development (HUD), to provide the local community and the Federal government with a summary of financial and programmatic accomplishments for the preceding program year.

In order to promote community input on the Town's accomplishments in attaining the objectives of its Consolidated Plan, the 2010 CAPER was made available for public review in the following manner. Legal notices were placed in the August 24, 2011 editions of the *Times Union* and the *Colonie Spotlight*, and public service announcements were sent to all local media announcing the availability of this document and stating the public comment period would run through September 9, 2011. The Town did not receive any citizen comments in response to the publication of these notices. This performance report will be on file and available for inspection, at no charge, in the Colonie Town Clerk's Office, Town Library, Village of Colonie Office, and Village of Menands Office on or about September 30, 2011.

The Town of Colonie continues to use its web page not only to inform the residents of the Town about the services offered by the Community Development Department but also as a means of complying with the many federal reporting requirements such as fair housing and lead-based paint information. A summary of the 2010 CAPER will also appear on the Town of Colonie Community Development web site at: <http://www.colonie.org>.

The Town's programs are continually monitored for compliance with program and comprehensive planning requirements. The Town's First Time Homebuyer program is monitored annually by the City of Schenectady. The results of this monitoring were favorable and no findings or concerns were noted.

Pursuant to OMB Circular A-133, revised as of June 24, 1997, non-federal entities that expend \$500,000 or more in federal financial assistance must comply with the Single Audit Act. The act requires most governmental recipients of federal assistance (e.g., state and local governments) to have organization-wide financial and compliance audits on an annual basis. The Town of Colonie receives in excess of \$500,000 in federal assistance, and therefore, is subject to the Single Audit Act requirements. The Town's audit report for fiscal year ended December 31, 2009 was completed by Bollam, Sheedy, Torani & Co., CPAs (BST) and submitted to the Federal Audit Clearinghouse on September 22, 2010. BST is finalizing the audit report for fiscal year ended December 31, 2010 and expects to submit the report on or before September 30, 2010.

In addition to the Single Audit requirement, HUD has imposed an additional audit requirement upon Public Housing Agencies (PHA). HUD requires that PHAs expending more than \$500,000 in Federal funds annually submit an audited financial statement to HUD electronically within nine months of the PHA fiscal year end. Because the Town's fiscal year ending (December 31) date does not match the PHA's fiscal year ending (September 30) date, including the HUD audit as part of the townwide single audit process has not proved to be practical. In order to meet the

Town's obligations in a timely manner, the Town's PHA consultant (Joseph E. Mastrianni, Inc.) has engaged the auditing services of Lubbe & Hosey, PC to prepare and submit a program specific audit to HUD. The financial statements of the Town of Colonie PHA for the year ended September 30, 2010 were completed and submitted to HUD on December 14, 2010.

Additionally, Joseph E. Mastrianni, Inc. annually engages a certified public accountant familiar with the Section 8 program to conduct an audit of the procedures and systems used by this firm in administering the Section 8 Housing Choice Voucher program. The purpose of this review is to determine if this firm meets the control objectives specified by the U.S. Department of Housing and Urban Development. An annual audit of Joseph E. Mastrianni, Inc. provides the Town with a performance gauge of their services and alerts the Town and the firm of any shortcomings in their operation. An audit of the Town's Section 8 Housing Choice Voucher program for the year ended December 31, 2010 was completed by Bollam, Sheedy, Torani & Co. and an audit report was issued on March 18, 2011.

The Town's Community Development Department attends all technical assistance and training that is offered by the HUD Buffalo Office. For the 2010 program year, that consisted of a Capital District Community Development Roundtable convened by HUD in Albany, New York on February 2, 2011, a HUD-sponsored Census Data Workshop on March 31, 2011, and numerous educational webinars throughout the program year. Furthermore since May 2007, technical assistance has been provided by the City of Schenectady to HOME Consortium members through the convening of monthly meetings.

## **Citizen Participation**

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 1 CAPER Citizen Participation response:

### **Citizen Participation Process**

Colonie invites public comments on all planning and reporting activities. The Community Development Department Citizen Advisory Committee held a public hearing on March 2, 2011 to solicit input in preparation of the Town's Entitlement Action Plan. A summary of these plans was published in both the Times Union and the Colonie Spotlight and a 30-day comment period was established. A public

hearing was held by the Town Board on May 12, 2011, at which time they voted unanimously to approve the Citizen Advisory Committee’s funding recommendations and draft Entitlement Action Plan and to authorize the Supervisor to sign and submit same to the U. S. Department of Housing and Urban Development. The draft 2010 Consolidated Annual Performance and Evaluation Report, containing all available program year information, was made available to the public. The legal notice noted that this information could be viewed at the Town of Colonie Community Development Department offices and that the Town would accept comments on the plan during a 15-day comment period.

**Summary of Citizen Comments**

A 15-day comment period for this document was established from August 24, 2011 through September 9, 2011. The Town did not receive any citizen comments.

**Federal Funds Identified**

Fund Source	Budgeted Available	Committed	Expended	Service Area
CDBG Entitlement Allocation	\$426,578	\$426,578	\$154,569	Townwide
CDBG Prior Year Funds	278,431	278,431	278,431	Townwide
CDBG Program Income	0	0	0	N/A
<b>CDBG TOTAL</b>	<b>\$705,009</b>	<b>\$705,009</b>	<b>\$433,000</b>	
HOME (Colonie Schenectady Troy Consortium)	\$163,417	\$16,247	\$0.00	N/A
HOME Prior Year Funds	256,124	250,558	241,805	Townwide
HOME Program Income	2,165	2,165	2,165	Townwide
<b>HOME TOTAL</b>	<b>\$421,706</b>	<b>\$268,970</b>	<b>\$243,970</b>	
Section 8 Housing Choice Voucher Program	\$2,577,121	\$2,565,332	\$2,565,332	Townwide

For further details on the total amount of funds available, the total amount of funds committed, and the total amount of funds expended during the reporting period please see the following reports included at the end of this document: HUD Grants and Program Income (PR01), CDBG Activity Report (PR03), Summary of Consolidated Plan Projects (PR06), Summary of Accomplishments (PR23), CDBG Financial Summary (PR26), and CDBG Performance Measures Report (PR83), CDBG Housing Performance Report (PR85).

**Institutional Structure**

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 1 CAPER Institutional Structure response:

**Actions to Develop Institutional Structure**

Colonie's Town Board has designated the Community Development Department as the agency having the primary responsibility for administering funded projects under the Town's Community Development Block Grant, HOME, and Housing Choice Voucher programs. Community Development also maintains ongoing implementation of the housing rehabilitation and first time homebuyer grants.

To strengthen its institutional structure, the Town will continue to work with the Upstate Community Development consortium and to take advantage of the ongoing training and technical assistance opportunities offered through the HUD Buffalo field office.

Furthermore, in order to better coordinate and enhance the delivery of housing and nonhousing services, the Community Development Department will collaborate with the Albany County Coalition on Homelessness (continuum of care delivery), Albany County Housing Trust Fund Task Force (affordable housing), Albany Community Action Partnership (Head Start, Universal Pre-K, Early Learning Center, Family Court Children's Center, weatherization, heating assistance, Access to Home, food pantry, GED program, career services, Dress for Success, tax assistance) CARES, Inc. (HIV/AIDS, homelessness), Affordable Housing Partnership (affordable housing advocate, predatory lending, foreclosure prevention), Colonie Senior Service Centers, Inc. (senior housing providers, transportation, congregate meals, umbrella services), Albany County Emergency Food and Shelter Program (food and shelter), and a wide range of other housing and support service providers.

**Monitoring**

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
  - a. Describe the effect programs have in solving neighborhood and community problems.
  - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
  - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
  - d. Indicate any activities falling behind schedule.
  - e. Describe how activities and strategies made an impact on identified needs.
  - f. Identify indicators that would best describe the results.
  - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
  - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
  - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 1 CAPER Monitoring response:

**Monitoring Policy**

The Community Development Department is responsible for administering and managing the Town's community development programs. As part of this oversight, it maintains close working relationships with each of the organizations undertaking activities with annual entitlement funding.

Subrecipients are monitored for compliance with CDBG regulations and for success in carrying out the goals and objectives defined in their CDBG contract. In general, grant activities have been effective and on schedule. The activities are meeting the major goals outlined in the Town's Consolidated Plan, and there were no changes in the program objectives for Program Year 2010. Subrecipient contracts are reviewed and completed prior to disbursements (usually at the beginning of each program year). Agency audits are obtained and reviewed on an annual basis. Depending on the specifics for each funded activity, financial reporting and activity accomplishments are submitted to the Community Development Department monthly and/or quarterly. Using these reports, program staff can determine whether the actual measurable accomplishments of the project to date are proceeding according to contract projection and whether the project is providing the full scope of services delineated in the contract. When an agency undertakes an activity benefiting low-and moderate-income persons, Community Development requires the agency to obtain information on family size and income so that the activity is limited to only those persons eligible under federal regulation. For program year 2010, the two agencies (Colonie Youth Center, Inc. - Child Care Scholarship program and Colonie Senior Service Centers, Inc. - Adult Day Care Scholarship program) within this category had activities that had income eligibility requirements which limit the activity exclusively to low-and moderate-income households. For these programs, each and every client file was reviewed by Community Development staff to insure that proper certification procedures had been followed. One agency (Big Brothers Big Sister - Youth Mentoring program) required information on family size and income so that it was evident that at least 51 percent of the program participants' family income did not exceed the low-and moderate-income limits. For this project, Community Development staff reviews program reports detailing client names, addresses, minority designation, male/female designation, number of female headed households, necessary documentation of clients' finances, and payroll records to insure that the 51 percent threshold is maintained and that the agency's accounting records adequately identify the use of CDBG funds.

For the Town's Residential Rehabilitation Grant program and the Town's Blue Creek Overflow Mitigation project, Community Development staff performed the income certifications for each eligible participant's file thereby insuring that proper certification procedures had been followed.

**Monitoring Results**

The majority of the activities undertaken during the 2010 program year, are long-standing, well-proven programs that have continually demonstrated excellent track records. The one exception is the Big Brothers Big Sister - Youth Mentoring program and although this program is still in its infancy, it has proven to be very well run and quite successful.

**On-Site Monitorings**

On December 15, 2010, Jeffrey Fonda, Program Monitor from the City of Schenectady conducted an on-site monitoring of the Town's First Time Homebuyer program as outlined in the Schenectady-Colonie Consortium Subrecipient agreement dated January 12, 2010. In the course of this monitoring visit, Mr. Fonda reviewed contract documents, program policies and procedures, financial reports, program reports, and consumer files. His examination of all program documents showed the Town's records and files to be "meticulously complete and in order," and he concluded that there were no findings, concerns, or deficiencies to report.

As a recipient of funds through the Department of Housing and Urban Development, the Town of Colonie was selected for on-site monitoring. The primary purpose in conducting monitoring is to determine whether HUD-funded programs are being implemented in a manner that is consistent with applicable laws and regulations, as well as meeting program objectives. The focus of this recent review was Subrecipient Management (public service oversight and management including determination of eligibility and reporting) and Public Facilities including the CDBG-R project. Jill Casey of HUD's Community Planning Development Division served as HUD's representative for the monitoring. The on-site portion of this review began on Tuesday, March 29 with an entrance conference and was completed on Wednesday, March 30 with an exit conference. The review process involved staff interviews, a review of file documentation, and site visits. The formal written report issued on September 9, 2011 indicated that there were no concerns, finding, or deficiencies to report and credited Colonie with doing a good job administering their CDBG program.

**Self Evaluation**

The Town recognizes the need to provide greater access to affordable housing. While Colonie's housing stock is generally thought of as "new" when compared to adjacent urban communities, a major portion of its housing stock is now over forty years old. Older homes tend to require rehabilitation of mechanical systems, roofing, and windows to bring them up to standard condition. Lower income homeowners are often financially unable to maintain their residences, particularly when a major component needs repair or replacement. Furthermore, the continual decline in construction of multi-family units has created a low vacancy rate and a shortage of affordably priced apartments for low-and moderate-income persons.

The Town of Colonie through its CDBG, HOME and Section 8 Housing Choice Voucher program expenditures has overall been successful in meeting, and in some cases exceeding, its projected performance goals and objectives as defined in its 2010 Entitlement Action Plan approved by the U.S. Department of Housing and Urban Development. This narrative and attached IDIS reports and the information contained therein provide for measurable performance against stated performance objectives. Impacts of planned program performance have been evidenced in providing social/supportive services and promoting affordable housing.

The Town has successfully incorporated HUD's lead-based paint hazards regulation into its rehabilitation program, homebuyer program, and rental assistance program and is now in full compliance with this regulation.

In recent years, the Town of Colonie has furthered its commitment to the homeless by actively participating in the Continuum of Care system. The Town through its Community Development Department is a member of the Albany County Coalition on Homelessness (ACCH). The mission of the ACCH is to work in partnership to ensure

a continuum of housing and supportive services aimed at the elimination of homelessness in Albany County. The Coalition meets on a year-round basis to identify unmet needs, consider ways of meeting these needs, and to collaboratively develop projects that address them. Because of the breadth and scope of its work, the Coalition utilizes a committee structure to facilitate its planning efforts. The Town currently serves on the following ACCH committees: HMIS Implementation Team, HMIS Advisory Committee, 10-Year Plan to End Homelessness Executive Committee, Housing Development Subcommittee, and Continuum of Care Proposal Rating Committee.

In an effort to reduce the number of families in poverty, the Town through its Community Development Department serves on the Board of Directors of the Albany Community Action Partnership (ACAP). ACAP is the federally-designated Community Action Agency for the County of Albany, New York. ACAP's many family and community programs for the residents of Albany County include Head Start, Early Learning Center, Universal Pre-K, Family Court Children's Center, weatherization assistance, Access to Home, Family and Community Development, the Home Energy Assistance Program, Dress for Success, CareerLinks, Career Pathways, tax assistance and the Cohoes Food Pantry as well as information and referral.

Colonie will continue to closely examine the First Time Homebuyer program to insure that the program design is effectively addressing changing economic and market conditions and will continue to work closely with local lending institutions to encourage the creation of loan products that will serve the needs of low-and moderate-income households.

As stated earlier in this report, it is vital that the Town continue to receive federal funding for its housing and community development programs. Although Community Block Grant funding for all entitlements including the Town of Colonie saw an eight percent increase in 2010, decreases in the previous six years have seriously impacted the programs and services provided with this funding. Additional cuts to these programs would severely impact Colonie's local initiatives to improve its housing stock and address the needs of the elderly, the disabled, and those persons at or near poverty.

The Town of Colonie, like many other municipalities across the country, is continually challenged on a fiscal level by the increases of unpredictable and extraordinary mandated expenses such as retirement costs, fuel and energy costs, snow removal, storm sewer management, and health and liability insurance premium increases. These expenses have rapidly overtaken any non-taxing offsetting revenue streams. As a result, no local resources are available for the Town's housing and community development needs.

## **Lead-based Paint**

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 1 CAPER Lead-based Paint response:

### **Actions to Evaluate and Reduce Lead-Based Paint Hazards**

During the 2010 program year, the Town continued to follow the lead-based paint policies it implemented in 2003 in all program areas in order to comply with HUD's lead-based paint hazard regulations. Community Development staff has attended numerous information sessions, seminars, and lead safe work practices trainings in an effort to continually control lead hazards in the Town's housing stock.

In addition, all participants in the Colonie's housing rehabilitation, tenant-based rental assistance, and homeownership assistance programs are given information concerning lead-based paint hazards and told where to obtain blood screening programs to test their children. Community Development staff periodically consults with the Albany County Health Department to increase awareness of lead-based paint hazards and to see if they have identified any of the properties requesting residential rehabilitation as housing children with elevated blood levels. The Town of Colonie through its Community Development Department will continue these practices.

## HOUSING

### **Housing Needs**

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 1 CAPER Housing Needs response:

The Town of Colonie invests and leverages significant resources into its housing rehabilitation efforts. For the 2010 program year, 69.8 percent (\$297,778) of the Colonie's block grant funds was allocated toward the Town-administered residential rehabilitation program and in the last five years over \$1.36 million in block grant funds has been allocated to improve the Town's existing housing stock. To assist rental households to become homeowners, 100 percent of the HOME funds the Town receives through the Colonie Schenectady Troy consortium are used for the Town-administered first time homebuyer program. Annually, the Town receives over \$2.57 million for its housing choice voucher program and in 2010 provided rental assistance to 377 households.

### **Specific Housing Objectives**

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.

Program Year 1 CAPER Specific Housing Objectives response:

**Progress in Meeting Specific Affordable Housing Objectives**

For the 2010 program year, the Town set objectives to rehabilitate 25 units of very low, low, and moderate income housing. During the time period, 32 units (10 very low, 11 low, and 11 moderate) were rehabilitated thus this objective was met. Also the Town applied for and was awarded \$145,000 in capital development funds from the Albany County Housing Trust Fund (ACHTF). These funds are being used to provide 10 low-income households currently on the housing rehabilitation waiting list 100 percent grants for rehabilitation of their owner-occupied homes with a maximum per unit grant amount of \$15,000. Nine of these projects are completed and one is in process. Administrative and inspection costs associated with these projects are being paid from the Town’s general fund. Additionally, HOME funds assisted 9 (1 very low and 8 moderate-income) households in purchasing their first homes. Finally, there are 377 households receiving Section 8 housing assistance payments.

**Actions to Address “Worst-Case” Housing Needs and Housing Needs of Persons w/ Disabilities**

Within its residential rehabilitation program, the Town operates an emergency rehabilitation program. A situation is deemed an emergency when an immediate threat to the health or safety of an eligible owner occupant exists or to the general public in the vicinity. An immediate threat includes such problems as loss of heat during cold weather, sewer leaks, water leaks, roof leaks making the dwelling unit uninhabitable. In some cases, the need for handicap accessibility may require emergency funding.

Additionally, through its Mainstream Section 8 Voucher program, the Town provides rental assistance to 10 families where the head of household or spouse is disabled.

## Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 1 CAPER Public Housing Strategy response:

**Actions to Improve Public Housing**

The Town of Colonie does not have a public housing program.

## Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 1 CAPER Barriers to Affordable Housing response:

**Actions to Eliminate Barriers to Affordable Housing**

A home is considered affordable when the total housing costs do not exceed more than 30 percent of the household income. For rental units, this would include rent

and utilities. For ownership units, the total cost includes mortgage, insurance, and homeowner's dues, if any. Housing affordability is no longer just a problem of low-income households but is also a problem for persons with moderate incomes.

Barriers to affordable housing are said to be "an explanation of how the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include tax policy, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and other policies that affect the return on residential investment."

No public policies in the Town of Colonie were determined to seriously impact the availability of affordable housing for its residents. However, Colonie's central location, low tax rate, and excellent services all contribute to making it a desirable place to live thus creating low vacancy rates and rising housing costs. Also the demand for low-density single-family housing developments has limited the interest in more intensive residential development. These factors reduce general housing affordability, particularly for low- and moderate-income households.

Other barriers to affordable housing for low- and moderate-income households in the Town have been identified as follows: 1) the high cost of vacant land, 2) the high cost to develop vacant land i.e., water, sewer, roadways, utilities, 3) the lack of developer contributions or county foreclosed land, 4) the need for "upfront" funds (down payment and closing costs).

To respond to the diverse housing needs of its residents, the Town of Colonie through its Community Development Department participates in the newly-formed Albany County Housing Trust Fund (ACHTF) Task Force. A housing trust fund is a dedicated source of revenue, set aside to address the housing needs of a community. The first housing trust funds were established in the late 1970s, and there are now over 600 nationwide that have been established by city, county, and state governments. The most important element of a housing trust fund is that there must be a dedicated source of public funds (real estate transfer tax, mortgage recording tax, developer fees, property tax, payment in lieu of taxes, etc.). The Albany County task force includes public officials, nonprofit groups, financial institutions, and community advocates all of whom are committed to the development and preservation of affordable housing.

Responding to a proposal by County Executive Michael Breslin, the Albany County Legislature unanimously appropriated \$300,000 to help launch the HTF in 2007. The County continues to lobby the New York State Legislature for additional monies and hopes to raise an additional \$100,000 in private funding. Long-term dedication of County resources will likely emerge as the ACHTF further develops its procedures and establishes a track record.

In 2008 Albany County appropriated an additional \$325,000 to be used by the HTF for affordable housing awards to be made in the summer of 2008. The NOFA was released on April 19, 2008, and the deadline for submission of the funding application was June 16, 2008. The Town applied for and was awarded \$145,000 in capital development funds from the ACHTF. These funds are being used to provide 10 low-income households currently on the housing rehabilitation waiting list 100 percent grants for rehabilitation of their owner-occupied homes with a maximum per

unit grant amount of \$15,000. Administrative and inspection costs associated with these projects are being paid from the Town's general fund.

Community Development staff represent the Town, on the task force, the Governance Committee, and when not an applicant, the Screening Committee.

Although the current administration supports affordable housing initiatives, the Town does not have the financial resources from general revenues to be directly involved in the provision of housing, even to meet the needs of vulnerable populations. However, Colonie supports affordable housing by administering three HUD grants and contracts: Section 8 Housing Assistance Payments program, Community Development Block Grant program, and HOME program. For this reason, it is imperative that the Town continue to receive stable or increased funding for these programs. In turn, the Town will continue to explore the possible improvement of public policies to address the problem of affordable housing.

### **HOME/ American Dream Down Payment Initiative (ADDI)**

1. Assessment of Relationship of HOME Funds to Goals and Objectives
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
  - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
  - a. Detail results of on-site inspections of rental housing.
  - b. Describe the HOME jurisdiction's affirmative marketing actions.
  - c. Describe outreach to minority and women owned businesses.

Program Year 1 CAPER HOME/ADDI response:

#### **Assessment of Relationship of HOME Funds to Goals and Objectives**

HOME funds assisted 9 low-and moderate-income households in purchasing their first home. These accomplishments are shown in the Colonie Schenectady Troy consortium lead city's (Schenectady) consolidated annual performance and evaluation report. In the 2010 program year, Colonie expended \$243,970 in HOME funds. These funds were leveraged by \$1,274,417 in private mortgages, \$16,200 in other public grants, and \$67,912 in homebuyer contributions.

## HOMELESS

### Homeless Needs

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 1 CAPER Homeless Needs response:

#### **Actions to Address Needs of Homeless Persons**

In the Town of Colonie, the current nature and extent of homelessness and the need for facilities and services for homeless persons and homeless families with children is unknown. However, the Town realizes that homelessness exists in Colonie but that it is hidden: extended stay motels, seasonal camps, cars, doubled up with family and friends; and therefore, recognizes the need to have a strategy in place until homelessness is quantified.

Again this year, homeless shelters in the city of Albany approached a near crisis situation. The Town, along with other suburban areas as well as rural areas in Albany County, has begun to address homelessness as a regional issue. To this end, the Town, which has always had a seat on the Albany County Coalition on Homelessness, now actively participates in the Continuum of Care system. Issues addressed by the Coalition this past year included the identification of other resources with which to address the gaps in the Continuum of Care system, service coordination on outreach activities, membership recruitment, and the continued implementation of a regional Homeless Management Information System (HMIS).

The Capital Region HMIS is comprised of Albany, Rensselaer, Saratoga, and Schenectady counties. The Capital Region represents an area that includes a population base of approximately 750,000 and a geographic area that encompasses almost 2,000 square miles. More than 100 agencies operate close to 2,500 shelter, transitional living, and permanent supportive housing beds for people who are homeless in the Capital Region. Under the auspices of CARES, the majority of these agencies worked jointly to implement a regional HMIS to support local data collection, service and planning functions, and to fulfill the HMIS directive from HUD. The Capital Region HMIS provides an unduplicated count of those who are homeless. By tracing duration of homelessness, the CRHMIS allows the Albany County Coalition on Homelessness to identify the numbers and characteristics of those who meet the definition of "chronically homeless" so that they can be better served.

The Town continues to serve on the HMIS Implementation Team and the HMIS Advisory Committee. The HMIS Implementation Team is comprised of 15 representatives from each of the four counties in the Capital Region HMIS, including HMIS coordinating staff, direct service providers, and community development officers. The purpose of this group is to introduce and implement the HMIS initiative to participating agencies and its goal is to implement the complete system over a three-year period. Albany County has reached HUD's measurement of 75 percent in

the HMIS for emergency, transitional, and permanent housing programs. All agencies that have been trained in HMIS are now utilizing the system. HMIS was fully operational by the end of the 2006 calendar year.

For the eighth consecutive year, Colonie has served on the Continuum of Care Proposal Rating Committee. As its name indicates, this committee reviews and ranks the competing projects to be included in the Continuum of Care funding application. Each rater must attend a training session that provides raters with an overview of the Continuum of Care process, copies of the proposals, and criteria for evaluation. At a subsequent session, applicants present their proposals to the raters, and after ranking these proposals, the raters make their recommendations to the Coalition.

In August 2004, the Albany County Coalition on Homelessness invited the Town of Colonie through its Community Development Department to serve on the Executive Committee of the Strategic Planning Committee for Ending Homelessness. This committee was formed in response to the President's Interagency Office on Homelessness request that communities develop a ten-year plan to end homelessness and is comprised of representatives from the City of Albany, Albany County, not-for-profit housing and service providers, law enforcement, the academic community, housing developers, real estate agents, the Capital District Regional Planning Commission, Albany Housing Authority, the Community Foundation for the Capital Region, the newly-formed Business Advisory Council, the Albany County Coalition on Homelessness, and formerly homeless consumers. The Executive Committee met diligently throughout 2005 to develop the planning methodology, review the Working Committees' findings, oversee the writing of the plan, and develop the final draft document which was then announced to the public at a press conference held on November 16, 2005.

The Plan to End Homelessness identifies the existing resources available within the community. These strengths include the level of coordination and cooperation among homeless housing and service providers, the level of cooperation between not-for-profit agencies and local government, and Albany County's participation in the newly-implemented Capital Region-wide Homeless Management Information System. The plan then looks at the considerable challenges that must be overcome in order to meet the goal of ending homelessness: addressing the root causes of homelessness (poverty, disabilities); changing the public perception of homeless (homelessness is not a serious problem in Albany County, homelessness occurs only among single individuals with disabilities such as mental illness and substance abuse); and creating sufficient affordable housing. Furthermore, the plan identifies six priority areas and for each priority area the plan includes the rationale, several recommended strategies to achieve the goal, action steps to be taken to accomplish the strategies, and time frames to complete each action step. The goals set forth in the plan are as follows:

1. Community Involvement: Increase the investment and involvement of community members in ending homelessness in Albany County.
2. Prevention: Increase resources directed to prevention efforts as the first line of defense in combating homelessness.
3. Permanent Housing: Expand the availability of affordable permanent housing throughout Albany County, both as a means of housing those who are currently homeless, and of providing housing stability in order to prevent future episodes of homelessness.

4. Chronic Homelessness: Increase the resources available to house and reach out to the chronically homeless population.
5. Income and Employment Opportunities: Increase employment opportunities for homeless persons and strive to remove existing barriers to maintaining meaningful employment and/or income for homeless and formerly homeless persons.
6. Supportive and Treatment Services: Strengthen community supports for homeless individuals and families and increase their accessibility.

The Community Development Department will continue to represent the Town of Colonie on the Executive Committee of the Strategic Planning Committee for Ending Homelessness. Over the next year, this committee will continue to focus on implementing the ten-year plan. Additionally, the Community Development Department continues to serve on the Housing Development Subcommittee.

## **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 1 CAPER Specific Housing Prevention Elements response:

### **Actions to Prevent Homelessness**

The Town has continued its focus on prevention, providing more outreach and programs that promote self-sufficiency and stability by concentrating on its Residential Rehabilitation program, Section 8 Housing Choice Voucher program, Mainstream program, and Family Self-Sufficiency program to help low-income families avoid becoming homeless.

## **Emergency Shelter Grants (ESG)**

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
  - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
  - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.

5. Activity and Beneficiary Data
  - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
  - b. Homeless Discharge Coordination
    - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
  - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 1 CAPER ESG response:

**Actions to Address Emergency Shelter Needs**

The Town of Colonie does not receive Emergency Shelter Grants.

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.

5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
  - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
  - a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
  - a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.

- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

11. Lump sum agreements

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program.
- b. Provide the total CDBG funds involved in the program.
- c. Detail other public and private funds involved in the project.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 1 CAPER Community Development response:

**Relationship of CDBG Funds to Goals and Objectives**

The Town of Colonie’s Five-Year Consolidated Plan identifies housing rehabilitation as its number one priority. Therefore, the Town invests and leverages significant resources into its housing rehabilitation efforts. For the 2010 program year, 69.8 percent (\$297,778) of the Colonie’s block grant funds was allocated toward the Town-administered residential rehabilitation program and in the last five years over \$1.34 million in block grant funds has been allocated to improve the Town’s existing housing stock. For this reporting period, the Town set objectives to rehabilitate 25 units of very low, low, and moderate income housing. During the time period, 32 units (10 very low, 11 low, and 11 moderate) were rehabilitated thus this objective was met.

**Changes in Program Objectives**

During the 2010 program year, there were no remarkable changes in the Town’s CDBG program objectives.

**Efforts in Carrying Out Planned Actions**

The Town of Colonie pursued and obtained all necessary funding to carry out

program objectives and to complete the fifth year of the Five-Year Consolidated Plan objectives. These objectives were implemented according to stated strategies.

**Funds Not Used for National Objectives**

There were no CDBG funds expended that did not meet a national objective as set forth in 24 CFR 570.208. In the aggregate, 100 percent of the Town's Community Development Block Grant Program funds were used for activities that benefit low- and moderate-income persons.

**Anti-Displacement and Relocation**

The Town has complied with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs. All CDBG-assisted and HOME-assisted activities have been conducted in a manner that did not cause displacement of persons, households, businesses, or nonprofit organizations.

**Low/Mod Job Activities**

Due to the limited amount of funds available, no funds were allocated for economic development activities.

**Low/Mod Limited Clientele Activities**

One agency (Big Brothers Big Sister – Youth Mentoring program) undertook a limited clientele activity and was required to obtain information on family size and income so that it was evident that at least 51 percent of the program participants' family income did not exceed the low- and moderate-income limits. For this project, Community Development staff reviews program reports detailing client names, addresses, minority designation, male/female designation, number of female headed households, necessary documentation of clients' finances, and payroll records to insure that the 51 percent threshold is maintained and that the agency's accounting records adequately identify the use of CDBG funds.

**Program Income**

Although the nature of some of the Town's block grant activities (i.e. housing rehabilitation) indicate that receipt of program income is very possible, the Town did not receive program income during this reporting period.

**Prior Period Adjustments**

The Town of Colonie does not have any prior period adjustments for this reporting period.

**Loans and Other Receivables**

The Town of Colonie does not have outstanding float-funded activities or other outstanding loans.

**Lump Sum Agreements**

The Town of Colonie did not make lump sum agreements with financial institutions.

**Housing Rehabilitation**

During the 2010 program year, \$308,952 in CDBG funds and \$38,989 in public and private funds were used to rehabilitate 32 housing units in the Town of Colonie.

**Neighborhood Revitalization**

The Town of Colonie does not have any HUD-approved neighborhood revitalization strategies.

**Antipoverty Strategy**

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 1 CAPER Antipoverty Strategy response:

**Actions to Reduce the Number of Persons Living Below the Poverty Level**

The number of Town residents living at or below the poverty level increased by nearly 22 percent between 2000 and 2010, according to Census data. The Town's current poverty rate is 5.6 percent. The goals, programs, and policies for reducing the number of households with incomes below the poverty level in the Town of Colonie is centered in the Family Self-Sufficiency program which is operated as part of the Town's rental assistance program. Currently 61 families participate in the Family Self-Sufficiency program and better than one-half of the participants are now employed or employed at better jobs. This program, as well as other rental assistance programs is coordinated by the Town's Community Development Department, and in this respect have increased cooperation in achieving the Town's anti-poverty strategy.

**NON-HOMELESS SPECIAL NEEDS**

**Non-homeless Special Needs**

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 1 CAPER Non-homeless Special Needs response:

**Actions to Address Special Needs of Non-Homeless but Required Supportive Housing**

The Albany County Coalition on Homelessness (ACCH) serves as the lead agency responsible for coordinating Continuum of Care planning efforts in Albany County. The ACCH is comprised of both homeless and non-homeless service providers, including those serving the needs of veterans, persons living with disabilities such as mental illness, chronic substance abuse and/or HIV/AIDS. Membership in the ACCH also includes agencies serving victims of domestic violence; providers of services to homeless and runaway youth; emergency shelters; support service providers; faith-based organizations; town, city, county, and state governmental agencies; the Albany Housing Authority; housing developers; foundations; local businesses; law enforcement; and formerly homeless persons.

Housing for non-homeless disabled persons and those with special housing needs is coordinated in conjunction with the activities of the ACCH. The ACCH works closely with Albany County Department of Mental Health's Housing and Single Point of Access (SPOA) Committees to determine the housing needs of homeless and non-

homeless persons with mental illness. The Albany County Department of Mental Health also oversees specialize housing for persons with chemical addictions. Additional special needs housing is available through the Albany Housing Authority's public housing and Section 8 Housing Choice Voucher program. The work of each of these organizations is incorporated into the Continuum of Care's planning efforts. Finally, through its Mainstream program, the Town provides rental assistance to 10 families where the head of household or spouse is disabled.

## Specific HOPWA Objectives

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
  
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
      - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as

the value of services or materials provided by volunteers or by other individuals or organizations

- (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.

ii. Project Accomplishment Overview

- (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
- (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
- (3) A brief description of any unique supportive service or other service delivery models or efforts
- (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.

iii. Barriers or Trends Overview

- (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
- (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
- (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years

b. Accomplishment Data

- i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
- ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 1 CAPER Specific HOPWA Objectives response:

**Progress Made Meeting HOPWA Goals**

The Town of Colonie does not receive HOPWA funds.

## OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 1 CAPER Other Narrative response:

**Section 3**

Although Section 3 covered activities include housing rehabilitation that utilize CDBG funds in excess of \$200,000 and the Town of Colonie did expend CDBG funds in

excess of that amount for its residential rehabilitation program during the 2010 program year, the Town's rehabilitation program is designed to allow homeowners receiving assistance to select the contractor to perform the work. The Town does not award contracts to contractors under this program.

**Performance Measurement System**

HUD's performance measurement system combines the three statutory objectives of the CDBG program - to provide decent housing, to provide a suitable living environment, and to expand economic opportunities - with three outcome categories:

- **Availability/Accessibility.** This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people where they live.
- **Affordability.** This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- **Sustainability: Promoting Livable or Viable Communities.** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

The Summary of Annual Objectives (see next page) organizes CDBG activities according to the three statutory objectives and the three outcome categories, and reports on progress according to the national measurement system.

**Five Year Summary of Annual Objectives**

	Performance Indicator	Program Year	Expected Number	Actual Number
<i>Availability Accessibility of Decent Housing</i>				
Residential Rehabilitation Program (including 2010 Blue Creek Overflow Prevention Project)	Housing Units Rehabbed	2006	20	30
		2007	20	23
		2008	18	24
		2009	19	25
		2010	25	32
<i>Availability/Accessibility of Suitable Living Environment</i>				
Child Care Scholarship Program	Children Provided with Child Care	2006	30	24
		2007	25	32
		2008	20	22
		2009	15	40
		2010	20	38
Adult Day Care Scholarship Program	Seniors Provided with Day Care	2006	3	5
		2007	6	9
		2008	6	5
		2009	6	6
		2010	6	6
Summer Day Camp	Youth Assisted with Recreational Services	2006	15	48
Youth Mentoring Program	Youth Assisted with Mentoring Services	2008	16	19
		2009	20	20
		2010	20	22
Village of Colonie Senior Citizen Addition	Seniors Assisted with Improved Facilities	2006	481	481
Village of Colonie Senior Van	Seniors Assisted with Transportation	2008	10	10
Village of Menands Clifford Road Sewer Project	People Assisted with Improved Public Infrastructure	2008	247	247
Village of Menands Tillinghast Avenue Water Main Replacement Project	People Assisted with Improved Public Infrastructure	2009	78 (906)	78 (906)

APPENDIX

Legal notice/public service announcement announcing availability of 2010 Consolidated Annual Performance Evaluation Report (CAPER) for public comment.

HUD Integrated Disbursement and Information System (IDIS) reports:

- IDIS-PR01: Federal Entitlement Grant Funding
- IDIS-PR03: Activity Summary
- IDIS-PR06: Summary of Consolidated Plan Projects for Plan Year 2010
- IDIS-PR23: Summary of Community Accomplishments – CDBG  
Expenditures by Priority Need Category
- IDIS-PR26: CDBG Financial Summary
- IDIS-PR83: CDBG Performance Measures Report
- IDIS-PR85: CDBG Housing Performance Report

Additional Tables:

- Table 2A: Priority Housing Needs/Investment Plan Table - CDBG
- Table 2A: Priority Housing Needs/Investment Plan Table – HOME
- Table 2B: Priority Community Development Activities
- Table 3B: Annual Housing Completion Goal
- Table 1C: Outcome Performance Measurements – Summary of  
Specific Homeless/Special Needs Objectives
- Table 2C: Outcome Performance Measurements – Summary of  
Specific Housing/Community Development Objectives
- Table 3A: Outcome Performance Measurements – Summary of  
Specific Annual Objectives

PUBLIC NOTICE  
COMMUNITY DEVELOPMENT  
BLOCK GRANT  
PERFORMANCE REPORT

TOWN OF COLONIE  
VILLAGE OF COLONIE  
VILLAGE OF MENANDS

PLEASE TAKE NOTICE that the Performance Report on the Community Development Block Grant for the program year beginning July 1, 2010 has been completed and is filed in the Community Development Office, Memorial Town Hall, Newtonville, New York 12128 where it is available for inspection, at no charge, by any interested person any weekday, Monday through Friday, except legal Town of Colonie holidays, between the hours of 8:30 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m. All citizens of the Town of Colonie and the Villages of Colonie and Menands are encouraged to review and comment on the Performance Report and to submit such comments to the Community Development Office by noon on September 9, 2011.

PLEASE TAKE FURTHER NOTICE that the Performance Report, including a summary of any citizens' comments, will be filed with the U. S. Department of Housing and Urban Development and be on file and available for inspection, at no charge, in the Colonie Town Clerk's Office, Town Library, Village of Colonie Office, and Village of Menands Office on or about September 28, 2011.

Paula A. Mahan  
Supervisor