



# Fifth Program Year CAPER

The CPMP Fifth 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 5 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 fifth year of the plan, the Town of Colonie received \$324,519 in Community Development Block Grant (CDBG) funds, \$94,258 in HOME Investment Partnership program funds, and \$2,479,540 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 2014.

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 2014; 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>  | \$16,450 | \$18,800 | \$21,150 | \$23,500 | \$25,400 | \$27,300 | \$29,150 |
| <b>Very Low-Income (&gt;30% - 50% AMI)</b> | \$27,450 | \$31,350 | \$35,250 | \$39,150 | \$42,300 | \$45,450 | \$48,550 |
| <b>Low-Income (&gt;50% - 80% AMI)</b>      | \$43,900 | \$50,150 | \$56,400 | \$62,650 | \$67,700 | \$72,700 | \$77,700 |

For the five-year period beginning July 1, 2010 and ending June 30, 2015, the Town of Colonie received \$1,742,706 in CDBG funds, \$610,632 in HOME funds, and \$12,130,684 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 122 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 157 children from low-and moderate-income families, sustaining their ability to work.
- CDBG dollars helped to provide “big brother” or “big sister” matches for 46 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 frail seniors participated in CDBG-funded adult day care programs.
- With the help of the CDBG grant, the Village of Colonie Senior Citizen Center sewer replacement project was undertaken.
- HOME funds provided down payment and closing cost grants to 27 income qualified homebuyers.
- Section 8 housing assistance payments were provided to 1,814 households with an average gross monthly income of \$1,387 (average monthly subsidy of \$475).

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 input the Council has provided over the past few years have helped the Town to increase the efficiency of both our planning and building processes. 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.

According to the Census Bureau, the 2010 population of the Town is 81,591, and its daytime population rises by 35.4 percent to 110,385 as commuters crowd into Colonie for work.

## **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 5 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 30 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 2012, 2013, and 2014 funding year, 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, 2015, 30 households were completed and \$337,623 was expended. Additionally, work has commenced on 12 single unit owner-occupied rehabilitation projects during the reporting period. Three of these rehabilitation projects have since been completed and the remaining nine are expected to be completed during the 2015 program year. During the program year, approximately \$50,800 in “other” public and private resources was leveraged in the form of homeowner contributions and public grants.

**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 | 2010         | 25              | 32            |
|  |                        | 2011         | 15              | 25            |
|  |                        | 2012         | 15              | 18            |
|  |                        | 2013         | 13              | 17            |
|  |                        | 2014         | 12              | 30            |

Using HOME funds received through the Colonie Schenectady Troy consortium, the Town of Colonie assisted 3 low-and moderate-income households in purchasing their first home. In the 2014 program year, Colonie expended \$94,258 in HOME funds. These funds were leveraged by \$427,730 in private mortgages, \$27,710 in homebuyer contributions, and \$21,013 in private grants and public resources.

**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 | 2010         | 5               | 9             |
|  |  | 2011         | 5               | 5             |
|  |  | 2012         | 5               | 5             |
|  |  | 2013         | 5               | 5             |
|  |  | 2014         | 5               | 3             |

During the program year, 173 program applications were mailed and 61 of those applications were returned. Ninety six households were screened, 16 households were certified, and 10 households were interviewed. Since the end of the program year, three first time homebuyers have purchased homes. There are currently seven applicants in various stages of the homebuyer process including one homebuyer who is waiting for the closing to be scheduled. There are 64 applicants on the waiting list. To keep the waiting list as up-to-date as possible and to prevent program delays by minimizing the number of “no shows” and ineligible determinations, the current waiting list was purged.

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 attend a HUD-approved homebuyer education workshop. In addition to complying with HUD’s requirement that every homebuyer who receives HOME assistance to purchase a home receive housing counseling, participants who attend homebuyer counseling learn how they can quadruple their savings for future home purchase through the Federal Home Loan Bank of New York’s First Home Club Matched Savings Program. By enrolling in this program, participants can earn up to \$4 for every \$1 saved in a qualified account – up to \$7,500.

The HOME Investment Partnership program (HOME) final rule released on July 23, 2013, encourages grantees to move away from the types of programs where every applicant receives the same amount of downpayment assistance irrespective of their need. HUD suggests that grantees develop underwriting policies so that homebuyers are given downpayment assistance that will ensure that it is a sustainable situation but at the same time not over-subsidize people who have more assets to contribute to a sale than maybe some others do. Although Community Development Department program personnel agree that homebuyer subsidies should be based on need, it can be argued that linking the amount of subsidy to a homebuyer’s assets will ultimately act a deterrent to savings. It is not the program’s intent to discourage applicants from developing sound savings habits but rather to promote personal, economic, and financial self-sufficiency by the creation of wealth through asset

building, reducing debt, promoting savings, improving credit, and development of economic literacy skills. Hopefully participation in the Town’s program will change the mindsets of clients from spending and consumption to the goals of saving, investment, and accumulating assets. Therefore, going forward the subsidies in the Town’s FTH will range from \$14,000 to \$25,000 with the amount each homebuyer is eligible to receive not being determined by their accumulated assets but rather by their household size and income.

HUD’s new prohibition against PJs using the FHA 302(b) limit in place of the 95 percent of area median purchase price has had a significant impact on the Town’s homebuyer program. Prior to the final rule taking effect, the maximum purchase price for participants in the Town’s program was \$200,000 (FHA 302(b) limit). When the 2013 Rule took effect on August 24, 2013, the maximum purchase price for those same participants dropped to \$169,000 (95 percent of the medium purchase price as determined by HUD). Although PJs continue to have the option to determine their own 95 percent of area median value limit using the methodology in the regulation, this is not an option for the Town since as a member of the Schenectady, Troy, Colonie Consortium, the Town would need to include housing data from both Schenectady and Troy in determining the 95 percent area median. The maximum purchase price has since been increased twice to \$181,000 (effective January 1, 2014) and to \$194,000 (effective April 13, 2015) which has somewhat helped homebuyers in Colonie’s program.

Currently there are 339 households receiving Section 8 housing assistance payments and 527 households (207 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 8.2 years. The average gross monthly income is \$1,387 and the average subsidy is \$475.

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 339 households receiving Section 8, 240 families (73 percent) have at least one member who is elderly or disabled; and of the 207 families currently on the waiting list who are living/working in the program area), 49 families (24 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 | 2010         | 400             | 377           |
|  |                             | 2011         | 390             | 382           |
|  |                             | 2012         | 390             | 374           |
|  |                             | 2013         | 375             | 342           |
|  |                             | 2014         | 370             | 339           |

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 60 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, five participants graduated from the program and currently 31 families (51 percent) have escrow accounts. To date, 100 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 15 households who have successfully participated in the Voucher Homeownership program, 11 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 and an adult day service 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 operates 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 \$12,000 and the proposed accomplishment was 20 children. During the 2014 program year, \$12,000 was expended and the actual accomplishment was 26 children (20 households).

The second public service funded by the Town during the 2014 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 30 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 \$4,000 and the proposed accomplishment was 4 seniors. All funds were drawn and the actual accomplishment was 5 seniors.

One public facilities and improvement project was undertaken in the 2014 program year. The Village of Colonie applied for and received additional funding to replace the existing sewer lateral and grease trap at the Village of Colonie Senior Citizen Center. This project was a continuation of the activity undertaken last year that called for the replacement of the existing sewer lateral and grease traps at the Village of Colonie Senior Citizen Center. Due to an outdated, undersized and substantially plugged sewer lateral from the kitchen, it was necessary to replace the existing lateral with a larger size pipe. Additionally, the existing 10-gallon grease trap installed over 30 years ago was rusting out and had substantially failed. The grease trap had to be upgraded to comply with current health department requirements and code regulations and be changed to a 1,000 gallon grease trap. In the initial phase of this project, the existing lateral was decommissioned and a new line was installed and is now in operation. Due to unforeseen conditions once the work was commenced coupled with funding shortfalls, final finish work, including sheet rocking, paint and the installation of a new floor was separated from the initial scope of work with the intent of acquiring additional funding to complete the project. The amount budgeted for the second phase of this project was \$4,000. The final phase has been completed and all block grant funds have been expended.

**Fair Housing**

In July 2014, the Town of Colonie completed an update to its Analysis of Impediments to Fair Housing Choice (AI). The document was submitted to HUD on July 17, 2014. 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.

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 2014 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
- 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 HomeSave program
- 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
- Support the newly formed Albany County Land Bank Corporation in its mission to return vacant properties to productive use
- 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 person 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:

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 City 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.

**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. CDBG funding for all entitlements including the Town of Colonie has been cut nearly 30 percent in the last two years and HOME funding has been cut more than 50 percent in the same time period. The Town first qualified as an entitlement community in 1978. That year Colonie received \$628,000. Conversely, the Town received \$324,519 in 2014 (a little more than one half of the original allocation). Colonie has always dedicated the majority of its CDBG funding exclusively to meeting the housing needs of low and moderate income residents of the community, specifically through rehabilitation activities. Increasingly the Town is encountering properties where the cost to complete the project and perform the repairs necessary to bring the housing unit to a basic acceptable living condition and to comply with HUD's housing quality standards far exceeds the established project limit of \$12,000. This can be attributed to the age and modest value of some of Colonie's housing stock and to the rise in construction costs. Program procedures dictate that participants are responsible for all costs above the established limit. More often than not, the costs are so great that homeowners do not have the funds to pay their portion of the project. Therefore, the Town is forced to declare that the project is not economically feasible and that the property is not eligible for residential rehabilitation under the program. This is not only upsetting to the homeowner, but extremely frustrating for program personnel. A significant amount of staff time is spent on a project that if not funded then produces no measurable outcome and causes delays in spending down grant funds. In the past, the Town has modified its project limit to address these changes in housing and market conditions. However, due to the CDBG funding cuts, such an increase in the project limit does not seem appropriate. Consequently, further decline in federal resources will result in serious quality issue for a significant segment of Colonie's housing stock.

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 2014 Entitlement Action Plan, the Town of Colonie received funding from the following federal sources:

|  |             |
|--|-------------|
| Community Development Block Grant        | \$ 324,519  |
| HOME Investment Partnership Funds        | \$ 94,258   |
| Section 8 Housing Choice Voucher Program | \$2,525,214 |

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.

**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                                 | 239,619           | 31,730            | Homeowner Contribution            |
|  |                   |                   | Other Grants                      |
|  |                   |                   | ACHTF Grant                       |
|  |                   | 19,070            | Town of Colonie General Funds     |
| Child Care Scholarship Program                                     | 12,000            | 1,742,744         | Private Pay                       |
|  |                   |                   | NYS DSS                           |
|  |                   |                   | Fundraising/CYC Scholarships      |
| Adult Day Care Scholarship Program                                 | 4,000             | 465,372           | Private Pay                       |
|  |                   |                   | Albany County Office of the Aging |
|  |                   |                   | Other Grants                      |
| Village of Colonie Senior Citizen Center Sewer Replacement Project | 4,000             | 314               | Village of Colonie General Funds  |
| Program Administration   | 64,900            | 101,144           | Town of Colonie General Fund      |
| HOME Funds (Colonie Schenectady Troy Consortium)                   |                   |                   |                                   |
| First Time Homebuyer Program                                       | 94,258            | 427,730           | Private Mortgages                 |
|  |                   | 27,710            | Homebuyer Contribution            |
|  |                   | 16,000            | Other Grants                      |
|  |                   | 5,013             | Town of Colonie General Funds     |

**Managing the Process**

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

Program Year 5 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 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 2014 CAPER was made available for public review in the following manner. A legal notice was placed in the August 19, 2015 edition 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 5, 2015. 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, 2015.

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 2014 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. For the 2013 program year, this monitoring was completed on October 23, 2014. The results of this monitoring were favorable and no findings or concerns were noted. The 2014 program year monitoring has not been scheduled yet.

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, 2013 was completed by Bollam, Sheedy, Torani & Co., CPAs (BST) and submitted to the Federal Audit Clearinghouse on September 19, 2014. BST has finalized the audit report for fiscal year ended December 31, 2014 and expects to submit the report to the Federal Audit Clearinghouse on or before September 30, 2015.

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. In the past, the Town's fiscal year ending (December 31) date did not match the PHA's fiscal year ending (September 30) date. Therefore, including the HUD audit as part of the townwide single audit process had 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.) had engaged the auditing services of Lubbe & Hosey, PC to prepare and submit a program specific audit to HUD. In June 2011, HUD approved the Town's request to change the fiscal year end from September 30<sup>th</sup> to December 31<sup>st</sup>. To accommodate this change, the Town needed to close out its September 30, 2010 fiscal year and then have a 15-month transition period from October 1, 2010 to December 31, 2011. Financial reporting applicable to the PHA program was required for the extended fiscal year period. Thereafter, effective January 1, 2012 to December 31, 2012 the Town will report under its new FYE reporting period. BST now includes the audit of the PHA as part of the Town's audit. Consequently, it is no longer necessary to engage an auditing firm to perform a program specific audit.

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, 2014 was completed by Bollam, Sheedy, Torani & Co. and an audit report was issued on March 25, 2015.

The Town's Community Development Department has always made every effort to attend technical assistance and training that were offered by the HUD Buffalo Office. However, limited travel funds now make it impossible to attend in-person training, and therefore, program personnel must rely on webinars and virtual workshops for training and technical assistance. During the 2014 program year, HUD-offered educational webinars/e-tutorials included numerous sessions on the eCon Planning Suite. Additionally, HUD hosted a CD Roundtable on July 15, 2014 in Saratoga Springs. The agenda included a Round Robin on what is going on in the various communities, consolidated plans, analysis of impediments to fair housing choice, upcoming eCon Planning Suite trainings and refresher courses, CoC Coordination – Boards, and NYSEDA – HCR-WAP – Collaboration. Also through its Buffalo CPD office, HUD now offers two additional technical assistance opportunities: TA Thursdays and Rehab Rap. TA Thursdays are conference calls scheduled once a month with the purpose of hosting a facilitated discussion on a specific topic. The topics discussed during this program year have included conflict of interest compliance, Census data, the American Community Survey, and Census's American Fact Finder, affirmatively furthering fair housing, IDIS troubleshooting, financial management for entitlement grantees, and HUD's Office of Inspector General – Avoiding Trouble. Rehab Rap, which began in September 2013, are regular (every other month) roundtable discussions via conference call for grantees and nonprofits that are engaged in housing rehabilitation to share ideas and chat about common issues. The issues discussed during the 2014 program year were incorporating solar

for electric or hot water into your rehab projects, environmental reviews for housing rehabilitation, energy conservation code, and minimizing change orders.

**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.

Program Year 5 CAPER Citizen Participation response:

Colonie invites public comments on all planning and reporting activities. The Community Development Department Citizen Advisory Committee holds the first of two public hearings on the first Wednesday in March to solicit input in preparation of the Town’s Entitlement Action Plan. A summary of the plan is published in the Colonie Spotlight and a 30-day comment period is established. The second public hearing is held by the Town Board during the last Town Board meeting in April or the first Town Board meeting in May, at which time they vote to approve/disapprove the Citizen Advisory Committee’s funding recommendations and draft Entitlement Action Plan and to authorize the Supervisor to sign and submit same to the HUD. The draft Consolidated Annual Performance and Evaluation Report, containing all available program year information, is made available to the public in mid August. A legal notice is published in the Spotlight that states that this information can be viewed at the Town of Colonie Community Development Department offices and that the Town will 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 19, 2015 through September 3, 2015. The Town did not receive any citizen comments.

**Federal Funds Identified**

| Fund Source                 | Budgeted Available | Committed        | Expended         | Service Area |
|-----------------------------|--------------------|------------------|------------------|--------------|
| CDBG Entitlement Allocation | \$324,519          | \$324,519        | \$119,791        | Townwide     |
| CDBG Prior Year Funds       | \$302,731          | \$302,731        | \$302,731        | Townwide     |
| CDBG Program Income         | \$0.00             | \$0.00           | \$0.00           | N/A          |
| <b>CDBG TOTAL</b>           | <b>\$627,250</b>   | <b>\$627,250</b> | <b>\$422,522</b> |              |



|  |                  |                  |                 |          |
|--|------------------|------------------|-----------------|----------|
| HOME (Colonie Schenectady Troy Consortium) | \$94,258         | \$0.00           | \$0.00          | Townwide |
| HOME Prior Year Funds                      | \$119,210        | \$119,210        | \$38,257        | Townwide |
| HOME Program Income                        | \$28,002         | \$28,002         | \$12,196        | Townwide |
| <b>HOME TOTAL</b>                          | <b>\$241,470</b> | <b>\$147,212</b> | <b>\$50,453</b> |          |
| Section 8 Housing Choice Voucher Program   | \$2,451,601      | \$2,525,214      | \$2,525,214     | 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 5 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, home energy assessment), 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 5 CAPER Monitoring response:

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 2014. 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 2014, 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.

**Monitoring Results**

All activities undertaken during the 2014 program year, are long-standing, well-proven programs that have continually demonstrated excellent track records.

**On-Site Monitorings**

On October 23, 2014, 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 December 3, 2014. 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.

**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 2014 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. As an entitlement community in Albany County, the Town has always had a seat on the Albany County Coalition on Homelessness, and for the past 15 years, through its Community Development Department, the Town has actively participated in the Albany Continuum of Care thus allowing the continuum to access Colonie's pro rata share. 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. Colonie's participation has included serving on the Executive Committee of the Strategic Planning Committee for Ending Homelessness, the Housing Development Subcommittee, the Homeless Management Information System (HMIS) Advisory Committee, the HMIS Implementation Team, and the Continuum of Care Proposal Rating Committee. Colonie's participation has included serving on the CoC Operations Committee, Executive Committee of the Strategic Planning Committee for Ending Homelessness, the Housing Development Subcommittee, the Homeless Management Information System (HMIS) Advisory Committee, the HMIS Implementation Team, the Continuum of Care Proposal Rating Committee, and the 11-member starter board. Most recently, Colonie began serving a two-year term on Albany County's 15-member CoC board. This board is primarily tasked with developing a plan for the coordinated implementation of a housing and service system that meets the needs of homeless individuals and families including an annual point-in-time count, needs and gaps analysis, and targeted goals for system improvement.

In an effort to reduce the number of families in poverty, the Town through its Community Development Department has served 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.

Although ACAP operates 30 classrooms in 15 Head Start facilities throughout Albany County, until recently, there were no Head Start classrooms located in the Town of Colonie. A community assessment conducted by ACAP in 2008 suggested significant gaps in pre-school services for an estimated 100 children from low-income families in Colonie. Therefore, the Community Development Department partnered with ACAP to identify potential locations to operate at least one Head Start preschool classroom in Colonie. Finding the ideal location proved difficult since it needed to be located within, or close to a low-income neighborhood and/or be easily accessible to low-income Colonie families; such as in an elementary school or other central location or on a bus line. In September 2012, ACAP opened its first Head Start classroom in the Town of Colonie Community Center on Central Avenue. By having a visible and accessible location in the area, the low-income families of Colonie now have improved access to ACAP's numerous other programs and services (including employment services, HEAP, weatherization, income tax assistance, and Dress for Success) to further enhance their quality of life and help bring them to self-sufficiency. A second classroom has opened in the same location for the 2013-2014 academic year.

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. Over the past two

years, the Town has seen its CDBG funding cut nearly 30 percent and its HOME funding cut nearly 50 percent. These cuts 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 5 CAPER Lead-based Paint response:

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

During the 2014 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 5 CAPER Housing Needs response:

The Town of Colonie invests and leverages significant resources into its housing rehabilitation efforts. For the 2014 program year, 73.8 percent (\$239,619) of the

Colonie's block grant funds was allocated toward the Town-administered residential rehabilitation program and in the last five years over \$1.24 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 \$2.41 million for its housing choice voucher program and in 2014 provided rental assistance to 339 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 5 CAPER Specific Housing Objectives response:

### **Progress in Meeting Specific Affordable Housing Objectives**

For the 2014 program year, the Town set objectives to rehabilitate 12 units of very low, low, and moderate income housing. During the time period, 30 units (11 very low, 9 low, and 10 moderate) were rehabilitated thus this objective was met. Additionally, HOME funds assisted 3 (moderate-income) households in purchasing their first homes. Finally, there are 339 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 5 CAPER Public Housing Strategy response:

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 5 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).

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 5 CAPER HOME/ADDI response:

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

HOME funds assisted 3 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 2014 program year, Colonie expended \$50,453 in HOME funds. These funds were leveraged by \$427,730 in private mortgages, \$27,210 in homebuyer contributions, and \$16,000 in private grants.

## **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 5 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 within its borders.

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, the continued implementation of a regional Homeless Management Information System (HMIS), and the implementation of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

HUD's McKinney-Vento Homeless Assistance Act was signed into law by President Ronald Reagan on July 22, 1987. Through this act, HUD awards funds competitively to communities to address the critical problem of homelessness through a coordinated community based process of identifying needs and building a system to address those needs. Throughout the years, a number of changes have been made to the McKinney-Vento programs with the most significant change implemented by HUD in 1995 with the creation of the Continuum of Care (CoC) process. At its simplest, a continuum of care is established by representatives of relevant organizations within a geographic area to carry out the responsibilities set forth in the CoC program interim rule. HUD's vision was that a CoC would be a local network that plans and coordinates funding for services and housing to assist homeless individuals and families. Members of the Albany CoC consist of both funded and unfunded organizations and include Catholic Charities, Interfaith Partnership for the Homeless, Homeless Action Committee, Equinox, Inc., Legal Aid Society of NENY, Albany Housing Coalition, Homeless and Travelers Aid Society, United Tenants, St. Catherine's Center for Children, Residential Support Services, Support Ministries, St. Anne's Institute, Capital Area Peer Services, Corporation for AIDS Research, Education and Services (CARES) as well as federal, state, and local agencies. For program year 2014, the Albany CoC received more than \$4.7 million and funded over 33 projects.

On May 20, 2009, President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including: a consolidation of HUD's competitive grant programs; a change in HUD's definition of homelessness and chronic homelessness; a simplified match requirement; an increase in prevention resources; and, an increase in emphasis on performance. The HEARTH Act requires that a CoC designate an eligible applicant to serve as a collaborative applicant and that a CoC establish a CoC board. A collaborative applicant acts on behalf of the CoC when applying to HUD for grants while the CoC board is charged with making all decisions for the continuum.

In recent years, the Town of Colonie has furthered its commitment to the homeless by actively participating in the Continuum of Care system. As an entitlement community in Albany County, the Town has always had a seat on the Albany County Coalition on Homelessness, and for the past 15 years, through its Community Development Department, the Town has actively participated in the Albany Continuum of Care thus allowing the continuum to access Colonie's pro rata share.

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. Colonie's participation has included serving on the Executive Committee of the Strategic Planning Committee for Ending Homelessness, the Housing Development Subcommittee, the Homeless Management Information System (HMIS) Advisory Committee, the HMIS Implementation Team, and the Continuum of Care Proposal Rating Committee. Colonie's participation has included serving on the CoC Operations Committee, Executive Committee of the Strategic Planning Committee for Ending Homelessness, the Housing Development Subcommittee, the Homeless Management Information System (HMIS) Advisory Committee, the HMIS Implementation Team, the Continuum of Care Proposal Rating Committee, and the 11-member starter board. Most recently, Colonie began serving a two-year term on Albany County's 15-member CoC board. This board is primarily tasked with developing a plan for the coordinated implementation of a housing and service system that meets the needs of homeless individuals and families including an annual point-in-time count, needs and gaps analysis, and targeted goals for system improvement.

## **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 5 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 5 CAPER ESG response:

**Actions to Address Emergency Shelter Needs**

The Town of Colonie does not receive Emergency Solutions Grants Program (formerly known as the Emergency Shelter Grants Program).

## 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 5 CAPER Community Development response:

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

The Town of Colonie’s Five-Year Consolidated Plan identified housing rehabilitation as its number one priority. Therefore, the Town invests and leverages significant resources into its housing rehabilitation efforts. For the 2014 program year, 73.8 percent (\$239,619) of the Colonie’s block grant funds were allocated toward the Town-administered residential rehabilitation program and in the last five years over \$1.24 million in block grant funds have been allocated to improve the Town’s existing housing stock. For this reporting period, the Town set objectives to rehabilitate 12 units of very low, low, and moderate income housing. During the time period, 30

units (11 very low, 9 low, and 10 moderate) were rehabilitated thus this objective was met.

**Changes in Program Objectives**

During the 2014 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**

The Town of Colonie did undertake one low/mod limited clientele activities during this reporting period – the Village of Colonie Senior Citizen Center Sewer Replacement Project – Phase 2.

**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 2014 program year, \$337,623 in CDBG funds and \$50,800 in public and private funds were used to rehabilitate 30 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 5 CAPER Antipoverty Strategy response:

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 59 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.

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**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 5 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 5 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 5 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 2014 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.

HUD's most recent on-site monitoring of the Town of Colonie included an evaluation of the Town's compliance with Section 3 requirements. This on-site review did not disclose any findings or concerns with regard to Section 3 activities.

### **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 below) 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                            | 2010         | 25              | 32            |
|  |   | 2011         | 15              | 25            |
|  |   | 2012         | 15              | 18            |
|  |   | 2013         | 13              | 17            |
|  |   | 2014         | 12              | 30            |
|  |   |              |                 |               |
| <i>Availability/Accessibility of Suitable Living Environment</i>                           |   |              |                 |               |
| Child Care Scholarship Program   | Children Provided with Child Care                 | 2010         | 20              | 38            |
|  |   | 2011         | 15              | 26            |
|  |   | 2012         | 32              | 30            |
|  |   | 2013         | 20              | 32            |
|  |   | 2014         | 20              | 26            |
|  |   |              |                 |               |
| Adult Day Care Scholarship Program   | Seniors Provided with Day Care                    | 2010         | 6               | 6             |
|  |   | 2011         | 5               | 7             |
|  |   | 2012         | 5               | 7             |
|  |   | 2013         | 4               | 6             |
|  |   | 2014         | 4               | 6             |
|  |   |              |                 |               |
| Youth Mentoring Program  | Youth Assisted with Mentoring Services            | 2010         | 20              | 22            |
|  |   | 2011         | 15              | 19            |
|  |   | 2012         | 5               | 5             |
|  |   |              |                 |               |
| VOC Senior Citizen Center Sewer Replacement Project  | Seniors Assisted w/Improved Public Infrastructure | 2013         | 614             | 614           |
|  |   | 2014         | 614             | 614           |
|  |   |              |                 |               |

## APPENDIX

Legal notice/public service announcement announcing availability of 2014 Consolidated Annual Performance Evaluation Report (CAPER) for public comment.

HUD Integrated Disbursement and Information System (IDIS) reports:

- IDIS-PR01: HUD Grants and Program Income
- IDIS-PR03: Activity Summary Report (GPR)
- IDIS-PR06: Summary of Consolidated Plan Projects
- IDIS-PR23: Summary of Community Accomplishments – CDBG
- 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, 2014 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 3, 2015.

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 25, 2015.

Paula A. Mahan  
Supervisor