

TOWN OF CLIFTON PARK  
COUNTY OF SARATOGA  
STATE OF NEW YORK

NOTICE OF PUBLIC HEARING REGARDING PHA PLAN FOR 2025 SECTION 8 HOUSING  
CHOICE VOUCHER PROGRAM ON DECEMBER 16, 2024.

Please take notice that the Town Board of the Town of Clifton Park will conduct a public hearing on December 16, 2024, at 7:02 p.m. in the Wood Memorial Meeting Room in the Town Office Building, located at One Town Hall Plaza, Town of Clifton Park, County of Saratoga, State of New York, for the purpose of receiving comments from the public on the proposed PHA Plan for 2025 for the Section 8 Housing Choice Voucher Program.

Copies of the PHA Plan and all supporting documentation are available for review on the Town's website [cliftonpark.org/Departments/Town Clerk/Public Hearing Notices](http://cliftonpark.org/Departments/Town Clerk/Public Hearing Notices) and available for review in the Town Clerk's office during normal business hours or JEM, Inc., 57 Phila Street, Saratoga Springs, NY 12866.

Teresa Brobston  
Town Clerk

Resolution No. 244 of 2024, a resolution scheduling a public hearing to be held on December 16, 2024, regarding the Town of Clifton Park's Section 8 Housing Choice Voucher Program.

Introduced by Councilman Morelli, who moved its adoption, seconded by Councilman Manir.

WHEREAS, the Town of Clifton Park operates a Section 8 Housing Choice Voucher Program funded by the U. S. Department of Housing and Urban Development, and

WHEREAS, to continue in the program, the Town is required to prepare and adopt a written PHA (Public Housing Agency) Plan that establishes local policies for administration of the Section 8 Housing Choice Voucher Program for the next five years in accordance with regulations of the U. S. Department of Housing and Urban Development, and

WHEREAS, the Town Board wishes to hold a public hearing to consider adoption of the Annual Plan establishing local policies for the administration of the Section 8 Housing Choice Voucher Program, in accordance with regulations of the U.S. Department of Housing and Urban Development, and

WHEREAS, the Town Board has reviewed the attached proposed 5-year plan consistent with the Section 8 Housing Voucher Program; now, therefore, be it

RESOLVED, that a public hearing to consider adoption of a new Five-Year Plan establishing local policies for administering the Town of Clifton Park Section 8 Housing Choice Voucher Program is hereby set forth and scheduled for December 16, 2024 at 7:02 p.m. in the Wood Memorial Room, One Town Hall Plaza, Clifton Park, and the Town Clerk is directed to publish notice of same.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Reid, Councilman Manir,  
Supervisor Barrett

Noes: None

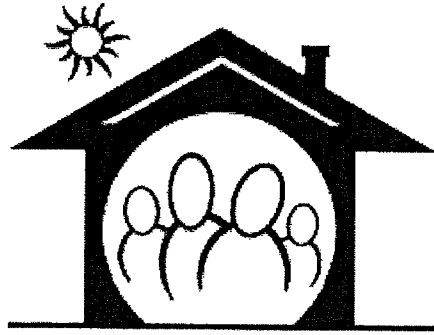
Absent: Councilwoman Walowit

DECLARED ADOPTED

October 21, 2024

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Teresa Brobston, Town Clerk



**Town of Clifton Park  
Housing Choice Voucher  
Five Year and Annual PHA Plans  
2025-2029**

NY416

**JEM Inc – Central Office**

57 Phila Street  
Saratoga Springs, NY 12866

<b>5-Year PHA Plan (for All PHAs)</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

**A. PHA Information.**

**A.1** PHA Name: Town of Clifton Park PHA Code: NY416

PHA Plan for Fiscal Year Beginning: (MM/YYYY): 1/2025  
 The Five-Year Period of the Plan (i.e. 2019-2023): 2025-2029  
 PHA Plan Submission Type:  5-Year Plan Submission  Revised 5-Year Plan Submission

**Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

JEM Inc Central Office, 57 Phila Street, Saratoga Springs, NY 12866 8:30 – 4pm M-F  
 or  
 Town of Clifton Park, Town of Clifton Park; One Town Hall Circle; Clifton Park, NY 12065  
 or  
 Electronically via e-mail: [section8@jeminc.com](mailto:section8@jeminc.com)

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

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

<b>B.</b>	<b>Plan Elements.</b> Required for all PHAs completing this form.
B.1	<p><b>Mission.</b> State the PHA's mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA's jurisdiction for the next five years.</p> <ul style="list-style-type: none"> <li>• Provide affordable, decent, safe, and sanitary housing to elderly and disabled low-income families, as well as other low-income families, dictated by local needs.</li> </ul>
B.2	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <ul style="list-style-type: none"> <li>• Expand the supply of assisted housing to meet local needs.</li> <li>• Improve the quality of service through better process and information systems.</li> <li>• Promote self-sufficiency and asset development of families and individuals.</li> <li>• Ensure equal opportunity in housing.</li> <li>• Reduce fraud and program abuse.</li> </ul>
B.3	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p><b>Progress in Meeting Goals:</b></p> <ul style="list-style-type: none"> <li>• <b>Expand Supply of Assisted Housing:</b> Management has applied as notices of funding of availability have been announced. Management has requested for funding as other sources of HCV funding has become available.</li> <li>• <b>Improve Quality of Assisted Housing:</b> Management has instituted improvements to policy and procedure to increase customer satisfaction. Management has surveyed participants for improvements to the program.</li> <li>• <b>Promote Self Sufficiency and Asset Development of Assisted Households:</b> Management has developed in-house providers for Budget, Credit, Employment and Homeownership coordination.</li> <li>• Management is in compliance with Fair Housing Laws and case-workers hold industry certifications that include fair housing training.</li> <li>• Management employees a full time program-integrity coordinator with the function of reducing fraud and program abuse.</li> </ul>
B.4	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The intent of the provisions of the Violence Against Women Act to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking (as well as members of victims' immediate families) from losing their HUD assisted housing as a consequence of the abuse of which they were the victim has always been the policy followed in programs administered by JEM, Inc, and will continue to be the policy in the future. In this respect we have recognized the needs addressed in the Act and have always taken steps to address those needs. Both tenants and owners are informed of our policy as the need arises and both are thoroughly advised of their options.</p> <p>In determining if tenants are victims of criminal domestic violence, dating violence, sexual assault, or stalking and in danger of losing their HUD assisted housing as a consequence of such abuse, we accept appropriate documentation from local police reports, social service agency statements, and other reliable corroborative evidence before taking action. Unless eviction is imminent, we place no time limit on tenant's reporting and the development of reliable evidence.</p>

C.	Other Document and/or Certification Requirements.
C.1	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <ul style="list-style-type: none"> <li>• A change in the PHA mission or a strategic goal will be considered a substantial deviation from the five year plan.</li> <li>• Changes in or additions to the PHA mission; strategic goals; strategy for addressing needs; or policies governing eligibility, selection, and admission will be considered a significant amendment or modification to the PHA's five year and annual plan.</li> </ul>
C.2	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <ul style="list-style-type: none"> <li>• Please see attached.</li> </ul>
C.3	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD-50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <ul style="list-style-type: none"> <li>• Please see attached.</li> </ul>
C.4	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

**D. Affirmatively Furthering Fair Housing (AFFH).**

**D.1**

**Affirmatively Furthering Fair Housing.** (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

**Fair Housing Goal:**

Describe fair housing strategies and actions to achieve the goal

Not required at this time.

**Fair Housing Goal:**

Describe fair housing strategies and actions to achieve the goal

Not required at this time.

**Fair Housing Goal:**

Describe fair housing strategies and actions to achieve the goal

Not required at this time.



**B. Plan Elements Submitted with 5-Year PHA Plans.** Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).

**B.1 Revision of Existing PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Homeownership Programs.
- Substantial Deviation.
- Significant Amendment/Modification

(b) If the PHA answered yes for any element, describe the revisions for each element(s)

B.2

**New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

**Pursuant to Housing Opportunity Through Modernization Act of 2016 (HOTMA), HUD has permitted Housing Agencies discretion in implementing several policy amendments. Resultingly, as these policy amendments are identified below, and a public hearing is required on this plan, no subsequent public hearing will be held upon the implementation of these polices. These policy amendments will be implemented upon the full implementation of HOTMA, which has been delayed until at the earliest July 1, 2025 per Housing Notice PIH 2024-09.**

**These policy amendments include:**

- PHA will accept a family's self-certification of net assets equal to or less than \$50,000 at admission and as need at reexamination
- PHA will examine assets at all annual reexaminations to determine if the \$100,000 asset limitation has been reached
- PHA will terminate assistance effective six months from the date of the reexamination during which those assets were verified to be greater than \$100,000
- PHA will review the specific circumstance for those applicant or participants who own suitable housing to determine if denial or termination is required
- PHA will review and grant Medical Allowance hardships as needed for 90-day period, and extended as warranted
- PHA will review and grant Childcare Allowance hardships as needed for 90-day period, and extended as warranted
- PHA will conduct Interim reexaminations for all verified decreases in adjusted income including when a family member moves out of the assisted unit
- PHA will consider not conducting Interim Reexamination for reported increases in earned income for a family
- PHA will deny or terminate assistance when and if an applicant or participant revokes an executed consent form (Form HUD-9886)
- PHA will not verify employment and income information during an Interim reexamination using EIV
- PHA will use EIV to verify tenant employment and income information at annual reexaminations of family composition and income.
- PHA will use HUD's verification hierarchy when verifying each household's income, assets, deductions, and expenses.
- PHA will access the EIV system and obtain an Income Report for each household during annual recertifications
- PHA will not determine income using safe harbor means

B.3

**Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

**Progress in Meeting Goals:**

- **Expand Supply of Assisted Housing:** Management has applied as notices of funding of availability have been announced. Management has requested for funding as other sources of HCV funding has become available.
- **Improve Quality of Assisted Housing:** Management has instituted improvements to policy and procedure to increase customer satisfaction. Management has surveyed participants for improvements to the program.
- **Promote Self Sufficiency and Asset Development of Assisted Households:** Management has developed in-house providers for Budget, Credit, Employment and Homeownership coordination.
- Management is in compliance with Fair Housing Laws and case-workers hold industry certifications that include fair housing training.
- Management employees a full time program-integrity coordinator with the function of reducing fraud and program abuse.

B.4	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p><b>Not applicable for HCV only PHA.</b></p>
B.5	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p><b>No findings of the HCV program.</b></p>
<p><b>Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.</p>	
B.1	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p><b>Not applicable for 2025.</b></p>
B.2	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p><b>Not applicable to the HCV program.</b></p>
<p><b>C Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.</p>	
C.1	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p><b>Please see attached.</b></p>

C.2	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><b>Please see attached.</b></p>
C.3	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><b>Please see attached.</b></p>
C.4	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(d) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

D.	<b>Affirmatively Furthering Fair Housing (AFFH).</b>
D.1	<p data-bbox="228 359 574 384"><b>Affirmatively Furthering Fair Housing.</b></p> <p data-bbox="228 407 1500 525">Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item</p> <div data-bbox="228 552 1446 835"> <p data-bbox="240 552 496 583"><b>Fair Housing Goal:</b></p> <p data-bbox="240 617 907 648"><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p data-bbox="334 680 565 705">Not required at this time.</p> </div> <div data-bbox="228 856 1446 1087"> <p data-bbox="240 856 496 888"><b>Fair Housing Goal:</b></p> <p data-bbox="240 921 907 953"><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p data-bbox="334 984 565 1010">Not required at this time.</p> </div> <div data-bbox="228 1108 1446 1287"> <p data-bbox="240 1108 496 1140"><b>Fair Housing Goal:</b></p> <p data-bbox="240 1173 907 1205"><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p data-bbox="334 1236 565 1262">Not required at this time.</p> </div>

**JEM Inc - Central Office Housing Choice Voucher  
2025 Five Year Plan - Resident Advisory Board Narrative**

Given that Central Office for Section 8 administers a Housing Choice Voucher program where program participants find housing on the private market, in lieu of having a Residence Advisory Board, a survey is performed. This approach has been in place for many years and is consistent with the regulations.

Fifty randomly selected surveys were e-mailed to active HCV participants. Participants were given one week to return the survey. Six surveys were returned.

Surveys asked participants to agree or disagree with statements that correlate to the mission and goals of the plan. An area for comments was included.

- 100% agreed with the program's mission.
- 100% agree the size of the program should be increased should additional funding become available.
- 100% agree there should be an emphasis on increasing tenant satisfaction and improving management functions.
- 100% agree the program should promote self-sufficiency.
- 100% agree that there should be equal access to assisted housing regardless of race, color, religion, national origin, sex, familial status or disability.
- 100% agree that program participation should be offered first to residents of the community, the elderly and the disabled.
- 100% agree that consideration should be given to allow subsidies to purchase a house.
- 100% agree additional measures should be taken to prevent and reduce fraud.
- 100% agree steps should be taken to allow participants and landlords to complete paperwork online.

The respondents chose not to make any comments.

Based upon both the quantitative and qualitative data gathered from this survey, the respondents strongly and increasingly support the mission and goals of this program.

#end#