

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="radio"/> Preapplication <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify) _____
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* 3. Date Received: 07/20/2007	4. Applicant Identifier: _____
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5a. Federal Entity Identifier: NY028	* 5b. Federal Award Identifier: _____
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State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
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8. APPLICANT INFORMATION:

* a. Legal Name: Municipal Housing Authority of the City of Schenectady	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 146003864	* c. Organizational DUNS: _____

d. Address:

* Street1: 375 Broadway
Street2: _____
* City: Schenectady
County: _____
* State: NY: New York
Province: _____
* Country: USA: UNITED STATES
* Zip / Postal Code: 12305

e. Organizational Unit:

Department Name: _____	Division Name: _____
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.	* First Name: Richard
Middle Name: Edward	
* Last Name: Homenick	
Suffix: _____	
Title: Executive Director	

Organizational Affiliation:

* Telephone Number: _____	Fax Number: 518/372-0812
* Email: _____	

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9. Type of Applicant 1: Select Applicant Type:

L: Public/Indian Housing Authority

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.870

CFDA Title:

Resident Opportunity and Supportive Services - Homeownership and Family

*** 12. Funding Opportunity Number:**

FR-5100-N-18

* Title:

ROSS Family Homeownership

13. Competition Identification Number:

RFH-18

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City and County of Schenectady, New York

*** 15. Descriptive Title of Applicant's Project:**

Job training vouchers, transportation, child care and homeownership program.

Attach supporting documents as specified in agency instructions.

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16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="250,000.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value=""/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes
- No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input field]

Attachments

AdditionalCongressionalDistricts

File Name

Mime Type

AdditionalProjectTitle

File Name

Mime Type

Chart A: PROGRAM STAFFING * Applicant Name: Municipal Housing Authority of the City of Schenectady

Instructions for completing this form: Space is provided below for applicants to provide information about key staff, residents you plan to hire, the roles contractors will play, and the activities and responsibilities of the applicant's contract administrator. All applicants must complete this form. Applicants that are not required to have a contract administrator do not need to complete Section IV of this form.

* Grant to which the applicant is applying: RSDM-Family RSDM-Elderly Homeownership Supportive Services Neighborhood Networks PH Family Self Sufficiency

I. APPLICANT STAFF

Name of Staff Person:

* Percent of Time on Grant (%) * Cost to Grant (\$)

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:	* Percent of Time on Grant (%)	* Cost to Grant (\$)
[REDACTED]	[REDACTED]		[REDACTED]		100	112,700.00
* Organization: Schenectady Municipal Housing Authority						
* Position: Program Coordinator						
* Activity in Grant Program: Administering the program.						
Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:	2	4,729.00
* Organization: Schenectady Municipal Housing Authority						
* Position: Finance Director						
* Activity in Grant Program: Monitor expenses, process payments, LOCCS Drawdowns.						
Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix: Jr.	2	4,097.00
* Organization: Schenectady Municipal Housing Authority						
* Position: Assistant Executive Director						
* Activity in Grant Program: Supervise Program Coordinator						
Prefix: Mr.	* First Name: Richard	Middle Name: E.	* Last Name: Homenick	Suffix:	2	4,865.00
* Organization: Schenectady Municipal Housing Authority						
* Position: Executive Director						
* Activity in Grant Program: General program oversight						
Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:	100	0.00
* Organization: Schenectady City School District						
* Position: GED Instructor						
* Activity in Grant Program: Teach GED Classes						
Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:	10	0.00
* Organization: Community Land Trust						
* Position: Housing Counselor						
* Activity in Grant Program: Assist residents with budget and credit counseling.						

* Percent of Time on Grant (%) * Cost to Grant (\$)

Name of Staff Person: (continued)

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:		
					25	0.00
* Organization:					* Position:	
SUNY College and Career Counseling Center					Assistant Executive Director	
					* Activity in Grant Program:	
					Employment, education and career counseling.	

II. RESIDENT STAFF (NOT APPLICABLE TO FSS APPLICANTS)

Name of Staff Person:

* Percent of Time on Grant (%) * Cost to Grant (\$)

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:		
* Organization:					* Position:	
					* Activity in Grant Program:	

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:		
* Organization:					* Position:	
					* Activity in Grant Program:	

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:		
* Organization:					* Position:	
					* Activity in Grant Program:	

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:		
* Organization:					* Position:	
					* Activity in Grant Program:	

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:		
* Organization:					* Position:	
					* Activity in Grant Program:	

Name of Staff Person: (continued)

* Percent of Time on Grant (%) * Cost to Grant (\$)

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Organization:		* Position:		* Activity in Grant Program:		
<input type="text"/>		<input type="text"/>		<input type="text"/>		

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Organization:		* Position:		* Activity in Grant Program:		
<input type="text"/>		<input type="text"/>		<input type="text"/>		

III. CONTRACTOR/CONSULTANT ROLE (Not applicable to FSS applicants)

Type of Contractor to be Solicited **	Activity in Grant Program	Estimated Cost to Grant Program (\$)
Child Care providers - YWCA and private day care homes	Child Care. No contractor to earn more than <input type="text"/>	48,000.00
Capital District Transportation Authority/CDTA Bus	Swiper cards for new workers	11,250.00
Driving Schools	Drivers lessons, licenses	6,000.00
Employment training and education	Employment Training services	51,000.00
<input type="text"/>	<input type="text"/>	<input type="text"/>

** NOTE: Contractors must be procured according to 24 CFR parts 84.41-84.48 or 24

IV. CONTRACT ADMINISTRATOR

Name of Organization	Areas of Responsibility/Oversight	Estimated Cost to Grant Program (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Public reporting burden for the collection of information is estimated to average two hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

**Grant Applications
Detailed Budget**

U.S. Department of Housing
and Urban Development

OMB Approval No. 2501-0017
(expires 03/31/2005)

* Organization Name: Municipal Housing Authority of the City of Schenectady

* Project/Activity Name: SMHA ROSS Family Homeownership 2007

Functional Categories									
Year 1: <input checked="" type="radio"/> Year 2: <input type="radio"/> Year 3: <input type="radio"/> All Years: <input type="radio"/>									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)	6,669.24								
b. Fringe Benefits	2,000.00								
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)	2,850.00								
f. Contractual	38,916.00								
g. Construction									
1. Administration and Legal Expenses	4,000.00								
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs	54,435.24								
j. Indirect Costs (% Approved)									
Indirect Cost Rate: <input type="text"/> %									
Grand Total (Year <input type="text"/> 1):									
Grand Total (All Years):									

**Grant Applications
Detailed Budget**

U.S. Department of Housing
and Urban Development

OMB Approval No. 2501-0017
(expires 03/31/2005)

* Organization Name: Municipal Housing Authority of the City of Schenectady

* Project/Activity Name: SMHA ROSS Family Homeownership 2007

Functional Categories									
Year 1: <input type="radio"/> Year 2: <input checked="" type="radio"/> Year 3: <input type="radio"/> All Years: <input type="radio"/>									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)	40,015.38								
b. Fringe Benefits	12,000.00								
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)	2,850.00								
f. Contractual	38,916.00								
g. Construction									
1. Administration and Legal Expenses	4,000.00								
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs	97,781.38								
j. Indirect Costs (% Approved)									
Indirect Cost Rate: <input type="text"/> %									
Grand Total (Year <input type="text" value="2"/>):									
Grand Total (All Years):									

**Grant Applications
Detailed Budget**

U.S. Department of Housing
and Urban Development

OMB Approval No. 2501-0017
(expires 03/31/2005)

* Organization Name: Municipal Housing Authority of the City of Schenectady

* Project/Activity Name: SMHA ROSS Family Homeownership 2007

Functional Categories									
Year 1: <input type="radio"/> Year 2: <input type="radio"/> Year 3: <input checked="" type="radio"/> All Years: <input type="radio"/>									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)	40,015.38								
b. Fringe Benefits	12,000.00								
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)	2,850.00								
f. Contractual	38,918.00								
g. Construction									
1. Administration and Legal Expenses	4,000.00								
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs	97,783.38								
j. Indirect Costs (% Approved)									
Indirect Cost Rate: <input type="text"/> %									
Grand Total (Year <input type="text" value="3"/>):									
Grand Total (All Years):									

**Grant Applications
Detailed Budget**

U.S. Department of Housing
and Urban Development

OMB Approval No. 2501-0017
(expires 03/31/2005)

* Organization Name: Municipal Housing Authority of the City of Schenectady

* Project/Activity Name: SMHA ROSS Family Homeownership 2007

Functional Categories									
Year 1: <input type="radio"/> Year 2: <input type="radio"/> Year 3: <input type="radio"/> All Years: <input checked="" type="radio"/>									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)	86,700.00								
b. Fringe Benefits	26,000.00								
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)	8,550.00								
f. Contractual	116,750.00								
g. Construction									
1. Administration and Legal Expenses	12,000.00								
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs	250,000.00								
j. Indirect Costs (% Approved)									
Indirect Cost Rate: <input type="text"/> (%)									
Grand Total (Year <input checked="" type="checkbox"/> All):									
Grand Total (All Years):									

Survey on Ensuring Equal Opportunity for Applicants

OMB NO. 1890-0014 EXP. 2/28/2009

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name:
Municipal Housing Authority of the City of Schenectady

Applicant's DUNS Name:
[REDACTED]

Federal Program:
ROSS Family Homeownership

CFDA Number:
14.870

- | | |
|--|---|
| 1. Has the applicant ever received a grant or contract from the Federal government?
<input checked="" type="radio"/> Yes <input type="radio"/> No | 5. Is the applicant a local affiliate of a national organization?
<input type="radio"/> Yes <input checked="" type="radio"/> No |
| 2. Is the applicant a faith-based organization?
<input type="radio"/> Yes <input checked="" type="radio"/> No | 6. How many full-time equivalent employees does the applicant have? (Check only one box).
<input type="radio"/> 3 or Fewer <input type="radio"/> 15 - 50
<input type="radio"/> 4 - 5 <input checked="" type="radio"/> 51 - 100
<input type="radio"/> 6 - 14 <input type="radio"/> Over 1000 |
| 3. Is the applicant a secular organization?
<input checked="" type="radio"/> Yes <input type="radio"/> No | 7. What is the size of the applicant's annual budget? (Check only one box.)
<input type="radio"/> Less Than \$150,000
<input type="radio"/> \$150,000 - \$299,999
<input type="radio"/> \$300,000 - \$499,999
<input type="radio"/> \$500,000 - \$999,999
<input type="radio"/> \$1,000,000 - \$4,999,999
<input type="radio"/> \$5,000,000 or more |
| 4. Does the applicant have 501(c)(3) status?
<input type="radio"/> Yes <input checked="" type="radio"/> No | |

Survey on Ensuring Equal Opportunity for Applicants

OMB NO. 1890-0014 EXP. 2/28/2009

Provide the applicant's (organization) name and number and the grant name and CFDA number.

1. Self-explanatory.

2. Self-identify.

3. Self-identify.

4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

5. Self-explanatory.

6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0014**. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: The Agency Contact listed in this grant application package.

* Organization Name:

Municipal Housing Authority of the City of Schenectady

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
<p>1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element"? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graded regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification? In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes? Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

<p>11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms. (If you have attachments that are electronic files please scroll to bottom of page 5 and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Total Points:</p>	<p>9</p>	<p>10</p>

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. Does your state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus) and a method for fee calculation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification? Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development? If yes, briefly list these changes. (If you have attachments that are electronic files please scroll to bottom of this page and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms. (If you have attachments that are electronic files please scroll to bottom of this page and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions. (If you have attachments that are electronic files please scroll to bottom of this page and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Total Points:</p>		

Additional Information:

Attachments

single_attachment_datagroup0
File Name

Mime Type

**Applicant/Recipient
Disclosure/Update Report**

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011
(exp. 12/31/2006)

Applicant/Recipient Information

* Duns Number: [REDACTED]

* Report Type: INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name:

Municipal Housing Authority of the City of Schenectady

* Street1: 375 Broadway

Street2:

* City: Schenectady

County:

* State: NY: New York

* Zip Code: 12305

* Country: USA: UNITED STATES

* Phone: [REDACTED]

2. Social Security Number or Employer ID Number: 146003864

* 3. HUD Program Name:

Resident Opportunity and Supportive Services - Homeownership and Family

* 4. Amount of HUD Assistance Requested/Received: \$ 250,000.00

5. State the name and location (street address, City and State) of the project or activity:

* Project Name: SMHA ROSS Family Homeownership 2007

* Street1: 375 Broadway

Street2:

* City: Schenectady

County:

* State: NY: New York

* Zip Code: 12305

* Country: USA: UNITED STATES

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

Yes No

Yes No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

Form HUD-2880(3/99)

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	* Social Security No. or Employee ID No.	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
			\$ _____ %
			\$ _____ %
			\$ _____ %
			\$ _____ %
			\$ _____ %

(Note: Use Additional pages if necessary.) _____

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation. I certify that this information is true and complete.

* Signature:

Thomas Bellick

* Date: (mm/dd/yyyy)

07/20/2007

Attachments

AdditionalInfo_attDataGroup0
File Name

Mime Type

AdditionalInfo1_attDataGroup0
File Name

Mime Type

Facsimile Transmittal

1179937693 - 6692

**U. S. Department of Housing
and Urban Development**

Office of Department Grants
Management and Oversight

OMB Approval No. 2525-0118
exp. Date (04/30/2005)

* Name of Document Transmitting:

1. Applicant Information:

* Legal Name:

* Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code: * Country:

2. Catalog of Federal Domestic Assistance Number:

* Organizational DUNS: CFDA No.:

Title:

Program Component:

3. Facsimile Contact Information:

Department:

Division:

4. Name and telephone number of person to be contacted on matters involving this facsimile.

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Phone Number:

Fax Number:

* 5. Email:

*** 6. What is your Transmittal? (Check one box per fax)**

a. Certification b. Document c. Match/Leverage Letter d. Other

* 7. How many pages (including cover) are being faxed?

Grant Application Detailed Budget Worksheet

(Exp. 01/31/2008)

Name and Address of Applicant:	Municipal Housing Authority of the City of Schenectady, NY 375 Broadway Schenectady, NY 12305
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Category	Detailed Description of Budget (for full grant period)									
----------	--	--	--	--	--	--	--	--	--	--

1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Position or Individual											
ROSS Program Coordinator	3,943	\$21.99	\$86,707	\$86,700	\$0	0	0	0	0	0	0
Total Direct Labor Cost			\$86,707	\$86,700							

2. Fringe Benefits	Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Health Insurance, Retirement	30.00%	\$86,700	\$26,010	\$26,000	\$0	0	0	0	0	0	0
Total Fringe Benefits Cost			\$26,010	\$26,000							

3. Travel											
3a. Transportation - Local Private Vehicle	Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Trans - Local Private Vehicle											

Grant Application Detailed Budget Worksheet

Detailed Description of Budget												
3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost		HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Airfare												
3c. Transportation - Other	Quantity	Unit Cost	Estimated Cost		HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Other												
3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost		HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Per Diem or Subsistence												
Total Travel Cost												
4. Equipment (Only items over \$5,000 Depreciated value)	Quantity	Unit Cost	Estimated Cost		HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Total Equipment Cost												

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

8. Construction Costs											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
8a. Administrative and legal expenses											
Asst. Exec. Dir	78	52.53	\$4,097	4,097							
Finance Director	78	60.63	\$4,729	4,729							
Executive Director	78	62.37	\$4,865	4,865							
Subtotal - Administrative and legal expenses			\$13,691	\$13,691							
8b. Land, structures, rights-of way, appraisal, etc											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Land, structures, rights-of way, ...											
8c. Relocation expenses and payments											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Relocation expenses and payments											
8d. Architectural and engineering fees											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Architectural and engineering fees											
8e. Other architectural and engineering fees											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Other architectural and engineering fees											

Grant Application Detailed Budget Worksheet

	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
8f. Project inspection fees											
Subtotal - Project inspection fees											
8g. Site work											
Subtotal - Site work											
8h. Demolition and removal											
Subtotal - Demolition and removal											
8i. Construction											
Subtotal - Construction											
8j. Equipment											
Subtotal - Equipment											
8k. Contingencies											
Subtotal - Contingencies											
8l. Miscellaneous											
Subtotal - Miscellaneous											
Total Construction Costs											

Grant Application Detailed Budget Worksheet

9. Other Direct Costs	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Item											
Total Other Direct Costs											
Subtotal of Direct Costs				\$250,000							
10. Indirect Costs	Rate	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Type											
Total Indirect Costs											
Total Estimated Costs				\$250,000							

Grant Application Detailed Budget Worksheet

Public reporting burden for this collection of information is estimated to average 3 hours 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. Response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality.

Detailed Description of Budget

Analysis of Total Estimated Costs		Estimated Cost	Percent of Total
1	Personnel (Direct Labor)	\$ 86,707.00	
2	Fringe Benefits	\$ 26,010.00	
3	Travel	\$ -	
4	Equipment	\$ -	
5	Supplies and Materials	\$ 6,859.00	
6	Consultants	\$ -	
7	Contracts and Sub-Grantees	\$ [REDACTED]	
8	Construction	\$ -	
9	Other Direct Costs	\$ 13,691.00	
10	Indirect Costs	\$ -	
	Total:	\$ [REDACTED]	
	Federal Share:	\$ 250,000.00	
	Match (Expressed as a percentage of the Federal Share):	\$ [REDACTED]	

form HUD-424-CBW (2/2003)

IT IS RECOMMENDED THAT YOU PRINT THESE INSTRUCTIONS BEFORE CONTINUING

It may be helpful to print out a copy of the instructions and have them on hand while creating your eLOGIC MODEL™. These instructions may not look exactly as displayed on your screen. To print any of the 12 Worksheets, select the TAB with your cursor at the bottom of screen and use your print function (usually File | Print).

Do not modify the workbook. Do not change the integrity of the form by adding additional tabs or worksheets. The instructions provided here will meet your needs.

SECURITY AND THE USE OF "MACROS"

The 2007 HUD eLogic Model™ when downloaded and opened may prompt a "Macro" alert on your screen. "Macros" are a form of programming used in Excel to enable additional functionality. You will need to "enable" the "Macros" to use all functions on your eLOGIC MODEL™. After submission of your eLogic Model™ grant application, you may reset your security levels to their original settings. Depending on your version of Excel™, there are several steps you must take in order to use the eLogic Model™. A description is provided below for three most common versions of Excel™ in use today, one of which is probably installed on your computer.

NOTE: If you do not enable the "Macros" your eLogic Model™ will not function properly. If you are working in a network, and you cannot control your desktop settings, contact your system administrator for support. Some of you may already be very familiar with Macros. If you are not, here are some easy step-by-step instructions for you to follow to enable the Macros.

Excel™ 2003 - There are four levels of security regarding the use of "Macros": Very High, High, Medium, and Low. If upon opening the eLogic Model™ the dialog box states that you must change your Security setting to enable "Macros", your security settings are either set to Very High or High and you must take the following steps: Go to the toolbar at the top of the screen and click on "Tools". Then click "Options" and then click the tab labeled "Security" located on the top right of the window. At the bottom right of the window, click the button that says "Macro Security" and select Medium as your setting. Click "OK" and then click "OK" in the Options window. Close your eLogic Model™. Re-open your eLogic Model™. You will now receive a dialog box with the message "Security Warning". Click on the button at the bottom that says "Enable Macros". Your eLogic Model™ will open and be fully functional.

If upon opening the eLogic Model™ the dialog box gives you an option to enable "Macros" at that moment, it means that Security is set to Medium. All you need to do is to click the button at the bottom of the dialog box that says "Enable Macros". Your eLogic Model™ will open and be fully functional.

If upon opening the eLogic Model™ there is no dialog box, your Security setting is set on "Low" and your Macros are already enabled. There is no additional step needed.

Excel™ 2000 - There are three levels of security regarding the use of "Macros": High, Medium, and Low. The High security setting automatically disables most Macros and does not alert you to the action. If, when entering Services/Activities in Column 3, or Outcomes in Column 5, you select "other," the word "other" appears and remains in the cell, the Macro is not functioning. Save and close changes you have made thus far. Then from the menu, select "Tools," "Macro," "Security". A dialog box will open. Click on the "Security" TAB and select "Medium," then click "OK." Reopen your eLogic Model™. A dialog box will open. Select "Enable Macros". Your eLogic Model™ will open and be fully functional.

If your copy of Excel is already set to "Medium" security, the enable Macros dialog box will appear and you can proceed as above.

The low security setting automatically enables all Macros and you will not receive any message. The eLogic Model™ will open and be fully functional.

Excel™ 1997 - If you are using this version of Excel, please contact HUD's NOFA Information Center for assistance at (800) HUD-8929. Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at (800) 877-8339. The NOFA Information Center is open between the hours of 10 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays.

eLOGIC MODEL™ SPECIAL FEATURES

There are several new features available in this year's eLOGIC MODEL™:

Populate Worksheets - When identifying information is entered in the Year1 worksheet, e.g. Applicant Name, Project Name, and Component Name, this information will automatically populate or carryover into the Year2, Year 3, and Total worksheets. Activities and Outcomes do not populate as there are any number of combinations of activities that can be performed over the life of an award.

Expand Worksheet Columns for Better Viewing - The Need (Column 2), Service or Activity (Column 3) and Outcome (Column 3) columns can be expanded for better viewing. See additional details under, COLUMNS OF THE eLOGIC MODEL™ (1-7).

Use of "Other" in the Dropdown List for "Services or Activities/Output" and "Outcome"

The dropdown lists for "Services or Activities/Output" and "Outcome" can be expanded to include up to three additional entries. If a service/activity and outcome in the existing dropdown lists do not adequately reflect your project, you may select "other" and add up to three additional entries for "Services or Activities/Output" and three additional entries for "Outcome". These entries are for the total duration of the project, not each year. For example, if you want to add one "other" activity and associated outcome in Year1, Year2 and Year3 you will not be able to add any additional "other" items. Please bear this in mind when determining the need to select "other" rather than an item already identified in the drop down menu. See additional details under, COLUMNS OF THE eLOGIC MODEL™ (1-7).

A Reporting TAB Has Been Added

The worksheets of the eLogic Model™ contain projections of services or activities and outcomes in support of your proposed project. If you are selected for funding, your approved eLogic Model™ will lock the approved activities/output and proposed projections of your eLogic Model™ and also open up the post reporting functionality. You will be provided a copy of your approved eLogic Model™ with your award agreement. The approved eLogic Model™ will allow you to report actual numbers in the space provided in the "post" column.

A "Reporting" TAB has been designed to contain two text boxes. Use the text boxes provided. The first provides an area for reporting any positive/negative deviations from the approved eLogic Model™ projections and the basis for the deviations. The second text box is to be used to report responses to the Management Questions negotiated by the HUD program offices as part of your award. See additional details under, INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD.

This ends the highlights section. The following are detailed instructions for completing the eLogic Model™.

INSTRUCTIONS FOR COMPLETING THE eLOGIC MODEL™

BACKGROUND

The eLogic Model™ form (4 copies, Year1 Year2 Year3 and Total) is contained within this Excel™ Workbook. The Workbook has 12 separate worksheets and each worksheet is identified by a TAB at the bottom of the page. **If you cannot see all the TABS, be sure to maximize the workbook by clicking the middle button in the top right corner of the workbook to expand your window or move your bottom scroll bar so all the TABS appear. Usually this situation does not occur. If it does, the Reporting TAB and the Evaluation TAB may be hidden until you follow the above procedure.** The worksheet(s) labeled "Year1 Year2 Year3 and Total" contain the actual form that you should complete. The other Worksheet(s) provide supportive and reporting information. The TABs are:

Instructions	} 12 - Worksheets
Year1	
Year2	
Year3	
Total	
Goals/Priorities	
Needs	
Services	
Outcomes	
Tools	
Reporting	
Evaluation	

ACCESSING THE eLOGIC MODEL™

Select the TAB labeled "Year1." This is the first copy of the eLogic Model™ form. The additional copies of the form labeled Year2 Year3 and Total are used for multiple year grants to specify Activities and Outcomes for each year of the proposed program. Year2, for example, would contain Activities and Outcomes projected for the second year ONLY (not a cumulative total from Year1). Applicants applying for a multiple year grant must complete a worksheet for each year of performance, plus a total worksheet showing a cumulative total for all years covered by the award. The "Total" worksheet must reflect the sum of all years of the grant. For example, a two-year grant would include Year1 and Year2 and Total. A three-year grant would include Year1 Year2 Year3 and Total. A one-year grant would include ONLY Year1. A Total worksheet is not required for one year grants.

NOTE: Each cell of the worksheet is "lock protected" so you can only make entries in cells that are for input as directed by these instructions.

To complete the eLogic Model™ form, in the first row there is a label, "Applicant Name", cell [E1]. Enter the name of the applicant organization applying for funding. Enter the Applicant Name exactly as it appears in box 8a of the SF-424. Once you have entered your "Applicant Name" in the worksheet labeled Year1, the Year2, Year3, and Total worksheets will automatically populate the same information.

In the second row there is a label, "Project Name:" Enter the name of your project in cell [E2]. Use exactly the same name as you did on box 15 of the form SF-424. If you are submitting multiple applications under the same applicant name for the same HUD program, you must include a project name that can distinguish between the two applications and logic models submitted, e.g. HBCU-Dillard-Affordable Housing15, HBCU-Dillard-Affordable Housing16. If the project name is not known at time of application then insert TBD1, TBD2, etc, e.g. HBCU-Dillard-TBD1, HBCU-Dillard-TBD2. Once you have entered your "Project Name" in the worksheet labeled Year1, the Year2, Year3, and Total worksheets will automatically populate the same information.

Immediately below "Project Name," there is a field for "Term," which corresponds to worksheets for Year1, or Year2, or Year3, or Total. This field is already pre-filled. Immediately below TERM is a field designated for the HUD Program Name. This field is already pre-filled; please verify that it matches the program for which you are applying. You will also see a field labeled "Component Name:", cell [L-4]. If the program under which you are applying has components, e.g., EOI or PEI under the Fair Housing Initiatives Program, or a TA Program under the CDTA NOFA, enter the name of the program component for which you are applying. If there are no components in the funding opportunity for which you are seeking funding, leave this field blank. Once you have entered your "Component Name" in the worksheet labeled Year1, Year2, Year3, and Total will automatically populate the same information.

To the right of the Applicant and Project fields, there are fields labeled Period and Start Date and End Date. Leave these fields blank. They are for reporting purposes. See additional details under, INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD.

COLUMNS OF THE eLOGIC MODEL™ (1-7)

Column 1 – Policy

Under the "Policy" Column (1), there are actually two columns; one for HUD Goals, and one for Policy Priority. Review the HUD Goals and Policy Priorities by clicking on the TAB labeled "GoalsPriorities" at the bottom of the workbook. For each of the eLogic Model™ worksheets used in your application (Year1 Year2 Year3 Total) select the HUD Goals and Policy Priorities that your program will address. You do this by clicking the mouse in one of the cells in column (1) of the worksheets labeled (Year1 Year2 Year3 Total). A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of letters and numbers that correspond to the HUD Goals and Policy Priority will appear. Select one of the HUD Goals and Policy Priority letter/number in the list by clicking it. Repeat this process in other cells of the HUD Goals column and the Policy Priority column until you have selected all that apply to your application.

Column 2 – Planning

Under the "Planning" Column (2), select a Problem, Need, Situation statement. Do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Need Statements appears. Select one or more of the Need Statements in the list by clicking it. Because the column is too narrow to show the full Need Statement in the dropdown list, you may wish to refer to the TAB labeled "Needs" to see the full Need Statement or you can (using your mouse) click on the shaded cell [D5] labeled **Problem, Need, Situation** and this will expand the cell. To return the cell to its original size, click again on cell [D5] labeled **Problem, Need, Situation**.

NOTE: When expanding and returning the cell to its original size, click once. Do not double click.

When you select a Need Statement, the full Need Statement will fill the cell. If you don't want this Need Statement, you can simply click the dropdown arrow again and select another item. Or, you can delete a Need Statement by selecting the cell and clicking the DELETE KEY on your keyboard. If you want to select more than one Need Statement, go to the next cell in the column and repeat the process, selecting the appropriate Need Statement. You can do this until you have selected all the Needs Statements that are appropriate to your proposed program. The selections should reflect the needs identified in your response to your Rating factor narratives. There is no need to select all the Need Statements if they do not apply to what you plan to address or accomplish with the funding requested.

Column 3 – Programming

Under the "Programming" Column (3), select a Service or Activity. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of eligible Services or Activities appears. Select one of the Services or Activities in the list by clicking it. List Year1 Services or Activities using the Year1 worksheet of the form. List Year2 Services or Activities using the Year2 worksheet of the form. List Year3 Activities using the Year3 worksheet of the form. Make a composite Logic Model of all years on the Total worksheet. If you are only applying for one year grant, you do not need to create a composite Logic Model on the Total TAB. Because the column is too narrow to show the full Services or Activities/Outputs Statement in the dropdown list, you may wish to refer to the TAB labeled "Services" to see the full range of eligible Services or Activities/Outputs or you can (using your mouse) click on the shaded cell [E5] **Service or Activities/Outputs**. This will expand the cell. To return the cell to its original size, click on shaded cell [E5] **Service or Activities/Outputs**.

NOTE: When expanding and returning the cell to its original size, click once. Do not double click.

NOTE: If the Service or Activity/Outputs that you are looking for does not appear on the dropdown list, choose "Other" from the dropdown list. A dialog box will appear that says "Year1". Click "OK" and another dialog box will appear that says "You have selected "Other" which means that "you must create a new Activity or Outcome and a Unit of Measure, are you prepared to do this Now?", click "Yes" if you wish to continue. You will see an input window that says "Enter a new Activity or Outcome to your selection list". Enter your Service or Activity in the field provided and click "OK". A second window will appear that says "Specify a Unit of Measure for the Activity or Outcome you entered". Enter the unit of measure in the field provided and click "OK". The new Service or Activity will appear in the Logic Model cell and it will be added to the dropdown list. **YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW SERVICES OR ACTIVITIES PER LOGIC MODEL.**

In the event that you want to delete, or change your newly created Service or Activity, click the TAB labeled Services at the bottom of your screen and then click cell [B1] "Click here to allow deletion of New Activities" at the top right of the window. A dialog box will appear that says "Click on a new Activity to delete it from you Logic Model", click "OK". A dialog box will appear that says "Caution! This will delete all instances of new services or activities in your Logic Model, do you wish to continue?" Click "Yes". The new Activity you added will be displayed with the prefix "new". You can only delete new Services or Activities.

Column 4 – Measure

Notice that as the Service or Activity you selected appears in the cell, a corresponding unit of measure appears or populates in the Measure column. The unit of measure could be "persons", "dollars", "square feet", "houses", or some other unit of measure that relates to the selected Service or Activity. Immediately below the unit of measure are two blank cells. Enter the projected number of units you are proposing to deliver or accomplish in the "Pre" column. The "Post" column is locked to be used later for reporting purposes.

Column 5 – Impact

Under the "Impact" Column (5), select the Outcome that best corresponds to the Need and Service or Activity that you just previously identified and selected for your logic model. Do this the same way as previously described for Needs and Services or Activities. Select an Outcome from the dropdown list. Notice that once again, a unit of measure automatically appears in the next column "Measure". Because the column is too narrow to show the full Outcome Statement in the dropdown list, you may wish to refer to the TAB labeled "Outcomes" to see the full range of Outcomes or you can (using your mouse) click on the shaded cell [I5] **Outcome**. This will expand the cell. To return the cell to its original size, click on shaded cell [I5] **Outcome**.

NOTE: When expanding and returning the cell to its original size, click once. Do not double click.



NOTE: If the Outcome that you are looking for does not appear on the dropdown list, choose "Other" from the dropdown list. A dialog box will appear that says "Year1". Click "OK" and another dialog box will appear that says "You have selected "Other" which means that "you must create a new Activity or Outcome and a Unit of Measure, are you prepared to do this Now?", click "Yes" if you wish to continue. You will see an input window that says "Enter a new Activity or Outcome to your selection list". Enter your Outcome in the field provided and click "OK". A second window will appear that says "Specify a Unit of Measure for the Activity or Outcome you entered". Enter the unit of measure in the field provided and click "OK". The new Outcome will appear in the Logic Model cell and it will be added to the dropdown list. **YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW OUTCOMES PER LOGIC MODEL.**

In the event that you want to delete, or change your newly created Outcome, click the TAB labeled Outcomes at the bottom of your screen and then click cell [B1] "Click here to allow deletion of New Outcomes" at the top right of the window. A dialog box will appear that says "Click on a new Outcome to delete it from your Logic Model", click "OK". A dialog box will appear that says "Caution! This will delete all instances of new outcomes in your Logic Model, do you wish to continue?" Click "Yes". The new Outcome you added will be displayed with the prefix "new". You can only delete new Outcomes.

Column 6 – Measure

Under the "Measure" Column 6, specify a projected number of Outcome units you are proposing.

Repeat the process of specifying a Need, a Service or Activity, and an Outcome using as many rows as is necessary to fully describe your proposal. The eLogic Model™ form extends to about three pages when printed out. You may view a preprint of your model at any time by selecting from the Menu bar at the very top of the Excel Window: FILES | Print Preview. It is recommended that you do this periodically to get a better view of the logic model you are creating.

NOTE: You can adjust the look of your logic model by skipping rows, so that Needs, Activities, and Outcomes are grouped appropriately.

CAUTION, DO NOT CUT & PASTE ITEMS FROM ONE COLUMN TO ANOTHER. For example, do not cut and paste an item from the Needs column to the Service or Activity column, or the Activity column to the Outcome column. You will produce an unstable worksheet which will behave erratically, requiring you to start over with a new blank eLogic Model™ workbook.

Column 7 – Accountability

Under the "Accountability" column (7), enter the tools and the process of collection and processing of data in your organization to support all project management, reporting, and responding to the Management Questions. This column provides the framework for structuring your data collection efforts. If the collection and processing of data is not well planned, the likelihood of its use to further the management of the program and support evaluation activity is limited. If data are collected inconsistently, or if data are missing, or if data are not retrievable, or if data are mishandled, the validity of any conclusions is weakened.

The structure of Column 7 contains five components in the form of dropdown fields that address the Evaluation Process. You are responsible for addressing each of the five steps that address the process of managing the critical information about your project.

- A. Tools for Measurement
- B. Where Data Maintained
- C. Source of Data
- D. Frequency Collection
- E. Processing of Data

You may select up to five choices for each of the five processes (A-E) that supports Accountability and tracks Outputs and Outcomes. Given the limited space, please identify the most frequent sources for the processes (A-E). As you proceed through the remaining components, B through E, specify those components in the same order as you selected the "Tools For Measurement" listed under item A. That is, if the first Tool is "Pre-post Test," then the first item under B "Where Data Maintained" must identify where the pre-post test data is maintained, and so on through E the first entry should pertain to "Pre-post Test." Likewise, if the second item in A is "Satisfaction Surveys," then specify the second item in B through E as it pertains to "Satisfaction Surveys."

A. Tools for Measurement. A device is needed for collecting data; e.g., a test, a survey, an attendance log, an inspection report, etc. The tool "holds" the evidence of the realized Output or Outcome specified in the logic model. At times, there could be multiple tools for a given event. A choice can be made to use several tools, or rely on one that is most reliable, or most efficient but still reliable. Whatever the tool, it is important to remain consistent throughout the project.

Instructions: Under the Accountability column, select your choices of Tools to Track Outputs and Outcomes. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Tools appears. Select one or more of the Tools in the list by clicking it.

B. Where Data Maintained. A record of where the data or data tool resides must be maintained. It is not required that all tools and all data are kept in one single place. You may keep attendance logs at the main office files, but keep other tools or data such as a "case record" in the case files at the service site. It is important to designate where tools and/or data are to be maintained. For example, if your program has a sophisticated computer system and all data is entered into a custom-designed database, it is necessary to designate where the original or source documents will be maintained.

Instructions: Under the Accountability column, select your choices of Where Data Maintained. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Where Data Maintained appears. Select one or more of the Where Data Maintained in the list by clicking it.

C. Source of Data. This is the source where the data originates. Identify the source and make sure that it is appropriate.

Instructions: Under the Accountability column, select your choices of Source of Data. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Source of Data appears. Select one or more of the Source of Data in the list by clicking it.

D. Frequency of Collection. Timing matters in data collection. In most instances, you want to get it while it occurs. Collect data at the time of the encounter; if impossible, when it is most opportune immediately thereafter. For example, collect report card data immediately upon the issuance of report cards. Do not wait until after the school year is over. Collect feedback surveys at the conclusion of the event, not a few months later when clients may be difficult to reach. Reporting can be done at anytime if the data is already collected. Another important aspect of this dimension is consistency. If some post tests are collected soon after the event, but others are attempted months later, the data are confounded by the differences in the timing. If some financial data are collected at the middle of the month and others at the end of the month, the data may be confounded by systematic timing bias.

Instructions: Under the Accountability column select your choices of Frequency of Collection. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Frequency of Collection appears. Select one or more of the Frequency of Collection in the list by clicking it.

E. Processing of Data. This is where you identify the mechanism that will be employed to process the data. Some possibilities are: manual tallies, computer spreadsheets, flat file database, relational database, statistical database, etc. The eLogic Model™ is only a summary of the program and it cannot accommodate a full description of your management information system. There is an implicit assumption that the grantee has thought through the process to assure that the mechanism is adequate to the task(s).

Instructions: Under the Accountability column, select your choices of Processing Data. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Processing of Data appears. Select one or more of the Process of Data in the list by clicking it.

SAVING YOUR eLOGIC MODEL™

When you are finished completing the eLogic Model™ form, or wish to stop and continue later, save the file by going to Excel's™ Menu bar and choosing FILE | Save As. Then specify a name for the file, and note where you save the file on your hard drive. Use the name of the HUD Program and your organization name to form a file name for your eLogic Model™, e.g., HBCU-Dillard.xls or HCP-UrbanLeague.xls. Excel™ automatically adds the file extension ".xls" to your file name. Make sure the file extension .xls is not capitalized. In following these directions, if your organizational name exceeds the 50 character limit for space, you should abbreviate your organizational name by either using its initials or a recognizable acronym, e.g. South Carolina State University maybe written as SCSU; Howard University maybe written as HOWDU.

If you are submitting multiple applications under the same applicant name for the same HUD program, you must include a project name that can distinguish between the two applications and logic models submitted, e.g. HBCU-Dillard-Affordable Housing15.xls, HBCU-Dillard-Affordable Housing16.xls. Please be sure to review the file formats and naming requirements contained in the General Section.

Later, you will "Attach" this file to your application. Please remember the name of the file that you are saving. Be sure to delete any earlier version so that when you go to attach the file to your application you select the appropriate and final file.

A single workbook will be adequate for completing your eLogic Model™.

This ends the instructions for completing your Logic Model for application submission.

INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD

Do not change the integrity of the form by adding additional tabs or worksheets. The instructions and the worksheets provided in your eLogic Model™ will meet your needs.

If your project is selected for funding, the eLogic Model™ will be used as a monitoring and reporting tool upon final approval from the HUD program office. Upon approval, HUD will open the reporting side of the eLogic Model™ allowing you to submit actual outputs and outcomes against approved activities and projected outcomes. HUD will also open the Reporting TAB for you to meet the reporting requirements that are discussed below. The HUD program office will send you the approved eLogic Model™ to be used for reporting purposes. Identify the reporting period covered by the report in Column "I" of the worksheet lines 1, 2 and 3.

To the right of the Applicant and Project fields, there are fields labeled Period and Start Date and End Date. When actually reporting performance on your approved eLogic Model™ form, enter a Start Date and End Date that reflects the reporting period you will be submitting in accordance with required reporting time frames, e.g.: quarterly, semiannually, annually, final. For the Start Date, enter the start date of the reporting period. For End Date enter the End Date for the reporting period. When entering the dates, use the format MM/DD/YYYY.

The Reporting TAB serves two functions: 1) If applicable, use it to describe or explain actual performance as compared to what was projected and provide an explanation of any deviation (positive or negative) from the projections in your approved eLogic Model™, 2); and to respond to the Management Questions identified in the Evaluation TAB.

The worksheet labeled "Reporting" contains three large text boxes to be used by grantees when reporting. Use the reporting worksheet to add any further description or explanation about actual performance or to explain variances between projected Services or Activities and Outcomes vs. Actual Services or Activities and Outcomes.

When responding to the Management Questions, first write the Management Question followed by the response.

COMPLETING PERFORMANCE INFORMATION in YEAR1, YEAR2, YEAR3, AND TOTAL TABS.

The HUD approved eLogic Model™ will be used as a monitoring and reporting tool for your grant award. HUD will open the reporting side of the eLogic Model™ allowing you to submit actual outputs and outcomes against approved activities and projected outcomes. The HUD program office will send you the approved eLogic Model™ to be used for reporting purposes. **Identify the reporting period covered by the report in Column "I" of the worksheet lines 1, 2 and 3.**

Narrative Description - Positive/Negative Deviation from Approved Logic Model Projections

In addition to your submission of your eLogic Model™ results, you must include a narrative indicating any positive or negative deviations from projected outputs and outcomes as contained in your approved eLogic Model™ and explain the basis for the actual performance as compared to what was projected. In your narrative be sure to identify the output and outcome that you are describing from your approved eLogic Model™ and the reason why this deviation occurred. When doing this, create a paragraph header labeled, "Narrative Description - Positive/Negative Deviation from Approved Logic Model Projections".

Save the eLogic Model™ file you receive from HUD. Each time you submit your report to HUD, add the reporting period and year to the file name, e.g. HBCU-Dillard-Affordable Housing16qtr107 for a 1st quarter report, HBCU-Dillard-Affordable Housing16qtr207 for a 2nd quarter or semi-annual report, HBCU-Dillard-Affordable Housing16qtr307 for a 3rd quarter report, and HBCU-Dillard-Affordable Housing16qtr407 for a 4th quarter or annual report, When reporting for a multiple year award, use the same format but change the year, e.g HBCU-Dillard-Affordable Housing16qtr108.

Response to Management Questions

The Management Questions are located in the Evaluation TAB. It lists the Management Questions that apply to your proposed program. Applicants who receive awards will be notified about which Management Questions will be used for monitoring accountability throughout the project. The data in your eLogic Model™ should enable you to address most or all of these Management Questions. The data collected during the course of your work and captured in the eLogic Model™ will also be useful to you in evaluating the effectiveness of your program. For eLogic Model™ Training via webcast, consult the webcast schedule found at HUD's website at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. If you have any questions regarding reporting requirements, please contact your HUD program representative.

In your report and in accordance with your NOFA instructions and grant agreement, respond to the Management Questions found in the Evaluation TAB. When responding to the Management Questions, use the text box in the Reporting TAB and write the Management Question followed by the response for all Management Questions applicable to your activities.

Submission Requirements

In addition to following the reporting requirements in your award agreement, you must also submit an electronic copy. (See the FY2007 General Section of the NOFA for the HUD approved electronic formats)

Project Name:

TERM:

Year 1

HUD Program:

ROSS-Family & Homeownership

Period:

Start Date:

End Date:

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre		Post	Outcome		Pre	Post
1	2	3	4	5		6				
Policy	Planning	Programming	Measure	Impact		Measure				
C2	B5	Residents lack skills and training in employability, access to the Internet and computer technology, educational programs, as well as supportive services and programs designed to promote economic self sufficiency.	Child care provided during grant activities	Families		new- Trainings completed	Persons		2	
				9						
			Vocational training – Enrolled	Persons		Employment obtained by residents	Persons		2	
				15						
			Transportation related to grant activities provided	Persons		Employment obtained by residents	Persons		10	
				27						
				#N/A			#N/A			
				#N/A			#N/A			
				#N/A			#N/A			
				#N/A			#N/A			
				#N/A			#N/A			
				#N/A			#N/A			
				#N/A			#N/A			
A4	B5	There is a need for members of families residing in public and Indian housing to receive training in financial management and life skills training.	Credit counseling	Persons		Credit counseling completed.	Persons		5	
				10						
			Home maintenance class – Enrolled	Persons		new- Home maintenance class- completed	Persons		3	
				5						
				#N/A			#N/A			
				#N/A			#N/A			
			#N/A			#N/A				
			#N/A			#N/A				

Component Name:

Evaluation Tools

7

Accountability

ousing and Urban Development
335-0114 exp. 09/30/2007

Component Name:

Evaluation Tools

7

Accountability



Applicant Name: Chenectady Municipal Housing Authority

US Department of Ho

Project Name: 0

Period:

OMB Approval 25

TERM: Year 2

Start Date:

HUD Program: ROSS-Family & Homeownership

End Date:

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post
1	2	3	4	5		6		
Policy	Planning	Programming	Measure	Impact		Measure		
	Residents lack skills and training in employability, access to the internet and computer technology, educational programs, as well as supportive services and programs designed to promote economic self sufficiency.	Child care provided during grant activities	Families	new- Trainings completed		Persons		
			3		13			
			Vocational training - Enrolled	Persons	Employment obtained by residents		Persons	
			8		8			
			Transportation related to grant activities provided	Persons	Employment obtained by residents		Persons	
			27		10			
			new- Employment/Career Counseling	Persons	Employment obtained by residents		Persons	
			30		10			
			#N/A		#N/A			
			#N/A		#N/A			
			#N/A		#N/A			
			#N/A		#N/A			
			#N/A		#N/A			
A5	B5	There is a need for members of families residing in public and Indian housing to receive training in financial management and life skills training.	Credit counseling	Persons	Credit counseling completed		Persons	
	10			5				
	Home maintenance class - Enrolled		Persons	new- Home maintenance class- completed		Persons		
	5			3				
	#N/A			#N/A				
	#N/A			#N/A				
	#N/A		#N/A					
	#N/A		#N/A					

Component Name:

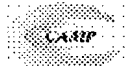
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Evaluation Tools

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Accountability

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Project Name: 0

Period: []

TERM: Year 3

Start Date: []

HUD Program: ROSS-Family & Homeownership

End Date: []

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output		Outcome		
			Pre	Post	Pre	Post	
1	2	3	4		5	6	
Policy	Planning	Programming	Measure		Impact	Measure	
C2	B5	Residents lack skills and training in employability, access to the Internet and computer technology, educational programs, as well as supportive services and programs designed to promote economic self sufficiency.	Child care provided during grant activities		Families	new- Trainings completed	Persons
				2			3
			Vocational training - Enrolled	Persons		Employment obtained by residents	Persons
				2			8
			Transportation related to grant activities provided	Persons		Employment obtained by residents	Persons
				27			10
			new- Employment/Career Counseling	Persons		Employment obtained by residents	Persons
				30			10
				#N/A			#N/A
				#N/A			#N/A
				#N/A			#N/A
				#N/A			#N/A
				#N/A			#N/A
A4	B5	There is a need for members of families residing in public and Indian housing to receive training in financial management and life skills training.	Credit counseling		Persons	Credit counseling completed	Persons
				10			5
			Home maintenance class - Enrolled	Persons		new- Home maintenance class- completed	Persons
				5			3
				#N/A			#N/A
				#N/A			#N/A
			#N/A			#N/A	
			#N/A			#N/A	

Component Name:

0

Evaluation Tools

7

Accountability

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Project Name: 0

Period: []

TERM: Total

Start Date: []

HUD Program: ROSS-Family & Homeownership

End Date: []

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Measure		Outcome	Measure	
				Pre	Post		Pre	Post
1	2	3	4	5		6		
Policy	Planning	Programming	Measure	Impact		Measure		
C2	B5	Residents lack skills and training in employability, access to the Internet and computer technology, educational programs, as well as supportive services and programs designed to promote economic self sufficiency.	Child care provided during grant activities	Families	new- Trainings completed	Persons		
				15			12	
			Vocational training – Enrolled	Persons	Employment obtained by residents		Persons	
				25			18	
			Transportation related to grant activities provided	Persons	Employment obtained by residents		Persons	
				81			30	
			new- Employment/Career Counseling	Persons	Employment obtained by residents		Persons	
				60			21	
				#N/A			#N/A	
				#N/A			#N/A	
				#N/A			#N/A	
				#N/A			#N/A	
				#N/A			#N/A	
A5	B5	There is a need for members of families residing in public and Indian housing to receive training in financial management and life skills training.	Credit counseling	Persons	Credit counseling completed	Persons		
				30			15	
			Home maintenance class – Enrolled	Persons	new- Home maintenance class- completed		Persons	
				15			9	
				#N/A			#N/A	
				#N/A			#N/A	
			#N/A			#N/A		
			#N/A			#N/A		

Component Name:

0

Evaluation Tools

7

Accountability

A. Tools for Measurement

Database

Pre-post tests

Program specific form(s)

B. Where Data Maintained

Agency database

Individual case records

Specialized database

Training center

C. Source of Data

Counseling reports

Employment records

Escrow accounts

GED certification/diploma

Progress reports

D. Frequency of Collection

Quarterly

E. Processing of Data

Computer spreadsheets

Relational database

Component Name:

0

Evaluation Tools

7

Accountability

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HUD Goals		HUD Priorities	
A1	Increase homeownership opportunities. (1) Expand national homeownership opportunities.	A	Providing Increased Homeownership and Rental Opportunities for Low- and Moderate-Income Persons, Persons with Disabilities, the Elderly, Minorities, and Persons with Limited English Proficiency.
A2	Increase homeownership opportunities. (2) Increase minority homeownership.	B1	Improve our Nation's Communities. (1) Bring private capital into distressed communities.
A3	Increase homeownership opportunities. (3) Make the home-buying process less complicated and less expensive.	B2	Improve our Nation's Communities. (2) Finance business investments to grow new businesses.
A4	Increase homeownership opportunities. (4) Reduce predatory lending practices through reform, education and enforcement.	B3	Improve our Nation's Communities. (3) Maintain and expand existing businesses.
A5	Increase homeownership opportunities. (5) Help HUD-assisted renters become homeowners.	B4	Improve our Nation's Communities. (4) Create a pool of funds for new small and minority-owned businesses.
A6	Increase homeownership opportunities. (6) Keep existing homeowners from losing their homes.	B5	Improve our Nation's Communities. (5) Create decent jobs for low-income persons.
B1	Promote Decent Affordable Housing. (1) Expand access to and availability of decent, affordable rental housing.	B6	Improve our Nation's Communities. (6) Improve the environmental health and safety of families living in public and privately owned housing.
B2	Promote Decent Affordable Housing. (2) Improve the management accountability and physical quality of public and assisted housing.	B7	Improve our Nation's Communities. (7) Make communities more livable.
B3	Promote Decent Affordable Housing. (3) Improve housing opportunities for the elderly and persons with disabilities.	C1	Encouraging Accessible Design Features. (1) Visitability in new construction and substantial rehabilitation.
B4	Promote Decent Affordable Housing. (4) Promote housing self-sufficiency.	C2	Encouraging Accessible Design Features. (2) Universal Design.
B5	Promote Decent Affordable Housing. (5) Facilitate more effective delivery of affordable housing by reforming public housing and the Housing Choice Voucher program.	D	Providing Full and Equal Access to Grassroots Faith-Based and Other Community Organizations in HUD Program Implementation.
C1	Strengthen Communities. (1) Assist disaster recovery in the Gulf Coast region.	E	Participation of Minority-Serving Institutions (MSIs) in HUD Programs.
C2	Strengthen Communities. (2) Enhance sustainability of communities by expanding economic opportunities.	F1	Ending Chronic Homelessness. (1) Creation of affordable housing units, supportive housing, and group homes.
C3	Strengthen Communities. (3) Foster a suitable living environment in communities by improving physical conditions and quality of life.	F2	Ending Chronic Homelessness. (2) Establishment of a set-aside of units of affordable housing for the chronically homeless.
C4	Strengthen Communities. (4) End chronic homelessness and move homeless families and individuals to permanent housing.	F3	Ending Chronic Homelessness. (3) Establishment of substance abuse treatment programs targeted to the homeless population.
C5	Strengthen Communities. (5) Mitigate housing conditions that threaten health.	F4	Ending Chronic Homelessness. (4) Establishment of job training programs that will provide opportunities for economic self-sufficiency.
D1	Ensure Equal Opportunity in Housing. (1) Ensure access to a fair and effective administrative process to investigate and resolve complaints of discrimination.	F5	Ending Chronic Homelessness. (5) Establishment of counseling programs that assist homeless persons in finding housing, managing finances, managing anger, and building interpersonal relationships.
D2	Ensure Equal Opportunity in Housing. (2) Improve public awareness of rights and responsibilities under fair housing laws.	F6	Ending Chronic Homelessness. (6) Provision of supportive services, such as health care assistance that will permit homeless individuals to become productive members of society.
D3	Ensure Equal Opportunity in Housing. (3) Improve housing accessibility for persons with disabilities.	F7	Ending Chronic Homelessness. (7) Provision of service coordinators or one-stop assistance centers that will ensure that chronically homeless persons have access to a variety of social services.
D4	Ensure Equal Opportunity in Housing. (4) Ensure that HUD-funded entities comply with fair housing and other civil rights laws.	G	Removal of Regulatory Barriers to Affordable Housing.
E1	Embrace High Standards of Ethics, Management, and Accountability. (1) Strategically manage human capital to increase employee satisfaction and improve HUD performance.	H	Participation in Energy Star.
E2	Embrace High Standards of Ethics, Management, and Accountability. (2) Improve HUD's management and its internal controls to ensure program compliance and resolve audit issues.		
E3	Embrace High Standards of Ethics, Management, and Accountability. (3) Improve accountability, service delivery, and customer service of HUD and its partners.		
E4	Embrace High Standards of Ethics, Management, and Accountability. (4) Capitalize on modernized technology to improve the delivery of HUD's core business functions.		

F1	Promote Participation of Faith-Based and Other Community Organizations. (1) Reduce barriers to faith-based and other community organizations.
F2	Promote Participation of Faith-Based and Other Community Organizations. (2) Conduct outreach and provide technical assistance to strengthen the capacity of faith-based and community organizations to attract partners and secure resources.
F3	Promote Participation of Faith-Based and Other Community Organizations. (3) Encourage partnerships between faith-based and other community organizations and HUD's grantees and subgrantees.





CAMP eLogic Model™

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PROBLEMS, NEEDS, SITUATION

Residents lack skills and training in employability, access to the Internet and computer technology, educational programs, as well as supportive services and programs designed to promote economic self sufficiency.

Residents lack the knowledge that would allow them to move to market rate rental housing and/or purchase a home.

There is a need for members of families residing in public and Indian housing to gain computer skills necessary to compete in the job market and complete school/homework assignments.

There is a need for members of families residing in public and Indian housing to gain employment through job training and mentoring programs.

There is a need for members of families residing in public and Indian housing to receive training in financial management and life skills training.

There is a need for members of families residing in public and Indian housing to receive post employment career enhancement counseling.

There is a need for members of families residing in public and Indian housing to pass the GED in order to qualify for employment opportunities.

Children and teens in Public and Indian Housing need support in reaching their educational potential which may be advanced from tutoring, mentoring or other school support program.



CAMP eLogic Model™

Click here to allow deletion of 'New' Activities

Copy to Column 3

SERVICES/ORG/ACTIVITIES/OUTPUTS	UNITS
Adult computer classes – Completed	Persons
new- Employment/Career Counseling	Persons
Adult computer classes – Enrolled	Persons
Bank accounts established	Persons
Business opportunities – Other-Businesses	Businesses
Business opportunities – Other – Dollars	Dollars
Business opportunities – Section 3 – Businesses	Businesses
Business opportunities – Section 3 – Dollars	Dollars
Child care provided during grant activities	Families
College preparation class – Completed	Persons
College preparation class – Enrolled	Persons
Computer classes for school-age students enrollments	Persons
Credit counseling	Persons
Drug/alcohol treatment referrals	Persons
Employer outreach-employers in negotiation for job slots to residents – Job slots	Job slots
Employer outreach-employers in negotiation for job slots to residents – Employers	Employers
Employment opportunities – Other – Available jobs	Available jobs
Employment opportunities – Other – Persons	Persons
Employment opportunities – Section 3 – Available jobs	Available jobs
Employment opportunities – Section 3 – Persons	Persons
Employment readiness class-soft skills – Completed	Persons
Employment readiness class-soft skills – Enrolled	Persons
ESL classes – Completed	Persons
ESL classes – Enrolled	Persons
Financial literacy class – Completed	Persons
Financial literacy class – Enrolled	Persons
GED program– Completed	Persons
GED program– Enrolled	Persons
Health care referrals	Persons
High school – Enrolled	Persons
Home maintenance class – Completed	Persons
Home maintenance class – Enrolled	Persons
Housing search undertaken	Families
Housing units identified for purchase by ROSS residents	Homes
ISAs (Individual Savings Accounts) established	Persons
Job training classes – Completed	Persons
Job training classes – Enrolled	Persons
Life skills class – Completed	Persons
Life skills class – Enrolled	Persons
Literacy class – Completed	Persons
Literacy class – Enrolled	Persons
Mental health assessments	Persons
Mental health referrals	Persons
Mentoring relationships established	Persons
Nutrition classes – Completed	Persons
Nutrition classes – Enrolled	Persons

Outreach to families	Families
Parenting classes – Completed	Persons
Parenting classes – Enrolled	Persons
Post secondary classes – Completed	Persons
Post secondary classes – Enrolled	Persons
Pre-purchase homeownership counseling/training – Completed	Persons
Pre-purchase homeownership counseling/training – Enrolled	Persons
Residents utilizing open computer lab	Persons
Skills assessment	Persons
Summer programs for youth offered	Persons
Tax assistance provided	Persons
Tax preparation education – Classes	Persons
Training Opportunities – Other	Persons
Training Opportunities-Section 3	Persons
Transportation related to grant activities provided	Persons
Tutoring program for school-age students – Completed	Persons
Tutoring program for school-age students – Enrolled	Persons
Vocational training – Completed	Persons
Vocational training – Enrolled	Persons
other	Other



CAMP eLogic Model™

[Click here to allow deletion of 'New' Outcomes](#)

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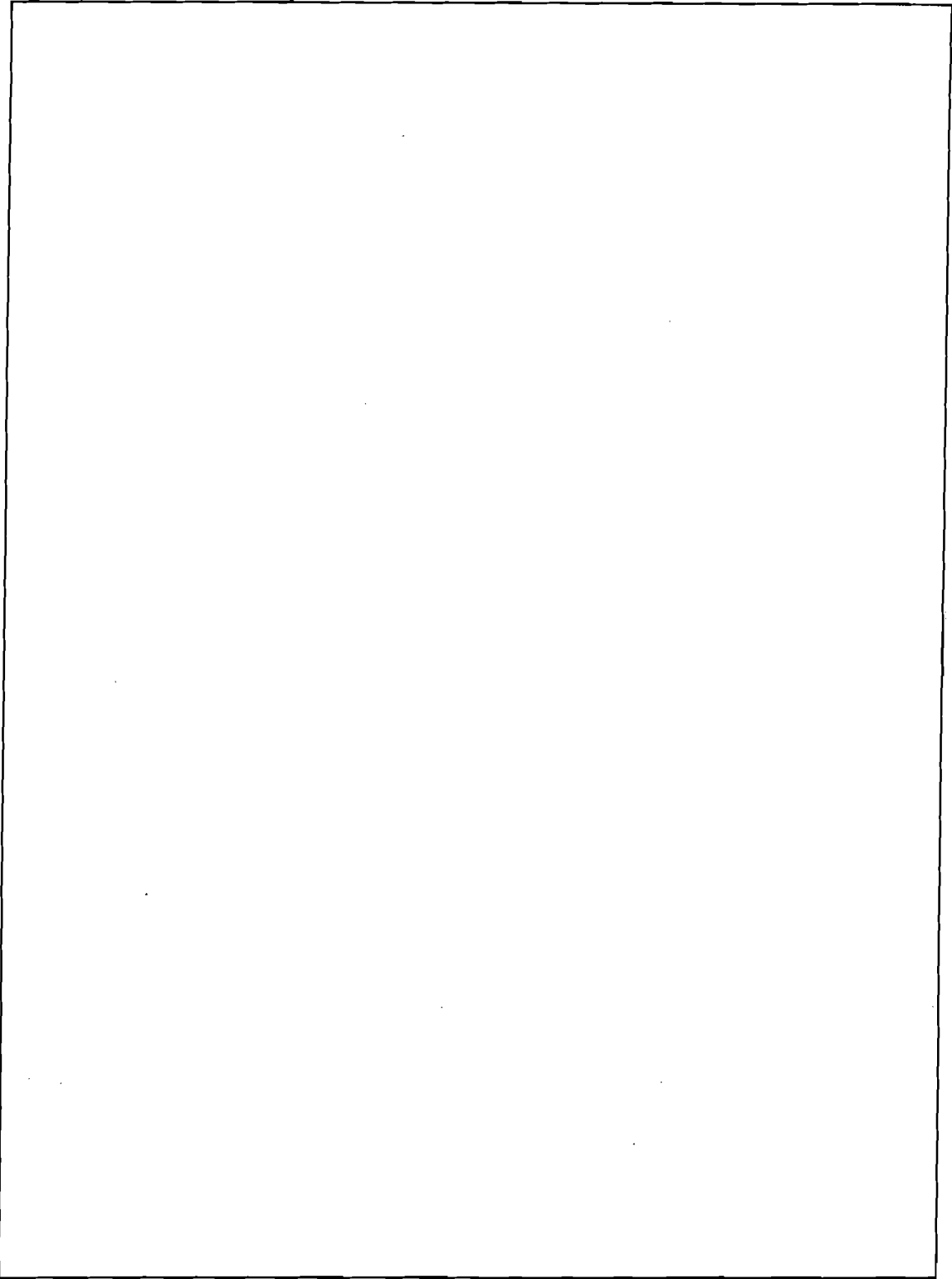
ACHIEVEMENT/OUTCOMES/GOALS/STAND/INDICATORS	UNITS
Associates degree obtained	Persons
new- Home maintenance class- completed	Persons
new- Trainings completed	Persons
Bachelors degree obtained	Persons
Bank accounts with positive savings – Dollars	Dollars
Bank accounts with positive savings – Persons	Persons
Budget created and maintained	Persons
Business opportunities-Other – Businesses	Businesses
Business opportunities-Other – Dollars	Dollars
Business opportunities-Section 3 – Businesses	Businesses
Business opportunities-Section 3 – Dollars	Dollars
Certification from business or technical school	Persons
Certification from post-secondary school	Persons
Certification from private industry	Persons
College acceptances	Persons
College enrollment	Persons
College preparation classes completed	Persons
Computer classes for school-age student's completions	Persons
Credit counseling completed	Persons
Credit repaired to goal score	Persons
Credit scores increase to 50% of goal	Persons
Credit scores increase to 75% of goal	Persons
Decrease in maintenance complaints	Complaints
Decrease in maintenance complaints-Dollars	Dollars
Drug/alcohol residents drug-free for 6 months or more	Persons
Drug/alcohol treatment completed	Persons
EITC received	Persons
Employer outreach-jobs open to residents	Jobs
Employer outreach-jobs taken by residents	Jobs
Employment obtained by residents	Persons
Employment obtained by residents above minimum wage	Persons
Employment opportunities-Other – Available jobs	Available jobs
Employment opportunities-Other – Persons	Persons
Employment opportunities-Section 3 – Available jobs	Available jobs
Employment opportunities-Section 3 – Persons	Persons
Functional literacy increased	Persons
GED obtained	Persons
GPA for children improved by .50 or more	Persons
Health care received	Persons
High school diploma obtained	Persons
Homes purchased at market rate	Homes
Homes purchased through partner homeownership opportunities	Homes
Homes purchased through ROSS opportunities	Homes
ISAs savings increased by 50% – Dollars	Dollars
ISAs savings increased by 50% – Persons	Persons
Maintain employment for six months-one year	Persons

Maintain employment for three-six months	Persons
Maintain employment greater than one year	Persons
Mentoring relationships ongoing more than six months	Persons
Monthly bills paid on time for a six month period	Persons
Moving from public housing to non-assisted rental housing	Households
Negative health reports decreased among residents	Persons
Preventive health care received	Persons
Promotion resulting in increased hourly wage-dollars	Dollars
Promotion to position of higher responsibility	Persons
Resident hired by grantee	Persons
Resident accepted to college (degree-seeking course)	Persons
Resident enrolled in college (degree-seeking course)	Persons
Salary increase across residents involved in ROSS grant	Dollars
other	Other



CAMP eLogic Model™

A. Tools For Measurement
Bank accounts
Construction log
Database
Enforcement log
Financial aid log
Intake log
Interviews
Mgt. Info. System-automated
Mgt. Info. System-manual
Outcome scale(s)
Phone log
Plans
Pre-post tests
Post tests
Program specific form(s)
Questionnaire
Recruitment log
Survey
Technical assistance log
Time sheets
B. Where Data Maintained
Agency database
Centralized database
Individual case records
Local precinct
Public database
School
Specialized database
Tax Assessor database
Training center
C. Source of Data
Audit report
Business licenses
Certificate of Occupancy
Code violation reports
Counseling reports
Employment records
Engineering reports
Environmental reports
Escrow accounts
Financial reports
GED certification/diploma
Health records
HMS
Inspection results
Lease agreements
Legal documents
Loan monitoring reports
Mortgage documents
Payment vouchers
Permits issued
Placements
Progress reports
Referrals
Sale documents
Site reports
Statistics
Tax assessments
Testing results
Waiting lists
Work plan reports
D. Frequency of Collection
Daily
Weekly
Monthly
Quarterly
Biannually
Annually
Upon incident
E. Processing of Data
Computer spreadsheets
Flat file database
Manual tallies
Relational database
Statistical database



Explanation of Any Deviations From the Approved Logic Model

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Response to Management Questions

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their response to the questions listed below.

Response to Management Questions

Evaluation Process

These are standard requirements that HUD will expect every program manager receiving a grant to do as part of their project management.

- An evaluation process will be part of the on-going management of the program.
- Comparisons will be made between projected and actual numbers for both outputs and outcomes.
- Deviations from projected outputs and outcomes will be documented and explained on space provided on the "Reporting" tab
- Analyze data to determine relationship of outputs to outcomes; what outputs produce which outcomes.

The reporting requirements are specified in the program specific NOFA and your funding award.

HUD Will Use The Following Management Questions To Evaluate Your Program

1. What were the type and amount of support services used by persons transitioning to self-sufficiency?
2. What was the dollar amount of support services used by persons transitioning to self-sufficiency?
3. How many persons obtained a GED?
4. How many persons completed ESL?
5. How many children improved their grades?
6. How many children improved their grades by .50 or more?
7. How many persons obtained employment?
8. How many persons remained employed for three-six months?
9. How many persons remained employed for six months-one year?
10. How many persons remained employed greater than one year?
11. How many persons increased their income?
12. How many persons upgraded their job?
13. What was the value of income from employment?
14. How many first time homebuyers were there?
15. How many first time homebuyers used assets from their IDA to purchase their home?
16. How many non-first time homebuyers were there?
17. How many persons demonstrated financial literacy by opening a checking account?
18. How many persons demonstrated financial literacy by opening a savings account?
19. How many persons acquired financial assets?
20. What was the value of acquired financial assets from ISA's and other sources?
21. How many persons opened an IDA account?

Carter-Richmond Methodology

The above Management Questions developed for your program are based on the Carter-Richmond Methodology¹. A description of the Carter-Richmond Methodology appears in the General Section of the NOFA.

¹ © The Accountable Agency – How to Evaluate the Effectiveness of Public and Private Programs," Reginald Carter, ISBN Number 9780978724924.

elr

tab

Description of

Number

b. Rating Factor 2: Need/Extent of the Problem [14 points]
(1) Socioeconomic Profile [6 points]

SMHA's proposed **ROSS Family – Homeownership 2007 Program** is specifically designed to provide public housing tenants with employment training and counseling, transportation/child care assistance, home ownership counseling including credit counseling/budgeting, and High School equivalency diplomas in an effort to provide SMHA residents with a better chance of becoming economically self-sufficient, moving out of public housing and becoming first time homeowners.

The unemployment rate of SMHA tenants is 1700% greater than the New York State rate. Their average income is considerably less than those of most people who live in the local area. The U.S. Census Bureau indicates a 25.9% poverty rate in Schenectady. The median household income declined 10.1% while the median family income decreased 10.8%. More than two-thirds of city residents are low and moderate income. Incomes have not kept pace with inflation. SMHA's documentation indicates more than 73.2% of SMHA tenants are living in extreme poverty. The median income of SMHA tenants is approximately \$9,295.00. 33% of SMHA FSS participants do not have a high school diploma.

- ✓ 53% Single Heads of Household
- ✓ 70% of heads of household receive TANF/SSI/other types of welfare, including food stamps
- ✓ 42.5% of public housing households do not report ownership of a car and many have difficulty securing and or affording reliable transportation.
- ✓ 69% of households in family developments have children under the age of 12 years

SMHA RESIDENT INCOME SOURCES:

Wages	30%	Public Cash Assistance	11%
Social Security & Pensions	49%	Other	10%

Annual Median Income

Northeast United States	\$45,481
New York State	\$43,393
City of Schenectady	\$29,397
SMHA	\$ 9,925

Sources: Census 2000 and Current Population Survey & SMHA

Education

High School Non-completion rates	
National	4.8%
New York State	4.8%
Schenectady City School District	7.0%
PHFSS Participants	33.0%

Source: U.S. Census Bureau, NYS School Report Card & SMHA

Unemployment Rates

NYS Unemployment Rate	4.1%
Albany, Schenectady, Troy Area	3.6%
SMHA	70.0%

Sources: U.S. Department of Labor and SMHA

Poverty Levels- Percentage of families with children under the age of 18 years

United States	9.2%	78.2% of Yates Village Residents
New York State	11.5%	68.2% of Eastside Developments Residents
City of Schenectady	16.8%	

Source: U.S. Census Bureau *Source: Schenectady Municipal Housing Authority*

HOME OWNERSHIP:

- ✓ Home Ownership: Owner Occupancy in Schenectady has dropped 9.2% 1990-2000
- ✓ Owner occupancy in Schenectady: 45.2.7%, NYS: 53%, US: 66.2%
- ✓ City of Schenectady, For Sale Vacancy Rate: 4.6%

Source: U.S.Census Bureau, 2007 Claritas, and City of Schenectady Vision Plan 2020

(2) Demonstrated Link Between Proposed Activities and Local Need [8 points]
 SMHA regularly analyzes where the gaps in services may occur, and in cooperation with other agencies, undertakes initiatives to fill these gaps.

SMHA's tenants desperately need to obtain job skills that will enable them to secure gainful employment. Many lack the knowledge and skills necessary to locate, secure, and retain employment. ROSS Family – Homeownership 2007 addresses the need to acquire employment skills and will provide participants with individual career counseling where they will explore

various avenues such as job interest, demand, and wages. Once a career choice has been made, an assessment of the participants' current skills will be evaluated.

Many tenants are faced with the barriers of inaccessible childcare and transportation. Without childcare and transportation assistance, tenants would simply not be able to participate in training programs or engage in job search activities. The provision of bus swiper cards and drivers education allows participants to attend employment training and/or become employed in areas that are not located within walking distance of their apartments.

Proposed Activities	Local Need	Purpose of the Program Funding
1. 25 issued vouchers to attend employment training	Lack of diploma, high unemployment, high poverty	Attain Economic Self Sufficiency
2. 80 tenants will receive bus "Swiper" cards	Lack of Transportation, High TANF recipients	Attain Economic Self Sufficiency
3. 20 tenants will receive driving lessons	Lack of Transportation, high unemployment	Attain Economic Self Sufficiency
4. 14 tenants will receive childcare services	High poverty w/children under 18, high pop. of children., high unemployment	Link Residents with Services
5. 40 tenants will receive employment counseling <ul style="list-style-type: none"> • 40 core services • 20 individual counseling 	High TANF recipients, high unemployment, low incomes	Helping residents achieve self-sufficiency
6. 30 tenants will be offered home maintenance workshops	Low Owner Occupancy Rate in Schenectady. Ability to complete routine repairs and maintain home ownership	Housing Self Sufficiency
7. 30 tenants will attend credit counseling	Low credit scores-difficulty with timely payments	Attain Economic Self Sufficiency
8. 30 tenants will attend GED classes	Education statistics	Obtain high school diploma for employment

[REDACTED]

[REDACTED]

[REDACTED] Assistant Executive Director, SMHA (78 hours), [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Finance Director, SMHA (78 hours) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Director of the State University of New York College and Career Counseling

Center, [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED], GED Instructor, Washington Irving Educational Center of the Schenectady City School District. [REDACTED]

[REDACTED], Executive Director of Community Land Trust of Schenectady, Inc. [REDACTED]

[REDACTED], Housing Counselor, Community Land Trust of Schenectady, Inc. [REDACTED]

1(b) Organizational Capacity (3 Points)

Sufficient Qualified Personnel

Schenectady Municipal Housing Authority and its partners have sufficient, qualified personnel to deliver the ROSS Family and Homeownership 2007 program activities in a timely and effective manner. SMHA has demonstrated the recent, relevant and successful experience of the staff of our proposed program. Each person has at least 5 (five) years of staff experience working in a similar activity with disadvantaged people. All of the parties are already committed to this proposal (as SMHA personnel or via MOU) and have been part of the development of this program every step of the way.

The ROSS/ Family and Homeownership 2007 grant proposal is a collaboration of many service providers working together to build a comprehensive approach to self-sufficiency through career counseling, employment training, employment counseling services and homeownership supportive services. We draw on the strengths and expertise of many nonprofit partner organizations: SUNY College and Career Counseling Center, Washington Irving Educational Center, Community Land Trust, Inc. and YWCA Children's Center. We will make referrals as necessary, and assist tenants with accessing services available through these agencies.

Ability for SMHA and Partners to Immediately Begin the Proposed Work Program

SMHA personnel who will be responsible for the ROSS Family and Homeownership 2007 grant program are ready to begin work today. The proposed Program Coordinator and all other identified SMHA personnel are immediately available, and all staff members are experienced with implementing HUD grants upon contract execution.

SUNY College and Career Counseling Center and Washington Irving are already present, on-site and also have the resources to begin program implementation without delay. The Community Land Trust has been providing credit/budget counseling services and home maintenance continuously for many years. Designated program delivery space for these providers is available at the Yates Village Family Self-Sufficiency Center and at the Steinmetz Homes Family Investment Center, and there is access to existing computer rooms at both locations.

Resumes


Included in this ROSS Family Homeownership proposal as attachments are the resumes for proposed program staff.

2. Past Performance of Applicant/Contract Administrator (6 points)

i. Achievement of specific measurable outcomes and objectives

The following represents some of the past achievements accomplished in grant programs:

Name of Grant	Achievements and Benefits	Results
Family Investment Center 1994 ██████████	<ul style="list-style-type: none"> • Constructed ██████████ in FIC Campus • Provided child care for 150 SMHA families • 200+ residents attended job training programs • 5 community college courses – 40 attended per semester 	<ul style="list-style-type: none"> • Higher Incomes
Economic Development/Self Sufficiency – EDSS 1998 \$243,100	<ul style="list-style-type: none"> • 250 residents registered in SMHA Employment and Training Registry • 69 residents enroll in training programs • 18 cars donated/fixd/given to employed residents • 13 residents obtained drivers licenses 	<ul style="list-style-type: none"> • Higher rates of employment
HOPE III – 1999 \$980,000	<ul style="list-style-type: none"> • Purchased/rehabilitated/sold 24 houses to low income buyers 	<ul style="list-style-type: none"> • Higher rate of homeownership
ROSS RSDM – 1999 \$75,000	<ul style="list-style-type: none"> • Enrolled and referred an additional 280 residents in Employment Registry 	<ul style="list-style-type: none"> • Higher rates of employment
ROSS/RSDM – 2001 \$250,000	<ul style="list-style-type: none"> • 100+ residents completed vocational training courses • 30 + residents newly employed or improve employment 	<ul style="list-style-type: none"> • Higher rates of employment
ROSS/RSDM – 2002 \$250,000	<ul style="list-style-type: none"> • 54 residents enrolled in CNA Nurses Training classes • 46 graduated and are employed as CNA's • Residents in training given child care subsidies and transportation assistance as needed to complete studies 	<ul style="list-style-type: none"> • Reduced welfare dependency • Higher incomes
ROSS/Homeownership 2002 \$300,000	<ul style="list-style-type: none"> • 58 enrolled in home ownership courses/counseling • 5 residents (bankable) @ end of grant period • 3 public housing residents purchased homes by end of the grant period • Others working on credit problems/will likely purchase • 26 co-enrolled in PH FSS program • Constructed/renovated Family Self Sufficiency Center at Yates Village Public Housing development 	<ul style="list-style-type: none"> • Moving from subsidized housing to market rate housing • Increased homeownership
Vale Village Revitalization Homeownership Project - EDI 2003 \$715,320	<ul style="list-style-type: none"> • Purchased, renovated and sold 3 homes to low-income buyers • Project Awarded HUD Secretary' Award for Excellence 	<ul style="list-style-type: none"> • Increased homeownership
ROSS RSDM – 2005 \$250,000	<ul style="list-style-type: none"> • 103 residents take aptitude tests • 31 PH residents get career counseling at SUNY College and Career Counseling Center @ Steinmetz Homes • 13 residents complete career evaluation using Discovery software at the Career Center • 84 residents receive GED preparation training • 17 residents attend financial literacy training course • 222 bus swiper cards given to resident students/workers • 29 residents enrolled in driver education course • 19 residents receive drivers licenses 	<ul style="list-style-type: none"> • Reduced welfare dependency • Higher rates of employment

Name of Grant	Achievements and Benefits	Results
ROSS/PHFSS Coordinator 2005 \$49,342	<ul style="list-style-type: none"> • PHFSS: voluntary enrollment ceiling of 100 enrollees • 57 families enrolled in program during grant period • 56% participants established escrow accounts 	<ul style="list-style-type: none"> • Reduced welfare dependency
Neighborhood Networks 2003 (awarded 2006) 	<ul style="list-style-type: none"> • 173 youth & 39 adults in technology education • 105 youth and 39 adults participating in computer application training programs • 105 youth referred to other agencies for needed services • 98 youth participated in community services and character development projects to date. • 39 youth & 12 adults in employment skills training • 31 youth in Job Junction job placement program • 3 youth referred to remedial education program • 10 adults receive career guidance/job interview skills • 127 youth receive homework help/tutoring • 13 youth matched with adult mentor • 9 enrolled in youth oriented financial literacy training. 	<ul style="list-style-type: none"> • Higher incomes • Reduced welfare dependency
ROSS PHFSS Coordinator – 2006 \$50,822	<ul style="list-style-type: none"> • Just beginning 	<ul style="list-style-type: none"> • NA
ROSS Family – 2006 \$250,000	<ul style="list-style-type: none"> • Just signed contract with HUD 	<ul style="list-style-type: none"> • NA
ROSS – Neighborhood Networks 2006 \$200,000	<ul style="list-style-type: none"> • Signed Contract with HUD • Procured Not for Profit contractor • Program activity beginning Spring/Summer 2007 	<ul style="list-style-type: none"> • NA

(ii) Description of success in attracting and keeping residents involved in past grant-funded training programs.

The success of attracting and keeping residents involved in past grant programs is partly due to ensuring residents are always the first source of information when seeking to supply services for them. SMHA recognizes the importance of resident involvement in creating a positive and successful environment and in actively breaking down barriers that prevent people from becoming self-sufficient.

A Family Investment Center (FIC) was created at Steinmetz Homes, utilizing 1994 FIC award money. Residents participate in a variety of services at the FIC, including career and financial counseling, case management, childcare, and vocational training services, homeownership programs. The facility is still in full operation today, with a full time on-site

Program Coordinator. A second facility called the Family Self-Sufficiency Center at Yates Village was opened in 2003 using funding awarded to SMHA in the ROSS Homeownership Supportive Services grant 2002. That center also allows for resident services to be provided on site.

In 2002, SMHA was awarded the ROSS/RSDM Family grant that was intended to train 40 residents, on-site to become Certified Nurses Assistants. At close out 46 had graduated from the Certified Nurses Aide Training Program. The program's success is attributed to the provision of supportive services. Childcare and transportation support enabled residents to complete the program without struggling to overcome the burden of these barriers.

In 2005 and 2006 SMHA applied for and was awarded the ROSS/RSDM Family grants. The program was similar to the Certified Nurses Assistant program in which supportive services such as childcare and transportation are provided but SMHA decided to expand the training options. Residents can now choose from the top ten occupations of field clusters in the local area. Both programs are very popular and successful.

What SMHA proposes to do with this application is continue with programming that is ongoing and known to successful.

d. (iii) Timely expenditure of funds

SMHA has an excellent record of utilizing grant funds on schedule for the purpose of the award. SMHA's Finance Director draws down funds on a monthly basis throughout each grant term, with all funds expended by the end of the grant term.


In each of the past nine years, SMHA has been awarded bonus points for timely obligation and expenditure of its Capital Fund grant. SMHA was awarded Public Housing Drug Elimination Program funding for fourteen consecutive years, and expended 100% of

funds on schedule. SMHA has also received 14 ROSS Grants (2 NN, 1 HSS, 3 Senior Services, 4 ROSS, 4 PHFSS) totaling \$2,078,546, of which \$1,416,156 has been disbursed and the \$662,390 remaining is on schedule to be disbursed according to the grant timelines. (See the LOCCS Portfolio attached to the Fact Sheet in Tab 1 of this application, and please also refer to CHART B).

SMHA has a 19 year history of successful grant implementation, achieving goals and objectives, and closing out the program at the end of the grant period. SMHA requires quarterly progress reports from each agency, as well as quarterly progress monitoring meetings with management level staff. Requisitions are not paid unless progress reports are approved by several SMHA staff, including the Executive Director. SMHA makes timely drawdowns through the LOCCS system on all of our grant programs.

(iv) Description of past Leveraging

SMHA certainly satisfies match commitments in all our grant programs, and we often will capitalize on the partnerships by generating additional resources for our residents. SMHA has realized in-kind and match resources beyond the amounts committed by partners in our grant programs as we have implemented grant programs over the years. We have documented several occasions below indicating past grants received, amounts terms, and match commitments along with match results beyond the amounts committed. In fact, we are on track to exceed our match committed amount in the 2005 ROSS program, based on reports of the first year of service by the Schenectady City School District.

Upon Completion of the FIC Campus at Steinmetz Homes and the Family Self Sufficiency Center (FSSC) at Yates Village, numerous agencies have been housed. As a result of the FIC and FSSC construction, agencies have been able to deliver  worth of

services on site to our residents on an in-kind basis. As a result of the initial partnerships, there have been many instances where the agencies utilized by SMHA for program delivery have subsequently been successful in obtaining their own funding sources to continue the programs piloted by SMHA. For example, Catholic Charities of Schenectady obtained funding to continue two self-sufficiency programs, the ACCESS and Wheels to Work (car donation) programs. In the ROSS 2001 grant, SMHA entered into a match agreement with the Education Opportunity Center (EOC) to provide Certified Nurses Assistant and Office Skills Training. The EOC match amount was [REDACTED], total match received was [REDACTED]

	Amount	Term	Leveraged funding or in kind services committed	Leveraged resources
Family Investment Center	[REDACTED]	2/95-8/00	[REDACTED]	[REDACTED]
ROSS Homeownership 2002	\$250,000	1/03-12/05	[REDACTED]	Leveraged by SMHA at the Steinmetz FIC and the Yates FSS Centers
ROSS 2001	\$250,000		[REDACTED]	[REDACTED]
ROSS RSDM – 2005	\$250,000	2/06-1/09	[REDACTED] Match from School Dist: \$ [REDACTED]	[REDACTED] School District Match already documented at mid-point in grant period: [REDACTED]

How applicant Successfully Implemented Past Grant Programs

SMHA has successfully implemented programs designed to promote self sufficiency, moving from welfare to work and helped residents move to market rate rental and homeownership housing. We have accomplished these goals by offering programs that are designed locally to respond to the needs of the residents and their families. The program design includes resources to assist residents with child care, transportation, education, job training, job searches and

maintaining employment. Other program components that strengthen the programs include credit and budget counseling as well as Homeownership counseling.

SMHA employs a program coordinator to work with agencies contracted with the housing authority to offer programs such as child care or job training to our residents, as well as to coordinate in-kind services, such as GED classes or college and career counseling. The program coordinator links individual residents and their families with the services needed on a case-by-case basis, in concert with other programs, including the Family Self Sufficiency program, homeownership resources, and others, in order to assist each resident to achieve their goals of economic self sufficiency.

(3) Program Administration & Fiscal Management (12 points)

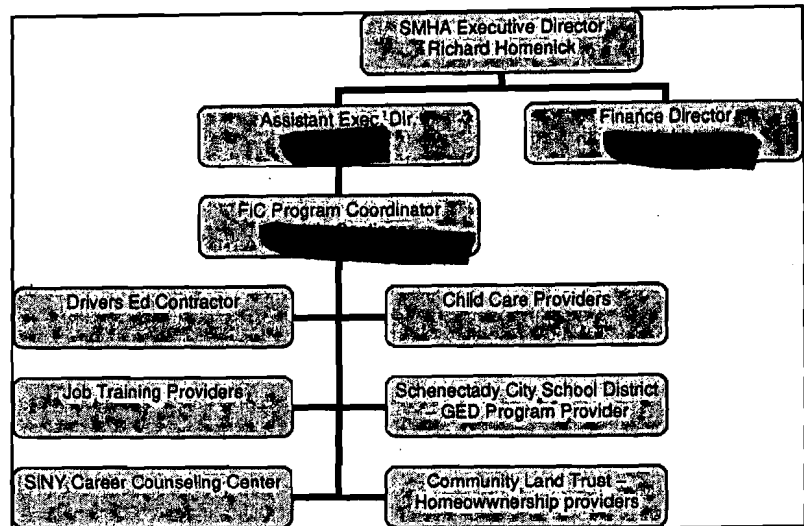
Management Structure and Program Accountability

The ROSS-Homeownership program will be managed by the FIC Program Coordinator. Program Coordinator will coordinate subcontracts with qualified agencies. SMHA's FIC Coordinator, Virginia Santiago will conduct the procurement process for each component, in consultation with SMHA Finance Dept. staff, ensuring that goals and objectives are met and that the procurement process follows HUD and SMHA guidelines. The Program Coordinator will make referrals of each ROSS participant to the training, homeownership programs and other opportunities as needed.

The Program Coordinator will collect program data from the program partners and others involved in delivering the program, as well as his/her own records. The FIC Coordinator reports to the SMHA Assistant Executive Director. The FIC Coordinator will utilize the quarterly reports to prepare the data for HUD's Semi-Annual reporting processes.

Partners will provide Quarterly Program reports and requisitions and attend quarterly meetings with SMHA Staff. Subcontractor staff and Executive Directors will also be required by the housing authority to ensure that the ROSS Family-Homeownership Program is delivered to residents according to the plan. Goals and objectives for each contract are reflected in the

reporting tool, and we develop a tool for each agency and each component that suits the program design. Requisitions are not paid until reports are filed, along with requisitions, and back-up materials, such as class attendance lists, staff time sheets, or receipts. The



Program Coordinator, the Assistant Executive Director, the Finance Director and the Executive Director all must sign off on a requisition before it is paid, and for each to confirm that the contractor has provided the required information prior to payment.

Below, please find a sample reporting tool that SMHA uses for its human service contracts.

Sample Reporting Tool		
Program Component: Drivers Lessons – First Quarter		
Program Component: Drivers Lessons	PLANNED WORK ACCOMPLISHMENTS	ACTUAL WORK ACCOMPLISHMENTS Reported in this column
PROGRAM GOALS & OBJECTIVES		
20 residents to complete drivers' lessons.	20 residents to complete driving course	3 residents completed driving course.
20 to earn license.	20 to earn license	2 residents [Redacted] earned license.

Staff Roles and Responsibilities

Executive Director	Overall Program oversight
Asst. Exec. Dir.	Overall supervision and responsibility for program.
Finance Director	Responsible for LOCCS, drawdowns, payments to contractors, etc.
FIC Coordinator	Coordinate program components, work with contractor and partner agency staff, as well as SMHA finance, purchasing and other staff to implement the program.
Agency Program staff	Implementation of activities according to program goals and objectives. Provide regular reports, attend meetings with SMHA as required.

Fiscal Management Structure

SMHA has a staff of three professionals and five accounting staff who are primarily responsible for fiscal management. The professional staff has the following credentials:

Finance Director,

[REDACTED]

Accountant,

[REDACTED]

Purchasing Agent,

[REDACTED]

seminars.

Accounting Staff

[REDACTED]

Section matters.

Budgeting, Fiscal Controls and Accounting

SMHA prepares annual budgets for each program area and prepares budgets for various grants at the time of application. A full set of financial statements is prepared every month. This process begins with detailed account reconciliations and ends with the preparation of financial statements, which are submitted to SMHA senior management, management staff and the SMHA Board of Commissioners. Budgets are reviewed on a monthly basis against actual expenditures. When necessary, budget revisions with a written narrative are submitted to HUD for approval.

All expenditures must first be approved by the department head, finance director and executive director before requisitions are sent to the Purchasing Agent for procurement. All purchases under \$25,000 (NYS Law) are procured through the small purchase method. Purchases exceeding \$25,000 are bid out through formal public notice with sealed bids. Bids are reviewed against specifications and sent to the SMHA Board of Commissioners for approval. Upon Board approval, contracts are drawn and orders to proceed are given. Each contractor request for payment is reviewed by the appropriate department head, purchasing agent and finance director prior to payment.

SMHA uses Quickbooks Software to process all receipts and payments. The system has a completely integrated requisition, purchasing, A/P, bank book, payroll and general ledger system.

Grant Implementation

The SMHA finance staff has implemented over thirteen grants in the last six years. Each grant has been implemented in a timely manner, achieved its stated objectives, reported to HUD when required and closed-out without an audit finding.

SMHA first begins grant implementation by reviewing and signing the HUD-1044, Assistance Award/Amendment agreement. Upon satisfactory review of terms and conditions, SMHA executes the agreement and forwards to HUD for their authorization. Simultaneously, SMHA applies for LOCCS drawdown capability. Accounts to track the grant budget are established in SMHA automated general ledger system. As items are procured, purchased and approved for payment, expenditures are charged to the appropriated grant general ledger accounts. Each month a separate grant supporting schedule is prepared to track expenditures against budget. All grant accounts are reconciled at this time and LOCCS drawdowns are prepared and drawn. LOCCS draws are then recorded in the general ledger. All LOCCS draws are subsequently reconciled against bank records to ensure proper account crediting and transmission.

All internal match is recorded and posted on a monthly basis. Detailed time records are maintained for allocated time, and program coordinator(s) are charged on a direct costing method. External match is requested and recorded from participating agencies on a semi-annual basis.

Semi-annual SF-269's are prepared and submitted to HUD on a timely basis. Grant close-outs are usually completed within 30-40 days of the grant completion date. At the next regularly scheduled IPA audit, the finance director will schedule an audit of the grant records by an IPA professional. Final SF-269's will be included in the auditors report to the Board of Commissioners and HUD.

Audit

The FY March 31, 2006 audit listed no financial findings, and one major program finding with the Housing Choice Voucher Program. The program audit finding has been cleared by the HUD Buffalo Field Office based on our response that all tenant files will be double checked to ensure that all required information is contained in them and that all calculations are correct.

Category 5

Statement Attesting to Homeownership program

LINKAGES to existing homeownership programs

Our Homeownership component is an element meant to inspire folks to further achievement. SMHA encourages all ROSS Family/Homeownership participants to start aiming for homeownership while they are in training. Coupled with entering into homeownership activities, participants are vigorously recruited into the Public Housing Family Self-Sufficiency Program. We currently offer homeownership workshops and housing counseling, on-site at Steinmetz Homes.

We have found many first time home buyers are intimidated by the process. Some have credit issues so severe that they require intensive budget/credit counseling prior to becoming eligible for homeownership counseling. Community Land Trust of Schenectady, Inc.(CLT) has agreed to offer SMHA residents one-on-one, intensive budget/ credit counseling. CLTwill generate credit reports in order determine an individual's specific needs that will lead to sound financial health. CLT will assist with credit repair by working with creditors to correct erroneous reports and set-up repayment plans. Once repayment plans have been determined CLT will work with ROSS participants to develop a detailed budget. Community Land Trust will continue to meet with participants on a monthly basis to keep participants motivated and determine progress. CLT will obtain credit reports on a semi-annual basis to track improvements in credit scores.

Another factor that makes people hesitant to becoming homeowners is that they have never owned a home or lived in a home that was owner occupied, therefore they are very intimidated by the physical responsibility of homeownership. It is our experience that even when

families achieve the dream of homeownership they are soon overwhelmed by the responsibility of home maintenance. CLT has committed to provide ten Home Repair Workshops annually. The workshops are designed to empower families to master the skills needed to make minor repairs and upgrades to their homes. Workshops include but are not limited to: Weatherization & Energy Efficiency, Vinyl Siding, Insect and Pest Control, Code Enforcement, How To Use Small Tools, Installing Replacement Windows, Electric and Hiring a Contractor.

SMHA has linkages to a variety of homeownership programs within the City of Schenectady. SMHA houses an agency, on site that has been contracted to administer SMHA's HCV-Homeownership program. Other programs include: Habitat for Humanity, Schenectady Homeownership Program, Schenectady Home Program and the Vale Homeownership Program to name a few. SMHA partners with numerous agencies whose mission is to provide Homeownership Services.

SPECIFIC STATEMENT INDICATING MINIMUM NUMBER OF HOMEOWNERSHIP OPPORTUNITIES PROVIDED ANNUALLY

A minimum of 1 (one) homeownership opportunity will be provided annually to public housing residents.

**ROSS
Chart B: Applicant/Contract
Administrator Track Record
(Past Performance)**

**U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
OFFICE OF PUBLIC AND INDIAN HOUSING**

OMB Approval No. 2577-0229
Expiration Date: 03/31/2007

Applicant: Mun. Housing Authority of the City of Schenectady

Instructions for completing this form: Applicants must use this form to provide information about previous HUD grants/FSS programs you have administered over the most recent five-year period. Applicants with few or no HUD grants/FSS programs should provide information about other federal grants you have received. Applicants should list state, local, or private grants should you have no HUD or federal grant experience. Applicants should clearly indicate the organization from which you received grants and indicate whether you were the grantee or whether your contract administrator was the grantee. Applicants should list grants starting with the most recent HUD grants, proceeding next with federal, state, local, and/or private grants. Applicants should not list grants that are 10 years old or older.

Public reporting burden for the collection of information is estimated to average two hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Grant to which the applicant is applying: ROSS Family and Homeownership - 2007

Grant Program and Grantor Agency	Grantee (Applicant or CA)	Project No.	% of Funds Draw Down	Major Goal #1	% Complete	Major Goal #2	% Complete
ROSS Family/Homeownership 2006 - HUD	Grantee	NY028REF 021A006	5%	24 Vouchers for Resident job training	0	15 residents employed	0
PHFSS Coordinator 2006 - HUD	Grantee	2006FSSR-NY028-15152	44%	Hire Coordinator	100%	60 Residents to receive case management services	95%
Neighborhood Networks 2003 - HUD (Awarded 2006)	Grantee	NY028RN N041A003	24%	Hire Coordinator	100%	200 residents enrolled in NN Center at Steinmetz	100%
Neighborhood Networks 2006 - HUD	Grantee	NY028RN N013A006	0%	200 residents will use the NN Center per year	0%	65 residents (40 youth and 25 adults annually will participate in employment skills program.	0%
ROSS RSDM Family 2005 - HUD	Grantee	NY028REF 015A005	69%	40 Vouchers for residents employment training classes	100%	40 residents employed	
PHFSS Coordinator 2005 - HUD	Grantee	NY028 RFS 051 A005	100%	Hire Coordinator	100%	50 residents to receive case management services	100%

**ROSS
Chart B: Applicant/Contract
Administrator Track Record
(Past Performance)**

**U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
OFFICE OF PUBLIC AND INDIAN HOUSING**

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Public reporting burden for the collection of information is estimated to average two hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Grant to which the applicant is applying: ROSS Family and Homeownership - 2007

Grant Program and Grantor Agency	Grantee (Applicant or CA)	Project No.	% of Funds Draw Down	Major Goal #1	% Complete	Major Goal #2	% Complete
PHFSS Coordinator 2004 - HUD	Grantee	NY028RSF027 A004	100%	25 new PH residents enrolled in FSS	100%	25 enrollees will obtain employment	100%
ROSS - RSDM 2004 - HUD	Grantee	NY99RSF028P0120	100%	Hire Coordinator	100%	Employment and Job readiness	100%
ROSS Senior Service Coord. HUD	Grantee	NY02RSV028P002	100%	Implement Senior Coordinator Activities	100%	Hire Coordinator	100%
ROSS RSDM Family 2002 - HUD	Grantee	NY02RSF028P0011	100%	Nursing Program	100%	Transportation	100%
ROSS HSS Homeownership 2002 - HUD	Grantee	NY02RHS028P001	100%	Construct HSS FSS facility	100%	Hire and train program coordinator	100%

Statement on Affirmatively Furthering Fair Housing

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines the Schenectady Municipal Housing Authority's policies for the operation of the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

1.0 EQUAL HOUSING OPPORTUNITY

1.1 FAIR HOUSING PLAN / NON-DISCRIMINATION

It is the policy of the Schenectady Municipal Housing Authority to full comply with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents, applicants or staff which may be subsequently enacted.

Remedy discrimination in housing

The Schenectady Municipal Housing Authority shall not discriminate because of race, color, religion, familial status, disability, handicap or national origin in the leasing, rental, or other disposition of housing or related facilities including land, included in any development or developments under its jurisdiction.

The Schenectady Municipal Housing Authority shall not take any of the following actions on account of race, color, sex, religion, familial status, disability, handicap or national origin.

- A. Deny to any family the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs.
- B. Provide housing which is different than that provided others.
- C. Subject a person to segregation or disparate treatment.
- D. Restrict a person's access to any benefit enjoyed by others in connection with any program operated by the Housing Authority.
- E. Treat a person differently in determining eligibility or other requirement for admission.
- F. Deny a person access to the same level of services.
- G. Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the public housing or tenant-based housing programs.

The Housing Authority shall not automatically deny admission to a particular group or category of otherwise eligible applicants (e.g. families with children born to unmarried parents, elderly pet owners). Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

The Housing Authority will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 of the Rehabilitation Act of 1973, the Housing Authority will make such physical or procedural changes as will reasonably accommodate people with disabilities.

Housing Authority records with respect to applications for admission shall indicate for each application the date of receipt; the determination of eligibility or non-eligibility; the preference rating, and the date, location, identification and circumstances of each vacancy offered, and whether that vacancy was accepted or rejected.

To further its commitment to full compliance with applicable Civil Rights laws, the Schenectady Municipal Housing Authority will provide Federal/State/local information to applicant/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application and with all applicable Fair Housing Information. Discrimination Complaint Forms will be made available at the Schenectady Municipal Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Schenectady Municipal Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Schenectady Municipal Housing Authority will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

Overcome the effects of impediments to fair housing choice

Responding to identified impediments to Fair Housing:

All impediments listed below are taken from the latest Consolidated Annual Performance and Evaluation Report (CAPER) submitted by the City of Schenectady, and available for reading by the public at the Schenectady Municipal Housing Authority, 375 Broadway.

1. Lack of Vacant or Available Land for Housing Construction:

SMHA response: none.

2. Lack of Available Funding:

SMHA response: Continue to apply for and utilize available federal and state subsidies to acquire, rehabilitate and resell Schenectady homes to low income first time home buyers, including both present public housing and Section 8 tenants enrolling in our Section 8 home ownership program. Continue to partner with private non-private agencies in this effort whenever appropriate.

3. Occupancy Restrictions in Rental Housing:

The city has identified a lack of large bedroom size (4BDR and 5BDR units in particular) units in the city's inventory of existing housing units compared to the needs of local families, and particularly minority families.

SMHA response: Continue the practice of 'breaking through' housing units (making a single apartment of two smaller apartments), as relative wait list duration would indicate is needed.

4. Stigmas Associated with Affordable Housing:

SMHA response: We have done several things over the years that militate against this tendency: one of the most successful has been to develop large community service facilities (our Family Investment Center and Family Self-Sufficiency Center) housing vocational training programs and various supportive services primarily for public housing residents, but also open to residents of the neighborhoods where they are located.

This tends to induce the neighbors to think of the local public housing development as a resource center, rather than 'a plague'.

We will continue these efforts, and also participate in collaborative efforts to education persons in the community to the need for affordable housing, and how such housing need not be 'cheap' or undesirable housing.

5. Provision of Housing Brokerage Services:

The City CAPER has indicated that there is no evidence to indicate that there is discrimination in the provision of housing brokerage services.

SMHA response: none.

6. Provision of Financing Assistance for Dwellings and Housing Demographics:

The City CAPER has indicated that there is no evidence available to indicate discrimination in the provision of financing assistance for dwellings in Schenectady.

The City's Fair Housing Director has also indicated, however, that he would favor the establishment of a regional HUD Office of Fair Housing for the Capital District, with investigation and prosecution authority to send out test teams to discover specific instances of discrimination and also illegal or predatory lending.

SMHA response: We would support efforts to establish such a regional office. We continue to participate in and support community efforts to deal with lack of adequate financial assistance to low income residents, especially in the following ways: We are represented on a community committee that monitors bank performance (Community Reinvestment Act scoring) and instances of predatory lending (the SICM Housing Task Force). We apply for available money to both rehabilitate housing, making it a better value for low income home buyers, and money to 'write down' the resale price of such housing units to the final buyer. We refer persons enrolled in our home ownership programs to the City's down payment assistance program. We actively negotiate agreements with local financial institutions whereby they agree to provide mortgage products that are compatible with the requirements of our Section 8 home ownership program. We, along with other community agencies, actively communicate with area banks about the need for new kinds of mortgage underwriting criterion that will not artificially and unnecessarily disadvantage low income home buyers.

7. Public Policies and Actions Affecting the Approval of Sites and Other Building Requirements- Zoning:

The City's Consolidated Plan does not indicate that local public policies constitute barriers to the development of affordable housing. The City's zoning ordinance allows for a wide range of housing types; minimum lot sizes, setbacks, floor area ratios and height requirements are such that they do not constitute a barrier to affordable housing.

SMHA response: none.

8. Public Policies and Actions Affecting the Approval of Sites and Other Building Requirements- All other policies:

The City's Consolidated Plan indicates that there are no restrictions beyond those required by the State of New York regarding the number of unrelated individuals who can occupy a dwelling unit, and that local government has allowed a large number of special needs group homes to be established. There are low 'local development fees' compared with surrounding areas. The City makes a special effort to attempt to facilitate affordable housing projects.

SMHA response: We have and will continue to develop new units of affordable housing for sale to low and low-moderate income first time home buyers, as money, land, and market conditions indicate is appropriate.

9. Assessment of Current Public and private Fair Housing Programs and Activities in the Jurisdiction- Partnership participation:

SMHA response: We list those activities which take place within the general jurisdiction of the City, in which the housing authority is active:

- Participation in community agency fairs, with exhibits, displays, and literature and brochure distribution.
- Outreach mailings on available public housing units and how to apply, to: discharge planners and community agencies doing case management.
- Participation in about two dozen collaborative efforts, partnerships, and coordinating bodies in terms of information sharing, joint services delivery, and leasing on-site office space to numerous human service organizations.
- Out-sourcing grant money to partner agencies whose clientele then come to know of local affordable housing opportunities sponsored by SMHA.
- Working with McTAP (the Minority Contractors Technical Assistance Program) in order to involve more minority contractors in SMHA contracting opportunities.
- Using Section 3 activities to acquaint new audiences with the range of SMHA resources and activities.

10. Assessment of Current Public and private Fair Housing Programs and Activities in the Jurisdiction- All other:

SMHA response: We list those activities which take place within the general jurisdiction of the City, in which the housing authority is active:

- Participation in tenant training seminars.
- Meeting with the Resident Advisory Committee in reviewing the Five Year Plan.
- Meeting with the City-wide SMHA Public Housing Leadership Council (composed of the Presidents and Vice Presidents of each development level Resident Association, as well as the two Resident elected Commissioners).
- SMHA designated staff meeting with each of four development level Resident Associations for feedback on admissions, operating policies, problems, responses to resident service programming, and needed new initiatives.

Promote fair housing rights and fair housing choice

1.2 AFFIRMATIVE MARKETING:

As conditions may require, the Schenectady Municipal Housing Authority will post notices of housing availability in particular agencies or developments to encourage fuller participation. The Housing Authority may issue public announcement or availability to encourage applications for public housing and other services. Among the marketing efforts the Housing Authority may engage in depending on the situation are the following:

- A. Send information al spots to local media such as newspapers or other periodicals for broadcast or publication.
- B. Special outreach to minorities, persons with disabilities and very low income families.
- C. Distribution of pamphlets and brochures to agencies, discharge workers, etc.
- D. Post notices in places of employment, unemployment and employment placement offices, welfare offices, post offices, grocery stores, churches, community halls, buses and other public transportation centers.
- E. Outreach to organization with assist people with disabilities, or that work with the elderly, students, immigrants, homeless persons, and victims of domestic violence.

The Housing Authority will monitor the benefits received as a result of the above activities, increase or decrease the outreach activities accordingly, or modify the design of the outreach program.

To reach minority groups, it may be necessary to canvas neighborhoods or make mass mailings to areas with a heavy concentration of minority citizens. If language is a barrier, the Housing Authority will put out foreign language notices and communicate with agencies that specialize in working with minority populations.

State University of New York
College and
Career
Counseling at Schenectady

Schenectady Municipal Housing Authority Family Investment Center, 120 Emmons Street, Schenectady, NY 12304 (518) 370-2654
FAX (518) 370-2661

July 5, 2007

Richard E. Homenick
Executive Director
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305

RE: Firmly Committed Match – SMHA's 2007 ROSS Application: \$60,000 total

Dear Richard:

Schenectady County Community College is pleased to support Schenectady Municipal Housing Authority's application to the Department of Housing and Urban Development for funding under the 2007 SuperNOFA-ROSS Family/Homeownership grant program. This letter demonstrates our Firmly Committed Match totaling [REDACTED] for the ROSS Family/Homeownership 2007 program. The match will be available starting on January 1, 2009, through December 31, 2011, or for the last two years of the three year grant period. The 2007 match will be a continuation of the same services we matched in ROSS/RSDM Family 2005. The committed match in 2005 was for a three year period made available as of January 1, 2006 through December 31, 2008.

SCCC is pleased to support the program through our SUNY College and Career Counseling Center, which is housed at the SMHA's Family Investment Center at Steinmetz Homes. We have been serving SMHA residents for many years, and for the last ten years our headquarters has been at Steinmetz Homes.

Below, I have described in detail the match commitment made today by the Schenectady County Community College. This match is firm, and we are committed to providing this service years two and three of the three year 2007 ROSS program. SUNY Career and Counseling Center will provide each ROSS Family/Homeownership 2007 participants with professional employment and educational counseling services. These services include college preparation and advisement, career evaluation, career planning utilizing the Discovery Software assessment tool, assistance in resume writing, college and vocational school selection, completion of admission and financial aid applications as well as job search activities. Each participant in your 2007 Ross Family/Homeownership program (minimum of 40) individuals will receive an initial counseling session, at which time our staff will assess and discuss options that the individual should consider for their education and employment future. We estimate that half of the residents will need to continue with intensive services from us.



Firmly Committed Match:

██████████ for two years – January 1, 2009 – December 31, 2010

Minimum of 40 residents to receive:

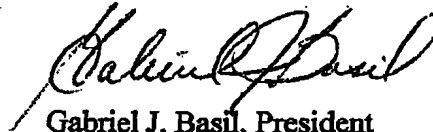
1 initial session of career counseling services @ ██████████ per session - ██████████

Minimum of 20 residents to receive:

Intensive career counseling services @ ██████████ per each - ██████████

This match commitment supports the proposed grant activities and was planned with the program design in mind. I am authorized to make such commitments for the Community College, and I am pleased to offer this Firm Commitment totaling ██████████

Sincerely,



Gabriel J. Basil, President
Schenectady County Community College

Community Land Trust of Schenectady, Inc.

1677 Van Vranken Avenue, Schenectady NY 12308* Ph:(518) 372-7616*Fax:(518) 346-3939*Email: [REDACTED]

July 5, 2007

Richard E. Homenick
Executive Director
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305

RE: Firmly Committed Match – SMHA's 2007 ROSS Application: \$19,500 total

Dear Richard,

Community Land Trust of Schenectady, Inc. is pleased to support Schenectady Municipal Housing Authority's application to the Department of Housing and Urban Development for funding under the 2007 SuperNOFA-ROSS 2007 Family/Homeownership grant program. This letter demonstrates our Firmly Committed Match totaling [REDACTED] for the three year ROSS program. The match will be available starting on January 1, 2008, through December 31, 2010, or for the entire three year grant period.

Community Land Trust of Schenectady, Inc. provides one-on-one credit counseling, home buyer education classes, home repair workshops and many other services geared toward homeownership for residents of Schenectady. Community Land Trust of Schenectady, Inc. has partnered with SMHA in the past including the provision of workshops on site at one of SMHA's family developments. We are pleased to work with SMHA on this year's ROSS Family/Homeownership application. Community Land Trust of Schenectady, Inc.'s wide array of counseling and educational offerings will serve ROSS participants well and our services will complement the other program pieces.

Below, I have described in detail the match commitment made today by the Community Land Trust of Schenectady, Inc. This match is firm, and we are committed to providing this service each year of the three year ROSS program.

After referral by your program coordinator, we will provide one-on-one credit and budget counseling to ROSS participants throughout the grant period. Community Land Trust of Schenectady, Inc. will generate credit reports in order determine an individual's specific needs that will lead to sound financial health. Community Land Trust will assist with credit repair by working with creditors to correct erroneous reports and set-up repayment plans. Once repayment plans have been determined we will work with ROSS participants to develop a detailed budget. Community Land Trust will continue to meet with participants on a monthly basis to keep participants motivated and determine progress. Community Land Trust will obtain credit reports on a semi-annual basis to track improvements in credit scores. When appropriate, we will refer participants to other opportunities within our agency, including homeownership, and or other programs outside of our agency.

As part of the match, we will provide a minimum of 30 individuals with credit counseling and a minimum of 300 counseling sessions in all during the three year grant period.

The second component of our firmly committed match consist of the delivery of our Home Repair Workshops. It is our experience that even when families achieve the dream of homeownership they are soon overwhelmed by the responsibility of home maintenance. Our workshops are designed to empower families to master the skills needed to make minor repairs and upgrades to their homes. Workshops include but are not limited to: Weatherization & Energy Efficiency, Vinyl Siding, Insect and Pest Control, Code Enforcement, How To Use Small Tools, Installing Replacement Windows, Electric and Hiring a Contractor. Community Land Trust of Schenectady, Inc. is firmly committed to provide a total of 30 workshops over the entire three year grant period.

Firmly Committed Match:

300 sessions of One-on-one credit budget counseling @ [redacted] per session to 30 ROSS participants [redacted]

30 Home Repair Workshops @ [redacted] per workshop [redacted]

Firmly Committed Match from Community Land Trust of Schenectady, Inc. [redacted]

This match commitment supports the proposed grant activities and was planned with the program design in mind. I am authorized to make such commitments for the Community Land Trust of Schenectady, Inc., and I am pleased to offer this Firm Commitment totaling [redacted]

Sincerely,

Beverly Burnett
Executive Director



SCHENECTADY CITY SCHOOLS

108 Education Drive • Schenectady, New York 12303
Phone (518) 370-8100 • Fax (518) 370-8173
www.schenectady.k12.ny.us

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July 12, 2007

Richard E. Homenick
Executive Director
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305

Dear Richard:

Schenectady City School District is pleased to support SMHA's application to the Department of Housing and Urban Development for funding under the 2007 SuperNOFA-ROSS Family/Homeownership grant program. This letter demonstrates our Firmly Committed Match totaling \$120,000 for the ROSS program. The match will be available starting on January 1, 2009, through December 31, 2010, or for the last two years of the grant period.

Washington Irving Education Center provides adult education, vocational training, GED and ESL courses, and many other services for Schenectady's residents. Washington Irving has provided GED courses at SMHA's family developments for more than 30 years. We are pleased to continue our partnership with SMHA on this ROSS Family/Homeownership Family application. Washington Irving's wide array of employment training and educational offerings will serve ROSS participants well, and our services will complement the other program pieces.

Below, I have described in detail the match commitment made today by the Schenectady City School District. This match is firm, and we are committed to providing this service for the last two years of the ROSS program period. We are currently providing match in the ROSS/RSDM 2005 grant therefore our commitment for the last two years will be a continuation of what we are already providing. The success of our services in the past makes this match a logical choice.

After referral by your program coordinator, we will provide aptitude testing to SMHA participants throughout the grant period, GED classes and GED test preparation. A minimum of 60 participants will take an initial aptitude test, which provides information to the student, and Washington Irving staff as to the particular needs of each student, so that we can tailor an Individual Education Plan for that student. The student would then be referred to any Washington Irving opportunity or other programs outside of our agency as well. Subsequent aptitude tests will be administered in order to determine progress. As part of the match, we will provide a minimum of 30 GED students the education to secure their general equivalency diploma during the two year grant period.

.....A national award winning district

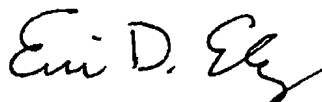
Firmly Committed Match:

Administering of Aptitude tests – 2 tests to 60 participants @ \$25 per test	\$ 3,000
GED Class / Training – 2 sites for 2 years for 10 months per year	\$117,000
Total Firmly Committed match from Schenectady City School District	\$120,000

Our GED classes costs the Schenectady City School District \$50 per hour for teacher salaries and support staff at Washington Irving and District offices. We would provide a total of fourteen hours of instruction every week at Yates Village and Steinmetz Homes for 40 weeks a year. (a minimum of 12.5 hours of instruction per week, x \$120.00/hour x 40 weeks = \$60,000 per year).

This match commitment supports the proposed grant activities and was planned with the program design in mind. I am authorized to make such commitments for the School District, and I am pleased to offer this firm commitment totaling \$120,000.

Sincerely,



Eric D. Ely
Superintendent

Acknowledgment of Application Receipt

U.S. Department of Housing and Urban Development

Type or clearly print the Applicant's name and full address in the space below.

Municipal Housing Authority of the City of Schenectady
375 Broadway
Schenectady, NY 12305

(fold line)

Type or clearly print the following information:

Name of the Federal Program to which the applicant is applying:

2007 ROSS Family Homeownership Program

To Be Completed by HUD

- HUD received your application by the deadline and will consider it for funding. In accordance with Section 103 of the Department of Housing and Urban Development Reform Act of 1989, no information will be released by HUD regarding the relative standing of any applicant until funding announcements are made. However, you may be contacted by HUD after initial screening to permit you to correct certain application deficiencies.
- HUD did not receive your application by the deadline; therefore, your application will not receive further consideration. Your application is:
- Enclosed
 - Being sent under separate cover

Processor's Name _____

Date of Receipt _____

**Certification of
Consistency with
the RC/EZ/EC-IIs
Strategic Plan**

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in this application are consistent with the strategic plan of a federally-designated empowerment zone (EZ), designated by HUD or by the United States Department of Agriculture (USDA), the tax incentive utilization plan for an urban or rural renewal community (RC) designated by HUD, or the strategic plan for an enterprise community (EC-II) designation in round II by USDA.

(Type or clearly print the following information)

Applicant Name Schenectady Municipal Housing Authority

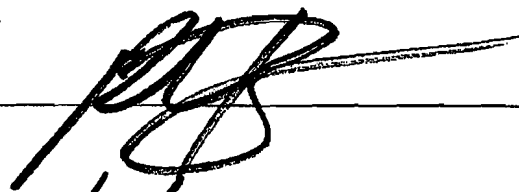
Name of the Federal Program to which the applicant is applying ROSS Family/Home Ownership Program

Name of RC/EZ/EC-II Schenectady Economic Development Corp.

I further certify that the proposed activities/projects will be located within the RC/EZ/EC-II identified above and are intended to serve the residents of the designated area. (2 points)

Name of the Official Authorized to Certify the RC/EZ/EC-II Mr. Richard Purga

Title Community Development Director

Signature 

Date (mm/dd/yyyy) 05/17/07

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Schenectady Municipal Housing Authority

Project Name: ROSS Public Housing Family / Home Ownership Program

Location of the Project: All SMHA Family Developments
City of Schenectady

Name of the Federal Program to which the applicant is applying: ROSS Family Homeownership 2007

Name of Certifying Jurisdiction: City of Schenectady

Certifying Official of the Jurisdiction Name: Mr. Richard Purga

Title: Community Development Director

Signature: 

Date: 5/11/07

You are our Client!
Grant Applicant Survey

U.S. Department of Housing
 And Urban Development
 Office of Departmental Grants
 Management and Oversight

OMB No. 2535-0116 (exp. 12/31/2008)

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Public reporting burden for this collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. All information collection contained in this Survey is optional.

The Department of Housing and Urban Development is trying to provide a more user friendly, customer driven funding process. Please let us have your comments and recommendations for improvements to the Notice of Funding Availability Application and forms and/or the Electronic Grant Application Outreach process. You can complete and submit this survey and attach it to your electronic application or you mail directly to: Department of Housing and Urban Development, 451 7th Street, SW – Room 3156, Washington, DC 20410.

Instructions. Listed below are several questions regarding outreach conducted by the Federal Government to prepare organizations for the Grants.gov registration process, the retrieval of funding opportunities, and submission of electronic applications. The grading scale below provides options from extremely helpful to not applicable. In the box provided, grade the government on its outreach efforts from O-None thru G-Not applicable to my needs. Section seven provides space for you to make SUGGESTIONS FOR IMPROVEMENT, please identify the section you are commenting on. Field level help is available by click on the F1 key.

O= None A = Extremely helpful B = Somewhat helpful C = Helpful D = Not very helpful
 F = Not helpful G = Not applicable to my needs

Section 1 – Electronic Grant Application Outreach Provide details about the type of information you received from HUD about Grants.gov as indicated below.

1. The brochure(s)/guide(s) (insert title(s)): Learn how to register with Grants.gov	Grade: A-Extremely helpful O-None
2. Title of the workshop(s) /conference(s)/meeting(s)/training/forum(s) none	Date attended: Grade: O-None
3. Title(s) of satellite broadcast(s): ROSS Family Homeownership Webcast	Date(s): Grade: 4/6/07 O-None
4. Did you receive information from the Agency Call Center? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide the date(s) and rate the quality of assistance received.	Date(s): Grade: O-None
5. Did you receive information from the Grant.gov Contact Center? ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide the date(s) and rate the quality of assistance received.	Date(s): Grade: O-None

6. How could we improve our communications to you and others like you (please explain)?
The Webcast was wonderful, Anice and Ron are excellent trainers. If the HUD TV Studio could somehow make the powerpoint presentation materials more readable during the webcast, it would be that much stronger, but I printed out the powerpoint from the website, and it worked fine.

Section 2 – Electronic Grant Application Registration Process

- Did you find the Grants.gov website information on registration clearer and easier to understand than last year? Yes No
- Do you have access to IBM compatible software? Yes No
- Do you have Internet access within your office or division? Yes No

If no, to question 3, please answer the following questions. Is the access within:

- a. Within your organization? Yes No
- b. Available in your building? Yes No
- c. Available at home? Yes No
- d. Available within 1 mile of where you work? Yes No
- e. Available within 5 miles of where you work? Yes No
- f. Available more than 5 miles of where you work? Yes No
4. Do you have problems with Internet access due to any of the following?
- Cost? Yes No
- Reliability? Yes No
- Office access rights? Yes No
- Poor quality reception? Yes No

Section 3 – Funding Opportunities

Please provide CFDA Number for funding opportunity are you commenting on.	Insert CFDA numeral: 14.870
1. Did you find the Submission Checklist helpful?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Were the Funding Opportunity instructions clearer and easier to follow than last year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the Program specific funding opportunity instructions clearer and easier to follow than last year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Did you find sections of the funding opportunity duplicative?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. If yes, to any of the questions above, identify the section(s) and areas for streamlining the redundant information.	

Section 4 – Finding Grant Opportunities

1. Was it easier to find the Finding Opportunities on-line through Grants.gov than previous methods?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Based on previous years, how easy was it to find grants in the	Choose from dropdown
a. Federal Register	About the same
b. Trade journals	About the same
c. Agency websites	About the same
3. How could finding grant opportunities be improved (please explain)? ok as is	

Section 5 – Applying for Grant Opportunities

1. How many people were involved in completing the application submission?	Number: 6
2. Did you find the electronic application useful for dissemination purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Did the same individual who downloaded the grant application submit the application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Did you know where to look for instructions for completing and submitting the application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. At what point in the process did you download and read the Application Instructions?	A-Before looking at the application
6. What Section of the Electronic Application Desktop Guide were most useful?	All consistent
7. How could the Electronic Application Desktop Guide be improved (please explain)?	ok as is

8. Did you find the Submission Tips helpful?	Grade A-Extremely helpful
9. Did you find the NOFA Application Submission Checklist helpful?	Grade A-Extremely helpful
10. Did you know how to use the attachment form in the application package?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know
11. Did you have a problem saving your application?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not know

Section 6 – Applicant Information

Organization Legal Name Municipal Housing Authority of the City of Schenectady

Address 375 Broadway City Schenectady State NY

Zip Code 12308 Telephone Number: (including area code) [REDACTED]

Contact Name: Richard E. Homenick Email Address [REDACTED]

Section 7 – Suggestions

For improving the Electronic Grant process, please specify below. Please identify the section you are commenting on.

None

c. Rating Factor 3: Soundness of Approach [34 points]

Schenectady Municipal Housing Authority's ROSS Family/Homeownership Program has been designed in a way to insure that outcomes are successfully achieved. The outcomes SMHA has proposed can be measured in very definitive terms. All of these outcomes are directly related to HUD's strategic goals of strengthening communities, increasing homeownership opportunities, and promoting participation of community-based organizations.

(1) Quality of Work Plan [22 points]

(a) Specific Services and/or Activities [12 points]

Our residents are faced with making career decisions without the proper tools. Schenectady Municipal Housing Authority has developed a program aimed at providing an opportunity for residents to enter into occupations that are in high demand in the local area, evidenced by a report published by the New York State Department of Labor. ROSS Family/Homeownership 2007 is designed to provide career counseling, training vouchers and employment search assistance while making available supportive services such as child care and transportation to interested public housing residents.

60 residents will receive career counseling and/or employment services	21 residents will obtain employment
60 residents will be given aptitude tests	30 residents will enroll in GED classes
25 residents will be issued vouchers to attend employment training	18 residents will obtain employment
81 residents will receive bus swiper cards	30 residents will obtain employment
20 residents will receive driving lessons	12 residents will obtain their driver's license
15 residents will receive childcare services	12 residents will complete training
30 residents will receive GED training	8 residents will obtain their GED

When a resident is interested in obtaining a training voucher, the Program Coordinator will refer them to SUNY College and Career Counseling Center, which is located at the Family Investment Center at Steinmetz Homes. SUNY College and Career Counseling Center's career counselors will work with the residents individually to choose a career that will offer them the greatest opportunity for employment and financial compensation.

The career counselors will administer an initial assessment which will provide information about the participants' interests, occupations, schools and programs of study. This will help the participant make better decisions when choosing a career path. Once a choice has been made, SUNY College and Career Counseling Center counselors will provide assistance with financial aid and school applications. SMHA will require residents to apply for financial aid from all sources they are eligible for. If additional monies are still needed, a voucher will be issued for the uncovered employment training expenses. If the assessment determines the participant requires more intensive counseling services, SUNY College and Career Counseling will walk them through a series of comprehensive steps including but not limited to: referral for aptitude testing, the use of computerized career assessment tools, interview techniques training and on-line job search activities.

Once the training is completed, the career counselor will assist the resident with resume writing and job search activities. SUNY College and Career Counseling has a computer lab that is used solely for employment and educational search activities. Residents can search for employment, send their resumes in response to job postings and establish e-mail accounts. This allows them to communicate with prospective employers even if they don't have access to a computer or a telephone. This type of assistance is not limited by participation in employment training. If participation in career counseling determines a resident is able to pursue employment

opportunities without formalized training, they will be encouraged to utilize the employment search activities.

Prior to obtaining meaningful employment or entering a job training program designed to allow for economic self-sufficiency, more often than not the greatest barrier is the lack of a High School Diploma or GED. Schenectady City School District's adult education center, Washington Irving Educational Center, has committed to continue to provide SMHA residents with GED classes. Washington Irving has committed to continue its GED classes, on-site, at both Steinmetz Homes and Yates Village.

Supportive services are always a critical piece in providing a comprehensive program to address resident needs. Supportive services that will be provided include, but are not limited to, childcare and transportation assistance.

The ROSS Family/Homeownership 2007 Program has budgeted to provide necessary transportation services to ensure residents' access to training and employment. Transportation services will be divided into two areas, each with its own objectives and milestones. The first component of the transportation activities will be to provide residents who are seeking employment, are involved in a training program, or just starting employment with bus swiper cards from the Capital District Transportation Authority(CDTA). CDTA has agreed to offer these cards to SMHA at a discounted rate. These swiper cards will help in getting newly hired residents established in their employment positions for their first 90 days without having the expense or worry of reliable transportation. The cards can be used 24 hours a day, 7 days a week, allowing them to be available for various shifts.

The second component of the transportation activity will be to provide driver education for SMHA residents with the goal of obtaining their New York State driver's license. The All of

the transportation activities proposed in this application will begin in the first quarter of the grant period and conclude by the final quarter of the third year.

When evaluating barriers to employment for residents, childcare continues to be one of the major roadblocks faced when residents wish to acquire job training or simply wish to maintain their current employment. The proposed ROSS Family/Homeownership 2007 program has budgeted to provide childcare services for residents who wish to further their employment education or attend training programs. The YWCA Children's Center has sites at both the Family Investment Center at Steinmetz Homes and the Family Self-Sufficiency Center at Yates Village. The YWCA centers provide childcare services weekdays from 7:00 am until 5:30 pm. Approximately half the participants will utilize the on-site centers. Participants will also be able to access other providers in the local area. Many SMHA residents qualify for daycare subsidy through the county Social Services Department, and utilize the childcare services while working. The county, however, will not cover the childcare costs associated with receiving additional training. The objective for this program activity is to provide childcare services for residents who wish to enhance their employment skills through one or more of the job training curricula associated with the ROSS Family/Homeownership 2007 program.

Community Land Trust of Schenectady, Inc (CLT) is a not for profit corporation that has been works to provide affordable housing in the city of Schenectady. CLT offers a variety of homeownership programs along with supportive services and trainings. CLT has committed to providing SMHA residents with one-on-one budget/credit counseling. CLT will assist with credit repair by working with creditors to correct erroneous reports and set-up repayment plans. Once repayment plans have been determined we will work with ROSS participants to develop a detailed budget. CLT will continue to meet with participants on a monthly basis to keep

participants motivated and determine progress. Community Land Trust will obtain credit reports on a semi-annual basis to track improvements in credit scores.

Another factor that makes people hesitant to becoming homeowners is that they have never owned a home or lived in a home that was owner occupied, therefore they are very intimidated by the physical responsibility of homeownership. It is our experience that even when families achieve the dream of homeownership they are soon overwhelmed by the responsibility of home maintenance. The workshops are designed to empower families to master the skills needed to make minor repairs and upgrades to their homes. Workshops include but are not limited to: Weatherization & Energy

[i] Involve community partners in the delivery of services [4 points]

SMHA has developed positive working relationships with a diverse group of community agencies and programs. There are more than forty resident service programs operating on site at various public housing developments. Most of these service programs are housed in our Family Investment Center at Steinmetz Homes and the Family Self Sufficiency Center at Yates Village. Some additional programs are housed in converted apartments or operate part-time from community rooms at various developments. SMHA also has agreements with many additional agencies that operate critically important programs off-site.

Residents play a crucial role through special resident brainstorming sessions, regular meetings of the Resident Associations, and through the citywide Public Housing Leadership Council, which is comprised of the elected Presidents, Vice Presidents, and two Resident Commissioners.

We have developed partnerships with various community agencies, signed mutual referral agreements, encouraged staff to serve on agency boards, sub-contracted service provision to agencies whenever possible, and offered low-cost space and support to agencies willing to use

their own resources.

The following agencies and training providers will be partners of this grant:

ROSS, FAMILY/HOMEOWNERSHIP 2007 PARTNERS	
Capital District Transportation Authority	Discounted "Swiper" cards/bus transportation
Community Land Trust of Schenectady, Inc.	Credit/Budget Counseling, Home maintenance repair workshops
Easy-Method Driving School	Discounted driving lessons and 5 hour pre-licensing course
Schenectady City School District	GED Training
SUNY College and Career Counseling Center	On site career counseling, resume writing, job search assistance
Three Resident Associations	Referrals to training opportunities offerings
YWCA of Schenectady	Childcare at Steinmetz Homes and Yates Village
Additional ROSS Family Partners	
AIDS Council of North Eastern New York	On site HIV testing and counseling
Alcoholism Council of Schenectady County	Out-patient rehabilitation counseling
Altamont Program	On-site alcoholism recovery program
Boys and Girls Clubs of Schenectady	Two on site clubs Operates on site Computer Technology Center at Yates Village
Bridge Center	Drug rehabilitation
Capital District Community Gardens	Provides gardener training and gardening sites
Capital District Psychiatric Center	In-patient mental health services
Capital Region BOCES	Reality Check – tobacco awareness and smoking cessation education program and drug prevention activities for youth
Carver Community Center, Inc.	On-site remedial education, tutoring and Alternative day school program for at risk youth
Carver Community Services	Out-patient drug/ alcohol rehabilitation counseling
Catholic Charities of Schenectady	Individual and family counseling Wheels for Work / donated cars Free medical transportation - Nutrition outreach program
City Mission of Schenectady	Free used clothing and household items
City of Schenectady Fair Housing	Down payment assistance program for first time homeowners
Concerned for the Hungry	Emergency food pantry Thanksgiving turkey baskets
Conifer Park	In-patient drug/alcohol rehabilitation hospital
Cornell Cooperative Extension	On-site WIC assistance
Ellis Hospital Mental Health Clinic	Out-patient mental health services
Fidelis of New York	Low cost health insurance
Franklin Street Clinic	Out-patient mental health services
Hispanic Outreach Services	On-site summer lunch program
Home Furnishings	Free household items and appliances
Jobs Etc.	Job search assistance
Maternal Infant Network	On site pre and post-natal care services
Narcotics Anonymous	On site meetings for recovering addicts
Schenectady County Community Business Center	Business startup assistance / incubator

Schenectady County Department of Social Services	Case management services
Schenectady Community Action Program	Homelessness Prevention Program Community Crisis Network Displaced Homemaker Program
Schenectady Community College	On site college credit courses On site Educational Opportunity Center Career Counseling and Job Placement On site Certified Nurse Assistant Training
Schenectady County Housing Task Force	Network of affordable housing representatives
Schenectady County One Stop/Dept. of Labor	Job placement and training stipends
Schenectady Family Health Services	On site Yates Medical Clinic On site Steinmetz Dental Clinic
Steinmetz Resident Association	Free clothing
YWCA of Schenectady	Women's shelter Domestic violence assistance and prevention Two onsite full day care centers and Universal Pre-K Parenting classes

**[ii] Offer comprehensive versus a small range of services geared toward achieving
[6 points]**

A program with a comprehensive range of services has been designed with the intent of ensuring the success of its participants. The integration of supported services eliminates the barriers brought on by the lack of transportation and reliable childcare. The ROSS FAMILY/HOMEOWNERSHIP 2007 will greatly improve residents' chances of making successful decisions way by using a structured process, which includes the following:

- Aptitude testing
- GED Classes
- Individual career counseling
- Reliable childcare
- Transportation assistance
- Resume preparation assistance
- Job search
- Employment training financial
- assistance for in demand jobs in the local area
- Budget/Credit Counseling
- Home Repair Workshops

(b) Feasibility and Demonstrable Benefits (5 points)

Our proposal offers intensive core services and a case management plan that responds directly to the needs of our residents as described in Rating Factor 2. In our problem statement, we show that public housing residents have a very high likelihood of being unemployed and have extremely low incomes. Our needs statement also shows that our residents are at a significant educational disadvantage, with a much higher percentage of SMHA residents lacking a high school diploma than the general population of city.

The Public Housing ROSS Family/Homeownership 2007 is designed to provide residents with the training necessary to obtain GEDs, improve their employment situations and raise their incomes. Washington Irving Educational Center has committed to provide GED training, on-site at both Steinmetz Homes and Yates Village. Vouchers to receive employment training for in-demand jobs in the local area will be provided to 25 (twenty- residents). Career counseling and employment services will be offered to bolster retention in training. The Program Coordinator will continue to reach out to training providers of high demand jobs not listed in this application in order to receive additional discounted tuitions and in kind matches. The proposed employment voucher breakdown reflected in the budget is a projection of resident career interest based on data extracted from the Employment and Training Registry. This is a database that was established with previous ROSS grant funding and is being used by SMHA to track current resident education and employment information. Actual interest may vary.

(c) Budget Appropriateness/Efficient Use of Grant (5 points)

i. Justification of expenses:

SMHA proposes to employ a full time ROSS Program Coordinator, allocating \$86,700 over 26 months for direct labor/salary and \$26,000 for fringe benefits over the 26 months, based on a 30% fringe benefit rate; or 45% of the grant amount is dedicated to the program coordinator.

The largest percentage of the ROSS Homeownership HUD funding requested is dedicated to direct services for residents or 47% for transportation, child care and vouchers combined. SMHA residents will be offered a wide range of training opportunities, including the Top 10 career fields listed by the Labor Dept. [REDACTED] is budgeted for transportation services (7%), [REDACTED] is budgeted for child care (19%), and [REDACTED] is budgeted for training vouchers (21%).

\$20,550 or 8.2% of the grant funds is budgeted for administrative costs including supplies, a computer and administrative salaries. Evaluation of the program is covered under the Program Coordinator, who will keep information about each program participant, and will create the semi-annual reports for HUD.

We have partnerships with agencies to provide college and career counseling activities to our residents, Homeownership counseling and support services, and GED High School Equivalency courses and diplomas, totaling [REDACTED] or [REDACTED] expressed as a percentage of the federal share of the budget. Commitments of matching funds have been documented in Firmly Committed Match Letters from SUNY College and Career Counseling [REDACTED] Community Land Trust of Schenectady, Inc. [REDACTED], Schenectady City School District/Washington Irving Education Center [REDACTED].

Our proposed activities are directly supported by the objectives of our application.

ii. Budget efficiency

All expenses incurred will include only those necessary to provide the ROSS Family and Homeownership program during the grant period.

Over the three year grant period, we anticipate serving a minimum of 69 public housing resident/families (including the provision of child care for the children of residents involved in the employment training courses) in the program. The cost to HUD per resident would be between \$3,623 or less, for high quality education, employment training, counseling and job placement over the 3 year grant program. We hope to involve more families in the program than the goal of 69, which will further lower the per-resident cost.

2. Addressing HUD's Policy Priorities (10 points)

(i) Improving the Quality of Life in Our Nations' Communities (2 points)

The entirety of the ROSS Family/Homeownership program design is meant to move families in accessible, incremental stages from dependence to economic independence. Largely because of the influx of new families into public housing, we must continue to be concerned about transitioning residents from welfare to work. The major challenge in working with these families is to move them from unskilled entry level jobs to better paying jobs requiring access to transportation and usually some amount of vocational training. This is specifically what ROSS Family/Homeownership is designed to do.

SMHA created the program design in 2005 when we submitted the ROSS/RSDM Family 2005 proposal. We are half way through that grant period and we have seen much success. The program is extremely popular and graduation rates are high. Job placement is easy as we targeted training programs that will lead to jobs that are in high demand in the local area. Due to that success we applied for similar funding in 2006. A funding award for this proposal will allow us to continue providing a program that we know works.

The pre-requisite of interested residents participating in career counseling ensures that the training chosen is in line with each individual's abilities and interest. Making good choices leads to very low attrition rates.

To round out the program, the offering of supportive services such as childcare and transportation assistance, provide relief by removing barriers that would prohibit residents from achieving success.

(ii) Providing Increased Homeownership and Rental Opportunities for Low- and Moderate Income Persons, Persons with Disabilities, the Elderly, Minorities and Families with Limited English Proficiency (2 points)

LINKAGES to existing homeownership programs

Our Homeownership component is an element meant to inspire folks to further achievement. SMHA encourages all ROSS Family/Homeownership participants to start aiming for homeownership while they are in training. Coupled with entering into homeownership activities, participants are vigorously recruited into the Public Housing Family Self-Sufficiency Program. We currently offer homeownership workshops and housing counseling, on-site at Steinmetz Homes.

We have found many first time home buyers are intimidated by the process. Some have credit issues so severe that they require intensive budget/credit counseling prior to becoming eligible for homeownership counseling. Community Land Trust of Schenectady, Inc.(CLT) has agreed to offer SMHA residents one-on-one, intensive budget/ credit counseling. CLTwill generate credit reports in order determine an individual's specific needs that will lead to sound financial health. CLT will assist with credit repair by working with creditors to correct erroneous reports and set-up repayment plans. Once repayment plans have been determined CLT will work with ROSS participants to develop a detailed budget. Community Land Trust will continue to

meet with participants on a monthly basis to keep participants motivated and determine progress. CLT will obtain credit reports on a semi-annual basis to track improvements in credit scores.

Another factor that makes people hesitant to becoming homeowners is that they have never owned a home or lived in a home that was owner occupied, therefore they are very intimidated by the physical responsibility of homeownership. It is our experience that even when families achieve the dream of homeownership they are soon overwhelmed by the responsibility of home maintenance. CLT has committed to provide ten Home Repair Workshops annually. The workshops are designed to empower families to master the skills needed to make minor repairs and upgrades to their homes. Workshops include but are not limited to: Weatherization & Energy Efficiency, Vinyl Siding, Insect and Pest Control, Code Enforcement, How To Use Small Tools, Installing Replacement Windows, Electric and Hiring a Contractor.

SMHA has linkages to a variety of homeownership programs within the City of Schenectady. SMHA houses an agency, on site that has been contracted to administer SMHA's HCV-Homeownership program. Other programs include: Habitat for Humanity, Schenectady Homeownership Program, Schenectady Home Program and the Vale Homeownership Program to name a few. SMHA partners with numerous agencies whose mission is to provide Homeownership Services.

SPECIFIC STATEMENT INDICATING MINIMUM NUMBER OF HOMEOWNERSHIP OPPORTUNITIES PROVIDED ANNUALLY

A minimum of 1 (one) homeownership opportunity will be provided annually to public housing residents.

iii. Providing Full and Equal access to Grassroots Faith-Based and Other Community-Based Organizations in HUD Program Implementation [4 points]

The Schenectady Municipal Housing Authority has a long history of partnering with

grassroots organizations, including faith-based, civic and community based organizations to offer opportunities for our residents.

Currently, we work with the YWCA (A licensed child care center on site), the Schenectady Inner City Ministry (community based job placement services and the provision of summer lunch programs for children), The City Mission of Schenectady (Family Assistance Days), Catholic Charities of Schenectady County (donated autos for those employed who cannot reach their jobs via public transportation, and food stamp and WIC advocacy), and Iglesia de Dios (outreach to Hispanic residents). Calvary Tabernacle Church, located near MacGathan Townhouses (a 50 unit family development) provides activities at MacGathan Community Room, and the Steinmetz Homes Family Investment Center, including events for youth and volunteers for our Neighborhood Networks Program run by the Boys & Girls Clubs of Schenectady.

The Program Coordinator will work closely with the over thirty faith-based and community agencies providing on-site job readiness skills training, job placement services, and selected job training programs. Referrals will be made to other off-site vocational/job training opportunities, as appropriate.

The additional community-based organizations involved with SMHA public housing include:

- Catholic Charities of Schenectady County: Nutrition programs, counseling, transportation
- Boys & Girls Clubs of Schenectady: Neighborhood Network Centers, and after school activities for youth 6-18, at two public housing developments.
- Carver Community Center: Remedial Education for school aged youth; drug counseling.
- Better Neighborhoods, Incorporated, provides HUD certified housing counseling and works with SMHA to provide low income individuals home ownership options.

- Sunmark Federal Credit Union for a full range of financial literacy education offerings, including classes, one-on-one assistance in opening new accounts, and credit counseling.

iv. **Policy Priority for Increasing the Supply of Affordable Housing through the Removal of Regulatory Barriers to Affordable Housing (up to 2 points)**

SMHA has demonstrated that the City of Schenectady has made successful efforts in removing regulatory barriers to affordable housing. The Questionnaire for HUD's Initiative on Removal of Regulatory Barriers, HUD Form 27300 is attached to this ROSS Application, and shows that SMHA earns 2 points under this section.

3. **Economic Opportunities for Low-and Very Low-Income Persons (Section 3)[2 points]**

Schenectady Municipal Housing Authority has a Section 3 Coordinator, responsible for the implementation of Section 3 of the Housing and Urban Development Act of 1968. Employing residents is a high priority of SMHA, and we have succeeded in hiring public housing residents in most of our grant programs over the years as well as directing training, employment and other opportunities to our residents. We intend to offer many more training and employment opportunities for our residents through the proposed ROSS-Homeownership grant. Specifically, we will:

- (a) Offer opportunities to Low and Very Low income persons, particularly those who are recipients of government assistance for housing, and
- (b) In the procurement processes, conducted by SMHA, as well as our subcontractors, we will provide opportunities to business concerns which provide economic opportunities to low and very low income persons.

- (c) SMHA will provide agencies contracting with the housing authority with a Section 3 packet at the beginning of the contract, which explains the objectives, and includes a reporting sheet to document the names and employment dates of Section 3 participants.
- (d) Public Housing residents will be made aware of employment opportunities through this grant program.
- (e) Work with each of our partners throughout the grant period to explain the Section 3 requirements, and expand the opportunities for our residents.

**ROSS Family Homeownership Work Plan
Schenectady Municipal Housing Authority**

Instructions for completing this form: Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

Goals	Tasks	Activities	Estimated time to complete activity	Responsibility/ Resources	Start	Complete	Deliverables
60 participants will be given aptitude tests	Refer participants for testing	<ol style="list-style-type: none"> Administer tests Forward results to SUNY College and Career Counseling 	<ol style="list-style-type: none"> 3 hours to administer test 1 hour to correct, fax & review 	Washington Irving Education Center (Schenectady School District)	1/1/09	12/31/2010	Test 60 program participants
30 participants will receive GED training	Provide on-site GED training at Yates Village and Steinmetz Homes	<ol style="list-style-type: none"> Teach class 14.5 hours/week Administer GED test 	<ol style="list-style-type: none"> 1120 hours 480 hours 	Washington Irving Education Center (Schenectady School District)	1/1/09	12/31/2010	8 residents will earn GED – High School Equivalency diploma
20 residents / participants will receive driving lessons	<ol style="list-style-type: none"> Arrange & pay for lessons Provide lessons Pre-licensing course/ road test 	<ol style="list-style-type: none"> Schedule lessons and register with driving school Give lessons Register for pre-license course Arrange and accompany to road test 	<ol style="list-style-type: none"> 1 hour 5 hours 5 hours 1 hour 	Easy Method Driving School	1/1/08	12/31/2010	Provide a minimum of 20 resident / participants with driving lessons.

Public Reporting burden for the collection of information is estimated to average four hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

**ROSS Family Homeownership Work Plan
Schenectady Municipal Housing Authority**

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Goals	Tasks	Activities	Estimated time to complete activity	Responsibility/Resources	Start	Complete	Deliverables
69 residents will increase income	Employment search or employment training	1. Possible Training 2. Employment search 3. Career Counseling	1. Varies with program selected 2. Varies with program selected 3. 24 hours per participant	Program Coordinator Virginia Santiago 518/395-9230 SUNY College and Career Counseling	1/1/09	10/31/2010	69 obtain employment

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**ROSS Family Homeownership Work Plan
Schenectady Municipal Housing Authority**

Instructions for completing this form: Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

Goals	Tasks	Activities	Estimated time to complete activity	Responsibility/Resources	Start	Complete	Deliverables
81 residents will receive bus swiper cards	Purchase Swiper cards monthly	Distribute Swiper cards	8 hours per month	Program Manager Virginia Santiago	1/1/08	12/31/2010	30 residents will obtain employment
15 residents will receive child care services	Refer participants to child care providers	1. Enter into agreement with resident and provider. 2. Process invoices	1. 15 hours 2. 60 hours	Program Manager Virginia Santiago	1/1/08	12/31/2010	12 new trainings will be completed

Public Reporting burden for the collection of information is estimated to average four hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Expiration Date 2/28/2007

**ROSS Family Homeownership Work Plan
Schenectady Municipal Housing Authority**

Instructions for completing this form: Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

Goals	Tasks	Activities	Estimated time to complete activity	Responsibility/Resources	Start	Complete	Deliverables
15 persons enroll in home maintenance workshops	1. Refer to CLT 2. Enroll in class	Attend workshops	1. 18 hours 2. 18 hours 3. 60 hours	Community Land Trust Virginia Santiago	1/1/08	12/31/2010	9 residents will complete home maintenance classes.

Public Reporting burden for the collection of information is estimated to average four hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

form HUD-52764 (3/2004)

Expiration Date 2/28/2007

**ROSS Family Homeownership Work Plan
Schenectady Municipal Housing Authority**

Instructions for completing this form: Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

Goals	Tasks	Activities	Estimated time to complete activity	Responsibility/ Resources	Start	Complete	Deliverables
25 residents enrolled in training program	1. Refer to training provider	1. Enter into agreement with resident and provider 2. Process invoices	1. 25 hours 2. 60 hours	Program Manager Virginia Santiago	1/8/09	12/31/2010	18 residents will obtain employment
30 residents will receive credit counseling	Refer to CLT	3. Pull Credit report 4. Set up budget 5. Assist with repayment plans 6. Meet monthly 7. Check credit report twice annually	300 hours	Community Land Trust Program Manager Virginia Santiago	1/8/08	12/31/2010	15 residents will complete credit counseling

Public Reporting burden for the collection of information is estimated to average four hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

form HUD-52764 (3/2004)

Rating Factor 4: Leveraging Resources (10 Points)

<p>Match Demonstrated: [REDACTED]</p> <p>SUNY College and Career Counseling Community Land Trust of Schenectady, Inc. Schenectady City School District/Washington Irving Education Center</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
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SMHA has leveraged services proposed for the ROSS Family Homeownership program as documented by Firmly Committed Match letters provided by our partnering agencies in Schenectady. We have partnered with the State University of New York's College and Career Counseling program of the Schenectady County Community College to offer college and career counseling services to our residents. The Community Land Trust of Schenectady, Inc. will provide services geared to assist public housing residents become homeowners. The Schenectady City School District will provide High School Equivalency classes and required support and testing to assist our residents to earn their High School equivalency diplomas.

	Match Commitment/Activity	Eligible Activity
SUNY College & Career Counseling	<p>[REDACTED] @ 2 Years 1/1/2009 – 12/31/2010</p> <ul style="list-style-type: none"> ➤ Min. of 40 residents to receive 1 initial session of career counseling services @ [REDACTED] session = [REDACTED] ➤ Min. of 20 residents to receive intensive career counseling services @ [REDACTED] client = [REDACTED] 	Federal Register, 3/13/07, page 11629; Eligible Program activities: Category 1(e) College preparatory courses and information, Category 2 Job training, search and placement assistance a, b, c, d, e, f, g, i.
Community Land Trust	<p>[REDACTED] @ 3 years 1/1/08-12/31/2010</p> <ul style="list-style-type: none"> ➤ 300 sessions of credit/budget counseling @ [REDACTED] session ➤ 30 home repair workshops @ [REDACTED] workshop 	Federal Register, 3/13/07, page 11629, Category 1; a. credit, b. banking and Category 5, linkages with homeownership programs; homewonwership training: a, b, c, g, h, i & j.
Schenectady City School District	<p>[REDACTED] @ 2 years – 1/1/209-12/31/2010</p> <ul style="list-style-type: none"> ➤ Administer aptitude tests – 2 tests for minimum of 60 students each ➤ GED Classes 2 sites, 40 weeks/year, 12.5 hours/week, [REDACTED] hour (includes testing, support staff & teachers salaries) 	Fed. Reg. Page 11629, Category 1, (d) literacy training and GED preparation

e. Rating Factor 5: Achieving Results and Program Evaluation (17 Points)

1. Applicants must demonstrate how they propose to measure their success and outcomes as they relate to the Department's Strategic Plan.

Schenectady Municipal Housing Authority's ROSS Family/Homeownership Program has been designed in a way to insure that outcomes are successfully achieved. The outcomes SMHA has proposed can be measured in very definitive terms. All of these outcomes are directly related to HUD's strategic goals of strengthening communities, increasing homeownership opportunities, and promoting participation of community-based organizations. The primary outcome to be measured is the placement of 69 SMHA Public Housing residents in employment positions. This outcome will occur as the result of the proposed grant activities which include 60 residents receiving career counseling, 25 residents will enroll in training programs, 15 residents will receive their New York State Driver's Licenses which will open the door to further employment opportunities, 30 residents to enroll in GED training, 15 residents will have childcare assistance, 81 will receive bus swiper cards for the first three months of new employment, 30 will receive credit/budget counseling, and 15 will enroll in home repair workshops.

2. Develop an effective, quantifiable outcome oriented plan

Program evaluation will be an ongoing process throughout the grant term. SMHA has developed a comprehensive plan to measure and report against program performance objectives, goals and outcomes outlined in the Logic Model. Our evaluation plan is focused on SMHA residents achieving economic and housing self-sufficiency. This ROSS-Family Homeownership proposal involves many components; such as employment training vouchers, home repair workshops, credit budget/ counseling, transportation and childcare. Data on each component

will be maintained by program staff in a specialized database and in individual case records.

The Program Manager will meet quarterly with all agencies involved to discuss progress towards achieving grant goals. Program specific reporting forms will be created by SMHA and we will require program partners to complete and submit on a quarterly basis. A detailed list of resident names, addresses and service(s) provided will be included in the report and authorized agency staff will sign an attestation stating that all information is true and accurate. SMHA will also collect copies of driver's licenses, training certificates, diplomas, employment records and counseling reports. Data will be kept on a continuous basis and utilized to create semi-annual reports for HUD. Should reports indicate unsatisfactory progress towards outcome achievement, alternative strategies will be employed. Perhaps more frequent case management meetings may be necessary, maybe different approaches to outreach or marketing strategies or referrals to a different agency for a particular service. One of the strengths of the SMHA in administering the many prior successful grant programs has been the ability to make adjustments to work plans in order to achieve proposed goals and objectives.

3. Establish Interim benchmarks or outputs

The Work Plan and program objectives in Rating Factor 3 establish interim benchmarks and outputs for this proposal. The Activities/Outputs for this proposal are:

- a. Employment/Career counseling: 60 Residents
- b. Vocational Training enrollments: 25 residents
- c. Transportation related to grant activities provided: 81 residents
- d. Child Care provided during grant activities: 15 residents
- e. Budget/credit counseling enrollments: 30
- f. GED Enrollments: 30

The benefits, or outcomes produced by the outputs listed above are:

- a. Employment obtained by residents: 21
- b. Employment obtained by residents: 18

- c. Employment obtained by residents: 30
- d. Vocational training completed: 12
- e. Budget/credit counseling completed: 15
- f. GED obtained: 8

4. How SMHA will measure performance:

SMHA has identified program outputs, outcomes and performance indicators. SMHA identifies employment/career counseling and training enrollments as short-term goals. Intermediate goals will include the provision of childcare and transportation assistance and case management as needed. The primary long-term goal is for residents complete trainings and obtain employment. We have shown how we will measure performance, by collecting from many different sources to evaluate the success of the program. SMHA's partners have agreed to provide data on each program. We are well positioned to measure the performance, and to take steps to make adjustments as necessary.

QUARTERLY REQUISITION FORM

DESCRIPTION	Original Budget Amount	Budget Revision	Expenditures This Quarter	Expenditures To Date	Budget Balance
Teaching Faculty	[REDACTED]				
Supplies/Instructional					
Supplies/Office & Other					
Travel/Faculty					
Travel/Other					
Professional/Other					
All Other Expenses					
Total					

In-Kind Match

DESCRIPTION	Original Budget Amount	Expenditures This Quarter	Expenditures To Date	Budget Balance
Workforce Development Coordinator	[REDACTED]			
Supplies/Materials				
Equipment				
Other (List)				
Total				

The undersigned SCCC authorized representative certifies that the expenditures as shown have been made for the project identified and supporting roles or abstracts, vouchers and other documents which are deemed a part hereof are just, true and correct and have been duly authorized: that all expenditures have been made in accordance with the approved project proposal. Records are available in the files to support their costs.

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Prepared by Date

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Assistant Executive Director Date

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FIC Coordinator Date

--	--

Executive Director Date

**ROSS FUNDING
FACT SHEET**

**U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
OFFICE OF PUBLIC AND INDIAN HOUSING**

OMB Approval No. 2577-0229
Expiration Date 03/31/2007

Public reporting burden for the collection of information is estimated to average 2 hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Instructions for completing this form: All applicants must complete sections A, B, C, D, and E.

A. Applicant Information

Applicant Name: Municipal Housing Authority of the City of Schenectady

PHA (PHA Code NY028), All Applicants must identify a primary PHA.

Applicant Type: RA Nonprofit Tribe/TDHE

B. Grant to which the applicant is applying: ROSS Family and Homeownership 2007

C. Unit Count

589 Total number of family occupied conventional public housing units.

405 Total number of elderly/disabled-occupied conventional public housing units.

D. Please list any previous HUD grants, including ROSS grants you have received. Indicate grant name, (e.g. ROSS Homeownership), Year, and Award Amount.

GRANT NAME	GRANT YEAR	GRANT AMOUNT
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Please See attached list.

ROSS FUNDING

FACT SHEET (continued)

E. Name(s) of public housing development(s) targeted for ROSS Activities (Use additional pages if necessary.)

Name of Public Housing Development PIH Project # (HA Code and 3-digit project #)

Yates Village - Federalization Site	NY 028 011B
Steinmetz Homes - Federalization Site	NY 028 011D
Maryvale Townhouses	NY 028 007
MacGathan Townhouses	NY 028 003



SCHENECTADY HOUSING AUTHORITY

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All Grants CFP

<input checked="" type="checkbox"/> Closed	<input checked="" type="checkbox"/> Show Zero Balance Grants				
Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
Public Housing Operating Subsidy					
A67P	NY028-001-00M	2,185,153.00	2,185,153.00	0.00	0.00
A67P	NY028-001-01M	2,425,652.00	2,425,652.00	0.00	0.00
A67P	NY028-001-02M	2,372,077.00	2,372,077.00	0.00	0.00
A67P	NY028-001-03M	-- see Operating Fund (OFND) --			
A67P	NY028-001-96M	5,153,908.00	5,153,908.00	0.00	0.00
A67P	NY028-001-97M	1,798,106.00	1,798,106.00	0.00	0.00
A67P	NY028-001-98M	2,200,683.00	2,200,683.00	0.00	0.00
A67P	NY028-001-99M	2,247,996.00	2,247,996.00	0.00	0.00
	A67P Subtotal:	\$18,383,575.00	\$18,383,575.00	\$0.00	\$0.00
Community Devel Block Grants					
CDB1	DU100G0018077	100,000.00	100,000.00	0.00	0.00
Capital Fund Program					
CFP	NY06P028501-00	1,970,683.00	1,970,683.00	0.00	0.00
CFP	NY06P028501-01	2,014,888.00	2,014,888.00	0.00	0.00
CFP	NY06P028501-02	1,961,451.00	1,961,451.00	0.00	0.00
CFP	NY06P028501-03	1,613,847.00	1,613,847.00	0.00	0.00
CFP	NY06P028501-04	1,872,957.00	1,862,578.67	0.00	10,378.33
CFP	NY06P028501-05	1,787,523.00	1,511,752.21	0.00	275,770.79
CFP	NY06P028501-06	1,579,635.00	573,145.57	0.00	1,006,489.43
CFP	NY06P028502-03	333,781.00	333,781.00	0.00	0.00
CFP	NY06P028502-06	133,648.00	0.00	0.00	133,648.00
CFP	NY06R028501-00	73,622.00	73,622.00	0.00	0.00
CFP	NY06R028501-01	75,271.00	75,271.00	0.00	0.00
CFP	NY06R028501-02	0.00	0.00	0.00	0.00
CFP	NY06R028501-03	0.00	0.00	0.00	0.00
CFP	NY06R028501-04	0.00	0.00	0.00	0.00
	CFP Subtotal:	\$13,417,306.00	\$11,991,019.45	\$0.00	\$1,426,286.55
Congregate Housing Program					
CHSP	DU100G0018283	1,036,968.00	1,021,815.00	0.00	15,153.00
Comprehensive Improvemnt Assistance					
CIAP	NY06P028907-87	3,684,050.00	3,684,050.00	0.00	0.00
CIAP	NY06P028908-88	7,305,708.00	7,305,708.00	0.00	0.00
CIAP	NY06P028909-89	8,732,716.00	8,732,716.00	0.00	0.00
CIAP	NY06P028910-90	8,104,395.00	8,104,395.00	0.00	0.00

CIAP	NY06P028911-91	190,811.00	190,811.00	0.00	0.00
	CIAP Subtotal:	\$28,017,680.00	\$28,017,680.00	\$0.00	\$0.00
Congregate Housing Services					
COHS	DU100G0018283	0.00	0.00	0.00	0.00
Comprehensive Grant Program					
COMP	NY06P028701-92	1,853,368.00	1,853,368.00	0.00	0.00
COMP	NY06P028702-93	2,099,346.00	2,099,346.00	0.00	0.00
COMP	NY06P028703-94	2,229,010.00	2,229,010.00	0.00	0.00
COMP	NY06P028704-95	2,097,655.00	2,097,655.00	0.00	0.00
COMP	NY06P028705-96	1,783,948.00	1,783,948.00	0.00	0.00
COMP	NY06P028706-97	1,752,466.00	1,752,466.00	0.00	0.00
COMP	NY06P028707-98	1,852,490.53	1,852,490.53	0.00	0.00
COMP	NY06P028708-99	2,160,488.00	2,160,488.00	0.00	0.00
COMP	NY06R028501-00	0.00	0.00	0.00	0.00
	COMP Subtotal:	\$15,828,771.53	\$15,828,771.53	\$0.00	\$0.00
Drug Elimination Grant Program					
DRUG	NY06DEP0280100	238,163.00	238,163.00	0.00	0.00
DRUG	NY06DEP0280101	246,429.00	246,429.00	0.00	0.00
DRUG	NY06DEP0280192	250,000.00	250,000.00	0.00	0.00
DRUG	NY06DEP0280193	250,000.00	250,000.00	0.00	0.00
DRUG	NY06DEP0280194	300,000.00	300,000.00	0.00	0.00
DRUG	NY06DEP0280195	300,600.00	300,600.00	0.00	0.00
DRUG	NY06DEP0280196	300,600.00	300,600.00	0.00	0.00
DRUG	NY06DEP0280197	300,600.00	300,600.00	0.00	0.00
DRUG	NY06DEP0280198	300,300.00	300,300.00	0.00	0.00
DRUG	NY06DEP0280199	228,862.00	228,862.00	0.00	0.00
DRUG	NY06DEP02891	250,000.00	250,000.00	0.00	0.00
	DRUG Subtotal:	\$2,965,554.00	\$2,965,554.00	\$0.00	\$0.00
EDI Special Projects					
EDSI	B03SPNY0585	715,320.00	712,811.82	0.00	2,508.18
Economic Devel & Support Services					
EDSS	NY06EDS0280197	243,100.00	243,100.00	0.00	0.00
EDSS	NY06PS99130	50,000.00	50,000.00	0.00	0.00
EDSS	NY99RSF028P0120	0.00	0.00	0.00	0.00
	EDSS Subtotal:	\$293,100.00	\$293,100.00	\$0.00	\$0.00
Family Investment Center					
FIC	NY06FIR0280194	944,995.00	944,995.00	0.00	0.00
Home Ownrshp for Peopl Evrwh -- PIH					
HOP1	NY06HM10280192	100,000.00	100,000.00	0.00	0.00
HOPE 3 -- CPD					
HOP3	H3-92NY0508-P-P	87,012.43	87,012.43	0.00	0.00
HOP3	H3-93NY5005-I-P	980,000.00	980,000.00	0.00	0.00
	HOP3 Subtotal:	\$1,067,012.43	\$1,067,012.43	\$0.00	\$0.00

Operating Fund

OFND	<u>NY028-001-03M</u>	2,572,962.00	2,572,962.00	0.00	0.00
OFND	<u>NY028-001-04M</u>	2,704,870.00	2,704,870.00	0.00	0.00
OFND	<u>NY028-001-05M</u>	2,873,396.00	2,873,396.00	0.00	0.00
OFND	<u>NY028-001-06D</u>	2,919,071.00	2,919,071.00	0.00	0.00
OFND	<u>NY028-001-06M</u>	2,155,066.00	2,155,066.00	0.00	0.00
OFND	<u>NY028-001-07D</u>	2,237,002.00	1,717,016.00	0.00	519,986.00
OFND Subtotal:		\$15,462,367.00	\$14,942,381.00	\$0.00	\$519,986.00

Public Housing Development Grants

PDEV	<u>NY06P028003</u> ◆	1,553,394.00	1,553,394.00	0.00	0.00
PDEV	<u>NY06P028007</u> ◆	209,438.78	209,438.78	0.00	0.00
PDEV	<u>NY06P028011</u> ◆	16,275,495.60	16,275,495.60	0.00	0.00
PDEV	<u>NY06P028012</u> ◆	1,222,760.00	1,222,760.00	0.00	0.00
PDEV	<u>NY06P028013</u> ◆	4,163,740.00	4,163,740.00	0.00	0.00
PDEV Subtotal:		\$23,424,828.38	\$23,424,828.38	\$0.00	\$0.00

Resident Opport & Self Sufficiency

ROSS	<u>NY00RSV028P0036</u> ◆	50,000.00	50,000.00	0.00	0.00
ROSS	<u>NY01RSF028P0002</u> ◆	250,000.00	250,000.00	0.00	0.00
ROSS	<u>NY01RSV028P0083</u> ◆	51,000.00	51,000.00	0.00	0.00
ROSS	<u>NY028REF015A005</u>	250,000.00	142,764.00	29,046.00	78,190.00
ROSS	<u>NY028REF021A006</u>	249,999.00	0.00	11,736.00	238,263.00
ROSS	<u>NY028RFS027A004</u>	48,853.00	48,853.00	0.00	0.00
ROSS	<u>NY028RFS051A005</u>	49,342.00	49,342.00	0.00	0.00
ROSS	<u>NY028RFS113A006</u>	50,822.00	12,987.00	9,573.00	28,262.00
ROSS	<u>NY028RNN013A006</u>	200,000.00	0.00	0.00	200,000.00
ROSS	<u>NY028RNN041A003</u>	150,000.00	36,697.00	0.00	113,303.00
ROSS	<u>NY02RHS028P0001</u>	300,000.00	300,000.00	0.00	0.00
ROSS	<u>NY02RSF028P0011</u>	250,000.00	245,628.00	0.00	4,372.00
ROSS	<u>NY02RSV028P0002</u> ◆	103,530.00	103,530.00	0.00	0.00
ROSS	<u>NY99RSF028P0120</u> ◆	75,000.00	75,000.00	0.00	0.00
ROSS Subtotal:		\$2,078,546.00	\$1,365,801.00	\$50,355.00	\$662,390.00

Service Coordinators for PH

SCPH	<u>NY06ESC02800195</u>	199,999.98	199,999.98	0.00	0.00
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Shelter + Care Show Sponsors

SPC	<u>NY06C20-7001 (TRA)</u>	927,000.00	420,529.00	0.00	506,471.00
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Youth Sports

YSP	<u>NY06YSP0280195</u> ◆	125,000.00	125,000.00	0.00	0.00
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Portfolio Totals: Grants: 86 **\$125,088,023.32** **\$121,904,873.59** **\$50,355.00** **\$3,132,794.73**

