

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

## PHA Plan Agency Identification

**PHA Name:** Ithaca Housing Authority

**PHA Number:** NY054

**PHA Fiscal Year Beginning:** 10/2000

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The mission of the Housing Authority (IHA) of the City of Ithaca, NY, is to operate a socially and financially sound agency that assists area low income families and individuals with safe, decent, and affordable housing opportunities and related services as they strive to achieve self-sufficiency and improve the quality of their lives. The IHA is committed to operating in an efficient, ethical, and professional manner. The IHA will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.*

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- A. IHA Goal: Expand the supply of assisted housing by the following objectives:**
- a. Apply for additional vouchers

- i. IHA actions to meet this goal will include the following:
  1. To maintain current levels of activities
  2. To monitor HUD Websites for grant opportunities on a monthly basis
  3. To always have in place a grant writing team
  4. To apply for all appropriate grants as available
- b. Reduce public housing vacancies
  - i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To maintain sufficient maintenance staff to improve unit turnaround time
    3. To improve total average unit turnaround time by five (5) days per year for the next five years.
    4. To increase the number of applicants
    5. To increase the visibility of Executive Director (ED) and Administrative Staff on sites
    6. To expand orientation process
- c. Leverage private or other public funds to create additional housing opportunities
  - i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To increase knowledge of Board, ED and Staff for entrepreneurial ventures
    3. To investigate bonding opportunities in the private sector by the year 2005

**B. IHA Goal: Improve the quality of assisted housing by the following objectives:**

- a. Improve public housing management (PHAS score)
  - i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To improve total unit turnaround time
    3. To submit via internet all PHAS data in a timely manner
    4. To improve customer service relations
- b. Improve voucher management (SEMAP score)
  - i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To create a tracking system to document compliance

3. To submit via internet all SEMAP data in a timely manner
  4. To improve customer service relations
- c. Increase customer satisfaction
- i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To be responsive to customer requests and concerns
    3. To treat customers in a respectful, courteous manner at all times
    4. To maintain the excellence of the maintenance work order completion time rate
    5. To make timely payments to landlords and vendors
    6. To increase the visibility of Executive Director (ED) and Administrative Staff on sites
    7. To encourage and facilitate resident participation in self-governance
- d. Concentrate on efforts to improve specific management functions
- i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To decrease the % of uncollected rents to 10% for Fiscal Year End (FYE) 2001
    3. To decrease the % of uncollected rents to 5% for Fiscal Year End (FYE) 2002
    4. To ensure that Security Deposits are 98% collected to FYE 2001
    5. To have a tool in place for budget considerations and expenses that is up to the current date
    6. To improve the HUD required Multi-Tenant Character System (MTCS) reporting rates to 85% FYE 2000
    7. To improve the MTCS reporting rates to 90% FYE 2001
    8. To improve the MTCS reporting rates to 95% FYE 2002
- e. Renovate or modernize public housing units
- i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities

2. To commit modernization funding for the next five years to the renovation of Titus Towers 1 apartments
3. To convert 5% of the TT1 apartment renovations to as handicapped accessible as feasible
4. To institute the recommended improvements to Air Quality

**C. IHA Goal: Increase assisted housing choices by the following objectives:**

- a. Provide voucher mobility counseling
  - i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To develop a checklist for porting participants to assist them in a smooth transition for relocation
    3. Upon request, to offer as a reasonable accommodation for the disabled up to 120 days for lease-up
- b. Conduct outreach efforts to potential voucher landlords
  - i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To conduct landlord briefing annually and distribute marketing tools
    3. To increase networking opportunities to community landlord associations
    4. To recruit landlords for a variety of IHA advisory boards
- c. Increase voucher payment standards
  - i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To develop a financial tool to forecast the feasibility of increasing payment standards currently at 90% of Fair Market Rent (FMR) to 100% of FMR

**HUD Strategic Goal: Improve community quality of life and economic vitality**

**A. IHA Goal: Provide an improved living environment by the following objectives:**

- a. Implement public housing security improvements
  - i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To improve existing Fire Alarm System at Titus Towers
    3. To improve existing Panic Alarm System at Titus Towers
    4. To increase lighting on family sites
    5. To maintain police satellite office for increased police visibility
    6. To increase the visibility of Executive Director (ED) and Administrative Staff on sites
    7. To provide drug free activities for youth and families such as participation in National Night Out, Safe Night USA, drug free New Year's Eve party for youth, pilot mentoring program for youth, leadership skills workshops for youth, drug education in After School program settings through the Sciencenter, Family Site Case Manager for families, FSS Case Manager, Resident Initiatives Program Assistant, 3PF for adults and children, volunteer recruitment and coordination

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

**A. IHA Goal: Promote self-sufficiency and asset development of assisted households by the following objectives:**

- a. Provide or attract supportive services to improve assistance recipients' employability
  - i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
      - By providing FSS Program for 60 families

- By providing Adult Basic Education & English as a Second Language Classes for 6 residents per year
  - By continuing Sister in Health cooking classes for 5 residents
  - By continuing After School Program for 30 children
  - By continuing Summer Camp Program for 20 children
  - By providing on-site case management
  - By collaborating with other community agencies
  - By continuing on-site health screenings
- b. Provide or attract supportive services to increase independence for the elderly or families with disabilities
- i. IHA actions to meet this goal will include the following:
1. To maintain current levels of activities
  2. To strengthen and promote the well-being of elderly and/or disabled residents through personal contact with residents to promote case management services and the use of a comprehensive assessment tool to identify areas of need
  3. To promote independent living through the provision of supportive services to enable needy individuals to maintain renter status by facilitating the use of appropriate community resources
  4. To ensure the proper provision of case management services by collaborating with at least three other housing authority case managers for the elderly and/or disabled
  5. To ensure the proper provision of case management services by collaborating with at least ten local agencies providing services for the elderly and/or disabled
- c. Provide Asset Development through the Three Pillar Foundation (3PF) Program and the Individual Development Account (IDA) Program
- i. IHA actions to meet this goal will include the following:

1. To maintain current levels of activities
2. To provide 3PF for 20 families per year
3. To promote understanding of common concerns and needs through 3PF support groups and classes
4. To meet with FSS families to discuss issues and changes around adjustments in rent
5. To promote asset development through economic literacy and the IDA program

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

**A. IHA Goal: Ensure equal opportunity and affirmatively further fair housing by the following objectives:**

- a. Maintain and increase diversity
  - i. IHA actions to meet this goal will include the following:
    1. To maintain current levels of activities
    2. To provide opportunities for community building in cultural diversity through annual events such as Celebrate Our Roots
    3. To provide drug free activities for youth and families such as participation in National Night Out, Safe Night USA, drug free New Year's Eve party for youth, pilot mentoring program for youth, leadership skills workshops for youth, drug education in After School program settings through the Sciencenter, Family Site Case Manager for families, FSS Case Manager, Resident Initiatives Program Assistant, 3PF for adults and children, volunteer recruitment and coordination

**Other-IHA Strategic Goal: Promote and Enhance the image of the Ithaca Housing Authority in our community in order to support HUD assisted housing**

**A. IHA Goal: Promote and enhance the image of IHA in our community in order to support HUD assisted housing opportunities by the following objectives:**

- a. Education of the public on HUD assisted programs
  - i. IHA actions to meet this goal will include the following:
    - 1. To maintain current levels of activities
    - 2. To support education opportunities to their fullest through publicity of our successful programs
    - 3. To implore a variety of media to increase public awareness
- b. Increase Marketing initiatives for Public Housing and Section 8 Programs
  - i. IHA actions to meet this goal will include the following:
    - 1. To maintain current levels of activities
    - 2. To develop marketing tools such as brochures
    - 3. To achieve proper curb appeal for IHA developments by improving landscaping, keeping grass cut, making properties litter-free and any other actions that will improve the PRIDE IN HOUSING
    - 4. To increase IHA visibility in the community

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**  
 **Small Agency (<250 Public Housing Units)**  
 **Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Ithaca Housing Authority (IHA) manages 341 public housing units located in 6 developments throughout the City. IHA has 235 units occupied by elderly/disabled households, 105 units occupied by families/ disabled households and 1 unit occupied as a HUD approved police satellite office. IHA is also the administrative body for HUD's Section 8 Housing Choice Voucher program assisting over 500 low-income families with rental assistance in Tompkins County. IHA is a service-directed agency with many award-winning programs to help low income families achieve upward mobility and self-sufficiency.

IHA operations are monitored by the Executive Director, Board of Commissioners and Local Government to insure compliance with HUD requirements as well as with sound practices common to a successful small business. A relatively small and knowledgeable staff maintains this level of performance.

The Ithaca Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. The 5-Year Plan describes the

mission of the agency and the agency's long-range goals and objectives for achieving its mission over the subsequent years.

The Annual Plan provides details about the agency's immediate operations, program participants, program and services, and the agency's strategy for handling operational concerns, residents' concerns and needs, programs and services for the upcoming fiscal year. Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Many groups have been provided the opportunity to input into this Agency Plan. They are:

- IHA residents through the March and April monthly Tenant Council meetings both for the Family Sites Tenant Council and the Titus Towers Tenant Council; (50 residents per month)
- Two monthly luncheons with FSTC officers, Tenant Rep., FS Case Manager and E.D. to go over in detail the PHDEP plan and the goals and objectives of the Agency Plan.
- IHA's senior and disabled population who met monthly during March and April with the Executive Director for chat sessions; (30 residents per month)
- The Physical Plant Committee (made up of 2 Resident Commissioners, 1 mayoral appointed resident commissioner, 3 staff members and Executive Director);
- The entire Board of Commissioners;
- The mayor and appointed officials;
- The Executive Director; and
- All the staff of IHA especially the Maintenance Department.

Here are just a few highlights of our Annual Plan:

- Increasing the marketability of the 29 year-old Titus Towers I will be a major focus for the next five years. Prospective and existing tenants have gone to dwellings with better amenities when the

opportunity has been available. Sometimes, our vacancy rates suffer because Titus I becomes a hard sell to prospective residents who prefer our newer, more modern building, Titus Towers II. This will be accomplished by the following:

1. Painting entire dwelling area;
  2. Replacing existing outlets with GFCI outlets at all wet locations;
  3. Replacing difficult to operate and high maintenance accordion door between living/dining room and bedroom with swinging door;
  4. Adding three way electrical switch to hallway so light can be used to enter living/dining room;
  5. Replacing inadequate weather-stripping in windows;
  6. Increasing usable space by removing partition between kitchen and living/dining room;
  7. Replacing kitchen counter with two level top that can serve as work and dining space;
  8. Removing, replacing and lowering kitchen wall cabinets to increase accessibility and usable space;
  9. Creating an area for microwave oven;
  10. Replacing antiquated high maintenance fixtures in kitchens and bath areas;
  11. Installing new base cabinets;
  12. Upgrading Bathrooms with more accessible bathtub;
  13. Installing vanity in Bathroom to increase storage space; and
  14. Adding more grab bars to assist in use of toilet and tub.
- ◆ Introducing IHA's Section 8's award winning 3 Pillar Foundation (3PF) Program to the public housing family sites. Case management services are incorporated into this program as part of our Family Self Sufficiency Program (FSS), increasing the success levels for home ownership. The 3PF, a branch of our FSS program, is nationally recognized as a best practice program by HUD in teaching financial management as the first step to self sufficiency and home ownership. A Children's 3PF curriculum is being introduced in May of 2000;
- ◆ Continuation of case management services to the Public Housing elderly and disabled population. The residents have convinced the IHA of the necessity of this service to help our Senior and Disabled

population to remain living independently in their homes at Titus Towers for as long as possible;

- Insuring that the developments at IHA are as accessible as possible for our disabled population through renovations under CGP and a very liberal format for providing reasonable accommodations;
- Insuring security measures are in place for our Family Sites and Titus Towers through increased lighting, police presence through our onsite Satellite Police Station, and family/staff involvement with the Neighborhood Watch program.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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## Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

## Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4186	5	2	5	5	4	2
Income >30% but <=50% of AMI	2998	5	2	5	5	4	2
Income >50% but <80% of AMI	3024	3	1	3	5	2	2
Elderly	1641	3	2	2	5	2	2
Families with Disabilities	2206	3	2	2	5	2	2
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1990
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources:(City Planning Officer)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	41	100%	58
Extremely low income <=30% AMI	26	63%	
Very low income (>30% but <=50% AMI)	13	32%	
Low income (>50% but <80% AMI)	2	5%	
Families with children	14	34%	
Elderly families	27	66%	
Families with Disabilities	12	29%	
Race/ethnicity	9	22%	
Race/ethnicity	5	13%	
Race/ethnicity	1	2%	
Race/ethnicity	26	63%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	27	66%	35
2 BR	8	20%	9%
3 BR	5	12%	13
4 BR	1	2%	1
5 BR	0	0	0
5+ BR	0	0	0

<b>Housing Needs of Families on the Waiting List</b>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	202	100%	86
Extremely low income <=30% AMI	137	68%	
Very low income (>30% but <=50% AMI)	58	29%	
Low income (>50% but <80% AMI)	7	3%	
Families with children	96	48%	
Elderly families	22	11%	
Families with Disabilities	82	41%	
Race/ethnicity 1-2	158	78%	
Race/ethnicity 2-2	35	18%	
Race/ethnicity 4-1	7	3%	
Race/ethnicity 4-2	2	1%	
Characteristics by Bedroom Size (Public Housing Only)	NA		
1BR			
2 BR			

Housing Needs of Families on the Waiting List			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	658,948	
b) Public Housing Capital Fund	466,708	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,020,737	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	70,000	
g) Resident Opportunity and Self-Sufficiency Grants	46,012	
h) Community Development Block Grant	NA	
i) HOME	NA	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Other Federal Grants (list below)	NA	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) 99 CGP</b>	284,836	PH Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	927,380	PH Operations
<b>4. Other income (list below)</b>		
Vending Machine Commissions	2,900	PH Operations
Washer/Dryer Revenue	5,000	PH Operations
<b>4. Non-federal sources (list below)</b>		
Investment Income	29,630	PH Operations
<b>Total resources</b>	<b>5,512,151</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

Other: (Pre-determined eligibility due to very small waiting list)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (Credit Bureau)

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (Many Community Service Agencies have application packets)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (6<sup>th</sup> Vacancy relocation for Titus Towers)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

#### **(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts

- List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.  
**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (work closely with PH program)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (previous landlord upon request)

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?  
(select all that apply)

- PHA main administrative office
- Other (Community Service Agencies have application packets)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

As a reasonable accommodation to the elder and disabled families

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

- Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD  
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers  
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices  
 Other (Community Service Agencies List Serve on internet)

### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (\$300.00)
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (IHA has not initiated Flat rents yet)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **Ithaca Housing Authority is a high performing agency and is exempt from filling out this section**

#### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

#### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

#### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## **1. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **Ithaca Housing Authority is a high performing agency and is exempt from filling out this section**

#### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

#### **B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

### **Capital Fund Program Annual Statement Parts I, II, and II**

#### **Annual Statement**

#### **Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number NY06P0545011 FFY of Grant Approval: (09/2000)

- Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	62,282.00
3	1408 Management Improvements	1,500.00
4	1410 Administration	62,282.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	10,450.00
8	1440 Site Acquisition	
9	1450 Site Improvement	64,000.00
10	1460 Dwelling Structures	412,304.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	10,000.00
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	622,818.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	20,654.00
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

## Annual Statement

### Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
NY54001 Northside Family/ Titus I	Remodel Kitchens	1460	260,424.00
	Convert Kitchens To Handicapped	1460	12,747.00
	Remodel Bathrooms	1460	74,640.00
	Convert Bathrooms To Handicapped	1460	7,907.00

	Paint & Upgrade Dwelling Units	1460	58,586.00
	Short Term Relocation for Renovations	1495.1	10,000.00
HA- Wide Operations	Operations	1406	62,282.00
Management Improvements	Staff Training	1408	1,500.00
Non Technical Salaries	Administration	1410.1	62,282.00
Architectural & Engineering Fees	Design Professional Fees	1430.1	9,450.00
Consultant Fees	Legal Consultation for CFG Items	1430.2	1,000.00
Site Improvements	Improve Waste & Recycle Areas	1450	64,000.00

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NY54001 Northside Family/Titus I	09/30/2002	09/30/2003
HA Wide Staff Training	09/30/2002	09/30/2003
HA Wide Operations	09/30/2002	09/30/2003
HA Wide Improvement of Trash & Recycle Receptacles	09/30/2002	09/30/2003

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY06P054001	Northside Family/Titus I	6	2.8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Remodel Kitchens			1,041,696.00	2000
Convert Kitchens To Handicapped			50,988.00	2000
Remodel Bathrooms			298,560.00	2000
Convert Bathrooms To Handicapped			31,628.00	2000
Paint & Upgrade Dwelling Units			226,344.00	2000
Community Center Improvements			64,500.00	2001
Replace Sidewalks that do not meet City Housing Standards			70,000.00	2002
Repaint Lines in Parking Lot			5,000.00	2004
<b>Total estimated cost over next 5 years</b>			<b>1,788,716.00</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY06P054002	Overlook Terrace Apartments	1	10%	
Description of Needed Physical Improvements or Management Improvements			Estimated	Planned Start Date

	Cost	(HA Fiscal Year)
Install Curbs Around Parking Area	4,000.00	2002
Replace Sidewalks	15,500.00	2002
<b>Total estimated cost over next 5 years</b>	19,500.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NY06P054004	Northside Hancock	0	0.0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Upgrade Fire Detection System to Meet Code		5,500.00	2004
Replace Rear Canopy		4,000.00	2004
Repoint Brick and RepairLintels		10,000.00	2004
<b>Total estimated cost over next 5 years</b>		19,500.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NY06P054005	Southview Apartments	0	0.0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Gutters, Downspouts, & Add Permenant Splashblocks		10,000.00	2002
Community Center Improvements		64,500.00	2003
Improve Grounds		5,000.00	2004
<b>Total estimated cost over next 5 years</b>		79,500.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
HA-Wide			
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Staff Training		6,000.00	2001
<b>Total estimated cost over next 5 years</b>		6,000.00	

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

## 8. Demolition and Disposition

[24 CFR Part 903.79 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities,

or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I

<input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

**The Ithaca Housing Authority is a high performing agency and exempt from filling out this component.**

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)  
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
 Jointly administer programs  
 Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program  
 Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies  
 Public housing admissions policies  
 Section 8 admissions policies  
 Preference in admission to section 8 for certain public housing families

- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**IHA is a High Performing Agency participating in PHDEP and is submitting a PHDEP Plan with this PHA Plan and may skip to sub-component D.**

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

**The Ithaca Housing Authority is a high performing agency and exempt from completing this component.**

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s and or at Public Hearing?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

IHA Board of Commissioners have directed that the agency be service directed.

Overall satisfaction with the direction of the plan from IHA's two Tenant Councils.

Comment: Planter in Titus Towers One entrance blocks area so that emergency personnel can not pull up under the canopy.

Response: Not addressed in plan, but staff will look into moving planter will follow up with action.

Comment: How does the 5 year plan address odors from garbage chute?

Response: The problem is addressed in the Air Quality Improvement in the Capital Fund Plan that will put fans on the roof above garbage chute; furthermore garbage room fans will run 24 hours per day, and a good cleaning of chutes is already scheduled.

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (Comments reflected more of an explanation of the Plan as the questions in comment were already addressed in the plan)

**B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

**3. Description of Resident Election Process**

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot **by providing a petition with 25 public housing adult signatures per NYS Law**
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (**Any adult recipient of Public Housing per NYS Law**)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (**All adult recipients of Public Housing per NYS Law**)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (New York State)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
Consistency to the Consolidated Plan is evident in the mission of the IHA to provide safe, decent, and affordable housing opportunities and related services to achieve self-sufficiency through IHA Modernization Program, FSS Program and PHDEP Programs.

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Plan supports IHA's Agency Plan in addressing the need to maintain viable communities through the development of decent housing and expanding economic opportunities for low income families which is the population IHA serves.

**D. Other Information Required by HUD**

# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

## Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## Section 1: General Information/History

### History:

The Ithaca Housing Authority is a medium-sized agency located in the Finger Lakes Region of New York State. The City of Ithaca has a current population of 30,000 permanent residents and an influx of students attending Cornell University and Ithaca College, adding another 30,000. Our public housing community consists of 605 residents in developments located in busy downtown areas of the City. Drug dealers and other criminals have easy access to IHA properties. Ithaca police officers indicate that drug-related activity and “calls for service” on IHA properties was approximately 12% higher than the rate for the entire City during 1997. The arrest patterns for this period clearly show that public housing had a higher than expected frequency of arrests within and around the developments than would have been expected based on population density. These patterns have been reduced during the last 12 months, as evidenced in our latest PHDEP report of 6/99. {Note a 100% reduction in the number of alcohol related arrests}

The goals of our 5-year Comprehensive drug elimination strategy are to reduce/eliminate drug-related crimes, to establish ongoing working relationships with local law enforcement agencies, to empower residents toward employment and financial self-sufficiency, and to increase the quality of life for residents in our community and surrounding neighborhoods.

In addition, at the direction of our Board of Commissioners, we are targeting Youth for special attention. Note the variety of programs and opportunities that are now offered, such as new offerings in music and the arts, as well as child’s curriculum in personal financial education, to run concurrently with their parent’s education and peer support in the same area.

Our many partnerships with area agencies, business and service organizations affords us the opportunity to offer extensive programming and support through leveraging our

**PHDEP funding to the max. The hiring of a Case Manager for the Family Sites just 4 weeks ago has already lead to one resident’s employment, as well as linking many others to services which will lead to the same end.**

**Our innovative drug elimination program, emphasizing community partners and resources, is essential to our mission of promoting self-sufficiency among our residents.**

- A. Amount of PHDEP Grant \$ 78,165**
- B. Eligibility type (Indicate with an “x”) N1\_\_\_\_\_ N2\_\_\_\_\_ R X**
- C. FFY in which funding is requested FY 2000**
- D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

**The goals of our 5-year Comprehensive drug elimination strategy are to reduce/eliminate drug-related crimes, to establish ongoing working relationships with local law enforcement agencies, to empower residents toward employment and financial self-sufficiency, and to increase the quality of life for residents in our community and surrounding neighborhoods.**

**At the direction of our Board of Commissioners, we are targeting Youth for special attention. Note the variety of programs and opportunities that are now offered, such as new offerings in music and the arts, as well as child’s curriculum in personal financial education, to run concurrently with their parent’s education and peer support in the same area.**

**Our many partnerships with area agencies, business and service organizations affords us the opportunity to offer extensive programming and support through leveraging our PHDEP funding to the max.**

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Northside Apartments	70	200
Overlook Apartments	10	30
Southview Apartments	26	75
Titus Towers (Elderly and Disabled) subsidiary target	235	250

### F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

**12 Months**

### G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996	170,500	NY06DEP0540196	0.00	None	
FY 1997	102,300	NY06DEP0540197	0.00	None	
FY1998	102,300	NY06DEP0540198	0.00	None	
FY 1999	75,020	NY06DEP0540199	75,000		06/01

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

*By taking one of our units in the Northside Apartments off-line, the Ithaca Housing Authority (IHA) provides a satellite police station thus enhancing the good working relationship with the City of Ithaca Police Department and increased visibility of the police on sites at no cost to IHA and the PHDEP Program. Because of this strategy, the Ithaca Housing Authority is able to place all of its PHDEP funding in programming for youth and adults under the 9160 budget line category. By taking the majority of the funding to support the full time positions of a Resident Initiative Program Assistant and a Family Sites Self-Sufficiency Case Manager, coordination of programs and services are at an all time high. Many of our programs and services are provided by partnerships with Community Service Agencies in Tompkins*

County to leverage the PHDEP funds for the benefit of our youth and adults. Improving the quality of life and teaching youth and adults that there are positive supports in the community will decrease criminal and drug related activities.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	78,165
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>78,165</b>

**C. PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel						Total PHDEP Funding: \$	
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>						<b>Total PHDEP Funding: \$78,165.00</b>	
HUD's Strategic Goals for Adults, Families, and Community(s)	<b>A. Provide an improved living environment</b> <b>B. Promote self-sufficiency and asset development of assisted households</b> <b>C. Support activities for Youth designed to provide positive alternatives to drug usage</b> <b>D. Promote and enhance the image of IHA and Public Housing in our Community</b>						
Objectives	<b>A. 1 Implement public housing security improvements</b> <b>B. 1 Increase the number and percentage of employed persons in assisted families</b> <b>B. 2 Provide or attract supportive services to improve assistance recipient's employability</b> <b>B. 3 Provide or attract supportive services to increase independence for families with disabilities</b> <b>B. 4 Provide supportive services to promote economic self-sufficiency for Resident Families</b> <b>B. 5 Build a firmer sense of community pride</b> <b>B. 6 Strive toward being better parents</b> <b>C. 1 Provide a positive, goal-oriented atmosphere through programming and contact with successful adults</b> <b>C. 2 Provide Staff with ongoing training in Family Development and crucial other skill trainings</b> <b>D. 1 Educate the public at large about the opportunities available through our Family Sites and to gain their moral and financial support of such programs</b>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
<b>A. 1. a Community Police Officer and DARE Officer are stationed at a Police Satellite office at Northside Family Site</b>	200	NS/OL/SV	01/01	12/01	\$0	\$7056/ IHA	
<b>A. 1. b Continue to improve lighting on Family Sites so Residents and Staff perceive IHA sites as more secure and less prone to criminal activity.</b>	70	NS/OL/SV	01/01	12/01	\$0	\$1000/ IHA	
<b>B. 1. a. Computer lab available for Resident usage for job development, education and resume preparation</b>	3	NS/OL/SV	01/01	12/01	\$5000		
<b>B. 1 b Resident Initiatives Program Assistant is a Northside Resident</b>	1	NS/OL/SV	01/01	12/01	\$29,772		
<b>B. 2 a Adult Literacy Classes and ESL classes</b>	4	NS/OL/SV	01/01	12/01	\$0	BOCES	

provided on site by individuals working with local agencies							
<b>B. 2 b</b> GED classes offered by BOCES for appropriate Residents; linkage to GED classes for ALC and ESL graduates	4	NS/OL/SV	01/01	12/01	\$0	BOCES	
<b>B. 2 c</b> Family Sites Case Manager provides linkage to appropriate services, gives information, makes referrals, counsels and supports families seeking employment	40	NS/OL/SV	01/01	12/01	\$33,750		
<b>B. 3 a</b> Family Sites Case Manager provides linkage to appropriate services, gives information, makes referrals, coordinates with outside agencies	10	NS/OL/SV	01/01	12/01	\$1000		
<b>B. 3 b</b> Staff trainings on disability awareness and services available provided by Finger Lakes Independence Center (FLIC)	2	NS/OL/SV	01/01	12/01	\$0	FLIC	
<b>B. 4 a</b> Three Pillar Foundation (3PF) provided by IHA 2-3 times per year. 3PF is an 8-week course of education, peer support and debt consolidation. Continued support for families is offered through the Family Site Case Manager and RIPA	18	NS/OL/SV	01/01	12/01	\$0		
<b>B. 4 b</b> Three Pillar Foundation for Children (3PF for Kids) will be offered in conjunction with adult 3PF	12	NS/OL/SV	01/01	12/01	\$0	Wegmans	
<b>B. 4 c</b> IHA's IDA (Individual Development Account) program is offered to 3PF graduates as a savings incentive toward asset development	4	NS/OL/SV	01/01	12/01	\$0	\$5000/ Tompkins County	
<b>B. 5 a</b> Celebrate Our Roots – an annual festival to celebrate the rich cultural and ethnic	100	NS/OL/SV	01/01	12/01	\$1000	IHA	

diversity of our Family Sites							
<b>B. 5 b Mid-Winter Get Together (20)</b>	50	NS/OL/SV	01/01	12/01	\$250	IHA	
<b>B. 5 c Staff Support of Tenant Council Activities</b>	50	NS/OL/SV	01/01	12/01	\$0	\$10,000/ IHA	
<b>B. 5 d Resident and Staff support of Neighborhood Watch activities</b>	20	NS/OL/SV	01/01	12/01	\$0	City	
<b>B. 6 a Programs as African-American Parenting, 3PF, and other support groups offered on an as needed basis</b>	23	NS/OL/SV	01/01	12/01	\$0	CCE	
<b>C. 1 a Kindermusik – a program of music and movement for pre-school children and parents together, by CSMA (Community School of Music and the Arts)</b>	8	NS/OL/SV	01/01	12/01	\$0	\$5000 CSMA	
<b>C. 1 b Graphic arts program, in cooperation with the IHA After School programs, by CSMA</b>	20	NS/OL/SV	01/01	12/01	\$0	CSMA	
<b>C. 1 c One to One Community Mentors Pilot program, coordinated by the Ithaca Youth Bureau</b>	4	NS/OL/SV	01/01	12/01	\$3893		
<b>C. 1 d Youth Leadership Training, Ithaca Youth Bureau</b>	10	NS/OL/SV	01/01	12/01	\$0	Youth Bureau	
<b>C. 1 e Sciencenter Program focuses on drug education within an activity based setting</b>	15	NS/OL/SV	01/01	12/01	\$0	Sciencenter	
<b>C. 1 f Youth participation in GED program</b>	2	NS/OL/SV	01/01	12/01	\$0	BOCES	
<b>C. 1 g Teen participation in Safe Night USA</b>	5	NS/OL/SV	01/01	12/01	\$0	IHA	
<b>C. 1 h Teen Nights at Northside – Pizza and discussion</b>	6	NS/OL/SV	01/01	12/01	\$500		
<b>C. 1 i Skill Building for Teens – computer lab use</b>	3	NS/OL/SV	01/01	12/01	\$0	IHA	
<b>C. 1 j Youth Employment – on site teaching and child care, 3PF for Kids</b>	1	NS/OL/SV	01/01	12/01	\$0	IHA	

<b>C. 2 a</b> Send new Family Site Case Manager to Family Development Credential training	1	NS/OL/SV	01/01	12/01	\$1500		
<b>C. 2 b</b> Complete Youth Skills training by RIPA	1	NS/OL/SV	01/01	12/01	\$500		
<b>C. 2 c</b> Other workshops as available and appropriate	4	NS/OL/SV	01/01	12/01	\$1000		
<b>D. 1 a</b> Speak to Ithaca City Council and Tompkins County Board of Representatives, keeping them informed of IHA progress	50	NS/OL/SV	01/01	12/01	\$0		
<b>D. 1 b</b> Work with TV, Radio and Press to promote the image of IHA and public housing through frequent press releases and informational pieces	500	NS/OL/SV	01/01	12/01	\$0		
<b>D. 1 c</b> Work with local business and service organizations, speaking to committees or meetings as appropriate	10	NS/OL/SV	01/01	12/01	\$0		

<b>9170 - Drug Intervention</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators

1.							
2.							
3.							

9190 - Other Program Costs						Total PHDEP Funds: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

### Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160	Activities B.1 b Activities B.2 c		All	
9170				
9180				
9190				
<b>TOTAL</b>		\$		\$

### Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.