

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

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# Ithaca Housing Authority

## PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

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

## PHA Plan Agency Identification

**PHA Name:** Ithaca Housing Authority

**PHA Number:** NY054

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2001

### **PHA Plan Contact Information:**

Name: Mr. Lawrence D. Williams: Executive Director

Phone: 607 273-8629

TDD: 607 273-1151

Email (if available):

### **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

### **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
- Main administrative office of the local, county or 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)

### **PHA Programs Administered:**

- Public Housing and Section 8       Section 8 Only       Public Housing Only

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**  
[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 PHA's mission is: (state mission here)

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.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:

- Improve public housing management: (PHAS score) 81.3
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**

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

Education of the public on HUD assisted programs

- To support education opportunities to their fullest through publicity of our successful programs
- To explore a variety of media to increase public awareness

Increase Marketing initiatives for Public Housing and Section 8 Programs

- To develop marketing tools such as brochures
- 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
- To increase IHA visibility in the community

**Annual PHA Plan  
PHA Fiscal Year 2001**

[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 monthly Tenant Council meetings both for the Family Sites Tenant Council and the Titus Towers Tenant Council; (50 residents per month)
- 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 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.
  - 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 ny054a01.doc
- FY 2001 Capital Fund Program Annual Statement ny054b02.xls
- 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 ny054f01.doc
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan ny054c01.doc

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text): ny054d02.doc
- Other (List below, providing each attachment name)
  - Community Service Policy: ny054e01.doc
  - Voluntary Conversion to Tenant-Based Assistance: ny054g01.doc
  - Statement of Progress in Meeting Five Year Plan: ny054h01.doc
  - Membership of the Resident Advisory Board 2001: ny054i01.doc
  - Identification of Resident Commissioner: ny054j01.doc
  - Information on Pet Policy: ny054k01.doc

**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>
Central Office	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Central Office	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Central Office	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
Central Office	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
Central Office	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Central Office	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
Central Office	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	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<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	
Central Office	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
Central Office	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Central Office	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
Central Office	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Central Office	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Central Office	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
Central Office	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 or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
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	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input type="checkbox"/> check here if included in the Section 8 Administrative Plan	
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Central Office	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Resident Council Office	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Central Office	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Central Office	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)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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	33		61
Extremely low income <=30% AMI	21	64%	
Very low income (>30% but <=50% AMI)	10	30%	
Low income (>50% but <80% AMI)	2	6%	
Families with children	8	24%	
Elderly families	12	36%	
Families with Disabilities	13	40%	
Race/ethnicity/White	22	67%	
Race/ethnicity/Black	9	27%	
Race/ethnicity/Hispanic	1	3%	
Race/ethnicity/Asian	`	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	25	76%	
2 BR	5	15%	
3 BR	2	6%	
4 BR	1	3%	
5 BR	0	0	
5+ BR	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	331		87
Extremely low income <=30% AMI	125	38%	
Very low income (>30% but <=50% AMI)	195	59%	
Low income (>50% but <80% AMI)	11	3%	
Families with children	156	47%	
Elderly families	28	9%	
Families with Disabilities	121	37%	
Race/ethnicity/White	245	74%	
Race/ethnicity/Black	66	20%	
Race/ethnicity/Hispanic	13	4%	
Race/ethnicity/Asian	7	2%	
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)

## **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 2001 grants)</b>		
a) Public Housing Operating Fund	\$715,000	
b) Public Housing Capital Fund	\$635,581	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,100,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$83,781	
g) Resident Opportunity and Self-Sufficiency Grants	\$47,700	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2000	\$493,594	Capital Improvements
2000	\$78,165	Drug Elimination
1999	\$ 266,546	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	\$917,000	PH Operations
<b>4. Other income (list below)</b>		
Vending Machine Commissions	\$3,100	PH Operations
Washer/Dryer Revenue	\$5,550	PH Operations
<b>4. Non-federal sources (list below)</b>		
Investment Income	\$28,000	PH Operations
<b>Total resources</b>	<b>\$6,374,017.00</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
- 1 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)

**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. The attachment is named ny054f01.doc
- 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	341	10%
Section 8 Vouchers	540	15%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	341	10%
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)

CODE OF FEDERAL REGULATIONS, HOUSING AND URBAN DEVELOPMENT, PARTS 800 AND 900, PUBLIC HOUSING AND SECTION 8 STANDARD OPERATING PROCEDURES

PERSONNEL POLICY AND EMPLOYEE HANDBOOK

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY POLICY

NEW YORK CIVIL SERVICE RULES AND REGULATIONS

- PROFESSIONAL DEVELOPMENT AND TRAINING PROCEDURES
- EMPLOYEE ASSISTANCE PROGRAM POLICY
- SUMMARY OF FAMILY MEDICAL LEAVE ACT OF 1993
- REDUCTION IN FORCE POLICY

- GRIEVANCE PROCEDURE
- SUBSTANCE ABUSE POLICY IN ACCORDANCE WITH THE DRUGFREE WORKPLACE ACT OF 1988
- EMPLOYEE PERFORMANCE APPRAISAL POLICY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

RENT COLLECTION POLICY.

VACANCY NOTIFICATION POLICY

MAINTENANCE WORK PLAN

PUBLIC HOUSING ASSESSMENT SYSTEM

FAMILY SELF-SUFFICIENCY ACTION PLAN

PUBLIC HOUSING DRUG ELIMINATION PROGRAM

CAPITAL FUND GRANT PROGRAM

COST ALLOCATION PLAN

FAMILY HOUSING PET POLICY, JUNE 2001

COMMUNITY SERVICE POLICY, JUNE 2001

AMERICANS WITH DISABILITES ACT

SECTION 504 OF THE FAIR HOUSING ACT

(2) Section 8 Management: (list below)

HUD GUIDEBOOK 7420.10G: HOUSING PROGRAMS GUIDEBOOK – HOUSING CHOICE, APRIL 2001

SECTION 8 MANAGEMENT ASSESSMENT PROGRAM: SEMAP

NEW YORK LANDLORD TENANT ACT

ITHACA HOUSING AUTHORITY ADMINISTRATIVE PLAN

## **6. 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.

### **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)

- PHA Section 8 Office

**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) ny05402.xls

-or-

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

**(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)

**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 903.7 9 (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: <u>(DD/MM/YY)</u>
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: Titus Towers I and II 1b. Development (project) number: NY54001, NY54006, NY54007
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (03/10/02)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 235 7. Coverage of action (select one) <input checked="" 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:

- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_ )
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_ )
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

## **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**

(See attachment: ny054f01.doc)

## **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</b> <b>(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 (l)]

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.

**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? 15/06/92

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)
<i>3 Pillar Foundation</i>	<i>148</i>	<i>Self Selection</i>	<i>FSS Office</i>	<i>Both</i>
<i>Individual Development Accounts</i>	<i>39</i>	<i>Self Selection</i>	<i>FSS Office</i>	<i>Both</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 01/02/02)
Public Housing	0	16
Section 8	66	64

- 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)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

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

[24 CFR Part 903.7 9 (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.

#### **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 use 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)

- Northside Apartments
- Southview Apartments
- Overlook Apartments

**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)

- Northside Apartments
- Southview Apartments
- Overlook Apartments

**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)
- Northside Apartments
  - Southview Apartments
  - Overlook Apartments

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

PHAs eligible for FY 2001 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 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. Attachment Filename:ny054c01.doc

**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.

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) NY054d02.doc
  - Provided below:
  
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. In addition further discussion was held on

the major change in the Capital Fund program for the replacement of the corridor at Titus Towers.)

**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) (City of Ithaca)

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**

**Attachments**

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

Deconcentration Policy	ny054a01.doc
Capital Fund Program FY 2001 Annual Statement	ny054b02.xls
Public Housing Drug Elimination Program Plan	ny054c01.doc
Comments of Resident Advisory Board	ny054d02.doc
Community Service Policy	ny054e01.doc
PHA Organizational Chart	ny054f01.doc
Voluntary Conversion to Tenant-Based Assistance	ny054g01.doc
Statement of Progress in Meeting Five Year Plan	ny054h01.doc
Membership of the Resident Advisory Board 2001	ny054i01.doc

Identification of Resident Commissioner  
Information on Pet Policy

ny054j01.doc  
ny054k01.doc

## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
Northside Family NY054001	27 - 3 27 - 4	General Modernization Activities (see Capital Fund Annual Statement: NY054b02.xls)				NA		Site Based Accounting
Titus I Senior NY054001	165 - 1	General Modernization Activities (see Capital Fund Annual Statement: NY054b02.xls)			Elderly Designation Plan			Site Based Accounting
Overlook Terrace NY054002	6 - 2 4 - 3	General Modernization Activities (see Capital Fund Annual Statement: NY054b02.xls)				NA		Site Based Accounting
Northside Hancock NY054004	11 - 2 5 - 3	General Modernization Activities (see Capital Fund Annual Statement: NY054b02.xls)				NA		Site Based Accounting
Southview Apartments NY054005	8 - 2 16 - 3 2 - 5	General Modernization Activities (see Capital Fund Annual Statement: NY054b02.xls)				NA		Site Based Accounting
Titus II NY054006 NY054007	70 - 1	General Modernization Activities (see Capital Fund Annual Statement: NY054b02.xls)			Elderly Designation Plan			Site Based Accounting

# 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 \$ 83,781**

**B. Eligibility type (Indicate with an "x")** N1 X N2 \_\_\_\_\_ R \_\_\_\_\_

**C. FFY in which funding is requested FY 2001**

**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.

<b>PHDEP Target Areas (Name of development(s) or site)</b>	<b>Total # of Units within the PHDEP Target Area(s)</b>	<b>Total Population to be Served within the PHDEP Target Area(s)</b>
Northside Apartments	70	200
Overlook Apartments	10	30
Southview Apartments	26	75
Titus Towers (Elderly) 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).

18 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.

<b>Fiscal Year of Funding</b>	<b>PHDEP Funding Received</b>	<b>Grant #</b>	<b>Fund Balance as of Date of this Submission</b>	<b>Grant Extensions or Waivers</b>	<b>Anticipated Completion Date</b>
FY 1995					
FY 1996	\$169,339.98	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	1	11/01
FY 2000	\$78,165.00	NY06DEP0540100	\$78,165	1	11/01

## 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.

<b>FFY _____ PHDEP Budget Summary</b>	
<b>Original statement</b>	
<b>Revised statement dated:</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$71,214.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	\$12,567.00
<b>TOTAL PHDEP FUNDING</b>	<b>\$83,781.00</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.

<b>9110 - Reimbursement of Law Enforcement</b>						<b>Total PHDEP Funding: \$</b>	
<b>Goal(s)</b>							
<b>Objectives</b>							
<b>Proposed Activities</b>	<b># of Persons Served</b>	<b>Target Population</b>	<b>Start Date</b>	<b>Expected Complete Date</b>	<b>PHDEP Funding</b>	<b>Other Funding (Amount/ Source)</b>	<b>Performance Indicators</b>
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>9120 - Security Personnel</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.							

9160 - Drug Prevention					Total PHDEP Funding: \$71,214.00		
HUD's Strategic Goals for Adults, Families, and Community(s)	A. Provide an improved living environment B. Promote self-sufficiency and asset development of assisted households C. Support activities for Youth designed to provide positive alternatives to drug usage D. Promote and enhance the image of IHA and Public Housing in our Community						
Objectives	A. 1 Implement public housing security improvements B. 1 Increase the number and percentage of employed persons in assisted families B. 2 Provide or attract supportive services to improve assistance recipient's employability B. 3 Provide or attract supportive services to increase independence for families with disabilities B. 4 Provide supportive services to promote economic self-sufficiency for Resident Families B. 5 Build a firmer sense of community pride B. 6 Strive toward being better parents C. 1 Provide a positive, goal-oriented atmosphere through programming and contact with successful adults C. 2 Provide Staff with ongoing training in Family Development and crucial other skill trainings 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						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
A. 1. a Community Police Officer and DARE Officer are stationed at a Police Satellite office at Northside Family Site	200	NS/OL/SV	02/02	12/02	\$0	\$7056/IHA	
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.	70	NS/OL/SV	02/02	12/02	\$0	\$1000/IHA	
B. 1. a. Computer lab available for Resident usage for job development, education and resume preparation	3	NS/OL/SV	02/02	12/02	\$4000		
B. 1 b Resident Initiatives Program Assistant is a Northside Resident	1	NS/OL/SV	02/02	12/02	\$29,772		
B. 2 a Adult Literacy Classes and ESL classes provided on site by individuals working with local agencies	4	NS/OL/SV	02/02	12/02	\$0	BOCES	

B. 2 b GED classes offered by BOCES for appropriate Residents; linkage to GED classes for ALC and ESL graduates	4	NS/OL/SV	02/02	12/02	\$0	BOCES	
B. 2 c Family Sites Case Manager provides linkage to appropriate services, gives information, makes referrals, counsels and supports families seeking employment	40	NS/OL/SV	02/02	12/02	\$33,000		
B. 3 a Family Sites Case Manager provides linkage to appropriate services, gives information, makes referrals, coordinates with outside agencies	10	NS/OL/SV	02/02	12/02	\$0		
B. 3 b Staff trainings on disability awareness and services available provided by Finger Lakes Independence Center (FLIC)	2	NS/OL/SV	02/02	12/02	\$0	FLIC	
B. 4 a 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	02/02	12/02	\$0		
B. 4 b Three Pillar Foundation for Children (3PF for Kids) will be offered in conjunction with adult 3PF	12	NS/OL/SV	02/02	12/02	\$0	Wegmans	
B. 4 c IHA's IDA (Individual Development Account) program is offered to 3PF graduates as a savings incentive toward asset development	4	NS/OL/SV	02/02	12/02	\$0	\$5000/ Tompkins County	
B. 5 a Celebrate Our Roots – an annual festival to celebrate the rich cultural and ethnic diversity of our Family Sites	100	NS/OL/SV	02/02	12/02	\$1000	IHA	
B. 5 b Mid-Winter Get Together (20)	50	NS/OL/SV	02/02	12/02	\$192	IHA	

B. 5 c Staff Support of Tenant Council Activities	50	NS/OL/SV	02/02	12/02	\$0	\$10,000/ IHA	
B. 5 d Resident and Staff support of Neighborhood Watch activities	20	NS/OL/SV	02/02	12/02	\$0	City	
B. 6 a Programs as African-American Parenting, 3PF, and other support groups offered on an as needed basis	23	NS/OL/SV	02/02	12/02	\$0	CCE	
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)	8	NS/OL/SV	02/02	12/02	\$0	\$5000 CSMA	
C. 1 b Graphic arts program, in cooperation with the IHA After School programs, by CSMA	20	NS/OL/SV	02/02	12/02	\$0	CSMA	
C. 1 c One to One Community Mentors Pilot program, coordinated by the Ithaca Youth Bureau	4	NS/OL/SV	02/02	12/02	\$1500		
C. 1 d Youth Leadership Training, Ithaca Youth Bureau	10	NS/OL/SV	02/02	12/02	\$0	Youth Bureau	
C. 1 e Sciencenter Program focuses on drug education within an activity based setting	15	NS/OL/SV	02/02	12/02	\$0	Sciencenter	
C. 1 f Youth participation in GED program	2	NS/OL/SV	02/02	12/02	\$0	BOCES	
C. 1 g Teen participation in Safe Night USA	5	NS/OL/SV	02/02	12/02	\$0	IHA	
C. 1 h Teen Nights at Northside – Pizza and discussion	6	NS/OL/SV	02/02	12/02	\$250		
C. 1 i Skill Building for Teens – computer lab use	3	NS/OL/SV	02/02	12/02	\$0	IHA	
C. 1 j Youth Employment – on site teaching and child care, 3PF for Kids	1	NS/OL/SV	02/02	12/02	\$0	IHA	
C. 2 a Send new Family Site Case Manager to Family Development Credential training	1	NS/OL/SV	02/02	12/02	\$1000		
C. 2 b Complete Youth Skills training by RIPA	1	NS/OL/SV	02/02	12/02	\$0		

C. 2 c Other workshops as available and appropriate	4	NS/OL/SV	02/02	12/02	\$500		
D. 1 a Speak to Ithaca City Council and Tompkins County Board of Representatives, keeping them informed of IHA progress	50	NS/OL/SV	02/02	12/02	\$0		
D. 1 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	02/02	12/02	\$0		
D. 1 c Work with local business and service organizations, speaking to committees or meetings as appropriate	10	NS/OL/SV	02/02	12/02	\$0		
					\$71,214.00		

<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.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$ \$12,567.00</b>		
Goal(s)	Administration						
Objectives	Administer Grant funding in an appropriate and timely manner						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Administration 15%			01/02	06/03	\$12,567		
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.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160	<i>Activities 1,2,3</i>	<i>\$35,607.00</i>	<i>Activities 1,2,3</i>	<i>\$71,214.00</i>
9170		0		0
9180		0		0
9190	<i>Activity 1</i>	<i>\$6283.50</i>	<i>Activity 1</i>	<i>\$12,567</i>
		0		0
<b>TOTAL</b>		<i>\$41,890.50</i>		<i>\$83,781.00</i>

**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.”

## **Statement of Progress in Meeting Five Year Plan Mission and Goals**

The Ithaca Housing Authority has made substantial progress in meeting the missions and goals outlined on its first Five Year Plan dated 2000.

The IHA pledged to emphasize the education of the public on HUD assisted programs and to support education opportunities to their fullest through publicity of our successful programs and to fully implore a variety of media to increase public awareness.

The IHA has received much favorable publicity over the past eighteen months and has increased visibility in the community.

The Authority also decided to increase marketing initiatives for Public Housing and Section 8 Programs and to develop marketing tools such as brochures and other advertising. This has been accomplished.

In addition the Authority's decision 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 public housing. The curb appeal of the properties has been greatly enhanced.

In addition there has been a thorough examination and reconsideration of the Capital Fund program which has led to the reprogramming of funding for urgent needs at the Titus Towers. These changes are reflected on the attachment named ny054b02.xls.

## **Membership of the Resident Advisory Board 2001**

### Ithaca Housing Authority: Resident Advisory Board

- Maria Devitt 609 Hancock Street 277-0585  
Ithaca, NY 14850 (NORTHSIDE)
- Charles Rhody 410-4A Hector St. 272-6378  
Ithaca, NY 14850 (OVERLOOK)
- Valerie Wilson 304 Center St. 272-6894  
Ithaca, NY 14850 (SOUTHVIEW)
- Earl Green 800 S. Plain St. 277-7258  
Apt. 1411 Ithaca, NY 14850 (TITUS I)
- Stuart Halber 798 S. Plain Stf 277-6004  
Ithaca, NY 14850 (TITUS II)

### **Identification of Resident Commissioner**

The Ithaca Housing Authority has three Resident Commissioners at the present time. They are Penny Snow, Raymond Melton and Raymond Foote, Sr.

## **Information on Pet Policy**

The Ithaca Housing Authority has a Pet Policy which includes a Pet Lease for the Family Sites. The Pet Policy was passed by resolution of the Board of Commissioners on February 15<sup>th</sup>, 2000, the resolution number is 00-03. The details are as follows:

### **For all pets:**

- I have the right to own pets, but I must keep the rules listed below. If I do not, I understand that I am in violation of my lease.
- I will obey all Laws and rules of the State of New York and the City of Ithaca that apply to my pet. I will obey the rules of the Ithaca Housing Authority as described in this lease.
- I will not allow a pet to live with me unless I am the rightful owner of the pet. I will not keep any pets that do not belong to me.
- I will take good care of my pet. I will not abuse, neglect, or misuse my pet, nor allow anyone else to do so. I am responsible for providing all needed veterinary care for my pet, including up to date vaccinations. My animal will live with me as a pet and will not be used for breeding or for any other purpose (except for trained "helper animals"). I will not abandon my pet; if I do, I will lose my entire security deposit.
- I will not allow my pet to disturb anyone. I am solely responsible for my pet's behavior.
- I will clean up after my pet. I understand that if I do not clean up after my pet, IHA may charge me a reasonable fee for having to clean. I will pay this fee with my next rent check after receiving the bill for cleaning.

I UNDERSTAND THAT IHA IS NOT RESPONSIBLE FOR MY PET'S BEHAVIOR. IHA IS NOT LEGALLY LIABLE FOR ANYTHING MY PET MAY DO. The IHA employee giving this lease to me will explain to me in general terms what liability insurance is, and I may learn more about this from an insurance provider. I understand that I am responsible for paying for any damages or injury my pet may cause, and that it is my responsibility to buy liability insurance if I choose to be protected by it. IHA recommends that I buy liability insurance.

### **For hamsters, gerbils, guinea pigs, and fish:**

- I agree to provide an appropriate cage for hamsters, guinea pigs, or gerbils to live in, and I agree to keep the cage clean.
- I will dispose of waste in securely sealed plastic bags with the trash. I agree to safely keep fish in an appropriate tank.
- If I want a tank more than twenty (20) gallons in size, I understand that:
  - 1) I must get approval from the IHA office, and
  - 2) I must pay for any damage that may be caused by the tank, including water damage. If the tank leaks or breaks, I will immediately notify the maintenance staff by calling and leaving a message (273-8629 ext. 233 or 238, after normal working hours: 273-6073).

**For birds:**

I may have one or more birds in my apartment if I keep the following rules:

- I will keep the birds in cages; they will not be permitted to be free in my apartment.
- I will keep the cages clean and will dispose of waste in securely sealed plastic bags with the trash.
- I will present to IHA proof that my birds have been to a veterinarian and the veterinarian has found that my birds are in good health and pose no hazard to other animals or to people.
- I will not allow my birds to disturb my neighbors.
- I understand that certain birds (for example; parrots) are sometimes obtained illegally; and IHA may request proof that my pet has been legally obtained (for example, a statement from the person who sold me the animal).
- I understand that some birds like parrots need special care and the contact persons I name below know how to provide that care.

**For dogs:**

I may have one dog in my apartment if I keep the following rules:

- I will not be allowed to have a dog that weighs more than twenty-five pounds at maturity (when fully grown), except for a trained service dog.
- I will show proof that my dog is licensed and has received all its vaccinations (including rabies) when I move in, and whenever IHA requests proof of vaccination (for example, at recertification; if an inoculation ("shot") is overdue, I will have five (5) days to correct the situation).
- If IHA requests it I will show proof from a veterinarian that my dog does not have parasites; including fleas, and that my dog does not pose a threat to other animals or people.
- I will keep all vaccinations current (up-to-date).
- I will never allow my dog to be outdoors on IHA property unless it is on a leash not more than four feet in length. Whenever my dog is outside the apartment, I will make sure it is wearing a collar with an identification tag and a flea collar. While on IRA property, I will walk my dog only in the designated area (I will be shown where this area is. If IHA changes the area, it is IRA's responsibility to notify me of the new area.).
- When I walk my dog, I will carry with me at all times appropriate materials to clean up after my dog (for example, a pooper-scooper). I am solely responsible for cleaning up after my dog. If I fail to do so and IHA must clean up after my dog, I will be charged ten dollars (\$10.00) for each time and I will pay the fees on the next due date for rent after I receive the bill.
- I will not allow my dog to disturb or threaten anyone else. I am solely responsible for controlling my dog at all times, inside or outside my apartment.
- If an IHA employee must enter my apartment for an emergency and I am not home, I give the IHA employee permission to close my dog in another room until the employee's work is done.

- If IHA has scheduled with me maintenance work or any other visit by an IHA employee to my apartment, I will either be at home to control my dog or will have the dog secured in a cage. If I fail to do either of these, the appointment will be re-scheduled and I must pay A fee of twenty-five dollars (\$25.00) with my next rent check after receiving the bill.
- I will pay a security deposit of two hundred dollars (\$200.00) for my dog at the time I sign this lease (unless I show proof that my dog is a trained service animal "helper" animal). I will receive interest on this deposit annually from IHA.
- I will select contact people who are able to control and take care of my dog.

**For cats:**

I may have one cat (or two cats, if I have no other pets) in my apartment if I keep the following rules:

- When I move in, I will show proof from a veterinarian that my pet has had all its vaccinations, including rabies, and that my cat does not have parasites, including fleas. I will keep all vaccinations current and produce proof when IHA may request it (for example, at recertification; if an inoculation ("shot") is past due, I will have five (5) days to correct the situation).
- I will not allow my cat to be outdoors on IHA property unless it is in a pet carrier or is on a leash not more than four feet in length.
- If I take my cat outside on a leash, I will make sure that it is wearing a flea collar and identification tag, and I will clean up after my cat with appropriate materials (such as a pooper-scooper).
- I will keep a clean litter box available for each cat I have. I will securely wrap up used litter in a plastic bag and dispose of it in a special container (I will be shown where this container is kept). I will never dispose of litter with other trash.
- I will select contact people who are able to care for my cat.

**For all pets except fish:**

In case I have to be away from my apartment for more than one day, I have asked the persons named below to come into my apartment to take care of my pet These persons do not live with' me, and are eighteen (18) years old or older. In case 'the first person cannot be reached, I am listing a second person who has agreed to take care of my pet

If I have to leave my apartment for more than one day, or if for any reason I am able to care for my pet, I will contact the people named above within one day. If I am unable or fail to contact them, I authorize IHA to contact them.