

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# IthacaHousingAuthority

## PHAPlans

5YearPlanforFiscalYears2002 -2006  
AnnualPlanforFiscalYear2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075) ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** Ithaca Housing Authority

**PHANumber:** NY054

**PHAFiscalYearBeginning:(mm/yyyy)** 10/2002

**PHA Plan Contact Information:**

Name: Mr. Lawrence D. Williams: Executive Director

Phone: 607 273 -8629

TDD: 607 273 -1151

Email (if available): Lawrence@Ithacaha.com

**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**  
**PHAF ISCAL YEARS 2001 -2006**  
[24CFRPart903.5]

**A.Mi ssion**

StatethePHA'smissionforservingtheneedsoflow -income,verylowincome,andextremelylow -income familiesinthePHA'sjurisdiction.(selectoneofthechoicesbelow)

- ThemissionofthePHAisthesameasthatoftheDepart mentofHousingand UrbanDevelopment:Topromoteadequateandaffordablehousing,economic opportunityandasuitablelivingenvironmentfreefromdiscrimination.
- ThePHA'smissionis:(statemissionhere)

The mission of the Housing Authority (IHA) of the City of Ithaca, NY, is to operate a socially and financially sound agency that assists areal 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. PHA 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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include targetssuch as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the space 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) 84
- Improve voucher management: (SEMAP score) 62
- 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 in 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 development 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 assistances 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 units 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 implore 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 quality of life in the surrounding community.
- To increase IHA influence within the community.

Promote resident credit worthiness, savings and financial literacy with a goal to move from public or assisted housing to a self-sufficient lifestyle.

**AnnualPHAPlan**  
**PHAFiscalYear2001**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryof theAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciessthePHAhasincludedintheAnnualPlan.

TheIthacaHousingAuthority(IHA) manages341publichousingunitslocatedin6developmentsthroughouttheCity.IHAhas235unitsoccupiedbyelderly/disabledhouseholds,105unitsoccupiedbyfamilies/disabledhouseholdsand1unitoccupiedasaHUDapprovedpolicesatelliteoffice. IHAisalsotheadministrativebodyforHUD’sSection8HousingChoiceVoucherprogramassistingover500low-incomefamilieswithrentalassistanceinTompkinsCounty.IHAisaservice-directedagencywithmanyaward-winningprogramstohelplowincome familiesachieveupwardmobilityandself-sufficiency.

IHAoperationsaremonitoredbytheExecutiveDirector,BoardofCommissionersandLocalGovernmenttoinsurecompliancewithHUDrequirementsaswellaswithsoundpracticescommontoasuccessfulsmallbusiness.Arelativelysmallandknowledgeablestaffmaintainsthislevelofperformance.

TheIthacaHousingAuthorityhaspreparedthisAgencyPlanincompliancewithSection511oftheQualityHousingandWorkResponsibilityActof1998andtheensuingHUDrequirements.The5-YearPlan describesthemissionoftheagencyandtheagency’slong-rangegoalsandobjectivesforachievingitsmissionoverthesubsequentyears.

TheAnnualPlanprovidesdetailsabouttheagency’s immediateoperations,programparticipants,programandservices,andtheagency’sstrategyforhandlingoperationalconcerns,residents’ concernsandneeds,programsandservicesfortheupcomingfiscalyear.OurAnnualPlanisbasedonthepremisethatifweaccomplishourgoalsandobjectiveswewillbeworkingtowardstheachievementofourmission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of four 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., FSC 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 whomet monthly with the Executive Director for chats sessions; (30 residents per month)
- The Physical Plant Committee (made up of 2 Resident Commissioners, 1 mayor 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:

- Developing the final architectural and bidding specifications for the Titus Towers corridor will be a major focus for the next few years. The present structure is at the end of its life and demolition and reconstruction along the lines of the current plans will be finalized early next year. The Authority is utilizing or setting aside the greater part of its Capital Fund monies for the purpose of the demolition and reconstruction of the new corridor which will be complete with office space, recreational facilities and other resident amenities.
- Furthering the services IHA's Section 8's award winning 3 Pillar Foundation (3PF) Program to other resident families residing in 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. This will likewise be incorporated into a complete Housing Counseling Service for home ownership preparation at Authority sites utilizing the ROSS Homeownership grant program funding. The effort is to be termed the IHA Homeownership Initiative. Every effort will be made to enable residents to have the option of owning their own home and thus leaving public housing permanently.
- 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, this may require some joint actions with other local partners, sponsors and institutions to aid us in providing slightly additional "assisted" living arrangements optionally for clients whom may require and desire this type of arrangement.

- Insuring that the developments at IHA are as accessible as possible for our disabled population through renovations under Capital Fund.
- Insuring security measures are in place for our Family Sites and Titus Towers through increased lighting, police presence through our on-site Satellite Police Station, and family/staff involvement with the Neighborhood Watch program.

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

[24CFR Part 903.79(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 filename in parentheses in the space to the right of the title.

#### Required Attachments:

- Admissions Policy for Deconcentration ny054a01.doc
- FY2001 Capital Fund Program Annual Statement ny054b01.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: ny054d01.doc
- FY2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan:

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text): ny054c01.doc
- Other (List below, providing each attachment name)
  - Voluntary Conversion to Tenant -Based Assistance: ny054e01.doc
  - Membership of the Resident Advisory Board 2001: ny054f 01.doc
  - Identification of Resident Commissioner: ny054g01.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 Certification 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 jurisdiction 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 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: <ol style="list-style-type: none"> <li>1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and</li> <li>2. Documentation of the required deconcentration and</li> </ol>	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>
	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 HOPEVI applications or, if more recent, approved or submitted HOPEVI 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 <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	agency	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

[24CFR Part 903.79(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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
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 Need of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing need 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 Need 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%	
2BR	5	15%	
3BR	2	6%	
4BR	1	3%	
5BR	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	182	70	
Extremely low income <=30% AMI	122	67%	
Very low income (>30% but <=50% AMI)	36	20%	
Low income (>50% but <80% AMI)	24	13%	
Families with children	110	60%	
Elderly families	10	5%	
Families with Disabilities	52	29%	
Race/ethnicity/White	125	69%	
Race/ethnicity/Black	40	22%	
Race/ethnicity/Hispanic	10	5%	
Race/ethnicity/Asian	7	4%	
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.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthe jurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR** ,andtheAgency'reasonsforchoosing thisstrategy.

#### (1)Strategies

#### **Need:Shortageofaffordablehousingforalleligiblepopulations**

#### **Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:**

Selectallthatapply

- Employeffectivemaintenanceandmanagementpolicies tominimizethenumber ofpublichousingunitsoff -line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixed financedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8 replacementhousingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentstandards thatwillenablefamieliestorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardlessofunitsizere quired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramtoowners, particularlythoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandvelopmentprocesstoensurecoordination withbroadercommunitystrategies
- Other(listbelow)

#### **Strategy2: Increase thenumberofaffordablehousingunitsby:**

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

**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 voucher 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 voucher 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**

[24CFR Part 903.79(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 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 support services, Section 8 tenant-based assistance, Section 8 support 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	\$588,899	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,848,651	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$56,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2001	\$281,597	Capital Improvements
2001	\$16,700	Drug Elimination
<b>3. Public Housing Dwelling Rental Income</b>	\$940,500	PH Operations
<b>4. Other income (list below)</b>		
Vending Machine Commissions	\$1,000	PH Operations
Washer/Dryer Revenue	\$9,550	PH Operations
<b>4. Non-federal sources (list below)</b>		
Investment Income	\$13,000	PH Operations
<b>Total resources</b>	<b>\$5,470,897.00</b>	

### **3.PHAPoliciesGoverningEligibility,Selection,andAdmissions**

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubc component3A.

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

a.WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthat apply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)
- Whenfamil iesarewithinacertaintimeofbeingofferedaunit:(statetime)
- Other:(Pre -determinedeligibilityduetoverysmallwaitinglist)

b.Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopub lichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(CreditBureau)

c.  Yes  No:DoesthePHA requestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e.  Yes  No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

##### **(2)WaitingListOrganization**

a.WhichmethodsdoesthePHAplantousetoorganizeitpub lichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b.Wheremayinterestedpersonsapplyforadmi ssiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentssitemanagementoffice
- Other(ManyCommunityServiceAgencieshaveapplicationpackets)

c. If the PHA plan 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 transfer 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 admission 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 points 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 reprisal 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
- Anytime 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) development(s) 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 development(s) 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(listbelow)

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)WaitingListOrganization**

a. With which of the following program waiting lists is the section 8 tenant assistance waiting list merged? (select all that apply) -based

- 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 assistance? (select all that apply) -based

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

**(3)SearchTime**

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)AdmissionsPreferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admission 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

Highrentburden(rent is>50percentofincome)

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans'families
- Residentsholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePHAwillempliyadmissionspreferences,pleaseprioritizebyplacinga“1”inthespacethatrepresentsyourfirstpriority,a“2”intheboxrepresentingyour second priority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(either throughanabsolutehierarchyorthroughapointsystem),placethesamenumbernextto each.Thatmeansyoucanuse“1”morethanonce,“2”more thanonce,etc.

DateandTime

FormerFederalpreferences

- 1 InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- 1 Victimsofdomesticviolence
- 1 Substandardhousing
- 1 Homelessness
- 1 Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans'families
- Residentsholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Amongapplicantsonthewaitinglistwiththeequalpreferencestatus,howare applicantsselected?(selectone)

- 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 ensure 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 admission 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 program to the public?

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

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

[24CFR Part 903.79(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 exclusion 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? (rent 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 redetermination:

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
- Anytime the family experiences an income increase
- Anytime 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.)

- Thesection8rentreasonablenessstudyofcomparablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsinthe neighborhood
- Other(IHAhasnotinitiatedFlatrentsyet)

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

Exemptions: PHA 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 repayment 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**

[24CFR Part 903.79(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.P. 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 ny054d01.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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
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

- GRIEVANCEPROCEDURE
- SUBSTANCEABUSEPOLICYINACCORDANCEWITHTHE DRUGFREEWORKPLACEACTOF1988
- EMPLOYEEPERFORMANCEAPPRAISALPOLICY

ADMISSIONSANDCONTINUEDOCCUPANCYPOLICY

RENTCOLLECTIONPOLICY.

VACANCYNOTIFICATIONPOLICY

MAINTENANCEWORKPLAN

PUBLICHOUSINGASSESSMENTSYSYTEM

FAMILYSELF-SUFFICIENCYACTIONPLAN

PUBLICHOUSINGDRUGELIMINATIONPROGRAM

CAPITALFUNDGRANTPROGRAM

COSTALLOCATIONPLAN

FAMILYHOUSINGPETPOLICY,JUNE2001

COMMUNITYSERVICEPOLICY,JUNE2001

AMERICANSWITHDISABILITESACT

SECTION504OFTHEFAIRHOUSINGACT

(2)Section8Management:(listbelow)

HUDGUIDEBOOK7420.10G:HOUSINGPROGRAMSGUIDEBOOK – HOUSINGCHOICE,APRIL2001

SECTION8MANAGEMENTASSESSMENTPROGRAM:SEMAP

NEWYORKLANDLORDTENANTACT

ITHACAHOUSINGAUTHORITYADMINISTRATIVEPLAN

## **6.PHAGrievanceProcedures**

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPH Asarenotrequiredtocompletecomponent6.Section 8-OnlyPHAsareexemptfromsub -component6A.

### **A. PublicHousing**

1.  Yes  No:Has the PHA established any writtengrievanceproceduresin addition to federal requirement s foundat24CFRPart966,SubpartB,for residents of public housing?

If yes, list additionstofederalrequirements below:

2. Which PHA offices should residents or applicants stop 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 addition to federal requirements below:

2. Which PHA offices 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 903.79(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: PHA 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)ny054b01.xls

-or-

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

**(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 PHAPI 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

-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 there)

**B. HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

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

Yes  No: a) Has the PHA received a HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed -financed 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**

[24CFR Part 903.79(h)]

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

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

### 2. Activity Description

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

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

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

[24CFR Part 903.79(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 checked="" type="checkbox"/>	
Planned application <input 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

[24CFR Part 903.79(j)]

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

### **A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY 1996 HUD Appropriations Act**

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

#### 2. Activity Description

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

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

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

[24CFR Part 903.79(k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

<input type="checkbox"/> HOPEI <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**

[24CFR Part 903.79(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 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 on-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.)

Services and Programs				
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

Family Self Sufficiency (FSS) Participation		
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 plan 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 training staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24CFR Part 903.79(m)]

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

**A. Needs 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 area 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 level 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/antidrug 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 plan to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plan 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**

PHA eligible for FY2001 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 FY2001 in this PHA Plan?  
 Yes  No: This PHDEP Plan is an Attachment. Attachment Filename

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

## **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

## **16. Fiscal Audit**

[24CFR Part 903.79(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**

[24CFR Part 903.79(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**

[24CFR Part 903.79(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 (Filename) ny054c01.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 adults 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) (County of Tompkins)

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. c

**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 FY2002 Annual Statement	ny054b01.xls
Comments of Resident Advisory Board	ny054c01.doc
PHA Organizational Chart	ny054d01.doc
Voluntary Conversion to Tenant -Based Assistance	ny054e01.doc
Membership of the Resident Advisory Board 2002	ny054f01.doc
Identification of Resident Commissioner	ny054g01.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: NY054b01.xls)				NA		Site Based Accounting
Titus I Senior NY054001	165 -1	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)			Elderly Designation Plan			Site Based Accounting
Overlook Terrace NY054002	6 -2 4 -3	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)				NA		Site Based Accounting
Northside Hancock NY054004	11 -2 5 -3	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)				NA		Site Based Accounting
Southview Apartments NY054005	8 -2 16 -3 2 -5	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)				NA		Site Based Accounting
Titus II NY054006 NY054007	70 -1	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)			Elderly Designation Plan			Site Based Accounting

## **Ithaca Housing Authority**

### **Deconcentration Policy**

The Ithaca Housing Authority has committed to the economic uplift of its current and future residents for its primary deconcentration policy. The policy will be conducted at all the family housing complexes and will consist of numerous and frequent contacts utilizing housing managers and Family Resources Coordinators, offering opportunities and incentives to encourage residents to increase their incomes, find new more rewarding positions, gain greater educational and vocational skills, and otherwise take advantage of existing programs to attain upward mobility.

Certain of the policies which will encourage these goals and will be used by the Authority to advance its deconcentration policy are the new ceiling rent policy, the computer training and miscellaneous social services provided by the Authority and other partners and the FSS program, which utilizes the Three Pillar Foundation which emphasizes financial education and revolving loan fund for activities for existing Authority residents.

The IHA is dealing with concentrations of poverty in an active manner aiding the residents of the family properties to achieve greater income and thereby individually break the cycle of poverty.

Annual Statement/Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part I: Summary**

U.S. Department of Housing  
 and Urban Development

OMB Approval No. 2577-0157  
 (exp. 3/31/2002)

Office of Public and Indian Housing

HAName: <b>Ithaca Housing Authority</b>	Comprehensive Grant Number <b>NY06P054-503-02</b>	FFY of Grant Approval: <b>2002</b>
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$58,889.90			
3	1408 Management Improvements	\$2,000.00			
4	1410 Administration	\$58,889.90			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$50,119.20			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$21,000.00			
10	1460 Dwelling Structures	\$41,000.00			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$7,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve	\$350,000.00			
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$588,899.00</b>			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security--Soft Costs				
25	Amount of line 21 Related to Security--Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director <b>X</b>	Date (mm/dd/yyyy)	Signature of Public Housing Director <b>X</b>	Date (mm/dd/yyyy)
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1 To be completed for the Performance & Evaluation Report or a Revised Annual Statement  
 2 To be completed for the Performance & Evaluation Report

Note: Eliminate contingency

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName:		Grant Type and Number			Federal FY of Grant:			
<b>Ithaca Housing Authority</b>		Capital Fund Program Grant No. <b>NY06P054-503-02</b> Replacement Housing Factor Grant No:			<b>2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Satellite TV Training Facility PMP Program	1408 " "		\$2,000.00				
			<b>Total 1408</b>	<b>\$2,000.00</b>				
HA-Wide Admin	Non-technical Salaries	1410	<b>Total 1410</b>	\$58,889.90				
HA-Wide	A&E Fees	1430.1						
	New Admin & Resident Activities Ctr New Maint Warehouse			\$30,000.00				
Fees and Costs	CGP/CFP Legal	1430.2		\$1,000.00				
	CGP/CFP/Other Related Consultants Inspector	1430.3		\$19,119.20				
			<b>Total 1430</b>	<b>\$50,119.20</b>				
HA-Wide	Site Improvements	1450						
HA-Wide	Nonroutine vacancy prep.	1460						
"	Nonroutine PM repairs	1460						
"	Appliances	1465						
"	Non Dwelling Structures	1470						
"	Computer Upgrade-Hdwe & Softwre	1475		\$7,000.00				
"	Demolition (specify location[s])	1485						
"	Replacement Reserves New Admin & Resident Activities Ctr New Maint Warehouse	1490		\$275,000.00 \$75,000.00				
	Replacement Reserve Total			<b>\$350,000.00</b>				
"	Relocation expenses	1495.1						

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages**

PHAName:		Grant Type and Number			Federal FY of Grant:			
<b>Ithaca Housing Authority</b>		Capital Fund Program Grant No. <b>NY06P054-503-02</b> Replacement Housing Factor Grant No:			<b>2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>NY054-001</b> <b>Northside/Titusl</b>	<b>Site:</b> None	1450						
	<b>Mechanical and Electrical:</b> Replace Plumbing Valves and Risers	1460 1460 1460	165 54	\$4,500.00				
	<b>Building Exterior:</b> None	1460						
	<b>Dwelling Units:</b> Dwelling Units Upgrades Carpet Install Deadbolts	1460		\$16,000.00 \$5,500.00				
	<b>Dwelling Equipment:</b> None	1465.1						
	<b>Interior Common Areas:</b>	1470						
	<b>Site-Wide Facilities:</b> None	1470						
	<b>Nondwelling Equipment:</b> None	1475						
<b>Total, Northside/Titusl</b>				<b>Project Total:</b>	<b>\$26,000.00</b>			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName:		Grant Type and Number			Federal FY of Grant:			
<b>Ithaca Housing Authority</b>		Capital Fund Program Grant No. <b>NY06P054-503-02</b> Replacement Housing Factor Grant No:			<b>2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>NY054-006/7 Titus II</b>	<b>Site:</b> Landscaping	1450		\$14,000.00				
			Total Site:	\$14,000.00				
	<b>Mechanical and Electrical:</b> None	1460						
			Total M&E:					
	<b>Building Exterior:</b> None	1460						
			Total B.E.:					
	<b>Dwelling Units:</b> None	1460						
			Total DUs:					
	<b>Dwelling Equipment:</b>	1465.1						
			Total D.E.:					
<b>Interior Common Areas:</b>	1470							
		Total ICAs:						
<b>Site-Wide Facilities:</b> None	1470							
		Total SWFs:						
<b>Nondwelling Equipment:</b> None	1475							
		Total NDE:						
<b>Total, Titus II</b>			<b>Project Total:</b>	<b>\$14,000.00</b>				

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages**

PHAName:		Grant Type and Number		Federal FY of Grant:				
<b>Ithaca Housing Authority</b>		Capital Fund Program Grant No. <b>NY06P054-503-02</b> Replacement Housing Factor Grant No:		<b>2001</b>				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>NY054-002 Overlook Terrace</b>	<b>Site:</b> Sidewalks	1450		\$7,000.00				
			Total Site:	\$7,000.00				
	<b>Mechanical and Electrical:</b> None	1460						
			Total M&E:					
	<b>Building Exterior:</b> Siding	1460		\$7,000.00				
			Total B.E.:	\$7,000.00				
	<b>Dwelling Units:</b> None	1460						
			Total DUs:					
	<b>Dwelling Equipment:</b> None	1465.1						
			Total D.E.:					
<b>Interior Common Areas:</b> None	1470							
		Total ICAs:						
<b>Site-Wide Facilities:</b> None	1470							
		Total SWFs:						
<b>Nondwelling Equipment:</b> None	1475							
		Total NDE:						
<b>Total, Overlook</b>			<b>Project Total:</b>	<b>\$14,000.00</b>				

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages**

PHAName:		Grant Type and Number		Federal FY of Grant:				
<b>Ithaca Housing Authority</b>		Capital Fund Program Grant No. <b>NY06P054-503-02</b> Replacement Housing Factor Grant No:		<b>2001</b>				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>NY054-004 Northside Hancock Hancock</b>	<b>Site:</b> None	1450	Total Site:					
	<b>Mechanical and Electrical:</b>							
	Locks	1460	Total M&E:	\$4,000.00				
	<b>Building Exterior:</b> None	1460	Total B.E.:					
	<b>Dwelling Units:</b> None	1460	Total DUs:					
	<b>Dwelling Equipment:</b> None	1465.1	Total D.E.:					
	<b>Interior Common Areas:</b> None	1470	Total ICAs:					
	<b>Site-Wide Facilities:</b> None	1470	Total SWFs:					
	<b>Nondwelling Equipment:</b> None	1475	Total NDE:					
	<b>Total, Northside Hancock</b>		<b>Project Total:</b>	<b>\$4,000.00</b>				

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages**

PHAName:		Grant Type and Number		Federal FY of Grant:				
<b>Ithaca Housing Authority</b>		Capital Fund Program Grant No. <b>NY06P054-503-02</b> Replacement Housing Factor Grant No:		<b>2001</b>				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>NY054-005</b> <b>Southview Apartments</b>	<b>Site:</b> None	1450	Total Site:					
	<b>Mechanical and Electrical:</b> Replace Plumbing Valves and Risers	1460	Total M&E:	\$3,500.00				
	<b>Building Exterior:</b> None	1460	Total B.E.:	\$3,500.00				
	<b>Dwelling Units:</b> Replace Deadbolts	1460	Total DUs:	\$3,500.00				
	<b>Dwelling Equipment:</b>	1465.1	Total D.E.:					
	<b>Interior Common Areas:</b> None	1470	Total ICAs:					
	<b>Site-Wide Facilities:</b> None	1470	Total SWFs:					
	<b>Non dwelling Equipment:</b> None	1475	Total NDE:					
	<b>Total, Southview Apartments</b>		<b>Project Total:</b>	<b>\$7,000.00</b>				

Comprehensive Grant Program (CGP)

**Part III: Implementation Schedule**

Development Number/ Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
<b>HA-Wide</b>							
1406 Operations	09/30/03						
1408 Staff Training	09/30/03						
1410 Administration	09/30/03						
1430 Fees	09/30/03						
1450 Site Improvements	09/30/03						
1460 Dwelling Structures	09/30/03						
1465.1 Dwelling Equipment							
1470 Nondwelling Structures							
1475 Nondwelling Equipment	09/30/03						
1485 Demolition							
1490 Replacement Reserve	09/30/03						
NY054-001 Northside Family/ Titus I	09/30/03						
NY054-002 Overlook Terrace	09/30/03						
NY054-004 Northside Hancock	09/30/03						
NY054-005 Southview Apartments	09/30/03						
NY054-006/7 Titus Towers II	09/30/03						
Signature of Executive Director	Date (mm/dd/yyyy)			Signature of Public Housing Director	Date (mm/dd/yyyy)		
<b>X</b>				<b>X</b>			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
(2) To be completed for the Performance and Evaluation Report

**2002 Annual Plan/Capital Fund Public Hearing**  
**May 23, 2002 @ 10:00 a.m.**  
**Ithaca Housing Authority**  
**Titus Towers I Community Room**

Meeting was called to order at 10:00 a.m. by Lawrence D. Williams, Executive Director

See attached attendance sheet for list of attendees.

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Lawrence D. Williams gave an overview of the purpose of the meeting. He explained that a public hearing is necessary in order to follow the federal policies for revising the Annual Plan.

Darrell Rhoads (Dir. of Facilities & Maintenance) stated that this meeting is a public review of the 2002 Capital Fund Program monies. Currently, the monies are slated for:

- ◆ Demolition/reconstruction of connector and extend parking lot behind Titus Towers
- ◆ Build maintenance facility at Northside
- ◆ Install new carpet in Titus Towers I as they become available at a rate of 25/year.
- ◆ Family Sites curb appeal (entrance doors, painting, sidewalk improvements, repave parking lots).

Resident Walter Purdoski asked how costly it would be to encase air conditioners in Titus Towers I. Darrell Rhoads replied it is very costly – approximately \$100,000.

Walter Purdoski requested an a/c unit in each laundry room in Titus Towers I. Mr. Williams, approved the request.

Resident requested that we transplant a bush that is planted next to the connector before the connector is demolished because it was planted in memory of someone.

Observations made but not necessarily related to Capital Fund Improvements: \_\_\_\_\_

With respect to flooding in yard behind Titus Towers, a resident suggested we plant weeping willow trees to soak up water. Mr. Williams commented that Ithaca Housing Authority has tried for years to get the City to dredge the creek, but we have been unsuccessful. He suggested that the seniors put together a petition to urge the Mayor to dredge creek. The residents are concerned about the threat of mosquitoes as a result of the standing water.

Mr. Williams also commented that he is trying to complete the paperwork which will designate Titus Towers as elderly and near-elderly buildings, however, the process is lengthy.

Lawrence D. Williams asked if anyone had any more questions. There was no response, so he officially adjourned the meeting.

Minutes taken by Doreen Osterman (Executive Secretary)

**2002 Annual Plan/Capital Fund Public Hearing**  
**June 6, 2002 @ 10:00 a.m.**  
**Ithaca Housing Authority**  
**Titus Towers I Community Room**

Meeting was called to order at 10:00 a.m. by Doreen M. Osterman, Executive Secretary in Lawrence D. Williams, Executive Director absence.

See attached attendance sheet for list of attendees.

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Doreen Osterman gave an overview of the purpose of the meeting. She explained that a public hearing is necessary in order to follow the federal policies for revising the Annual Plan.

Currently, the monies are slated for:

- ◆ Demolition/reconstruction of connector and extend parking lot behind Titus Towers
- ◆ Build maintenance facility at Northside
- ◆ Install new carpet in Titus Towers I as they become available at a rate of 25/year.
- ◆ Family Sites curb appeal (entrance doors, painting, sidewalk improvements, repave parking lots).

A resident commented about the flooding of the parking lot(s) at Titus Towers and suggested that capital fund monies be used to raise the level of the parking lot.

A discussion about carpeting took place, and Jeff Tilton (Chief Bldg. Maintenance Mechanic) informed everyone that carpet in Titus Towers I apartments will be replaced at a rate of 25/year as the apartments become vacant.

**Observations made but not necessarily related to Capital Fund Improvements:**

Residents noted that paint chips are falling from the ceilings in their apartments in Titus I. Jeff Tilton explained that it was the type of paint/primer used originally on the ceilings and that Maintenance is aware of the problem and is taking steps to fix it.

Residents initiated conversation about the recent flooding of the yard behind Titus Towers, and it was agreed that the creek needs to be dredged, which is the City's responsibility.

A resident requested better lighting near the bridge behind Titus Towers because it is very dark in that area in the evening.

Residents requested darker window tinting on the upper window sections on the west side of the Community Room because of the bright sunlight at the west end of the Community Room.

A resident noted that the gutters at Northside needed to be cleaned. Jeff Tilton replied that it will be taken care of under preventative maintenance.

Resident Walter Purdoski stated that the Fire Department visits Titus Towers on a very frequent basis. Jeff Tilton replied that he has a meeting with the Fire Marshall next week and the alarm sensitivity will be addressed among other things. Furthermore, IHA's brand new fire alarm system was approved by the Fire Department. It was noted that everyone needs to make a conscious effort to be careful when cooking, etc. – some residents place things on the stove, forget it's there, and walk away.

Ms. Osterman reiterated that Mr. Williams is trying to complete the paperwork which will designate Titus Towers as an elderly and near-elderly building, however, the process is lengthy.

### Adjourn

Doreen Osterman asked if anyone had any more questions. There was no response, so she officially adjourned the meeting.

Minutes taken by Brenda Westfall (Deputy Executive Director)

**Ithaca Housing Authority**  
**RESIDENT ADVISORY BOARD**  
**June 21, 2002 @ 10:30 a.m.**

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The Resident Advisory Board (RAB) met on June 21, 2002 to discuss the 2002 Annual Plan. The members consist of:

- ◆ Maria Devan (Overlook Terrace)
- ◆ Walter Purdoski (Titus Towers)
- ◆ Dinah Maguire (Northside)
- ◆ Valerie Wilson (Southview)

Doreen Osterman (Executive Secretary to Executive Director) and Peter Shanley (IHA consultant) were also in attendance.

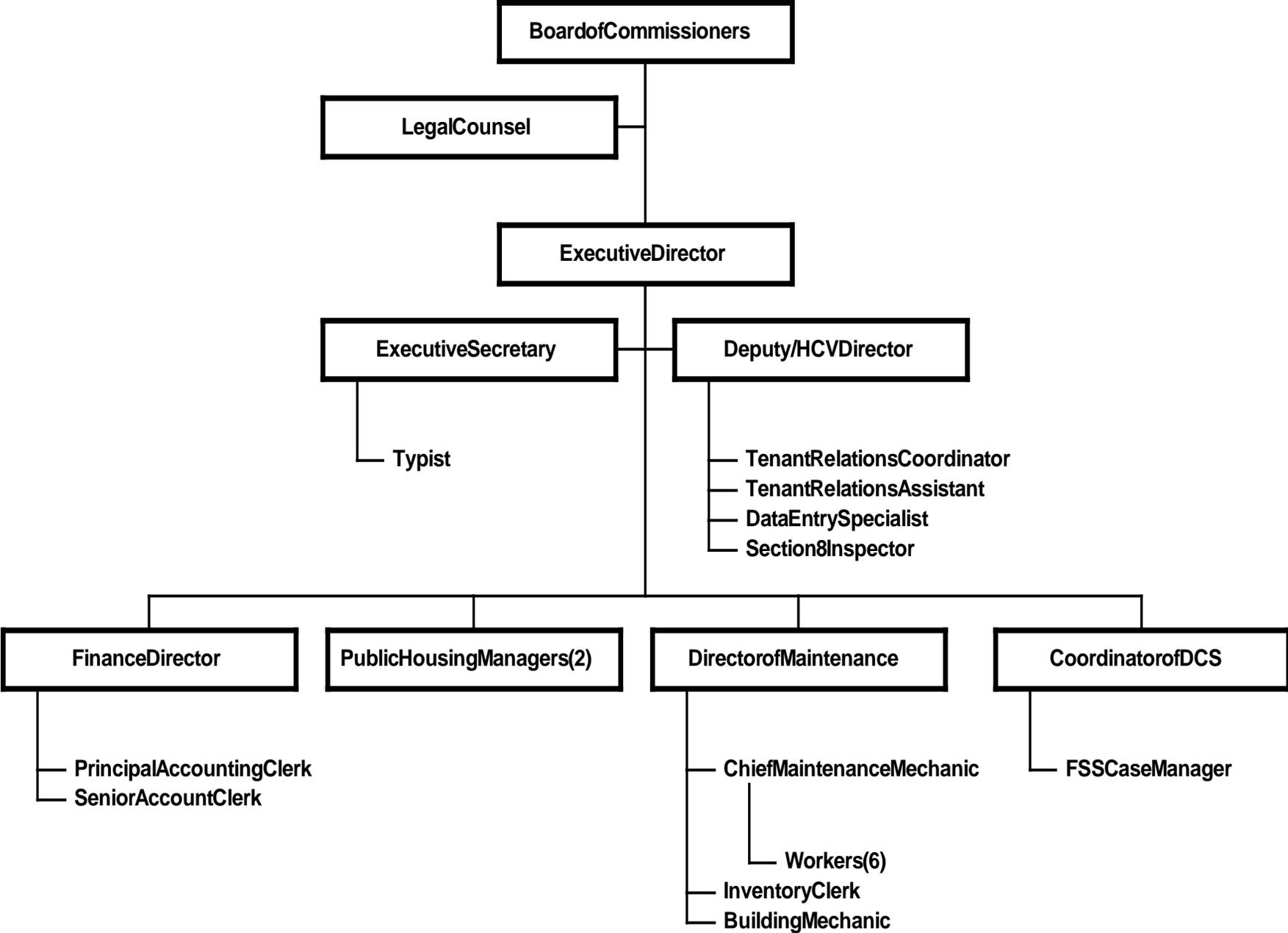
Peter Shanley explained that the IHA will receive \$588,000 under the 2002 Capital Fund Plan, but the majority of it will be spent on the demolition/reconstruction of the corridor at Titus Towers. He added that the only substantial change from the previous Annual Plans is that IHA is working to designate Titus Towers as elderly and near-elderly buildings.

Suggested uses for Capital Fund Monies:

1. Dinah Maguire asked that the back door entrances on Family Sites be changed to work with a key (similar to the front doors).
2. Maria Devan suggested that carpets and paint in Titus Towers be handled on a need-basis instead of a convenience basis (when apartments become vacant). This will allow long-term residents an opportunity for fresh paint and carpet.
3. Walter Purdoski commented that he feels that the residents of Titus Towers desperately need a Case Manager and asked if any funding is available to pay for this.

Doreen Osterman (recorder)

# Ithaca Housing Authority Organizational Chart 2002



## Voluntary Conversion Initial Assessment

The Ithaca Housing Authority has conducted an initial assessment of its properties for conversion of these public housing units to tenant-based assistance and the results are as follows.

The Authority has four developments of which three are subject to the initial assessments, the other Titus Towers will be designated elderly and near elderly and is thus exempt from the initial assessment.

The other three developments, Northside, Overlook and Southview apartments, are well managed in discrete neighborhoods, which the Authority believes are appropriate for conversion to tenant-based assistance. As public housing the developments can be managed, maintained and secured in a much more viable manner than if they were converted.

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments

Development Name	Number of Units
None	None

    No units are judged applicable for voluntary conversion.

The Resident Advisory Board (RAB) met on June 21, 2002 to discuss the 2002 Annual Plan. The members consist of:

- ◆ Maria Devan (Overlook Terrace)
- ◆ Walter Purdoski (Titus Towers)
- ◆ Dinah Maguire (Northside)
- ◆ Valerie Wilson (Southview)

## **Identification of Resident Commissioner**

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

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