

# MUNICIPALHOUSING AUTHORITYOF THE CITYOFUTICA

## PHAPLans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear07/012003 -06/30/2004

ny006v02

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

**PHA Plan  
Agency Identification**

**PHAName: Municipal Housing Authority of the City of Utica**

**PHANumber: NY006**

**PHAFiscalYearBeginning:(mm/yyyy) 07/2003**

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
[24CFRPart903 .5]

**A.Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**THE MISSION OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA IS TO PROVIDE DECENT, SAFE AND AFFORDABLE HOUSING FOR ALL LOW -INCOME RESIDENTS OF UTICA THROUGH DEVELOPMENT, MANAGEMENT, AND SALE OF HOUSING AND RELATED PROJECTS AND PROGRAMS. THIS PURPOSE IS ACCOMPLISHED USING GOVERNMENTAL POWERS AND IN COORDINATION WITH GOVERNMENTS AND HOUSING COMPANIES. THE HOUSING AUTHORITY HAS OVER 50 YEARS EXPERIENCE DEVELOPING AND MANAGING PUBLIC HOUSING PROJECTS.**

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, PHAs are strongly encouraged to identify quantifiable measures of success in reaching their objectives over the course of the 5 years. (Quantifiable measures would include target sets such as: numbers of families served or PHAs scores achieved.) PHAs 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)

- PHAGoal:Improvethqualityofassistedhousing  
Objectives:
  - Improvepublichousingmanagement:(PHASscore)
  - Improvevouchermanagement:(SEMAPscore)
  - Increasecustomersatisfaction:
  - Concentrateoneffortstoimprovespecificmanagementfunctions:  
(list;e.g.,publ ichousingfinance;voucherunitinspections)
  - Renovateormodernizepublichousingunits:
  - Demolishordisposeofobsoletepublichousing:
  - Providereplacementpublichousing:
  - Provideplacementvouchers:
  - Other:(listbelow)

- PHAGoal:Increaseassistedhousingchoices  
Objectives:
  - Providevoucher mobilityco unseling:
  - Conductoutreacheffortstopotentialvoucherlandlords
  - Increasevoucherpaymentstandards
  - Implementvoucherhomeownershipprogram:
  - Implementpublichousingorotherhomeow nershipprograms:
  - Implementpublichousing site -basedwaitinglists:
  - Convertpublichousingtovouchers:
  - Other:(listbelow)

**HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvital ity**

- PHAGoal:Provideanimprovedlivingenvironment  
Objectives:
  - Implementmeasurestodeconcentratepovertybybringinghigherincome  
publichousinghouseholdsin tolowerincomedevelopments:
  - Implementmeasurestopromoteincomemixinginpublichousingby  
assuringaccessforlowerincomefamiliesinto higherincome  
developments:
  - Implementpublichousingsecurityimprovements:
  - Designateddevelopmentsorbuildingsfor particularresidentgroups  
(elderly, personswith disabilities)
  - Other:(listbelow)

**HUDStrategicGoal:Promoteself -sufficiencyandassetdevelopmentoffamiliesand individuals**

PHAGoal:Promoteself -sufficiencyan dassetdevelopmentofassisted households

Objectives:

- Increasethenumberandpercentageofemployedpersonsinassisted families:
- Provideorattractsupportiveservicestoimproveassistancerecipients' employability:
- Provideorattractsupportiveservicestoincreaseindependenceforthe elderlyorfamilieswithdisabilities.
- Other:(listbelow)

### **HUDStrategicGoal:EnsureEqualOpportunityinHousingforallAmericans**

PHAGoal:Ensureequalopportunityandaffirmativelyfurtherfairhousing

Objectives:

- Undertakeaffirmativemeasurestoensureaccesstoassistedhousing regardless ofrace,color,religionnationalorigin,sex,familialstatus,an d disability:
- Undertakeaffirmativemeasurestoprovideasuitablelivingenvironment forfamilieslivinginassistedhousing,regardless ofrace,color,religion nationalorigin,sex,familialstatus,anddisability:
- Undertakeaffirmativemeasurestoensureaccessiblehousingtopersons withallvarietiesofdisabilitiesregardless ofunitsizerequired:
- Other:(listbelow)

**OtherPHAGoalsandObjectives:(listbelow)**

**GOAL: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING PROGRAM IN AN EFFICIENTANDEFFECTIVEMANNER**

**Objectives:**

- 1. HUDshallrecognizetheMunicipalHousingAuthorityoftheCity ofUticaasastandardperformerunderPHASforourfiscalyear endingJune30, 2001.**
- 2. HUDshallrecognizetheMunicipalHousingAuthorityoftheCity ofUticaasahighperformerunderPHASforourfiscalyear endingJune30,2005.**

3. The Municipal Housing Authority of the City of Utica shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer -friendly and fiscally prudent leader in the affordable housing industry. This will be accomplished through leadership and program training, employee and program evaluations.

**GOAL: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPATE IN OUR TENANT -BASED RENT SUBSIDY PROGRAM**

**Objectives:**

1. The Municipal Housing Authority of the City of Utica shall maintain a utilization rate of ninety -five (95%) percent in its tenant-based program through June 30, 2005.
2. The Municipal Housing Authority of the City of Utica shall attract ten (10) new landlords who want to participate in the tenant-based assistance program. This objective will be accomplished by June 30, 2005.

**GOAL: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S TENANT -BASED RENT SUBSIDY PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under SEMAP for our fiscal year ending June 30, 2001.
2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under SEMAP for our fiscal year ending June 30, 2005.

**GOAL: MAINTAIN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PROPERTIES IN A DECENT CONDITION**

**Objective:**

1. The Municipal Housing Authority of the City of Utica will deliver timely and high quality maintenance services to the residents. This is an on-going objective.
2. The Municipal Housing Authority of the City of Utica will maintain an appealing, up to date environment in its developments. This is an on-going objective.
3. The Municipal Housing Authority of the City of Utica shall implement and maintain a policy for the eradication and prevention of pest infestation (including cockroach infestation). This objective will be accomplished by June 30, 2001.

**GOAL: ENHANCE THE MARKETABILITY OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING UNITS**

**Objectives:**

1. The Municipal Housing Authority of the City of Utica shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending June 30, 2005.
2. The Municipal Housing Authority of the City of Utica shall achieve proper curb appeal for its public housing developments by adequately landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.

**GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**

**Objectives:**

1. The Municipal Housing Authority of the City of Utica shall assist its resident organizations in strengthening their capacity and effectiveness. This objective will be accomplished by June 30, 2005.

**GOAL: PROVIDESAFEANDSECUREENVIRONMENTINTHE  
MUNICIPALHOUSINGAUTHORITYOFTHECITYOFUTICA'S  
PUBLICHOUSINGDEVELOPMENTS**

**Objectives:**

- 1. TheMunicipalHousingAuthorityoftheCityofUticashall  
reducecrimei nitsdevelopments.Thisisanon -going  
objective.**

## Annual PHA Plan

PHA Fiscal Year **07/01/2003 – 06/30/2004**

[24CFR Part 903.7]

### **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

#### **Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24CFR Part 903.79(r)]

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

The Municipal Housing Authority of the City of Utica has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Municipal Housing Authority of the City of Utica.

**THE MISSION OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA IS TO PROVIDE DECENT, SAFE AND AFFORDABLE HOUSING FOR ALL LOW- INCOME RESIDENTS OF UTICA THROUGH DEVELOPMENT, MANAGEMENT, AND SALE OF HOUSING AND RELATED PROJECTS AND PROGRAMS. THIS PURPOSE IS ACCOMPLISHED USING GOVERNMENTAL POWERS AND IN COORDINATION WITH GOVERNMENTS AND HOUSING COMPANIES. THE HOUSING AUTHORITY HAS OVER 50 YEARS EXPERIENCE DEVELOPING AND MANAGING PUBLIC HOUSING PROJECTS.**

We have adopted the following HUD goals and objectives for our five year plan.

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

- PHAGoal:Expandthesupplyofassistedhousing  
Objectives:
  - Applyforadditionalrentalvouchers:
  - Reducepublichousingvacancies:
  - Leverageprivateorotherpublicfundstocreateadditionalhousing opportunities:
  - Acquireorbuildunitsordevelopments

- PHAGoal:Improvethethequalityofassistedhousing  
Objectives:
  - Concentrateoneffortstoimprovespecificmanagementfunctions: (list;e.g.,publichousingfinance;voucherunitinspections)
  - Renovateormodernizepublichousingunits:
  - Demolishordisposeofobsoletepublichousing:
  - Providereplacementpublichousing:
  - Providereplacementvouchers:

- PHAGoal:Increaseassistedhousingchoices  
Objectives:
  - Providevoucher mobilitycounseling:
  - Conductoutreacheffortstopotentialvoucherlandlords
  - Increasevoucherpaymentstandards
  - Implementpublichousingorotherhomeownershipprograms:
  - Implementpublichousing site -basedwaitinglists:

**HUDStrategicGoal:Improvecommunityqualityoflifeandeconomic vitality**

- PHAGoal:Provideanimprovedlivingenvironment  
Objectives:
  - Implementmeasurestodeconcentratepovertybybringinghigher incomepublichousinghouseholdstolowerincomedevelopments:
  - Implementmeasurestopromoteincomemixinginpublichousingby assuringaccessforlowerincomefamiliesinto higherincome developments:
  - Implementpublichousingsecurityimprovements:

**HUDStrategicGoal:Promoteself -sufficiencyand assetdevelopmentoffamilies and individuals**

- PHAGoal:Promoteself -sufficiencyandassetdevelopmentofassisted households  
Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract support services to improve assistance recipients' employability:

We have also adopted the following goals and objectives for the next five years.

**GOAL: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under PHAS for our fiscal year ending June 30, 2001.
2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under PHAS for our fiscal year ending June 30, 2005.
3. The Municipal Housing Authority of the City of Utica shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This will be accomplished through leadership and program training, employee and program evaluations.

**GOAL: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPATE IN OUR TENANT-BASED RENT SUBSIDY PROGRAM**

**Objectives:**

1. The Municipal Housing Authority of the City of Utica shall maintain a utilization rate of ninety-five (95%) percent in its tenant-based program through June 30, 2005.
2. The Municipal Housing Authority of the City of Utica shall attract ten (10) new landlords who want to participate in the tenant-based assistance program. This objective will be accomplished by June 30, 2005.

**GOAL: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S TENANT -BASED RENT SUBSIDY PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

- 1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under SEMAP for our fiscal year ending June 30, 2001.**
- 2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under SEMAP for our fiscal year ending June 30, 2005.**

**GOAL: MAINTAIN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PROPERTIES IN A DECENT CONDITION**

**Objective:**

- 1. The Municipal Housing Authority of the City of Utica will deliver timely and high quality maintenance services to the residents. This is a non -going objective.**
- 2. The Municipal Housing Authority of the City of Utica will maintain an appealing , up to date environment in its developments. This is a non -going objective.**
- 3. The Municipal Housing Authority of the City of Utica shall implement and maintain a policy for the eradication and prevention of pest infestation (including cockroach infestation). This objective will be accomplished by June 30, 2001.**

**GOAL: ENHANCE THE MARKETABILITY OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING UNITS**

**Objectives:**

- 1. The Municipal Housing Authority of the City of Utica shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending June 30, 2005.**

2. **TheMunicipalHousingAuthorityoftheCityofUticas shall achieve proper curb appeal for its public housing developments by adequately landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.**

**GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**

**Objectives:**

1. **TheMunicipalHousingAuthorityoftheCityofUticas shall assist its resident organizations in strengthening their capacity and effectiveness. This objective will be accomplished by June 30, 2005 .**

**GOAL: PROVIDE A SAFE AND SECURE ENVIRONMENT IN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING DEVELOPMENTS**

**Objective:**

1. **TheMunicipalHousingAuthorityoftheCityofUticas shall reduce crime in its developments. This is an on-going objective.**

Our Statement of Progress towards achieving the Mission Statement, goals and objectives is included in this Annual Plan at Attachment N. Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of 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 for the City of Utica and the State of New York. The following are a few highlights of our Annual Plan.

### **Summary of Program Changes**

We have made the following changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these.

- **Admissions and Continued Occupancy Policy:**

We updated our public housing Admissions and Continued Occupancy Policy to incorporate the HUD required welfare assistance language and definition.

We have updated the eligibility language to include “or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. However, people in the last category are not entitled to housing assistance in preference to any United States citizen or national resident within Guam.”

We have established local preferences.

- **Section 8 Administrative Plan:**

We updated our Section 8 Administrative Plan to incorporate the HUD required welfare assistance language and definition.

We have updated the eligibility language to include “or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. However, people in the last category are not entitled to housing assistance in preference to any United States citizen or national resident within Guam.”

- **Implementation of Community Service Requirements:**

The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: “None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI).

Under this provision, Housing Authorities were precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permitted Housing Authorities to immediately suspend enforcement of the requirements.

The Municipal Housing Authority of the City of Utica suspended enforcement of the 8 -hour community service requirement during the current fiscal year ending June 30, 2003. The Housing Authority will continue to not enforce this

provision of our Admissions and Continued Occupancy Policy until formal guidance is issued by HUD.

All affected residents have been notified of the suspension of the following requirements.

- **HOPEVI Program:**

During this past year we submitted an application for funding under the HOPE VI Revitalization Grant program. We are pleased to report that we have been advised by HUD that our HOPE VI application has been approved.

In summary, we are on course to improve the condition of affordable housing in the City of Utica, New York.

### **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.

#### **Table of Contents**

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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 (**Attachment A**)
- FY2003 Capital Fund Program Annual Statement (**Attachment B**)
- 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 (**Attachment N**)
- FY2003 Capital Fund Program 5 Year Action Plan (**Attachment C**)
- Public Housing Drug Elimination Program (PHDEP) Plan

Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (**Attachment Q**)

Other (List below, providing each attachment name)

**Attachment D:** Capital Fund Program FY2002 P&E Report

**Attachment E:** Capital Fund Program RHF for FY2002

**Attachment F:** Capital Fund Program FY2001 P&E Report

**Attachment G:** Capital Fund Program FY2000 P&E Report

**Attachment H:** Substantial Deviation Definition

**Attachment I:** Pet Policy Statement

**Attachment J:** Community Service Implementation Statement

**Attachment K:** Statement of Progress in Meeting Goals and Objectives

**Attachment L:** Resident Board Members

**Attachment M:** List of Resident Advisory Board Members

**Attachment O:** Deconcentration and Income Mixing

**Attachment P:** FY2002 PHA Resident Survey Follow Up Plan

**Attachment R:** Capital Fund Program RHF for FY2003

**Attachment S:** Capital Fund Program RHF for FY2001

**Supporting Documents Available for Review**

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

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	other approved proposal for development of public housing	
X	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 home ownership 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
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Deconcentration/Income Mixing Documentation Voluntary Conversion Documentation Substantial Deviation Definition	(specify as needed)  ACOP/Annual Plan Annual Plan Annual Plan

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

[24 CFR 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

theremainingcharacteristics,rate theimpactofthatfactoronthehousingneedsfor eachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/Atoin dicatethatnoinformationisavailableuponwhichthePHAcanmake thisassessment.

<b>HousingNeeds of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income<=30% ofAMI	5,750	3	3	5	4	2	4
Income>30% but <=50%ofAMI	3,640	3	2	4	4	3	4
Income>50% but <80%ofAMI	2,383	2	2	4	4	4	4
Elderly	3,311	2	1	2	1	3	1
Familieswith Disabilities	NA						
Race/Ethnicity-Black	5,750	3	3	4	4	3	4
Race/Ethnicity-Hispanic	581	3	3	4	4	3	4
Race/Ethnicity-NativeAmerican	150	3	3	4	4	3	4
Race/Ethnicity-Asian/PacificIs.	256	3	3	4	4	3	4

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadeavailableforpublicinspection. )

- ConsolidatedPlanoftheJurisdiction/s(CityofUtica&StateofNewYork)  
Indicateyear: 2002-2003
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy (“CHAS”)dataset
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	65		192 units
Extremely low income <= 30% AMI	14	21.53%	
Very low income (> 30% but <= 50% AMI)	49	75.38%	
Low income (> 50% but < 80% AMI)	2	3.07%	
Families with children	27	41.52%	
Elderly families	0	0	
Families with Disabilities	1	1.53%	
Race/ethnicity- White	53	81.53%	
Race/ethnicity- Black	10	15.38%	
Race/ethnicity- Hispanic	20	30.76%	
Race/ethnicity- Asian/Pacific Is.	1	1.53%	
Characteristics by Bedroom Size (Public Housing)			

Housing Needs of Families on the Waiting List			
Only)			
0BR			0 units
1BR	38	58.46%	40 units
2BR	17	26.15%	69 units
3BR	8	12.30%	37 units
4BR	2	3.07%	7 units
5+BR	0	0	4 units
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 open 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			

Housing Needs of Families on the Waiting List			
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	80		22 vouchers
Extremely low income <= 30% AMI	6	7.69%	
Very low income (>30% but <=50% AMI)	70	87.19%	
Low income (>50% but <80% AMI)	4	5.12%	
Families with children	48	60%	
Elderly families	16	20%	
Families with Disabilities	20	25%	
Race/ethnicity -	53	66%	

Housing Needs of Families on the Waiting List			
White			
Race/ethnicity – Black	24	30%	
Race/ethnicity – Hispanic	12	15%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)	NA	NA	NA
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with the 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

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

## 10.0 Tenant Selection and Assignment Plan

### 10.1 Preferences

The Municipal Housing Authority of the City of Utica will select families based on the date and time of application within each bedroom size category based on our local housing needs and priorities:

- A. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws;**
- B. Victims of Domestic Violence;**
- C. Applicants with an adult family member who either lives or works or has been hired to work in the City of Utica;**
- D. Applicants with an adult family member who either lives or works or has been hired to work in Oneida County;**
- E. All other applicants.**

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, preference B families will be offered housing before any families in preference C, and preference C families will be offered housing before any families in preference D.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

## **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)

Eligible applicants are admitted to our Public Housing and Section 8 programs based on the date and time of application, and, for public housing, according to bedroom size required.

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

Families who are elderly, disabled, or displaced will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near -elderly families. If there are no near -elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

## **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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

## 2.0 Reasonable Accommodation

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Municipal Housing Authority of the City of Utica housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Municipal Housing Authority of the City of Utica will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Municipal Housing Authority of the City of Utica will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

### 2.1 Communication

Anyone requesting an application will also receive a Request for Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

### 2.2 Questions to Ask in Granting the Accommodation

- A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent

disability. If the disability is not apparent or documented, the Municipal Housing Authority of the City of Utica will obtain verification that the person is a person with a disability.

- B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the Municipal Housing Authority of the City of Utica will obtain in documentation that the requested accommodation is needed due to the disability. The Municipal Housing Authority of the City of Utica will not inquire as to the nature of the disability.
- C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
1. Would the accommodation constitute a fundamental alteration? The Municipal Housing Authority of the City of Utica's business is housing. If the request would alter the fundamental business that the Municipal Housing Authority of the City of Utica conducts, that would not be reasonable. For instance, the Municipal Housing Authority of the City of Utica would deny a request to have the Municipal Housing Authority of the City of Utica do grocery shopping for a person with disabilities.
  2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Municipal Housing Authority of the City of Utica may request a meeting with the individual to investigate and consider equally effective alternatives.
- D. Generally the individual knows best what it is they need; however, the Municipal Housing Authority of the City of Utica retains the right to be shown how the requested accommodation enables the individual to access or use the Municipal Housing Authority of the City of Utica's programs or services.

If more than one accommodation is equally effective in providing access to the Municipal Housing Authority of the City of Utica's programs and services, the Municipal Housing Authority of the City of Utica retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the Municipal Housing

Authority of the City of Utica if there is no one else willing to pay for the modifications. If another party pays for the modification, the Municipal Housing Authority of the City of Utica will seek to have the same entity pay for any restoration costs.

If the tenant requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the Municipal Housing Authority of the City of Utica will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

We have the following policy for our Section 8 Program.

**H. REASONABLE ACCOMMODATIONS POLICY** [24CFR 700.245(c)(3)]

It is the policy of this PHA to be service -directed in the administration of four housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to families.

A participant with a disability must first ask for a specific change to a policy or practice as an accommodation of their disability before the PHA will treat a person differently than anyone else. The PHA's policies and practices will be designed to provide assurance that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing program and related services. The availability of requesting an accommodation will be made known by including notices on PHA forms and letters. This policy is intended to afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as those who do not have disabilities and is applicable to all situations described in this Administrative Plan

including when a family initiates contact with the PHA, when the PHA initiates contact with a family including when a family applies, and when the PHA schedules or reschedules appointments of any kind.

**To be eligible to request a reasonable accommodation, the requester must first certify (if apparent) or verify (if not apparent) that they are a person with a disability under the following ADA definition:**

A physical or mental impairment that substantially limits one or more of the major life activities of an individual;

A record of such impairment; or

Being regarded as having such an impairment

*Note: This is not the same as the HUD definition used for purposes of determining allowances.*

Rehabilitated former drug users and alcoholics are covered under the ADA. However, a current drug user is not covered. In accordance with 5.403(a), individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. Individuals whose drug or alcohol addiction is a material factor to their disability are excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

Once the person's status as a qualified person with a disability is confirmed, the PHA will require that a professional third party competent to make the assessment, provides written verification that the person needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program. If the PHA finds that the requested accommodation creates an undue administrative or financial burden, the PHA will either deny the request and/or present an alternate accommodation that will still meet the need of the person.

An undue administrative burden is one that requires a fundamental alteration of the essential functions of the PHA ( i.e., waiving a family obligation).

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on the PHA.

The PHA will provide a written decision to the person requesting the accommodation within a **reasonable time** . If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal hearing to review the PHA's decision.

Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

All PHA mailings will be made available in an accessible format upon request, as a reasonable accommodation.

### **Verification of Disability**

The PHA will verify disabilities under definitions in the Fair Housing Amendments Act of 1988, Section 504 of the 1973 Rehabilitation Act, and Americans with Disabilities Act.

### **Applying for Admission**

All persons who wish to apply for any of the PHA's programs must submit an application **in written format**, as indicated in our public notice. Applications will be made available in an accessible format upon request from a person with a disability.

To provide specific accommodation to persons with disabilities, upon request, the information may be mailed to the applicant and, if requested, it will be mailed in an accessible format.

The full application is completed at the eligibility appointment in the applicant's own handwriting, unless assistance is needed, or a request for accommodation is requested by a person with a disability. Applicants will then be interviewed by PHA staff to review the information on the full application form. Verification of disability as it relates to 504, Fair Housing, or ADA reasonable accommodation will be requested at this time. The full application will also include questions asking all applicants whether reasonable accommodations are necessary.

### **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 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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

## 1.0 FAIRHOUSING

It is the policy of the Municipal Housing Authority of the City of Utica to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The Municipal Housing Authority of the City of Utica shall affirmatively further fair housing in the administration of its public housing program.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the Municipal Housing Authority of the City of Utica's programs.

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

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

The following is our Fair Housing Policy governing our Section 8 Program.

## G. FAIRHOUSING POLICY

It is the policy of the Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The Municipal Housing Authority shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 Programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability or sexual orientation.

To further its commitment to full compliance with applicable Civil Rights laws, the Municipal Housing Authority of the City of Utica will provide Federal/State/local information to Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet and available upon request at the front desk.

All Housing Authority staff will be required to attend fair housing training and informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout the Housing Authority offices, including in the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials. Staff will attend local fair housing update trainings sponsored by HUD and other local organizations to keep current with new developments.

Except as otherwise provided in 24CFR 8.21©(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the Housing Authority's facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout the Housing Authority's office in such a manner as to be easily readable from a wheelchair.

The Municipal Housing Authority of the City of Utica offices are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by the telephone service provider.

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

**(2) Reasons for Selecting Strategies**

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

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

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

[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 or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing 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 2002 grants)</b>		
a) Public Housing Operating Fund	2,457,552	
b) Public Housing Capital Fund	2,328,665	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,958,921	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	75,000	
h) Community Development Block Grant	0	
i) HOME	0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund Program Grants	1,597,035	
<b>3. Public Housing Dwelling Rental Income</b>	2,230,656	PH Operations
<b>4. Other income (list below)</b>		
Interest on General Fund Investments	477,143	PH Operations
<b>4. Non -federal sources (list below)</b>		
<b>Total resources</b>	<b>14,124,972</b>	

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

[24CFR Part 903.79(c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

The following are extracts from our adopted Admissions and Continued Occupancy Policy.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's pre-application, the Municipal Housing Authority of the City of Utica will make a preliminary determination of eligibility. The Municipal Housing Authority of the City of Utica will notify the family in writing of the date and time of placement on the waiting list, and the approximate wait before housing may be offered. If the Municipal Housing Authority of the City of Utica determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The Municipal Housing Authority of the City of Utica will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Municipal Housing Authority of the City of Utica will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

### **9.3 Families Nearing the Top of the Waiting List**

When a family appears to be nearing the top of the waiting list, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Municipal Housing Authority of the City of Utica must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified, the family will complete a full application, present Social Security number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

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

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

### 8.3 Suitability

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Municipal Housing Authority of the City of Utica will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Municipal Housing Authority of the City of Utica employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.
- B. The Municipal Housing Authority of the City of Utica will consider objective and reasonable aspects of the family's background, including the following:
  - 1. History of meeting financial obligations, especially rent;
  - 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
  - 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug -related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or caused damage to the property;

3. History of disturbing neighbors or destruction of property;
  4. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom; and
  5. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- C. The Municipal Housing Authority of the City of Utica will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Municipal Housing Authority of the City of Utica will verify the information provided. Such verification may include but may not be limited to the following:
1. A credit check of the head, spouse and co-head;
  2. A rental history check of all adult family members;
  3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Municipal Housing Authority of the City of Utica may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);
  4. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

#### 8.4 Grounds For Denial

The Municipal Housing Authority of the City of Utica is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;

- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug -related criminal activity that would adversely affect the health, safety, or well-being of other tenants or staff or caused damage to the property;
- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom;
- J. Were evicted from assisted housing within three years of the projected date of admission because of drug -related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug -related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Municipal Housing Authority of the City of Utica may waive this requirement if:
  - 1. The person demonstrates to the Municipal Housing Authority of the City of Utica's satisfaction that the person is no longer engaging in drug -related criminal activity or abuse of alcohol;

- 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
  - 3. Has otherwise been rehabilitated successfully; or
  - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any Municipal Housing Authority of the City of Utica staff member or resident;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the certificate or voucher program;
- P. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
- Q. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

**(2) Waiting List Organization**

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

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

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

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

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? 5

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? 5

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists? 5

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

10.6 Offer of a Unit

When the Municipal Housing Authority of the City of Utica discovers that a unit will become available, we will contact the first family on the waiting list

who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Municipal Housing Authority of the City of Utica will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Municipal Housing Authority of the City of Utica regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Municipal Housing Authority of the City of Utica will send the family a letter documenting the offer and the rejection.

## 10.7 Rejection of Unit

If in making the offer to the family the Municipal Housing Authority of the City of Utica skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Municipal Housing Authority of the City of Utica did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

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. Incometargeting:

- 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: (state circumstances below)  
 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) e

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

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledin educational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in thespace thatrepresentsyourfirstpriority,a“2”intheboxrepresentingyoursecond priority,andsoon.Ifyougiveequalweighttooneormoreofthesechoices(either throughanabsolutehierarchyorthroughapointsystem),placethesamenumbernext to each.Thatmeansyoucanuse“1”morethanonce,“2”morethanonce,etc.

DateandTime

FormerFederalpreferences:

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

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveteran s’families
- 3 Residentstholiveand/orworkinthejurisdiction(CityofUtica)
- 4 Residentstholiveand/orworkinthejurisdiction(OneidaCounty)
- Thoseenrolledcurrentlyineducational,training,or upwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledin educational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- 5 Otherpreference(s)(listbelow)  
Allotherapplicants

4.Relationshipofpreferencetoincometargetingrequirement s:

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet incometargetingrequirements

**(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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy

**15.6 Interim Reexaminations**

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families are required to report any increase in earned income or decrease in allowable expenses between annual reexaminations.

Families are required to report the following changes to the Municipal Housing Authority of the City of Utica between regular reexaminations. If the family's rent is being determined under the income method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible

immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Municipal Housing Authority of the City of Utica will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Municipal Housing Authority of the City of Utica will take timely action to process the interim reexamination and recalculate the tenant's rent.

**(6) Deconcentration and Income Mixing**

**This section intentionally left blank in accordance with the instructions provided in HUD PIH Notice 99-51.**

In accordance with Notice PIH 2001-4, we are responding to revised questions provided in the Notice. **See Attachment O.**

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

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

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

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

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

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

Other (list policies and development targeted below)

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

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

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

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

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

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

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

## **B. Section 8**

Exemptions: PHA 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 (list factors below)
- Other (list below)

The following is an extract from our adopted Section 8 Administrative Plan

**G. TENANT SCREENING** [24CFR982.307]

The PHA will take into consideration any of the criteria for admission described in the "Denial or Termination of Assistance" chapter.

The PHA **will not** screen family behavior or suitability for tenancy. The PHA will not be liable or responsible to the owner or other persons for the family's behavior or the family's conduct in tenancy.

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before PHA approval of the tenancy, the PHA will inform the owner that screening and selection for tenancy is the responsibility of the owner.

The owner is responsible for screening families based on their tenancy histories, including such factors as: [24CFR982.307(a)(3)]

- Payment of rent and utility bills

- Caring for a unit and premises

- Respecting the rights of other residents to the peaceful enjoyment of their housing

- Drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others; and

- Compliance with other essential conditions of tenancy.

The PHA will give the owner:

- The family's current and prior address as shown in the PHA's records; and

- The name and address (if known by the PHA) of the landlord at the family's current and prior address.

The PHA will offer the owner other information in the PHA's possession concerning the family, including:

Information about the family's tenancy history; or

Information about drug-trafficking by family members

The same types of information will be supplied to all owners.

The PHA will advise families how to file a complaint if they have been discriminated against by an owner. The PHA will advise the family to make a Fair Housing complaint. The PHA may also report the owner to HUD (Fair Housing/Equal Opportunity) or the local Fair Housing Organization.

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 (describe below)

The following is an extract from our adopted Section 8 Administrative Plan

**H. INFORMATION TO OWNERS** [24CFR982.307(b), 982.54(d)(7)]

In accordance with HUD requirements, the PHA will furnish prospective owners who request the family's address information in writing from the PHA with the family's current address as shown in the PHA's records and, if known to the PHA, the name and address of the landlord at the family's current and prior address.

The PHA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The PHA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others, and compliance with other essential conditions of tenancy.

A statement of the PHA's policy on release of information to prospective landlords will be included in the briefing packet which is provided to the family.

The PHA will provide documented information regarding tenancy history for the past five years to prospective landlords upon written request from the landlord, if available.

The PHA will furnish prospective owners with information about the family's rental history, or any history of drug trafficking.

(2) Waiting List Organization

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 (list below)

Interested persons may request an application form be mailed to them.

(3) Search Time

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

If yes, state circumstances below:

The following is an extract from our adopted Section 8 Administrative Plan

**F. TERM OF VOUCHER** [24CFR982.303, 982.54(d)(11)]

During the briefing session, each household will be issued a Voucher, which represents a contractual agreement between the PHA and the Family specifying the rights and responsibilities of each party. It does not constitute admission to the program, which occurs when the lease and contract become effective.

## **Expirations**

The Voucher is valid for a period of at least sixty calendar days from the date of issuance. The family must submit a Request for Approval of the Tenancy and Lease within the sixty -day period unless an extension has been granted by the PHA.

If the Voucher has expired, and has not been extended by the PHA or expires after an extension, the family will be denied assistance. The family will not be entitled to a review or hearing. If the family is currently assisted, they may remain as a participant in their unit if there is an assisted lease/contract in effect.

## **Suspensions**

When a Request for Approval of Tenancy is received, the PHA **will not** deduct the number of days required to process the request from the 60 day term of the voucher.

## **Extensions**

A family may request a written request for an extension of the Voucher time period. All requests for extensions must be received prior to the expiration date of the Voucher.

Extensions are permissible at the discretion of the PHA up to a maximum of an additional 60 days primarily for the following reasons:

Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty -day period. Verification is required.

The PHA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the PHA, throughout the initial sixty -day period. A completed search record is not required.

## **Assistance to Voucher Holders**

Families who require additional assistance during their search may call the PHA Office to request assistance. Voucher holders will be notified at their briefing session that the PHA periodically updates the listing of available units and how the updated list may be obtained.

The PHA will assist families with negotiations with owners and provide other assistance related to the families' search for housing.

## **(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new 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
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a 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

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs -NA**

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 (list below)

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

[24 CFR 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 exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

## 15.6 Interim Reexaminations

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families are required to report any increase in earned income or decrease in allowable expenses between annual reexaminations.

- 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.)

- This section 8 rent reasonableness study of comparable housing  
 Survey of rents listed in local newspaper  
 Survey of similar unassisted units in the neighborhood  
 Other (list/describe below)

We plan to also utilize the current FMR as a basis for determining our flat rents.

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

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

Annual interviews with residents

## **(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. 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. **See Attachment N.**
- A brief description of the management structure and organization of the PHA follows:

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	942 units	192 families
Section 8 Vouchers	174	25
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
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)

- Agency Plan
- Admissions and Continued Occupancy Policy
- Capitalization Policy
- Capital Fund Program Annual Statement and 5 - Year Action Plan
- Check Signing Policy
- Community Space Policy
- Criminal Records Management Policy
- Deconcentration Policy
- Disposition Policy
- Drug-Free Workplace Policy
- Dwelling Lease
- Equal Housing Opportunity Policy
- Ethics Policy
- Funds Transfer Policy
- Grievance Procedures
- Personnel Policy
- Investment Policy
- Maintenance Policy
- Procurement Policy
- Harassment Policy
- Trespassing Policy
- Pet Policy
- Pest Control Policy
- Schedule of Flat Rents
- Schedule of Standard Charges to Residents

(2) Section 8 Management: (list below)

- Administrative Plan
- Voucher Holders Packet

## **6. PHA Grievance Procedures**

[24 CFR Part 903.79(f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions 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)

## **7. Capital Improvement Needs**

[24CFR 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: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

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

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

Select one:

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

**Attachment B: Capital Fund Program Annual Statement**

-or-

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

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

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

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

b. If yes to question a, select one:

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

**Attachment C: Capital Fund Program 5 Year Action Plan**

-or-

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

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

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

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

1. Development name: Washington Courts

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plans submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

**NY006-10 Washington Courts**

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:

**NY006-10 Humphrey Gardens**

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.)

**Demolition and Disposition of NY006 -10 Washington Courts (Federalization). Goldbas Homes (Federalization) has been demolished and the site will be disposed of.**

**Partial demolition of NY006 -1 Adrean Terrace**

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: Washington Courts	
1b. Development (project) number: NY006 -10 (Federalization)	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (07/01/03)	
5. Number of units affected: 111	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 07/01/03 b. Projected end date of activity: 07/01/04	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Goldbas Homes	
1b. Development (project) number: NY006 -10 (Federalization)	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (07/01/03)	
5. Number of units affected: 0	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development (units have been demolished – site is disposition only)	
7. Timeline for activity: a. Actual or projected start date of activity: 07/01/03 b. Projected end date of activity: 07/01/04	

<b>Demolition/Disposition Activity Description</b>	
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1a. Development name: Adrean Terrace
1b. Development (project) number: NY006 -1
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (07/01/03)
5. Number of units affected: 17
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/01/04 b. Projected end date of activity: 07/01/04

**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 as 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

AssetManagementTable?If“yes”,skiptocomponent10.If  
 “No”,completetheActivityDescriptiontablebelow .

<b>DesignationofPublicHousingActivityDescription</b>	
1a.Developmentname:	
1b.Development(project)number:	
2.Designationtype:	
Occupancybyonlytheelderly	<input type="checkbox"/>
Occupancybyfamilieswithdisabilities	<input type="checkbox"/>
Occupancybyonlyelderlyfamiliesandfamilieswithdisabilitie s	<input type="checkbox"/>
3.Applicationstatus(selectone)	
Approved;includedinthePHA’sDesignationPlan	<input type="checkbox"/>
Submitted,pendingapproval	<input type="checkbox"/>
Plannedapplication	<input type="checkbox"/>
4.Datethisdesignationapproved,submitt ed,orplannedforsubmission:	(DD/MM/YY)
5.Ifapproved,willthisdesignationconstitutea(selectone)	
<input type="checkbox"/> NewDesignationPlan	
<input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan?	
6. Numberofunitsaffected:	
7.Coverageofaction(selectone)	
<input type="checkbox"/> Partofthedevelopment	
<input type="checkbox"/> Totaldevelopment	

## **10. ConversionofPublicHousingtoTenant -BasedAssistance**

[24CFRPart903.79(j)]

ExemptionsfromComponent10,Section8onl yPHAsarenotrequiredtocompletethissection.

### **A.AssessmentofReasonableRevitalizationPursuanttosection202oftheHUD FY1996HUDAppropriationsAct**

1. Yes No: HaveanyofthePHA’sdevelopmentSORpor tionsof  
 developmentsbeenidentifiedbyHUDorthePHAAscovered  
 undersection202oftheHUDFY1996HUDAppropriations  
 Act?(If“No”,skiptocomponent11;if“yes”,completeone  
 activitydescriptionforeachidentifieddevelopment,unless  
 eligibleto completeastreamlinedsubmission.PHAs  
 completingstreamlinedsubmissionsmayskiptocomponent  
 11.)

#### 2.ActivityDescription

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: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**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.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

## **A.PublicHousing**

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1.  Yes  No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. Housing Actof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skiptocomponent11B.)

### 2.ActivityDescription

Yes  No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optionalPublicHousing AssetManagementTable**?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

<b>PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)</b>
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunits affected:

6. Coverage fraction: (select one)

Part of the development

Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA - established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.79(1)]

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

## 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? 08/14/97

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 program to eligible families  
 Jointly administer programs  
 Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program  
 Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies  
 Public housing admissions policies  
 Section 8 admissions policies  
 Preference in admission to section 8 for certain public housing families  
 Preferences for families working or engaging in training or education programs for non-housing program sponsored or coordinated by the PHA  
 Preference/eligibility for public housing home ownership option participation  
 Preference/eligibility for section 8 home ownership option participation  
 Other policies (list below)

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
ROSS Program	20 Residents	Random/TANF	All Development offices	Both
Computer Lab - Job Center	ALL	ALL	All Development offices	Both
Youth About Learning Center	All	All	All Developments	Both
Welfare-to-Work (Hire Program)	30 Residents	TANF	All Developments	Both

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

a. Participation Description: **NA**

The Housing Authority is developing and implementing an economic self sufficiency program for public housing residents and Section 8 Program participants. This program is voluntary and is not required HUD Family Self - Sufficiency program. We are utilizing this section to describe our program

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	20 Participants	Program in initial stages of implementation.
Section 8	Included in the above	Program in initial stages of implementation.

- 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? – NA  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

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

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

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

See Attachment J: Community Service Implementation Statement

### 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments

- High incidence of violent and/or drug -related crime in the 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 anti crime/anti drug programs
- Other (describe below)

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

Washington Courts  
 Gillmore Village  
 Adrean Terrace  
 F.X. Matts  
 N.D. Peters

**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)

Washington Courts  
Gillmore Village  
Adrean Terrace  
F.X. Matts  
N.D. Peters

Economic self-sufficiency programs are available to all family developments.

**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)

Local police services are available to all developments. Staff security is also provided.

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

PHA eligible for FY2000 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 FY2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename:)

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

[24CFRPart903.79(n)]

See Attachment I: Pet Policy Statement

## **15. Civil Rights Certifications**

[24CFRPart903.79(o)]

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

## **16. Fiscal Audit**

[24CFRPart903.79(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**

[24CFRPart903.79(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?

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

- Attached at Attachment (Filename) Attachment Q
- 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 change d portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

**See Attachment Q**

**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 selected 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
- Other: (describe)

It is the policy of the Municipal Housing Authority of the City of Utica that nominations of candidates for tenant representatives on the Board of Commissioners shall be made by a petition (which shall be supplied by the Authority) containing the signatures of qualified residents from all of the Housing Authority's developments.

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 (list)

All residents in good standing whose names are listed with the Authority, who have resided in an Authority project for at least ninety days prior to the date set for election and are eighteen (18) years of age or older on the date of election, shall be eligible to nominate, vote for and be a tenant representative.

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 (list)

All heads of households in good standing whose names are listed with the Authority, who have resided in an Authority development for at least ninety days prior to the date set for election and are eighteen (18) years of age or older on the date of election, shall be eligible to nominate, vote for and be a tenant representative.

See Attachment L: Resident Member on the PHA Governing Board

**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: State of New York; and The City of Utica, an Entitlement City.
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 need 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)

- The Housing Authority will continue to maintain and renovate its public housing units.
- We have adopted rent policies that support and encourage work by not requiring working families to report increases in income or decreases in allowable expenses between regular reexaminations.
- The Housing Authority will continue to market its public housing and Section 8 program to make families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the City of Utica.
- The Housing Authority Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:
  - (1) Provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level.
  - (2) To operate as a socially and financially sound public housing agency that is violence and drug-free, decent, safe and sanitary housing with a suitable living environment for residents and their families.
  - (3) To avoid concentrations of economically and socially deprived families in any of our public housing developments.
  - (4) Deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
  - (5) To attempt to house a tenant body in each development that is composed of families with a broad range of incomes and rent-paying abilities that is representative of the range of incomes of low-income families in our jurisdiction.

- (6) To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.
- We have similar principles for our Section 8 program:
  - (1) To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.
  - (2) To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.
  - (3) To promote fair housing and the opportunity for very low -income families of all ethnic backgrounds to experience freedom of housing choice.
  - (4) To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.
  - (5) To create positive public awareness and expand the level of family, owner, and community support in accomplishing the Housing Authority's mission.
  - (6) To attain and maintain a high level of standards and professionalism in our day-to-day management of all program components.
  - (7) To administer an efficient, high -performing agency through continuous improvement of the Housing Authority support systems and commitment to our employees and their development.
  - (8) To encourage self-sufficiency of participant families and assist in the expansion of family opportunities which address educational, socio - economic, recreational and other human service needs.
  - (9) To promote a market -driven housing program that will help qualified low -income families be successful in obtaining affordable housing and increase the supply of housing choices for such families.

Our agency is part of the entire effort undertaken by the City of Utica, Oneida County and the State of New York to address our jurisdiction's affordable housing needs. While we cannot ourselves meet the entire need identified in the Consolidated Plan, in accordance with our goals and objectives included in this Plan, we will try to address some of the identified need by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants

and loans from federal, state and local sources, including private sources to enhance the affordable housing available in our community. We intend to continue working with our local partner to try and meet these identified needs.

This year we again expect to utilize the funds we receive for our existing programs to house people. We will also be focusing on management improvements, modernization and increasing the number of owners willing to participate in our Section 8 program. Priorities and guidelines for programs often change from year to year and our decisions to pursue certain opportunities and resources may change over the coming year if there are program changes beyond our control.

Other: (list below)

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

The New York State Consolidated Plan establishes three strategic objectives that are of equal importance and form the basis of New York State's strategy:

**1. Preserve and increase the supply of decent, safe and affordable housing available to all low and moderate income households, and help identify and develop available resources to assist in the development of housing.**

The need analysis describes a shortage of affordable housing units in New York State. By increasing the number of decent and affordable housing units, New York State will be addressing each of the housing problems: overcrowding, substandard units, and cost burden. The State plan includes the increase of the supply of decent and affordable housing by assisting in the financing of new construction, substantial rehabilitation, and conversion of previously nonresidential properties. While not specifically targeting funds in the Consolidated Plan for such programs, New York State believes it has a vested interest in the federal government's commitment to continue to provide resources for the operations, maintenance and preservation of Section 8 and public housing. The Consolidated Plan states: "The preservation of this irreplaceable low-income housing asset should remain a federal priority. Specifically, the federal government should maintain its commitment to rental assistance, preservation of housing eligible for mortgage prepayment and funding for operations, repairs, maintenance and modernization of public housing."

**2. Improve the ability of low and moderate income New Yorkers to access rental and home ownership opportunities.**

Cost burden is identified as the most widespread of all the various housing problems by New Yorkers. Cost burden is disproportionately affects New Yorkers with low and moderate incomes. Renters make up the substantial majority of households with the cost burden.

The Consolidated Plan includes the provision of rental assistance where possible and also providing home ownership opportunities to low income and minority households. State housing agencies are encouraged to apply for Section 8 program funding.

The Consolidated Plan notes that there are insufficient Federal and State capital subsidies to increase the supply of affordable housing to address the problems of all those with cost burdens.

Additional strategies include making mortgages available with below market interest rates to first-time home buyers and providing rehabilitation assistance to low-income homeowners.

**3. Address the shelter, housing, and service needs of the homeless poor and others with special needs.**

The Consolidated Plan reflects that the demand for housing and supportive assistance for the homeless far exceeds the supply; particularly, the frail elderly, disabled, and other segments of the Population requiring supportive living arrangements or services.

Amongst the programs to be utilized, are the various Section 8 programs.

The Consolidated Plan addresses Public Housing Resident Initiatives.

“The State does have a State public housing program as noted in the Needs Assessment. Tenant participation in the management of housing authorities is not only encouraged in this State, but mandated in New York’s Public Housing Law, which provides that authorities having a population under one million be composed of up to seven members, including two tenants selected by public housing residents. The underlying philosophy has been to ensure that tenants’ needs and concerns are effectively communicated to the governing body of the authority and, when necessary, to DHCR, as the supervising State agency.”

The use of the term “low and moderate income households” includes all households at or below 80 percent of median income. Extremely low-income households are

included in this category which has been identified in the needs analysis as having the highest magnitude of housing problems.

The New York State Objectives respond to the purposes of the National Affordable Housing Act that are:

1. to help families not owning a home to save for a down payment for the purchase of a home;
2. to retain wherever feasible as housing affordable to low-income families those dwelling units produced for such purposes with Federal assistance;
3. to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of housing affordable to low- and moderate-income families;
4. to expand and improve Federal rental assistance for very low-income families; and
5. to increase the supply of supportive housing, which combines structural features and services needed to enable persons with special needs to live with dignity and independence.

### **City of Utica Consolidated Plan (2002 - 2003)**

The City of Utica Consolidated Plan establishes similar goals: provide decent housing; provide a suitable living environment; and to expand economic opportunities.

The City has identified the housing needs of very and extremely low income households:

- a. demolition of hazardous and dilapidated housing;
- b. rental assistance, particularly for special needs populations, single persons, and large households;
- c. development of affordable or subsidized large and supported apartments to accommodate large households and single individuals;
- d. expansion of public and assisted rental housing opportunities;
- e. increased public assistance shelter allowance to meet the actual costs of housing;
- f. weatherization assistance to maintain low operating costs;
- g. lead hazard control.

The City's Consolidated Plan includes a section describing Public Housing, Section 8 and Assisted Housing provided to residents.

The City's 5 year strategic plan meets the CDGB national goal to:

- provide decent and affordable housing;
- expand economic opportunities for individuals and businesses; and
- suitable living environments.

The City's strategic plan and principles parallel the plans of the Housing Authority.

- Build on Utica's assets and available resources
- Cultivate and empower community based organizations
- Take maximum advantage of available programs and funding
- Provide coordinated housing and social services
- Rejuvenate our physical infrastructure and environment
- Rebuild and revitalize our neighborhood commercial areas
- Promote crime prevention through community policing
- Strengthen our neighborhoods
- Retain and expand existing businesses and target new ones
- Provide continuous of care services to the homeless in a coordinated fashion
- Provide job training opportunities for low -income youth
- Reduce childhood lead poisoning through housing rehabilitation and community education.

The City's Annual Action Plan establishes three priority areas:

- A. neighborhood revitalization
- B. community-based economic development, and
- C. human services

These priority areas are incorporated into the following:

- A. general operations
- B. economic development
- C. housing
- D. neighborhood revitalization
- E. health and human services, and
- F. homelessness.

The City's Action Plan, Section VI, outlines the Public Housing Annual Plan for improving the viability of the Housing Authority's developments. The Housing Authority strategy is recognized as a viable and critical component of the City's

Consolidated Plan. The City's plans further recognize and support the need of cooperative and coordinated efforts of social service and housing activities.

In summary, the New York State Consolidated Plan and the City of Utica's strategies are consistent with and support the goals and objectives of the Municipal Housing Authority of the City of Utica.

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

The final Agency Plan Rule contains a requirement in 24 CFR 903.7 that agency plans contain a locally derived definition of "substantial deviation" and "significant amendment or modification."

The Housing Authority of the City of Utica has adopted a definition of substantial deviation and significant amendment or modification. That definition is provided in:

#### **Attachment H: Definition of Substantial Deviation and Significant Amendment or Modification**

## Attachments

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

Attachment A: Deconcentration Policy

Attachment B: Capital Fund Program Annual Statement for Fiscal Year 2003

Attachment C: Capital Fund Program 5 Year Action Plan

Attachment D: Capital Fund Program FY 2002 P&E Report

Attachment E: Capital Fund Program RHF for FY 2002

Attachment F: Capital Fund Program FY 2001 P&E Report

Attachment G: Capital Fund Program FY 2000 P&E Report

Attachment H: Substantial Deviation Definition

Attachment I: Pet Policy Statement

Attachment J: Community Service Implementation Statement

Attachment K: Statement of Progress in Meeting Goals and Objectives

Attachment L: Resident Board Members

Attachment M: List of Resident Advisory Board Members

Attachment N: Organization Chart

Attachment O: Deconcentration and Income Mixing

Attachment P: FY 2002 PHAS Resident Survey Follow Up Plan

Attachment Q: Resident Comments and Housing Authority Response

Attachment R: Capital Fund Program RHF for FY 2003

Attachment S: Capital Fund Program RHF for FY 2001

## **Attachment A**

### **Municipal Housing Authority of the City of Utica**

#### **Annual Plan**

**Fiscal Year 07/01/2003 – 06/30/2004**

#### **Deconcentration Policy**

##### ***DECONCENTRATION POLICY***

It is the Municipal Housing Authority of the City of Utica's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Municipal Housing Authority of the City of Utica will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

##### ***DECONCENTRATION INCENTIVES***

The Municipal Housing Authority of the City of Utica may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner.

##### ***OFFER OF A UNIT***

When the Municipal Housing Authority of the City of Utica discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Municipal Housing Authority of the City of Utica will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Housing Authority of the City of Utica regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Municipal Housing Authority of the City of Utica will send the family a letter documenting the offer and the rejection.

### ***REJECTION OF UNIT***

If in making the offer to the family the Municipal Housing Authority of the City of Utica skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Municipal Housing Authority of the City of Utica did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

### ***ACCEPTANCE OF UNIT***

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

Prior to signing the lease, all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, tenant handbook, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have

reviewed them with Housing Authority personnel. The certification will be filed in the resident's file.

## Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: <b>Municipal Housing Authority of the City of Utica, NY</b>		Grant Type and Number Capital Fund Program Grant No: NY06P00650103 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>
<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	453,634			
3	1408 Management Improvements Soft Costs	46,000			
	1408 Management Improvements Hard Costs				
4	1410 Administration	226,817			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	100,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	120,000			
10	1460 Dwelling Structures	1,192,224			
11	1465.1 Dwelling Equipment -Nonexpendable	35,000			
12	1470 Non dwelling Structures	34,500			
13	1475 Non dwelling Equipment	50,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000			
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	2,268,175			

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHAName:</b> <b>Municipal Housing Authority of the City of Utica, NY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: NY06P00650103 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2003</b>
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line 21 Related to LBP Activities	200,000			
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security --Soft Costs				
	Amount of line 21 related to Security --Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures	200,000			
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHAName: Municipal Housing Authority of the City of Utica			Grant Type and Number Capital Fund Program Grant No: NY06P00650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA Wide</b>	<b><u>Operations</u></b>	1406						
	HA-wide operating expenses normally paid by operating subsidy		8 Devmts	453,634				
	<b>Subtotal Acct 1406</b>			<b>453,634</b>				
<b>HA Wide</b>	<b><u>Management Improvements</u></b>	1408						
	Grant Writer		1	46,000				
	<b>Subtotal Acct 1408</b>			<b>46,000</b>				
<b>HA Wide</b>	<b><u>Administration</u></b>	1410						
	Modernization & Assistant Mod. Coordinator, Sr. Bookkeeper, Sr. Typist, Executive Director w/benefits		6	226,817				
	<b>Subtotal Acct 1410</b>			<b>226,817</b>				
<b>HA Wide</b>	<b><u>Fees and Costs</u></b>	1430						
	A&E Services and Testing	1430	HA Wide	100,000				
	<b>Subtotal Acct 1430</b>	1430		<b>100,000</b>				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHAName: Municipal Housing Authority of the City of Utica			Grant Type and Number Capital Fund Program Grant No: NY06P00650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	<b>Site Improvements</b>	1450						
NY006-1 Adrean Terrace	Landscaping, sidewalk replacement, garbage stations; sewer line replacement		1 Dev.	10,000				
NY006-2 N.D. Peters Manor	Landscaping, sidewalk replacement, repaving of park areas, curbing, fences, garbage stations		1 Dev.	20,000				
NY006-4 Perretta Twin Towers	Landscaping, sidewalk replacement, curbing, fences, garbage stations		1 Dev.	10,000				
NY006-7 Marino-Ruggiero Apartments & Duplexes	Landscaping, sidewalk replacement, repaving of park areas, curbing, fences, garbage stations		1 Dev.	60,000				
NY006-10 Gillmore Village	Landscaping, sidewalk replacement, repaving of park areas, curbing, fences, garbage stations ; sewer line replacement		1 Dev.	10,000				
NY006-10 Goldbas Homes	Grading, topsoil, seed and landscape		1 Lot	10,000				
	<b>Subtotal Acct 1450</b>			<b>120,000</b>				
	<b>Dwelling Structures</b>	1460						
NY006-10 Gillmore Village	Apartment Renovation - Force Account & Contracted Services		5 Apts.	75,000				
NY006-10 Gillmore Village	Common Area Renovations		1 Dev.	2,500				
NY006-10 Gillmore Village	Cycle Painting		5 Apts.	2,500				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Municipal Housing Authority of the City of Utica			Grant Type and Number Capital Fund Program Grant No: NY06P00650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
NY006-10 Gillmore Village	Crawl Space Improvements		1 Dev	5,000				
NY006-10 Gillmore Village	Replacement Windows & Storm Doors		1 Bldg.	100,000				
NY006-10 Humphrey Gardens	Apartment Renovation - Force Account & Contracted Services		5 Apts.	75,000				
NY006-10 Humphrey Gardens	Common Area Renovations		1 Dev.	2,500				
NY006-10 Humphrey Gardens	Cycle Painting		5 Apts.	2,500				
NY006-10 Humphrey Gardens	Replacement Windows & Storm Doors		1 Bldg.	75,000				
NY006-10 Humphrey Gardens	Crawl Space Improvements		1 Dev.	5,000				
NY006-10 F..X.Matt Apartments	Apartment Renovation - Force Account & Contracted Services		2 Apts.	30,000				
NY006-10 F..X.Matt Apartments	Common Area Renovations		1 Dev.	2,500				
NY006-10 F..X.Matt Apartments	Cycle Painting		1 Dev.	20,000				
NY006-2 N.D.Peters Manor	Exterior Porch Improvements and Wrought Iron Rails		4 Porches	40,000				
NY006-2 N.D.Peters Manor	Replacement Windows & Storm Doors		1 Bldg.	100,000				
NY006-2	Crawl Space Improvements		1 Dev	5,000				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Municipal Housing Authority of the City of Utica			Grant Type and Number Capital Fund Program Grant No: NY06P00650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>N.D. Peters Manor</b>								
<b>NY006-1 Adrean Terrace</b>	Apartment Renovations - Force Account & Contracted Services		5 Apts.	75,000				
<b>NY006-1 Adrean Terrace</b>	Common Area Renovations		1 Dev.	2,500				
<b>NY006-1 Adrean Terrace</b>	Cycle Painting		10 Apts.	5,000				
<b>NY006-1 Adrean Terrace</b>	Replacement Windows & Storm Doors		2 Bldgs.	104,724				
<b>NY006-1 Adrean Terrace</b>	Thermostatic Control Valves		199 Apts.	50,000				
<b>NY006-4 Perretta Twin Towers</b>	Apartment Renovations		2 Apts.	15,000				
<b>NY006-4 Perretta Twin Towers</b>	Common Area Renovations		1 Dev.	5,000				
<b>NY006-4 Perretta Twin Towers</b>	Trash Compactor System		1 Dev.	40,000				
<b>NY006-4 Perretta Twin Towers</b>	Administrative and Community Room Improvements		1 Dev.	25,000				
<b>NY006-7 Marino-Ruggiero Apartments &amp; Duplexes</b>	Apartment Renovations		8 Apts.	50,000				
<b>NY006-7 Marino-Ruggiero</b>	Common Area Renovations		1 Dev.	2,500				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Municipal Housing Authority of the City of Utica			Grant Type and Number Capital Fund Program Grant No: NY06P00650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>Apartments &amp; Duplexes</b>								
<b>NY006-7 Marino-Ruggiero Apartments &amp; Duplexes</b>	Elevator System Installation		1 Dev.	167,500				
<b>NY006-7 Marino-Ruggiero Apartments &amp; Duplexes</b>	Roofing and Exterior Lighting		1 Dev.	80,000				
<b>NY006-7 Marino-Ruggiero Apartments &amp; Duplexes</b>	Community Room Improvements		1 Dev.	5,000				
<b>NY006-7 Marino-Ruggiero Apartments &amp; Duplexes</b>	Trash Compactor System		1 Dev.	25,000				
	<b>Subtotal Acct 1460</b>			<b>1,192,224</b>				
	<b><u>Dwelling Equipment</u></b>	1465.1						
<b>NY006-10 Gillmore Village</b>	Replace refrigerators and ranges		20 Apts.	10,000				
<b>NY006-10 Humphrey Gardens</b>	Replace refrigerators and ranges		15 Apts.	7,500				
<b>NY006-10</b>	Replace refrigerators and ranges		15 Apts.	7,500				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHAName: Municipal Housing Authority of the City of Utica			Grant Type and Number Capital Fund Program Grant No: NY06P00650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>F..X.Matt Apartments</b>								
<b>NY006-1 Adrean Terrace</b>	Replace refrigerators and ranges		20 Apts.	10,000				
	<b>Subtotal Acct 1465.1</b>			<b>35,000</b>				
	<b><u>Non Dwelling Structures</u></b>	1470						
<b>NY006-10 Gillmore Village</b>	Maintenance Shop Improvements		"B" Bldg.	5,000				
<b>NY006-10 Gillmore Village</b>	Site Office and Community Bldg. Improvements		"B" Bldg.	5,000				
<b>NY006-10 Humphrey Gardens</b>	Maintenance Shop Improvements		"B" Bldg.	2,500				
<b>NY006-10 Humphrey Gardens</b>	Site Office and Community Bldg. Improvements		"B" Bldg.	2,500				
<b>NY006-10 F..X.Matt Apartments</b>	Maintenance Shop Improvements		"J" Bldg.	2,500				
<b>NY006-1 Adrean Terrace</b>	Site Office and Community Bldg. Improvements		Vega Center	7,000				
<b>NY006-1 Adrean Terrace</b>	Maintenance Shop Improvements		Bldgs. 13 & 20	5,000				
<b>NY006-2 N.D.Peters Manor</b>	Computer Lab/Maintenance Garage		"J" Bldg.	5,000				
	<b>Subtotal Acct 1470</b>			<b>37,000</b>				
	<b><u>Non Dwelling Equipment</u></b>	1475						

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Municipal Housing Authority of the City of Utica			Grant Type and Number Capital Fund Program Grant No: NY06P00650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
NY006-10 Gillmore Village	Playground Equipment		1 Dev.	7,500				
NY006-10 Humphrey Gardens	Playground Equipment		1 Dev.	2,500				
NY006-10 F..X.Matt Apartments	Playground Equipment		1 Dev.	2,500				
NY006-2 N.D.Peters Manor	Playground Equipment		1 Dev.	5,000				
NY006-1 Adrian Terrace	Playground Equipment		1 Dev.	5,000				
HA Wide	Office furniture and equipment		HA Wide	5,000				
HA Wide	Modernization Vehicle		1	22,500				
	<b>Subtotal Acct 1475</b>			<b>50,000</b>				
<b>HA-WIDE</b>	<b>Relocation Costs</b>	1495						
	Relocation to Accomplish Renovation and demolitions		HA Wide	10,000				
	<b>Subtotal Acct 1495</b>			<b>10,000</b>				
	<b>Grand Total</b>			<b>2,268,175</b>				

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part III: Implementation Schedule**

PHAName: <b>Municipal Housing Authority of the City of Utica, NY</b>			<b>Grant Type and Number</b> Capital Fund Program No: NY06P00650103 Replacement Housing Factor No:			<b>Federal FY of Grant: 2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	06/30/05			06/30/07			
NY006010 -G.V.	06/30/05			06/30/07			
NY006010 -H.G.	06/30/05			06/30/07			
NY006010 -W.C.	06/30/05			06/30/07			
NY006010 -F.X.M.	06/30/05			06/30/07			
NY006007 -M.R./ Duplexes	06/30/05			06/30/07			
NY006004 -P.T.T.	06/30/05			06/30/07			
NY006002 -N.D.P.	06/30/05			06/30/07			
NY006001 -A.T.	06/30/05			06/30/07			
NY006010 -G.H.	06/30/05			06/30/07			

**Attachment C**  
**Capital Fund Program Five - Year Action Plan**  
**Part I: Summary**

PHAName: Municipal Housing Authority of the City of Utica, NY		<input checked="" type="checkbox"/> <b>Original 5 - Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/ HA-Wide	Year 1 2003	Work Statement for Year 2 FFY Grant: 2004 PHAFY: 07/01/04	Work Statement for Year 3 FFY Grant: 2005 PHAFY: 07/01/05	Work Statement for Year 4 FFY Grant: 2006 PHAFY: 07/01/06	Work Statement for Year 5 FFY Grant: 2007 PHAFY: 07/01/07
	Annual Statement				
<b>HA Wide</b>		<b>675,634</b>	<b>675,634</b>	<b>675,634</b>	<b>675,634</b>
<b>NY006-01</b>		<b>635,000</b>	<b>460,000</b>	<b>285,000</b>	<b>360,000</b>
<b>NY006-02</b>		<b>225,000</b>	<b>200,000</b>	<b>100,000</b>	<b>150,000</b>
<b>NY006-04</b>		<b>225,000</b>	<b>175,000</b>	<b>150,000</b>	<b>125,000</b>
<b>NY006-07</b>		<b>65,000</b>	<b>15,000</b>	<b>100,000</b>	<b>100,000</b>
<b>NY006-10</b>		<b>442,541</b>	<b>742,541</b>	<b>957,541</b>	<b>857,541</b>
CFPFunds Listed for 5 - year planning		2,268,175	2,268,175	2,268,175	2,268,175
Replacement Housing Factor Funds					

**Capital Fund Program Five - Year Action Plan  
Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year <u>2</u> FFY Grant: 2004 PHAFY: 07/01/04			Activities for Year: <u>3</u> FFY Grant: 2005 PHAFY: 07/01/05		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	HA Wide	<u>Management Improvements (1408)</u>	122,000	HA Wide	<u>Management Improvements (1408)</u>	122,000
Annual		<u>Administration (1410)</u>	226,817		<u>Administration (1410)</u>	226,817
		<u>Fees and Costs (1430)</u>			<u>Fees and Costs (1430)</u>	
Statement	HA Wide	A&E Fees: prepare bids and contract documents; assist at bid openings; supervise construction; contract labor	100,000	HA Wide	A&E Fees: Prepare bids and contract documents; assist at bid openings; supervise construction; contract labor	100,000
		<u>Operations (1406)</u>			<u>Operations (1406)</u>	
		PH Operations	226,817		PH Operations	226,817
		<b>Subtotal HA Wide</b>	<b>675,634</b>		<b>Subtotal HA Wide</b>	<b>675,634</b>
	NY006-01 Adrean Terrace	<u>Dwelling Structures (1460)</u>		NY006-01 Adrean Terrace	<u>Dwelling Structures (1460)</u>	
		Exterior Porch Improvements & Wrought Iron Railing Installation	25,000		Apartment Renovations	100,000
		Radiator Control Valves & Heating System Upgrade	100,000		Replacement Windows and Storm Doors	300,000
					Roofing	50,000

		Apartment Renovations	200,000	<b>NY006-01</b>	<b><u>Dwelling Equipment</u></b> <b>(1465.1)</b>	
		Replacement Windows and Storm Doors	300,000		Stoves & Refrigerators	10,000
	<b>NY006-01</b>	<b><u>Dwelling Equipment</u></b> <b>(1465.1)</b>			<b>Subtotal NY006 -01</b>	<b>4 60,000</b>
		Stoves & Refrigerators	10,000			
		<b>Subtotal NY006 -01</b>	<b>635,000</b>	<b>NY006-02</b> <b>N.D.Peters Manor</b>	<b><u>Dwelling Structures</u></b> <b>(1460)</b>	
					Replacement Windows and Storm Doors	100,000
	<b>NY006-02</b> <b>N.D.Peters Manor</b>	<b><u>Dwelling Structures</u></b> <b>(1460)</b>			Facade Improvements	100,000
		Exterior Porch Improvements and Wrought Iron Railings Porch Enclosure	50,000		<b>Subtotal NY006 -02</b>	<b>200,000</b>
		Replacement Windows and Storm Doors	100,000			
		<b><u>Site Improvements</u></b> <b>(1450)</b>		<b>NY006-04</b> <b>Perretta Twin Towers</b>	<b><u>Dwelling Structures</u></b> <b>(1460)</b>	
		Re-paving of parking areas, curbing, sidewalks, landscaping	50,000		Front and Rear Entrance Improvements	150,000
		<b><u>Non Dwelling Equipment</u></b> <b>(1475)</b>			<b><u>Non Dwelling Equipment</u></b> <b>(1470)</b>	
		Playground Equipment	25,000		Community Room/Recreational Equipment	25,000
		<b>Subtotal NY006 -02</b>	<b>225,000</b>		<b>Subtotal NY006 -04</b>	<b>175,000</b>
	<b>NY006-04</b> <b>Perretta Twin Towers</b>	<b><u>Dwelling Structures</u></b> <b>(1460)</b>		<b>NY006-07</b> <b>Marino-Ruggiero Apts. &amp; Duplexes</b>	<b><u>Site Improvements</u></b> <b>(1450)</b>	

		Window Replacement and Storm Doors	200,000		Landscaping, Paving, Lighting	10,000
		<b><u>Site Improvements (1450)</u></b>			<b><u>Non Dwelling Equipment (1470)</u></b>	
		Landscaping, Benches, Tables, etc.	25,000		Community Room/Recreational Equipment	5,000
		<b>Subtotal NY006 -04</b>	<b>225,000</b>		<b>Subtotal NY006 -07</b>	<b>15,000</b>
	<b>NY006-07 Marino-Ruggiero Apts. &amp; Duplexes</b>	<b><u>Dwelling Structures (1460)</u></b>		<b>NY006-10 Gillmore Village, Humphrey Gardens, &amp; F.X. Matt Apts</b>	<b><u>Dwelling Structures (1460)</u></b>	
		Apartment Renovations Community Room/Sun Porch Improvements	30,000		Roof Replacement	200,000
		Community Room/Sun Porch Improvements	15,000		Apartment Renovations	150,000
		Common Areas	10,000		Facade Improvements	200,000
		<b><u>Site Improvements (1450)</u></b>			<b><u>Site Improvements (1450)</u></b>	
		Landscaping, Sidewalks	10,000		Exterior Lighting, Sidewalks, Landscaping, & Park Equipment	92,541
		<b>Subtotal NY006 -07</b>	<b>65,000</b>		<b><u>Dwelling Equipment (1465.1)</u></b>	
					Stoves & Refrigerators	100,000
	<b>NY006-10 Gillmore Village, Humphrey Gardens, &amp; F.X. Matt Apts</b>	<b><u>Dwelling Structures (1460)</u></b>			<b>Subtotal NY006 -10</b>	<b>742,541</b>
		Window Replacement & Storm Doors	172,541			
		Apartment Renovations	200,000			

	ExteriorPorch Improvements	50,000			
	<b><u>DwellingEquipment</u></b> <b>(1465.1)</b>				
	Stoves&Refrigerators	20,000			
	<b>SubtotalNY006 -10</b>	<b>442,541</b>			
	<b>TotalCFPEstimated Cost</b>	<b>2,268,175</b>		<b>TotalCFPEstimated Cost</b>	<b>2,268,175</b>

**CapitalFundProgramFive -YearActionPlan  
PartII:SupportingPages —WorkActivities**

ActivitiesforYear <u>4</u> FFYGrant:2006 PHAFY:07/01/06			ActivitiesforYear: <u>5</u> FFYGrant:2007 PHAFY:07/01/07		
<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedCost</b>	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedCost</b>
<b>HAWide</b>	<b><u>Management Improvements(1408)</u></b>	122,000	<b>HAWide</b>	<b><u>Management Improvements(1408)</u></b>	122,000
	<b><u>Administration(1410)</u></b>	226,817		<b><u>Administration(1410)</u></b>	226,817
	<b><u>FeesandCosts(1430)</u></b>			<b><u>FeesandCosts(1430)</u></b>	
	A&EFees:preparebids andcontractdocuments; assistatbidopenings; superviseconstruction; contractlabor	100,000		A&EFees:preparebids andcontractdocuments; assistatbidopenings superviseconstruction; contractlabor	100,000
	<b><u>Operations(1406)</u></b>			<b><u>Operations(1406)</u></b>	
	PHOperations	226,817		PHOperations	226,817
	<b>SubtotalHAWide</b>	<b>675,634</b>		<b>SubtotalHAWide</b>	<b>675,634</b>
<b>NY006-01 AdreanTerrace</b>	<b><u>SiteImprovements (1450)</u></b>		<b>NY006-01 AdreanTerrace</b>	<b><u>DwellingStructures (1460)</u></b>	
	ExteriorLighting, Sidewalks,Landscaping& ParkEquipment	25,000		ApartmentRenovations	150,000
				BuildNewStorageAreas	200,000
	<b><u>DwellingStructures (1460)</u></b>		<b>NY006-01</b>	<b><u>DwellingEquipment (1465.1)</u></b>	
	ApartmentRenovations	150,000		Stoves&Refrigerators	10,000
	ReplacementWindows& StormDoors	100,000		<b>SubtotalNY0 06-01</b>	<b>360,000</b>
	<b><u>DwellingEquipment (1465.1)</u></b>				

			<b>NY06-02 N.D.PetersManor</b>	<b><u>DwellingStructures</u> (1460)</b>	
	Stoves&Refrigerators	10,000		CyclePainting	50,000
				<b><u>NonDwellingStructures</u> (1470)</b>	
	<b>SubtotalNY006 -01</b>	<b>285,000</b>		BuildNewStorageSheds	100,000
<b>NY006-02 N.D.PetersManor</b>	<b><u>DwellingStructures</u> (1460)</b>			<b>SubtotalNY006 -02</b>	<b>150,000</b>
	ReplacementWindows	100,000			
	<b>SubtotalNY006 -02</b>	<b>100,000</b>	<b>NY006-04 PerrettaTwin Towers</b>	<b><u>DwellingStructures</u> (1460)</b>	
				CyclePainting	125,000
	<b><u>NonDwellingStructures</u> (1470)</b>			<b>SubtotalNY006 -04</b>	<b>125,000</b>
<b>NY006-04 PerrettaTwin Towers</b>	AdministrativeOffice Addition/Renovationof ExistingSpace	50,000			
	<b><u>DwellingStructures</u> (1460)</b>		<b>NY006-07 Marino-Ruggerio Apts.&amp;Duplexes</b>	<b><u>DwellingStructures</u> (1460)</b>	
	ApartmentRenovations	100,000		ApartmentRenovations	100,000

	<b>SubtotalNY006 -04</b>	<b>150,000</b>		<b>SubtotalNY006 -07</b>	<b>100,000</b>
<b>NY006-07 Marino-Ruggerio Apts.&amp;Duplexes</b>	<b><u>DwellingStructures</u> <u>(1460)</u></b>		<b>NY006-10</b>	<b><u>NonDwellingStructures</u> <u>(1470)</u></b>	
	CyclePainting	100,000		ANewSiteMaintenance, CommunityRoom,Site Offices	750,000
	<b>SubtotalNY06 -07</b>	<b>100,000</b>		BuildNewStorageArea	107,541
				<b>SubtotalNY0 06-10</b>	<b>857,541</b>
<b>NY006-10</b>	<b><u>NonDwellingStructures</u> <u>(1470)</u></b>				
	ANewSiteMaintenance, CommunityRoom,Site Offices	707,541			
	ConvertExisting MaintenanceShopIntoA TrainingCenter	50,000			
	BuildNewStorageSheds	100,000			
	<b><u>DwellingStructures</u> <u>(1460)</u></b>				
	ReplacementWindows& StormDoors	100,000			
	<b>SubtotalNY006 -10</b>	<b>957,541</b>			
	<b>TotalCFPEstimated Cost</b>	<b>2,268,175</b>		<b>TotalCFPEstimated Cost</b>	<b>2,268,175</b>

Annual Statement/Performance and Evaluation Report  
Capital Fund Program (CFP) Part I: Summary

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

HAName: <b>Municipal Housing Authority of the City of Utica, New York</b>		Comprehensive Grant number <b>NY06P00650102</b>		FFY of Grant Approval <b>2002</b>	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number	
<input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Performance and Evaluation Report on Program Year Ending		12/31/2002	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)	
		Original	Revised(1)	Obligated	Expended
1	Total Non-CGPF Funds	\$ -		\$ -	\$ -
2	1406 Operations (May not exceed 10% of line 19)	\$ 465,733.00		\$ 465,733.00	\$ 465,733.00
3	1408 Management Improvements	\$ 76,000.00	\$ 126,000.00	\$ 37,071.97	\$ -
4	1410 Administration	\$ 232,866.00		\$ 232,866.00	\$ -
5	1411 Audit	\$ -		\$ -	\$ -
6	1415 Liquidated Damages	\$ -		\$ -	\$ -
7	1430 Fees and Costs	\$ 100,000.00		\$ 10,000.00	\$ -
8	1440 Site Acquisition	\$ -		\$ -	\$ -
9	1450 Site Improvement	\$ 60,859.00	\$ 62,059.00	\$ 21,200.00	\$ 21,200.00
10	1460 Dwelling Structures	\$ 991,351.00	\$ 832,407.82	\$ 152,800.73	\$ -
11	1465 Dwelling Equipment-Nonexpendable	\$ 42,500.00	\$ 65,050.00	\$ 28,050.00	\$ 28,050.00
12	1470 Non Dwelling Structures	\$ 50,000.00		\$ -	\$ -
13	1475 Non Dwelling Equipment	\$ 6,000.00		\$ -	\$ -
14	1485 Demolition	\$ -	\$ 85,193.18	\$ 85,193.18	\$ 85,193.18
15	1490 Replacement Reserves	\$ -		\$ -	\$ -
16	1495.1 Relocation Costs	\$ 10,000.00		\$ -	\$ -
17	1499 Development Activities	\$ 232,866.00		\$ -	\$ -
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 2,268,175.00</b>	<b>\$ 1,170,710.00</b>	<b>\$ 1,032,914.88</b>	<b>\$ 600,176.18</b>
20	Amount of Line 19 Related to LBP Activities	\$ 200,000.00			
21	Amount of Line 19 Related to Section 504 Compliance	\$ -			
22	Amount of Line 19 Related to Security	\$ -			
23	Amount of Line 19 Related to Energy Conservation Measures	\$ 200,000.00			
Signature of Executive Director and Date <p style="text-align: center;">2/28/2003</p>		Signature of Public Housing Director/Office of Native Programs Administrator and Date.			

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

from HUD-52837

ref Handbook 7485.3

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>HA-WIDE</b>	<b>OPERATIONS</b>							
	HA-WIDE OPERATING EXPENSES							
	NORMALLY PAID BY OPERATING							
	SUBSIDY	1406	LUMPSUM	465,733.00		465,733.00	465,733.00	COMPLETE
	<b>SUBTOTAL A/C 1406</b>			<b>465,733.00</b>	<b>0.00</b>	<b>465,733.00</b>	<b>465,733.00</b>	
<b>HA-WIDE</b>	<b>MANAGEMENT IMPROVEMENTS</b>							
	A) TENANT ADVOCATE - MULTI-							
	LINGUAL TENANT ADVOCATE	1408	LUMPSUM	30,000.00		0.00	0.00	EMPLOYEE NOT HIRED
	B) HOUSING DEVELOPMENT							
	SPECIALIST - ENERGY PERFORMANCE							
	CONTRACTING, HOPEVI AND							
	OTHER DEVELOPMENT	1408	LUMPSUM	46,000.00		0.00	0.00	EMPLOYEE NOT HIRED
	C) DEVELOPMENT CONSULTANTS	1408	LUMPSUM	0.00	50,000.00	37,071.97	0.00	WORK IN PROGRESS
	<b>SUBTOTAL A/C 1408</b>			<b>76,000.00</b>	<b>50,000.00</b>	<b>37,071.97</b>	<b>0.00</b>	
<b>HA-WIDE</b>	<b>ADMINISTRATION</b>							
	MODERNIZATION & ASSISTANT MOD.							
	COORDINATOR, SR. BOOKKEEPER,							
	SR. TYPIST, EXECUTIVE DIRECTOR							
	W/BENEFITS	1410	LUMPSUM	232,866.00		232,866.00	0.00	EMPLOYEE SHIRED
	<b>SUBTOTAL A/C 1410</b>			<b>232,866.00</b>	<b>0.00</b>	<b>232,866.00</b>	<b>0.00</b>	

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

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

2/28/2003

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work(2)
				Original	Revised(1)	Funds Obligated(2)	Funds Expended(2)	
<b>HA-WIDE FEES&amp;COSTS</b>								
	A&E SERVICES AND TESTING	1430	LUMPSUM	100,000.00		10,000.00	0.00	WORK IN PROGRESS
	<b>SUBTOTAL A/C1430</b>			<b>100,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	
<b>SITE IMPROVEMENTS</b>								
<b>NY06P006002</b>	LANDSCAPING, SIDEWALK							
<b>N.D.PETERS</b>	REPLACEMENTS	1450	LUMPSUM	20,000.00		0.00	0.00	NO CONTRACT AWARDED
<b>MANOR</b>	ELECTRICAL OVERHEAD LINES							
	AND POLES	1450	LUMPSUM	10,000.00		0.00	0.00	NO CONTRACT AWARDED
<b>NY06P006004</b>								
<b>PERRETTA</b>								
<b>TWINTOWERS</b>	REPAVE LOT "B"	1450	LUMPSUM	20,000.00	21,200.00	21,200.00	21,200.00	COMPLETE
<b>NY06P006010</b>								
<b>GOLDBAS</b>								
<b>HOMES</b>	GRADING AND LANDSCAPING	1450	LUMPSUM	10,859.00				NO CONTRACT AWARDED
	<b>SUBTOTAL A/C1450</b>			<b>60,859.00</b>	<b>21,200.00</b>	<b>21,200.00</b>	<b>21,200.00</b>	
<b>DWELLING STRUCTURES</b>								
<b>NY06P006004</b>								
<b>PERRETTA</b>								
<b>TWINTOWERS</b>	COMMON AREA RENOVATIONS	1460	LUMPSUM	7,500.00		0.00	0.00	NO CONTRACT AWARDED
	APARTMENT RENOVATIONS	1460	AS.SCHED.	55,000.00		0.00	0.00	NO CONTRACT AWARDED

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

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date  
  
2/28/2003

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>NY06P006010</b>								
<b>WASHINGTON</b>								
<b>COURTS</b>	APARTMENT RENOVATIONS	1460	ASSCHED.	11,000.00		0.00	0.00	NO CONTRACT AWARDED
<b>NY06P006007</b>	APARTMENT RENOVATIONS	1460	ASSCHED.	13,750.00		0.00	0.00	NO CONTRACT AWARDED
<b>MARINO</b>								
<b>RUGGIERO/ DUPLEXES</b>	COMMON AREA RENOVATIONS	1460	LUMPSUM	7,500.00		0.00	0.00	NO CONTRACT AWARDED
<b>NY06P006010</b>	APARTMENT RENOVATIONS	1460	ASSCHED.	60,000.00		0.00	0.00	NO CONTRACT AWARDED
<b>F.X.MATT APARTMENTS</b>	CYCLE PAINTING	1460	LUMPSUM	82,500.00		0.00	0.00	NO CONTRACT AWARDED
<b>NY06P006010</b>	APARTMENT RENOVATIONS	1460	ASSCHED.	165,000.00		0.00	0.00	NO CONTRACT AWARDED
<b>HUMPHREY GARDENS</b>	CYCLE PAINTING	1460	LUMPSUM	121,500.00	0.00	0.00	0.00	WORK IN PROGRESS-FY2001
<b>NY06P006010</b>	APARTMENT RENOVATIONS	1460	ASSCHED.	229,510.00		0.00	0.00	NO CONTRACT AWARDED
<b>GILLMORE VILLAGE</b>	CYCLE PAINTING	1460	LUMPSUM	75,000.00	9,756.09	0.00	0.00	WORK IN PROGRESS-FY2001
<b>NY06P006001</b>	APARTMENT RENOVATIONS	1460	ASSCHED.	75,000.00	152,800.73	152,800.73	0.00	WORK IN PROGRESS
<b>ADREAN TERRACE</b>	CYCLE PAINTING	1460	LUMPSUM	88,091.00	38,091.00	0.00	0.00	WORK IN PROGRESS-FY2001
	<b>SUBTOTAL A/C 1460</b>			<b>991,351.00</b>	<b>200,647.82</b>	<b>152,800.73</b>	<b>0.00</b>	

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(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
2/28/2003	

Development Number/Name HA-Wide Activities	GeneralDescriptionofMajor WorkCategories	Development Account Number	Quantity	TotalEstimatedCost		TotalActualCost		Statusof ProposedWork(2)
				Original	Revised(1)	Funds Obligated(2)	Funds Expended(2)	
	<b><u>DWELLINGEQUIPMENT</u></b>							
<b>NY06P006004</b>								
<b>PERRETTA</b>	REPLACESTOVESAND							
<b>TWINTOWERS</b>	REFRIGERATORS	1465	ASNEEDED	5,500.00	28,050.00	28,050.00	28,050.00	WORKINPROGRESS
<b>NY06P006010</b>								
<b>WASHINGTON</b>	REPLACESTOVESAND							
<b>COURTS</b>	REFRIGERATORS	1465	ASNEEDED	5,500.00		0.00	0.00	NOCONTRACTAWARDED
<b>NY06P006007</b>								
<b>MARINO</b>								
<b>RUGGIERO/</b>	REPLACESTOVESAND							
<b>DUPLEXES</b>	REFRIGERATORS	1465	ASNEEDED	3,000.00		0.00	0.00	NOCONTRACTAWARDED
<b>NY06P006010</b>								
<b>F.X.MATT</b>	REPLACESTOVESAND							
<b>APARTMENTS</b>	REFRIGERATORS	1465	ASNEEDED	3,000.00		0.00	0.00	NOCONTRACTAWARDED
<b>NY06P006010</b>								
<b>HUMPHREY</b>	REPLACESTOVESAND							
<b>GARDENS</b>	REFRIGERATORS	1465	ASNEEDED	5,500.00		0.00	0.00	NOCONTRACTAWARDED
<b>NY06P006010</b>								
<b>GILLMORE</b>	REPLACESTOVESAND							
<b>VILLAGE</b>	REFRIGERATORS	1465	ASNEEDED	10,000.00		0.00	0.00	NOCONTRACTAWARDED

(1)TobecompletedforPerformanceandEvaluationReportoraRevisedAnnualStatement.

(2)TobecompletedforthePerformanceandEvaluationReport.

SignatureofExecutiveDirectorandDate	2/28/2003	SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministratorandDate
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Development Number/Name  Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>NY006P006001</b>								
<b>ADREAN</b>	REPLACE STOVES AND							
<b>TERRACE</b>	REFRIGERATORS	1465	AS NEEDED	10,000.00		0.00	0.00	NO CONTRACT AWARDED
	<b>SUBTOTAL A/C 1465</b>			<b>42,500.00</b>	<b>28,050.00</b>	<b>28,050.00</b>	<b>28,050.00</b>	
	<b><u>NONDWELLING STRUCTURES</u></b>							
<b>NY006P006001</b>								
<b>ADREAN</b>	STORAGE SHED RENOVATIONS	1470	LUMP SUM	10,000.00		0.00	0.00	NO CONTRACT AWARDED
<b>TERRACE</b>								
<b>NY06P006004</b>								
<b>PERRETTA</b>	ADMINISTRATIVE OFFICE ADDITION/ RENOVATE EXISTING SPACE	1470	LUMP SUM	40,000.00		0.00	0.00	NO CONTRACT AWARDED
<b>TWINTOWERS</b>								
	<b>SUBTOTAL A/C 1470</b>			<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b><u>NONDWELLING EQUIPMENT</u></b>							
<b>HAWIDE</b>	OFFICE FURNITURE AND EQUIPMENT	1475		6,000.00		0.00	0.00	NO CONTRACT AWARDED
	<b>SUBTOTAL A/C 1475</b>			<b>6,000.00</b>		<b>0.00</b>	<b>0.00</b>	

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

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date	2/28/2003	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>DEMOLITION</b>								
NY06P006010	DEMOLITION	1485	LUMPSUM	0.00	85,193.18	85,193.18	85,193.18	COMPLETE
GOLDBAS								
HOMES	<b>SUBTOTAL A/C1485</b>			<b>0.00</b>	<b>85,193.18</b>	<b>85,193.18</b>	<b>85,193.18</b>	
<b>RELOCATION COSTS</b>								
HAWIDE	RELOCATION TO ACCOMPLISH RENOVATIONS AND DEMOLITION	1495		10,000.00		0.00	0.00	NO CONTRACT AWARDED
	<b>SUBTOTAL A/C1495</b>			<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>DEVELOPMENT ACTIVITIES</b>								
HAWIDE	MIXED FINANCING PROGRAM TO SELL BONDS BACKED BY CFP ALLOCATIONS FOR HOPE VI DEMO AND REVITALIZATION, ENERGY PERFORMANCE CONTRACTING AND REDEVELOPMENT PROJECTS.	1499		232,866.00		0.00	0.00	NO CONTRACT AWARDED
	<b>SUBTOTAL A/C1499</b>			<b>232,866.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>GRAND TOTAL</b>			<b>2,268,175.00</b>	<b>385,091.00</b>	<b>1,032,914.88</b>	<b>600,176.18</b>	
				0.00				

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

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date  2/28/2003	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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**AnnualStatement/  
PerformanceandEvaluationReport  
PartIII:ImplementationSchedule  
CapitalFundProgram(CFP)**

**U.S.DepartmentofHousing  
andUrbanDevelopment  
OfficeofPublicandIndianHousing**

**CFPFY2002**

OMBApprovalNo.2577-0157(Exp.7/31/98)

Development Number/Name HA-Wide Activities	AllFundsObligated(QuarterEndingDate)			AllFundsExpended(QuarterEndingDate)			ReasonsforRevisedTargetDates(2)
	Original	Revised(1)	Actual(2)	Original	Revised(1)	Actual(2)	
<b>NY06P006001</b> ADREANTERRACE	12/31/2003			6/30/2005			
<b>NY06P006002</b> N.D.PETERS	12/31/2003			6/30/2005			
<b>NY06P006004</b> PERRETTATOWERS	12/31/2003			6/30/2005			
<b>NY06P006007</b> MARINO-RUGGIERO/DUPLEXES	12/31/2003			6/30/2005			
<b>NY06P006010</b> WASHINGTONCOURTS	12/31/2003			6/30/2005			
GOLDBASHOMES	12/31/2003			6/30/2005			
F.X.MATTAPARTMENTS	12/31/2003			6/30/2005			
HUMPHREYGARDENS	12/31/2003			6/30/2005			
GILLMOREVILLAGE	12/31/2003			6/30/2005			
<b>MANAGEMENT IMPROVEMENTS</b>	12/31/2003			6/30/2005			
1)TobecompletedforthePerformanceandEvaluationReportoraRevisedAnnulStatement				2)TobecompletedforthePerformanceandEvaluationReport.			
SignatureofExecutiveDirectorandDate				SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministratorandDate			

FacsimileofformHUD-52837(10/96)  
refHandbook7485.3

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program (CFP) Part I: Summary**

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

<b>HAName:</b> <b>Municipal Housing Authority of the City of Utica, New York</b>		<b>Comprehensive Grant Number</b> <b>NY06R00650102</b>		<b>FFY of Grant Approval</b> <b>2002</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number _____		<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending		<u>12/31/2002</u>	
<input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGPF Funds	\$ -		\$ -	\$ -
2	1406 Operations (May not exceed 10% of line 19)	\$ -		\$ -	\$ -
3	1408 Management Improvements	\$ -		\$ -	\$ -
4	1410 Administration	\$ -		\$ -	\$ -
5	1411 Audit	\$ -		\$ -	\$ -
6	1415 Liquidated Damages	\$ -		\$ -	\$ -
7	1430 Fees and Costs	\$ -		\$ -	\$ -
8	1440 Site Acquisition	\$ -		\$ -	\$ -
9	1450 Site Improvement	\$ -		\$ -	\$ -
10	1460 Dwelling Structures	\$ 246,770.00		\$ -	\$ -
11	1465 Dwelling Equipment - Nonexpendable	\$ -		\$ -	\$ -
12	1470 Nondwelling Structures	\$ -		\$ -	\$ -
13	1475 Nondwelling Equipment	\$ -		\$ -	\$ -
14	1485 Demolition	\$ -		\$ -	\$ -
15	1490 Replacement Reserves	\$ -		\$ -	\$ -
16	1495.1 Relocation Costs	\$ -		\$ -	\$ -
17	1498 Mod Used For Development	\$ -		\$ -	\$ -
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 246,770.00</b>		<b>\$ -</b>	<b>\$ -</b>
20	Amount of Line 19 Related to LBP Activities	\$ -			
21	Amount of Line 19 Related to Section 504 Compliance	\$ -			
22	Amount of Line 19 Related to Security	\$ -			
23	Amount of Line 19 Related to Energy Conservation Measures	\$ -			
Signature of Executive Director and Date  <div style="text-align: right;">2/28/2003</div>		Signature of Public Housing Director/Office of Native Programs Administrator and Date.			

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

from HUD-52837(10/96)

ref Handbook 7485.3



Annual Statement/  
Performance and Evaluation Report  
Part III: Implementation Schedule  
Capital Fund Program (CFP)

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

RHFFY2002

OMB Approval No. 2577-0157 (Exp. 7/31/98)

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)	
NY06P006010 HUMPHREY GARDENS	12/31/2003			6/30/2005			
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.			
Signature of Executive Director and Date  2/28/2003				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

Facsimile form HUD-52837 (10/96)  
ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report  
Capital Fund Program (CFP) Part I: Summary

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

HAName: <b>Municipal Housing Authority of the City of Utica, New York</b>		Comprehensive Grant number <b>NY06P00650101</b>		FFY of Grant Approval <b>2001</b>	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number	
<input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Performance and Evaluation Report on Program Year Ending		12/31/2002	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)	
		Original	Revised(1)	Obligated	Expended
1	Total Non-CGPF Funds	\$ -		\$ -	\$ -
2	1406 Operations (May not exceed 10% of line 19)	\$ 359,778.00		\$ 359,778.00	\$ 359,778.00
3	1408 Management Improvements	\$ 285,500.00	\$ 346,447.00	\$ 346,447.00	\$ 70,739.90
4	1410 Administration	\$ 239,852.00		\$ 239,852.00	\$ -
5	1411 Audit	\$ -		\$ -	\$ -
6	1415 Liquidated Damages	\$ -		\$ -	\$ -
7	1430 Fees and Costs	\$ 50,000.00	\$ 131,267.16	\$ 131,267.16	\$ 36,347.59
8	1440 Site Acquisition	\$ -		\$ -	\$ -
9	1450 Site Improvement	\$ 150,144.00	\$ -	\$ -	\$ -
10	1460 Dwelling Structures	\$ 1,155,391.00	\$ 1,171,991.78	\$ 1,171,991.78	\$ 248,614.11
11	1465 Dwelling Equipment-Nonexpendable	\$ 35,000.00	\$ 34,510.00	\$ 34,510.00	\$ 34,510.00
12	1470 Non Dwelling Structures	\$ 40,000.00	\$ 44,803.06	\$ 44,803.06	\$ 7,000.00
13	1475 Non Dwelling Equipment	\$ 10,000.00	\$ -	\$ -	\$ -
14	1485 Demolition	\$ -		\$ -	\$ -
15	1490 Replacement Reserves	\$ -		\$ -	\$ -
16	1495.1 Relocation Costs	\$ 3,000.00	\$ 16.00	\$ 16.00	\$ 16.00
17	1498 Mod Used For Development	\$ -		\$ -	\$ -
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 2,328,665.00</b>	<b>\$ 1,729,035.00</b>	<b>\$ 2,328,665.00</b>	<b>\$ 757,005.60</b>
20	Amount of Line 19 Related to LBP Activities	\$ 200,000.00			
21	Amount of Line 19 Related to Section 504 Compliance	\$ -			
22	Amount of Line 19 Related to Security	\$ -			
23	Amount of Line 19 Related to Energy Conservation Measures	\$ 217,500.00			
Signature of Executive Director and Date <p style="text-align: center;">2/28/2003</p>		Signature of Public Housing Director/Office of Native Programs Administrator and Date.			

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

from HUD-52837

ref Handbook 7485.3





Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>NY06P006010</b>								
<b>WASHINGTON</b>	Kitchen Improvements	1460		0.00		0.00	0.00	DELETE
<b>COURTS</b>	Appliances: Stoves & Refrigerators	1465		0.00		0.00	0.00	DELETE
	Access & Security Systems	1470		0.00	3,062.58	3,062.58	0.00	WORK IN PROCESS
	<b>SUBTOTAL</b>			<b>0.00</b>	<b>3,062.58</b>	<b>3,062.58</b>	<b>0.00</b>	
<b>NY06P006010</b>	Apartment Renovations	1460		16,000.00	0.00	0.00	0.00	DELETE
<b>F.X.MATT</b>	Kitchen Improvements	1460		0.00		0.00	0.00	DELETE
<b>APARTMENTS</b>	Appliances: Stoves & Refrigerators	1465		2,800.00	0.00	0.00	0.00	DELETE
	Access & Security Systems	1470		0.00	7,197.58	7,197.58	0.00	WORK IN PROCESS
	<b>SUBTOTAL</b>			<b>18,800.00</b>	<b>7,197.58</b>	<b>7,197.58</b>	<b>0.00</b>	
<b>NY06P006010</b>	Cycle Painting	1460		0.00	50,000.00	50,000.00	0.00	WORK IN PROCESS
<b>GILLMORE</b>	Kitchen Improvements	1460		0.00		0.00	0.00	DELETE
<b>VILLAGE</b>	Apartment Renovations	1460		52,000.00	462,620.07	462,620.07	170,260.07	WORK IN PROCESS
	Unit Conversions	1460		0.00	25,306.44	25,306.44	25,306.44	COMPLETE
	Appliances: Stoves & Refrigerators	1465		9,100.00	21,285.00	21,285.00	21,285.00	COMPLETE
	Access & Security System	1470			3,062.58	3,062.58	0.00	WORK IN PROCESS
	<b>SUBTOTAL</b>			<b>61,100.00</b>	<b>562,274.09</b>	<b>562,274.09</b>	<b>216,851.51</b>	

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

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date  
  
2/28/2003

Signature of Public Housing Director/Office of Native American Programs Administrator and Date



Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MANAGEMENT IMPROVEMENT</b>	(A) Development Consultants (I.e. HOPEVI)	1408		100,000.00	157,000.00	157,000.00	42,110.48	WORK IN PROGRESS
	(B) Resident Training & Youth Programs	1408		50,000.00	0.00	0.00	0.00	DELETE
	(C) Community Resource Coordinator w/Benefits	1408		63,000.00		63,000.00	0.00	EMPLOYEE HIRED
	(D) Grant Writer w/Benefits	1408		0.00	57,447.00	57,447.00	28,629.42	EMPLOYEE HIRED
	(E) Human Resource Coordinator w/Benefits	1408		0.00		0.00	0.00	DELETE
	(F) Recreation Leader w/Benefits	1408		30,000.00		30,000.00	0.00	EMPLOYEE HIRED
	(G) Desktop Support Specialist w/Benefits	1408		39,000.00		39,000.00	0.00	EMPLOYEE HIRED
	(H) Training	1408		3,500.00	0.00	0.00	0.00	DELETE
	<b>SUBTOTAL</b>			<b>285,500.00</b>	<b>214,447.00</b>	<b>346,447.00</b>	<b>70,739.90</b>	
(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.				(2) To be completed for the Performance and Evaluation Report.				
Signature of Executive Director and Date  2/28/2003				Signature of Public Housing Director/Office of Native American Programs Administrator and Date				

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>ADMINISTRATION</b>	(A) Mod. & Assistant Mod. Coordinator, Sr. Bookkeeper, Sr. Typist, Executive Director w/ Benefits	1410		239,852.00		239,852.00	0.00	EMPLOYEE SHIRED
	<b>SUBTOTAL</b>			<b>239,852.00</b>	<b>0.00</b>	<b>239,852.00</b>	<b>0.00</b>	
<b>FEES &amp; COSTS</b>	A&E Services and Testing	1430		50,000.00	131,267.16	131,267.16	36,347.59	WORK IN PROGRESS
	<b>SUBTOTAL</b>			<b>50,000.00</b>	<b>131,267.16</b>	<b>131,267.16</b>	<b>36,347.59</b>	
<b>OPERATIONS</b>	HA-Wide Operating Expenses Normally paid by Operating Subsidy	1406	1	359,778.00		359,778.00	359,778.00	COMPLETE
				<b>359,778.00</b>	<b>0.00</b>	<b>359,778.00</b>	<b>359,778.00</b>	
<b>HAWIDE</b>	Mixed financing program to sell Bonds backed by CFP allocations. For HOPE VI Demo & Revitalization, energy performance contracting and redevelopment projects.	1460		213,635.00	0.00	0.00	0.00	DELETE
				<b>213,635.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>GRAND TOTAL</b>			<b>2,328,665.00</b>	<b>1,597,035.00</b>	<b>2,328,665.00</b>	<b>757,005.60</b>	

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

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date  2/28/2003	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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**AnnualStatement/  
PerformanceandEvaluationReport  
PartIII:ImplementationSchedule  
CapitalFundProgram(CFP)**

**U.S.DepartmentofHousing  
andUrbanDevelopment  
OfficeofPublicandIndianHousing**

**CFPFY2001**

OMBApprovalNo.2577-0157(Exp.7/31/98)

Development Number/Name HA-Wide Activities	AllFundsObligated(QuarterEndingDate)			AllFundsExpended(QuarterEndingDate)			ReasonsforRevisedTargetDates(2)
	Original	Revised(1)	Actual(2)	Original	Revised(1)	Actual(2)	
<b>NY06P006001</b> ADREANTERRACE	12/31/2002		12/31/2002	6/30/2004			
<b>NY06P006002</b> N.D.PETERS	12/31/2002		9/18/2002	6/30/2004			
<b>NY06P006004</b> PERRETTATOWERS	12/31/2002		8/14/2002	6/30/2004			
<b>NY06P006007</b> MARINO-RUGGIERO	12/31/2002		DELETE	6/30/2004		DELETE	
<b>NY06P006010</b> WASHINGTONCOURTS	12/31/2002		4/26/2002	6/30/2004			
GOLDBASHOMES	N/A		N/A	N/A		N/A	
F.X.MATTAPARTMENTS	12/31/2002		4/26/2002	6/30/2004			
HUMPHREYGARDENS	12/31/2002		12/11/2002	6/30/2004			
GILLMOREVILLAGE	12/31/2002		12/31/2002	6/30/2004			
<b>MANAGEMENT IMPROVEMENTS</b>	12/31/2002		9/8/2002	6/30/2004			
1)TobecompletedforthePerformanceandEvaluationReportoraRevisedAnnulStatement				2)TobecompletedforthePerformanceandEvaluationReport.			
SignatureofExecutiveDirectorandDate  2/28/2003				SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministratorandDate			

FacsimileofformHUD-52837(10/96)  
refHandbook7485.3

Annual Statement/Performance and Evaluation Report  
Capital Fund Program (CFP) Part I: Summary

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

HAName: <b>Municipal Housing Authority of the City of Utica, New York</b>		Comprehensive Grant number <b>NY06P00650100</b>		FFY of Grant Approval <b>2000</b>	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number	
<input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Performance and Evaluation Report on Program Year Ending		12/31/2002	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)	
		Original	Revised(1)	Obligated	Expended
1	Total Non-CGPF Funds	\$ -			
2	1406 Operations (May not exceed 10% of line 19)	\$ 479,704.00		\$ 479,704.00	\$ 479,704.00
3	1408 Management Improvements	\$ 400,076.64		\$ 400,076.64	\$ 309,601.61
4	1410 Administration	\$ 239,852.00		\$ 239,852.00	\$ 171,682.71
5	1411 Audit	\$ -		\$ -	\$ -
6	1415 Liquidated Damages	\$ -		\$ -	\$ -
7	1430 Fees and Costs	\$ 63,063.15		\$ 63,063.15	\$ 39,561.23
8	1440 Site Acquisition	\$ -		\$ -	\$ -
9	1450 Site Improvement	\$ -		\$ -	\$ -
10	1460 Dwelling Structures	\$ 1,187,599.38		\$ 1,187,599.38	\$ 1,037,475.73
11	1465 Dwelling Equipment-Nonexpendable	\$ -		\$ -	
12	1470 Nondwelling Structures	\$ 25,910.00		\$ 25,910.00	\$ 19,960.00
13	1475 Nondwelling Equipment	\$ -		\$ -	
14	1485 Demolition	\$ -		\$ -	
15	1490 Replacement Reserves	\$ -		\$ -	
16	1495.1 Relocation Costs	\$ 2,315.83		\$ 2,315.83	\$ 2,315.83
17	1498 Mod Used For Development	\$ -		\$ -	
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 2,398,521.00</b>	<b>\$ -</b>	<b>\$ 2,398,521.00</b>	<b>\$ 2,060,301.11</b>
20	Amount of Line 19 Related to LBP Activities	\$ 40,000.00			
21	Amount of Line 19 Related to Section 504 Compliance	\$ -			
22	Amount of Line 19 Related to Security	\$ -			
23	Amount of Line 19 Related to Energy Conservation Measures	\$ 100,000.00			
Signature of Executive Director and Date <p style="text-align: center;">2/28/2003</p>		Signature of Public Housing Director/Office of Native Programs Administrator and Date.			

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

from HUD-52837

ref Handbook 7485.3

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>NY06P006001</b>	<b>ACCESS &amp; SECURITY SYSTEM</b>							
<b>ADREAN</b>	<b>HARDWARE</b>	1470	1	5,950.00		5,950.00	0.00	WORK IN PROGRESS
<b>TERRACE</b>								
	<b>SUBTOTAL</b>			<b>5,950.00</b>	<b>0.00</b>	<b>5,950.00</b>	<b>0.00</b>	
<b>NY06P006002</b>	<b>APARTMENT RENOVATIONS</b>	1460	1 DEV.	728,758.75		728,758.75	578,635.10	WORK IN PROGRESS
<b>N.D. PETERS</b>	<b>COMPUTER LEARNING CENTER</b>	1470	1	6,000.00		6,000.00	6,000.00	COMPLETE
<b>MANOR</b>	<b>ACCESS &amp; SECURITY SYSTEM</b>							
	<b>HARDWARE</b>	1470	1	3,975.00		3,975.00	3,975.00	COMPLETE
	<b>RELOCATION</b>	1495	93 UNITS	2,315.83		2,315.83	2,315.83	COMPLETE
	<b>SUBTOTAL</b>			<b>741,049.58</b>	<b>0.00</b>	<b>741,049.58</b>	<b>590,925.93</b>	

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.	(2) To be completed for the Performance and Evaluation Report.
Signature of Executive Director and Date  2/28/2003	Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>NY06P006004</b>	<b>ELEVATOR SYSTEM RENOVATION</b>	<b>1460</b>	<b>1 DEV.</b>	<b>81,436.20</b>		<b>81,436.20</b>	<b>81,436.20</b>	<b>COMPLETE</b>
<b>PERRETTA</b>	<b>CYCLE PAINTING</b>	<b>1460</b>	<b>1 DEV.</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>DELETE</b>
<b>TWINTOWERS</b>	<b>ACCESS &amp; SECURITY SYSTEM</b>							
	<b>HARDWARE</b>	<b>1470</b>	<b>1</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>DELETE</b>
	<b>SUBTOTAL</b>			<b>81,436.20</b>	<b>0.00</b>	<b>81,436.20</b>	<b>81,436.20</b>	
<b>NY06P006007</b>	<b>ACCESS &amp; SECURITY SYSTEM</b>							
<b>MARINO</b>	<b>HARDWARE</b>	<b>1470</b>	<b>1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>DELETE</b>
<b>RUGGIERO</b>								
	<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.				(2) To be completed for the Performance and Evaluation Report.				
Signature of Executive Director and Date  <p style="text-align: center;">2/28/2003</p>				Signature of Public Housing Director/Office of Native American Programs Administrator and Date				

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>NY06P006010</b>	<b>ACCESS &amp; SECURITY SYSTEM</b>							
<b>WASHINGTON</b>	<b>HARDWARE</b>	1470	1	4,135.00	0.00	4,135.00	4,135.00	COMPLETE
<b>COURTS</b>								
	<b>SUBTOTAL</b>			<b>4,135.00</b>	<b>0.00</b>	<b>4,135.00</b>	<b>4,135.00</b>	
<b>NY06P006010</b>	<b>ACCESS &amp; SECURITY SYSTEM</b>							
<b>F.X. MATT</b>	<b>HARWARE</b>	1470	1	0.00	0.00	0.00	0.00	DELETE
<b>APARTMENTS</b>								
	<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>NY06P006010</b>	<b>SOIL REMEDIATION</b>	1450	1	0.00		0.00	0.00	DELETE
<b>GILLMORE</b>	<b>UNIT COVERSIONS</b>	1460	1 DEV.	198,579.39		198,579.39	198,579.39	COMPLETE
<b>VILLAGE</b>	<b>APARTMENT RENOVATIONS</b>	1460	1 DEV.	178,825.04		178,825.04	178,825.04	COMPLETE
	<b>ACCESS &amp; SECURITY SYSTEM</b>							
	<b>HARDWARE</b>	1470	1	2,925.00		2,925.00	2,925.00	COMPLETE
	<b>SUBTOTAL</b>			<b>380,329.43</b>	<b>0.00</b>	<b>380,329.43</b>	<b>380,329.43</b>	
(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.				(2) To be completed for the Performance and Evaluation Report.				
Signature of Executive Director and Date  2/28/2003				Signature of Public Housing Director/Office of Native American Programs Administrator and Date				



Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MANAGEMENT IMPROVEMENT</b>	(A) DEVELOPMENT CONSULTANTS (i.e. HOPEVI)	1408	1	178,903.64		178,903.64	166,269.73	WORK IN PROGRESS
	(B) RESIDENT TRAINING & YOUTH PROGRAMS	1408	1	0.00		0.00	0.00	DELETE
	(C) PROJECT MANAGER W/BENEFITS	1408	1	75,000.00		75,000.00	54,698.84	EMPLOYEE HIRED
	(D) COMMUNITY RESOURCE COORDINATOR W/BENEFITS	1408	1	65,000.00		65,000.00	39,160.91	EMPLOYEE HIRED
	(E) HUMAN RESOURCE CONSULTANTS	1408	1	0.00		0.00	0.00	DELETE
	(F) GRANT WRITER W/BENEFITS	1408	1	0.00		0.00	0.00	DELETE
	(G) HUMAN RESOURCE COORDINATOR W/BENEFITS	1408	1	0.00		0.00	0.00	DELETE
	(H) RECREATION LEADER W/BENEFITS	1408	1	26,173.00		26,173.00	19,923.58	EMPLOYEE HIRED
	(I) DESKTOP SUPPORT SPECIALIST W/BENEFITS	1408	1	55,000.00		55,000.00	29,548.55	EMPLOYEE HIRED
	<b>SUBTOTAL</b>			<b>400,076.64</b>	<b>0.00</b>	<b>400,076.64</b>	<b>309,601.61</b>	

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

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date  2/28/2003	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>ADMINISTRATION</b>	(A) Mod. & Assistant Mod.	1410	5	239,852.00		239,852.00	171,682.71	EMPLOYEE SHIRED
	Coordinator, Sr. Bookkeeper, Sr.							
	Typist, Executive Director w/Benefits							
	<b>SUBTOTAL</b>			<b>239,852.00</b>	<b>0.00</b>	<b>239,852.00</b>	<b>171,682.71</b>	
<b>FEES &amp; COSTS</b>	A & E Services and Testing	1430	1	63,063.15		63,063.15	39,561.23	WORK IN PROGRESS
	<b>SUBTOTAL</b>			<b>63,063.15</b>	<b>0.00</b>	<b>63,063.15</b>	<b>39,561.23</b>	
<b>OPERATIONS</b>	HA-Wide Operating Expenses	1406	1	479,704.00		479,704.00	479,704.00	COMPLETE
	Normally paid by Operating Subsidy							
				<b>479,704.00</b>	<b>0.00</b>	<b>479,704.00</b>	<b>479,704.00</b>	
	<b>GRAND TOTAL</b>			<b>2,398,521.00</b>	<b>0.00</b>	<b>2,398,521.00</b>	<b>2,060,301.11</b>	
						0.00		

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

Signature of Executive Director and Date: 2/28/2003

Signature of Public Housing Director/Office of Native American Programs Administrator and Date:

**AnnualStatement/  
PerformanceandEvaluationReport  
PartIII:ImplementationSchedule  
CapitalFundProgram(CFP)**

**U.S.DepartmentofHousing  
andUrbanDevelopment  
OfficeofPublicandIndianHousing**

**CFPFY2000**

OMBApprovalNo.2577-0157(Exp.7/31/98)

Development Number/Name HA-Wide Activities	AllFundsObligated(QuarterEndingDate)			AllFundsExpended(QuarterEndingDate)			ReasonsforRevisedTargetDates(2)	
	Original	Revised(1)	Actual(2)	Original	Revised(1)	Actual(2)		
<b>NY06P006001</b> ADREANTERRACE	3/31/2002		1/15/2002	9/30/2003				
<b>NY06P006002</b> N.D.PETERS	3/31/2002		3/31/2002	9/30/2003				
<b>NY06P006004</b> PERRETTATOWERS	3/31/2002		6/25/2001	9/30/2003		11/30/2002		
<b>NY06P006007</b> MARINO-RUGGIERO	3/31/2002		DELETE	9/30/2003		DELETE		
<b>NY06P006010</b> WASHINGTONCOURTS	3/31/2002		1/15/2002	9/30/2003		12/31/2002		
GOLDBASHOMES	N/A		N/A	N/A		N/A		
F.X.MATTAPARTMENTS	3/31/2002		DELETE	9/30/2003		DELETE		
HUMPHREYGARDENS	3/31/2002		1/15/2002	9/30/2003		12/31/2002		
GILLMOREVILLAGE	3/31/2002		3/31/2002	9/30/2003		12/31/2002		
<b>MANAGEMENT IMPROVEMENTS</b>	3/31/2002		3/31/2002	9/30/2003				
1)TobecompletedforthePerformanceandEvaluationReportoraRevisedAnnulStatement				2)TobecompletedforthePerformanceandEvaluationReport.				
SignatureofExecutiveDirectorandDate  2/28/2003				SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministratorandDate				

FacsimileofformHUD-52837(10/96)  
refHandbook7485.3

## **Attachment H**

### **Municipal Housing Authority of the City of Utica**

#### **Annual Plan**

**Fiscal Year 07/01/2003 – 06/30/2004**

#### **Definition of Substantial Deviation and Significant Amendment or Modification**

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Municipal Housing Authority of the City of Utica that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

# Attachment I

## Municipal Housing Authority of the City of Utica

### Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

### Pet Policy Statement

The Municipal Housing Authority of the City of Utica allows for pet ownership in its developments with the written pre-approval of the Housing Authority.

The Municipal Housing Authority of the City of Utica adopts the following reasonable requirements as part of the Pet Policy:

1. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units.
2. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Municipal Housing Authority of the City of Utica harmless from any claims caused by an action or inaction of the pet.
3. Residents must have the prior written approval of the Housing Authority before moving a pet into their unit.
4. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.
5. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.
6. A pet deposit of \$350 is required at the time of registering a pet.
7. The Municipal Housing Authority of the City of Utica will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums or turtle will be allowed in units. Common household pets do not include reptiles (except turtles).

All dogs and cats must be spayed (female) or neutered (male) before they become six months old. A licensed veterinarian must verify this fact.

Only one pet per unit will be allowed according to this schedule.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed (Rottweilers, Pit Bulls, Dobermans, Chows)

No animal may exceed forty (40) pounds in weight projected to full adult size.

8. Dogs and cats must be kept on a leash accompanied by the owner at all times when outside the unit. Pets are not to be left outside by themselves.
9. No guests are allowed to bring pets on community premises (no pet sitting).
10. Pets shall not be permitted in any common areas within the building except when directly leaving and entering the building.
11. Before acquiring a pet, the resident must also provide the Project Manager with a notarized statement signed by the resident and his representative who will be responsible for the care of the residents' pet in case of the residents' illness, hospitalization, death or other emergency.
12. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Municipal Housing Authority of the City of Utica to attest to the inoculations.
13. The Municipal Housing Authority of the City of Utica, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

# Attachment J

## Municipal Housing Authority of the City of Utica

### Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

### Implementation of Public Housing Resident Community Service Requirements

The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: "None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI).

Under this provision, Housing Authorities were precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permits Housing Authorities to immediately suspend enforcement of the requirements.

The Municipal Housing Authority of the City of Utica suspended enforcement of the 8-hour community service requirement for the Fiscal Year ended June 30, 2002. The Housing Authority will continue to not enforce this provision of our Admissions and Continued Occupancy Policy until formal guidance is issued by HUD.

All affected residents have been notified of the suspension of the following requirements.

---

The administrative steps that we will take to implement the Community Service Requirements include the following:

**1. Development of Written Description of Community Service Requirement:**

The Municipal Housing Authority of the City of Utica has a written developed policy of Community Service Requirements as a part of the Admissions and Continued Occupancy Policy and has completed the required Resident Advisory Board review and public comment period.

**2. Scheduled Changes in Leases:**

The Municipal Housing Authority of the City of Utica has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.

**3. Written Notification to Residents of Exempt Status to each Adult Family Member:**

The Municipal Housing Authority of the City of Utica will notify residents at the time of their recertification.

**4. Cooperative Agreements with TANF Agencies:**

The Municipal Housing Authority of the City of Utica has a Cooperative Agreement with the TANF Agency (Oneida County Department of Social Services).

**5. Programmatic Aspects:**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Municipal Housing Authority of the City of Utica will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the Resident Advisory Board, the Municipal Housing Authority of the City of Utica may create volunteer positions such as, litter patrols, and supervising and record keeping for volunteers.

# Attachment K

## Municipal Housing Authority of the City of Utica

### Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

### Statement of Progress in Meeting the 5 -Year Plan Mission and Goals

The following table reflects the progress we have made in achieving our goals and objectives:

<b>GOAL ONE: EXPAND THE SUPPLY OF ASSISTED HOUSING</b>	
<b>Objective</b>	<b>Progress</b>
<b>Apply for additional rental vouchers:</b>	We will apply if appropriate as NOFAs are issued
<b>Reduce public housing vacancies:</b>	We have started preparation of a marketing plan and have a technical assistance contract with HUD to assess current rental and occupancy procedures and to make recommendations for improvement.
<b>Leverage private or other public funds to create additional housing opportunities:</b>	We are the co-managing member of Kembleton, a new 27 unit rental housing development. We applied to the Federal Home Loan Bank Board for home ownership housing.
<b>Acquire or build units or developments</b>	We submitted a HOPEVI revitalization application to HUD in FY2001 and were not successful. We again submitted a HOPEVI application for funding in FFY2002. Potential award notification is April, 2003.

<b>GOAL TWO: IMPROVE THE QUALITY OF ASSISTED HOUSING</b>	
<b>Objective</b>	<b>Progress</b>
<b>Concentrate effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)</b>	All Section 8 inspections are accomplished on a timely basis. We are completing incorporation of the General Ledger and apartment preparation into our computer

	system.
<b>Renovate or modernize public housing units:</b>	This is an ongoing activity at several of our four developments. We have initiated a Force Account crew to renovate units throughout public housing. Force account is being used for modernization on a trial basis.
<b>Demolish or dispose of obsolete public housing:</b>	We submitted a HOPE VI Revitalization application to HUD in FY2001 and were not successful. We again applied for funding in FFY2002. Funding award notice is anticipated in April, 2003. The demolition of Washington Courts would occur after the creation of replacement units and relocation.
<b>Provide replacement public housing: Provide replacement vouchers:</b>	We will apply, as appropriate, as NOFA's are issued.
<b>GOAL THREE: INCREASE ASSISTED HOUSING CHOICES</b>	
<b>Objective</b>	<b>Progress</b>
<b>Provide voucher mobility counseling</b>	We provide counseling to applicants and participants; portability residents. This is an on-going activity
<b>Conduct outreach effort to potential voucher landlords</b>	We currently have an adequate listing of landlords to provide applicants or participants.
<b>Increase voucher payment standards Implement public housing or other homeownership programs:</b>	We are currently utilizing 100% FMRs We are considering implementing homeownership programs as part of HOPE VI.
<b>Implement public housing site -based waiting lists</b>	Site-based waiting lists will be implemented for our HOPE VI developments.

<b>GOAL FOUR: PROVIDE AN IMPROVED LIVING ENVIRONMENT</b>	
<b>Objective</b>	<b>Progress</b>
<b>Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:</b>	We have incorporated the HUD requirements into our ACOP and will at least annually review the income level of each applicable development to ensure compliance. See Attachment O to this Annual Plans submission .
<b>Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:</b>	We have incorporated the HUD requirements into our Admissions and Continued Occupancy Policy. We at least annually review the income level of each applicable development to ensure compliance. We also monitor

	admissionstoensurethatatleast40%ofnew admissionswillbelessthat30%ofmedian income.
<b>Implementpublichousingsecurity improvements:</b>	Weprovide securitypersonnelandstrivetoget moreinvolvementfromresidents. Weare continuallyupgradingourpropertiesutilizing capitalfundswwhichincludesconsiderationfor physicalimprovementsnecessarytoenhance security.Weals oprovideOperationTake Backmeetingsforresidentstomakecomments andsuggestionsregardingsecuritymeasures theymightdeemappropriate.

<b>GOAL FIVE: PROMOTE SELF -SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS</b>	
<b>Objective</b>	<b>Progress</b>
<b>Increase the number and percentage of employed persons in assisted families:</b>	Ongoing efforts of Welfare -to-Work are being furthered by a recently funded ROSS grant. Grant objectives are being met or exceeded ahead of schedule.
<b>Provide or attract support services to improve assistancerecipients' employability:</b>	We have established an ongoing network of bi-weekly meetings with area agencies

<b>GOAL SIX: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER</b>	
<b>Objective</b>	<b>Progress</b>
<b>1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under PHAS for our fiscal year ending June 30, 2001.</b>	The Public Housing Assessment System scored the Housing Authority as a Standard Performer for Fiscal Year 2001 with an overall advisory score of 80 percent. <b>This objective has been accomplished.</b>
<b>2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under PHAS for our fiscal year ending June 30, 2005.</b>	NA this reporting period
<b>3. The Municipal Housing Authority of the City of Utica shall promote a motivating</b>	In house supervisory training is being planned. The clerical and maintenance union has

<p>work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This will be accomplished through leadership and program training, employee and programevaluations.</p>	<p>accepted Management's request for employee evaluations. The union for the managers has accepted the addition of an evaluation requirement. The union for security staff has not objected to the evaluation requirement. In addition, HUD is providing additional staff and Commissioner training to assist with marketing and occupancy.</p>

<b>GOAL SEVEN: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPATE IN OUR TENANT -BASED RENTS SUBSIDY PROGRAM</b>	
Objective	Progress
<p>1. The Municipal Housing Authority of the City of Utica shall maintain a utilization rate of ninety -five (95%) percent in its tenant-based program through June 30, 2005.</p>	<p>Our utilization rate is currently 97% and exceeds our objective.</p>
<p>2. The Municipal Housing Authority of the City of Utica shall attract ten (10) new landlords who want to participate in the tenant-based assistance program. This objective will be accomplished by June 30, 2005.</p>	<p>We currently have an adequate list of potential landlords. However, we may be conducting owner outreach to new landlords during the ensuing fiscal year.</p>

<b>GOAL EIGHT: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S TENANT -BASED RENTS SUBSIDY PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER</b>	
Objective	Progress
<p>1. HUD shall recognize Municipal Housing Authority of the City of Utica as a standard performer under SEMAP for our fiscal year ending June 30, 2001.</p>	<p>The SEMA assessment process for FY 2001 rated the Housing Authority as a Standard Performer with an overall score of 72%. <b>This objective has been accomplished.</b></p>
<p>2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under SEMAP for our fiscal year ending June 30, 2005.</p>	<p>N/A in this reporting period.</p>

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<b>GOAL NINE: MAINTAIN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PROPERTIES IN A DECENT CONDITION</b>	
<b>Objective</b>	<b>Progress</b>
<b>1. The Municipal Housing Authority of the City of Utica will deliver timely and high quality maintenance services to the residents. This is an on -going objective.</b>	A new apartment preparation procedure is being prepared. New preventive maintenance measures are being utilized using our Force Account crew.
<b>2. The Municipal Housing Authority of the City of Utica will maintain an appealing, up to date environment it its developments. This is an on -going objective.</b>	Curb appeal is now being stressed with greater emphasis on REAC scoring.
<b>3. The Municipal Housing Authority of the City of Utica shall implement and maintain a policy for the eradication and prevention of pest infestation (including cockroach infestation). This objective will be accomplished by June 30, 2001.</b>	The contract exists for this service. The residents appear well satisfied. This objective has been accomplished.

<b>GOAL TEN: ENHANCE THE MARKETABILITY OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING UNITS</b>	
<b>Objective</b>	<b>Progress</b>
<b>1. The Municipal Housing Authority of the City of Utica shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending June 30, 2005.</b>	A several point plan is being formulated. We received a total of 7 out of 10 points for our Fiscal Year that ended June 30, 2001. Our score for the fiscal year that ended June 30, 2002 was 70%.
<b>2. The Municipal Housing Authority of the City of Utica shall achieve proper curb appeal for its public housing developments by adequately landscaping, keeping its grass cut, making the properties litter -free and other actions. This is an on -going</b>	Maintenance, Modernization, Housing Management and Executive staff routinely meet to review issues related to REAC scores and apartment preparation.

<b>objective.</b>	

<b>GOALELEVEN:IMPROVEACCESSOFPUBLICHOUSINGRESIDENTSTO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE</b>	
<b>Objective</b>	<b>Progress</b>
<b>1. The Municipal Housing Authority of the City of Utica shall assist its resident organizations in strengthening their capacity and effectiveness. This objective will be accomplished by June 30, 2005 .</b>	The Housing Authority has assisted the resident organization "Pillars of Life" in obtaining Sec. 501(c)3 status.

<b>GOAL TWELVE: PROVIDES A SAFE AND SECURE ENVIRONMENT IN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING DEVELOPMENTS</b>	
<b>Objective</b>	<b>Progress</b>
<b>1. The Municipal Housing Authority of the City of Utica shall reduce crime in its developments. This is an on-going objective.</b>	A new security procedures manual is being prepared. The Authority has hired security staff to patrol all developments.

# Attachment L

## Municipal Housing Authority of the City of Utica

### Annual Plan

Fiscal Year 07/01/2003 - 06/30/2004

#### Required Attachment: Resident Member on the PHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Linda Mesagna

Nadia Martinyuk

B. How was the resident board member selected: (select one)?

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): Linda Mesagna: 2 year term expiring 06/30/03; Madia Martinyuk: 2 year term expiring 06/30/04.

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? - NA

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):

B. Date of next term expiration of a governing board member: 12/20/03

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Mayor Timothy Julian

## **Attachment M**

### **Municipal Housing Authority of the City of Utica**

#### **Annual Plan**

**Fiscal Year 07/01/03 – 06/30/04**

#### **Required Attachment: Membership of the Resident Advisory Board or Boards**

- i. List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide descriptions sufficient to identify how members are chosen.)

Linda Mesagna

Honey Bouse

Mary Gazzilli

Karen Retamar

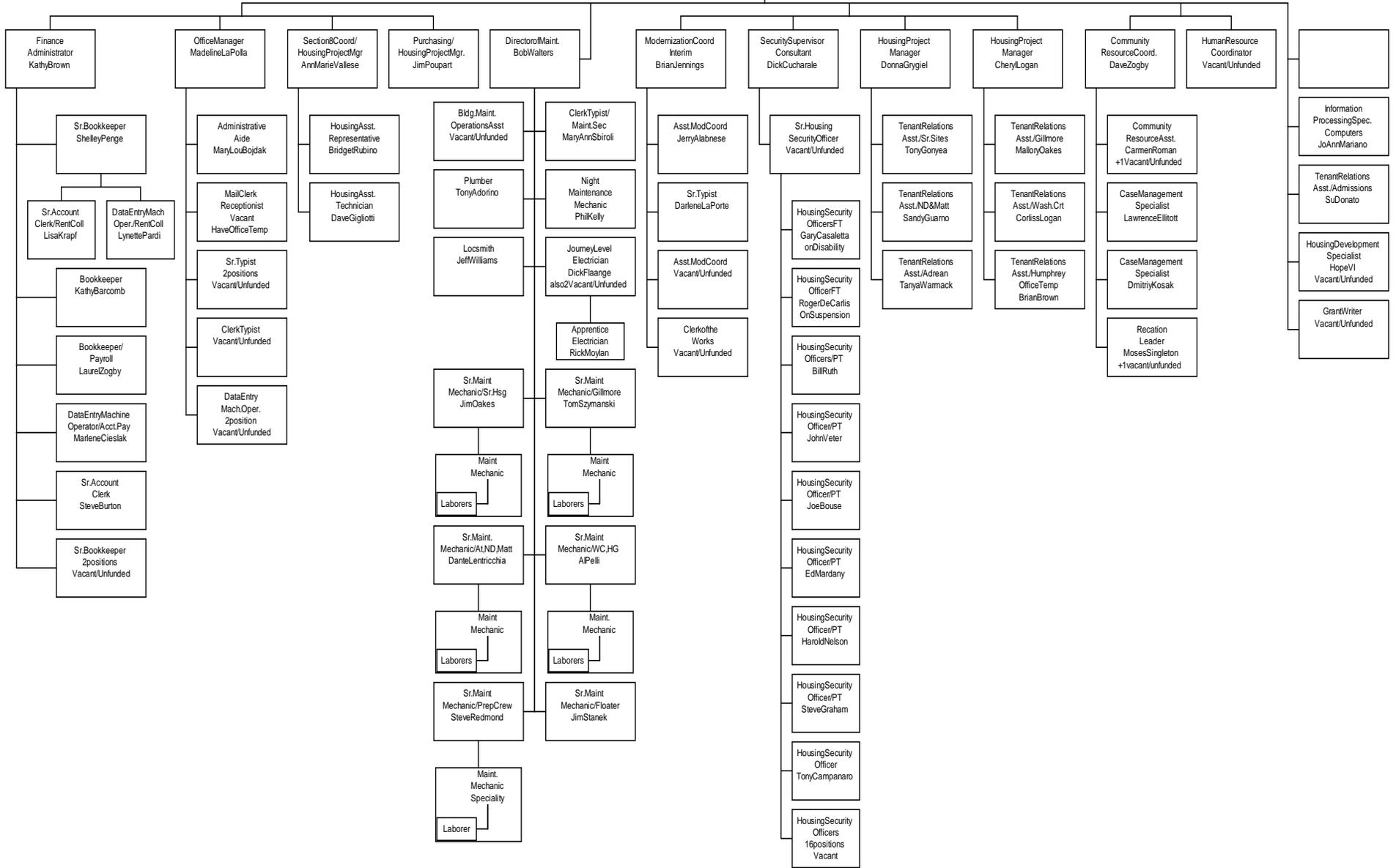
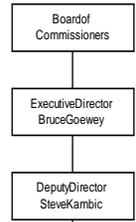
Nadia Martinyuk

Roselyn Hoffman

Gary Burkle

Stephanhia Zhushma

MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA  
 TABLE OF ORGANIZATION  
 MARCH 1, 2000



# Attachment O

## Municipal Housing Authority of the City of Utica

### Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

### Component 3, (6) Deconcentration and Income Mixing

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name :	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Washington Courts (NY006 -7)	111	See Below	See Attachment A

The Deconcentration analysis conducted on January 22, 2003 indicated that Washington Courts average income is the lowest of all the covered developments. The average income of this development is below the income range at 83%. All other covered developments are within the acceptable income range. Washington Courts is considered the least desirable of all developments and slated for demolition. Our plan for demolition is further explained in the PHA Plan template. Washington Courts residents will be relocated to other public housing developments or to the Section 8 program.

HUD regulations provide that any development that has an average income of less than 30% of the Area Median Income is exempt from Deconcentration and Income mixing

requirements. The current Median Family Income for the Utica area is \$42,500. Thirty (30) percent of the Median Family Income is \$12,750. At the time of this analysis, all of the covered family developments are below 30% of the Median Income for the Utica area. As a result, the Housing Authority is currently exempt from Deco ncentration and Income Mixing requirements.

**Attachment P**

**Municipal Housing Authority of the City of Utica**

**Annual Plan**

**Fiscal Year 07/01/2003 – 06/30/2004**

**Follow Up Plan for the PHA SFY 2002 Resident Survey**

**OVERVIEW/BACKGROUND**

The Federal Fiscal Year 2002 Resident Assessment Survey results are as follows.

Maintenance and Repair:	84%
Communication:	69%
Safety:	74%
Services:	91%
Neighborhood Appearance	78%

In accordance with Public Housing Assessment System regulations, we are required to develop a Follow-up Plan as a part of our Annual Plan for our Fiscal Year that begins on July 1, 2003 because we received a score less than 75% in one or more of the survey's five areas.

Our Authority is interested in addressing any and/or real or perceived concerns that the residents may have regarding all elements of the survey. We continually strive to make necessary and appropriate improvements to our management operations, our maintenance policies and practices and in our modernization plans that are in the best interests of our residents, the Housing Authority and the community.

**RESIDENT SURVEY FOLLOW-UP ACTIONS**

We discuss all five (5) of the elements of the Resident Service and Satisfaction Survey with the residents that are in attendance at the Resident Advisory Board meetings held as a part of our Annual Plan development process.

Our Resident Survey Follow-up Plan consists of the following steps:

**Step One : Conduct meetings with the Resident Advisory Board.**

**Step Two: Address comments received from the Resident Advisory Board.**

**Step Three Document the Resident Advisory Board comments and the Housing Authority response in the PHA Plan.**

**GOALS AND OBJECTIVES**

The Municipality of the City of Utica Housing Authority has adopted goals and objectives that include, but are not limited to, resident concerns. They are as follows.

**GOAL: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

- 1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under PHAS for our fiscal year ending June 30, 2001.**
- 2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under PHAS for our fiscal year ending June 30, 2005.**
- 3. The Municipal Housing Authority of the City of Utica shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer -friendly and fiscally prudent leader in the affordable housing industry. This will be accomplished through leadership and program training, employee and program evaluations.**

**GOAL: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPATE IN OUR TENANT -BASED RENT SUBSIDY PROGRAM**

**Objectives:**

- 1. The Municipal Housing Authority of the City of Utica shall maintain a utilization rate of ninety -five (95%) percent in its tenant-based program through June 30, 2005.**
- 2. The Municipal Housing Authority of the City of Utica shall attract ten (10) new landlords who want to participate in the tenant-based assistance program. This objective will be accomplished by June 30, 2005.**

**GOAL: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S TENANT -BASED RENT SUBSIDY PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

- 1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under SEMAP for our fiscal year ending June 30, 2001.**
- 2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under SEMAP for our fiscal year ending June 30, 2005.**

**GOAL: MAINTAIN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PROPERTIES IN A DECENT CONDITION**

**Objective:**

- 1. The Municipal Housing Authority of the City of Utica will deliver timely and high quality maintenance services to the residents. This is a non-going objective.**
- 2. The Municipal Housing Authority of the City of Utica will maintain an appealing, up-to-date environment in its developments. This is a non-going objective.**
- 3. The Municipal Housing Authority of the City of Utica shall implement and maintain a policy for the eradication and prevention of pest infestation (including cockroach infestation). This objective will be accomplished by June 30, 2001.**

**GOAL: ENHANCE THE MARKETABILITY OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING UNITS**

**Objectives:**

- 1. The Municipal Housing Authority of the City of Utica shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending June 30, 2005.**
- 2. The Municipal Housing Authority of the City of Utica shall achieve proper curb appeal for its public housing developments by adequately landscaping, keeping its grass cut, making the**

properties litter -free and other actions. This is an on-going objective.

**GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**

**Objective:**

- 1. The Municipal Housing Authority of the City of Utica shall assist its resident organizations in strengthening their capacity and effectiveness. This objective will be accomplished by June 30, 2005.**

**GOAL: PROVIDE A SAFE AND SECURE ENVIRONMENT IN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING DEVELOPMENTS**

**Objective:**

- 1. The Municipal Housing Authority of the City of Utica shall reduce crime in its developments. This is an on-going objective.**

## **OTHER ACTION ITEMS**

### **Communication (69%)**

- The Municipality of the City of Utica Housing Authority will continue to seek resident involvement in the development of both an annual and long-range plan for the modernization of its public housing units and site improvements.
- We have updated our written policies and procedures, including the Admissions and Continued Occupancy Policy, Grievance Procedure, Dwelling Lease. We have adopted a Pet Policy for our public housing family units. The Resident Advisory Board has been given the opportunity to provide comments and recommendations regarding each of the policies.
- We attempt to hold periodic meetings with residents and with our Resident Advisory Board to discuss their concerns regarding all elements of the survey including maintenance and repair, communication, safety, services, and neighborhood appearance. Residents will be encouraged to express their concerns. Residents will continue to be encouraged to actively participate in activities that promote the overall well-being of the development.

- We intend to prepare a newsletter that will be mailed to all residents on a quarterly basis.
- We have established a plan called Operation Take Back that is intended to facilitate improved communications with all residents. The plan calls for on-site meetings with residents periodically to listen to their concerns regarding all elements of the resident survey which includes but is not limited to: maintenance/repair; communication; safety; services; and neighborhood appearance matters.
- The Board of Commissioners conducts the Board meetings at the various developments throughout the year. The Board intends to hold meetings at every development to improve communication and to show their support to residents on all quality of life issues.
- The Housing Authority has the computer software that interprets several different languages. Sending communications in Russian, Bosnian and Spanish is helping to bridge the communication gap.
- The Housing Authority has several employees and a Commissioner that are bi-lingual and who assist with language translation issues on such matters as the lease, maintenance, security and social activities.
- The Housing Authority Human Services Department staff that work directly with residents on social or quality of life issues.

### **Safety (74%)**

- The Municipality of the City of Utica Housing Authority has budgeted for numerous physical improvements that will enhance neighborhood appearance and improve resident perception of security and safety. The following are a few of the improvements that have been accomplished or are planned over the next five years.
  1. Site improvements including landscaping and replacement of sidewalks.
  2. Improve exterior security lighting.
  3. Upgrade access and security system hardware.
  4. Install new storm doors and windows.
- All criminal activities known to the Housing Authority are reported to local police authorities. Residents are encouraged to report criminal activities to the local police and the Housing Authority.

- The Housing Authority Security Department is in the process of forming Resident Patrols at several public housing developments. The residents at Humphrey Gardens, N.D. Peters, F.X. Matts and Adrean Terrace have expressed interest in the development of Resident Patrols. The Housing Authority will conduct security training for the residents that wish to participate in the Patrols.
- Our adopted Admissions and Continued Occupancy policy includes an applicant and resident screening process which denies admission and continued occupancy to those individuals who do not meet the legal criteria established by HUD and the suitability criteria established by the Board of Commissioners.
- Our public housing Dwelling Lease defines safe behavior for residents and outlines policies for termination for failure to abide by such policies.
- We shall continue to work with the Resident Advisory Board, outside agencies, and other residents in the provision of services to residents.

In summary, the Municipality of the City of Utica Housing Authority is striving to improve the quality of life for its residents. In addition, we will continue to address all aspects of the residents survey including maintenance and repair, safety, communications, neighborhood appearance and services in our operations and administration of the public housing program and in our periodic meetings and other forms of communications with our residents. **Our ultimate goal is to achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.**

## Attachment Q

### Municipal Housing Authority of the City of Utica

#### Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

#### Resident Comments and Housing Authority Response

The following is an extract of the minutes listing the comments and responses made at the Resident Advisory Board meetings and general resident meetings held to discuss the Fiscal Year 2003 Annual Plan and the Capital Fund Program.

CFP RESIDENT MEETING  
TUESDAY, OCTOBER 22, 2002, @ 5:30 P.M.  
ADREAN TERRACE, N.D. PETERS MANOR, & F.X. MATT APARTMENTS

On Tuesday, October 22, 2002, @ 5:30 P.M., the CFP Resident's Meeting was held in the Adrean Terrace Community Room for residents living at Adrean Terrace, F.X. Matt Apartments, and N.D. Peters Manor. Mr. Brian Jennings, Modernization Coordinator at MHA, opened the meeting introducing the Municipal Housing Authority (MHA) staff. Since a large group of Russian tenants were present this evening, a tenant, Nadia Martinyer, B-10, N.D. Peters, agreed to interpret this evening.

This meeting tonight, Mr. Jennings explained, is held each year in order for the Housing Authority residents and staff to present and discuss ideas, suggestions, comments, and concerns, as to where and how future grant monies should be used at these developments. Each year the Housing Authority applies for a grant from HUD and must prepare an application to the federal government through HUD in order to receive grant money. The grant application must be accompanied by minutes from these tenants' meeting, which the Modernization Department is responsible for conducting. During these meetings, the input from the tenants is recorded. He advised the tenants that it is of the utmost importance that they receive their comments, suggestions, ideas, and concerns. Without tenant input, MHA would not be able to complete the grant application per HUD requirements. The grant would enable the Housing Authority to do two things; first, improve our management and second, and the bulk of the grant, allows us to improve our developments, thus improving the standard of living for our tenants. The people that are responsible for completing the grant application are here this evening and will be recording and discussing all your suggestions, ideas, and comments concerning where and how you want to see the future monies applied to your development. The staff will then incorporate all ideas, concerns, comments, and suggestions received tonight into the grant application for the year 2002. This is why it is very important that we receive and discuss all your concerns, ideas, comments, and suggestions this evening, because without our discussion and all your suggestions, comments, and ideas as a successful completion of our grant application for this year will not be reached. It's because of our tenants' suggestions, ideas, concerns, and comments that many capital improvement projects have been completed in the past at our eight developments.

Here reminded the tenants, however, that the grant money issued by the federal government from HUD to MHA is divided between all eight of our developments on a “need first” basis. It is necessary for this reason, that the Modernization Department staff must prioritize and incorporate all of the suggestions, comments, concerns, and ideas that you present this evening. The capital improvements projects are outlined in the application from the suggestions provided by tenants are based over a five-year period, but again, he stressed, this is on a “need first” basis. Therefore, please understand that should an emergency arise at one of the developments, then it would be necessary to transfer funds from one development to another to handle the emergency project and complete it as quickly as possible, which may put a project at the other development on hold until more funding is available. This is a big reason, why it may seem to some of you that your development is not having work done or completed quickly. Please understand that all ideas, comments, and suggestions are still going to be given the utmost consideration and will be attended to as soon as possible, unless an unforeseen problem at another location arises, which can cause a change in plans. Your comments, suggestions, concerns, and ideas are very important to all of us and to HUD and will always be given top consideration. Once the Authority’s staff receives your comments, ideas, suggestions, and concerns, they will be able to present a much clearer picture of the capital improvements that the tenant’s want completed at their development. We want to be sure you know how important all your comments and concerns are and how much we appreciate you’re being with us tonight to discuss them.

Many previously completed projects, and some that are presently taking place that are listed below, have been completed because of the input received from tenants during other resident meetings:

F.X. Matt Apartments: Unit conversions and site work have been completed. Parking lot has been improved and playground equipment has been updated. New stoves and refrigerators will be replaced over the next 5 years at this development as well as the other eight developments.

N.D. Peters Manor: New roofs have been put on all buildings, weather-stripping, masonry facade and brick restoration work has been completed, and porches have been repaired. The apartment painting, kitchen, and bathroom renovations project is completed and Phase III has begun at N.D. Peters and is going very well. We would like to have new stoves and refrigerators in all the apartments at this development also in the next five years.

Adrean Terrace: Basement renovations, site work, repairs & replacement of steam traps, new heating system, unit conversions, and masonry facade and brick restoration, and installation of new radiator covers. Not only do we want to have new refrigerators and stoves in all the apartments here in the next five years, but also all new windows. Our own Force Account staff will be doing much of the work at this development on many of these projects.

Now it is important that we have your input as to projects that you want completed at your development and we are now open for this discussion. We are interested in the large projects that you feel will improve your standard of living, therefore, please focus on those projects, leaving maintenance issues for discussion at the end of our evening.

**Q:** A tenant from Adrean Terrace said that the plumbing is a big problem at Adrean Terrace, many times when tenants are washing clothes, water back-ups occur. We are in need of a new updated plumbing system, consisting of all new pipes installed throughout Adrean Terrace.

**A:** The staff at the Housing agrees with you now and will definitely incorporate this suggestion into the grant application. This is a very costly project and one that will have to be looked at by architects and engineers long before we can begin work to handle this large project. These problems, however, will be corrected when the groundwater reduction system is implemented in the near future. This suggestion has always been given top priority.

**Q:** Another suggestion from a tenant at N.D. Peters asked if new playground equipment could be installed at the playground areas in this development? At the present time, there are wood chips all around the playground areas to prevent injuries, however, these are in need of replacement.

**A:** We have always tried to be sure that equipment at playground areas in all of our developments are updated and checked out constantly. Safety for our children is very important to everyone at MHA and this will be added to the capital improvements projects for this development as well as the other two developments presented tonight. We are looking into replacing the wood chips with rubber chips, as they appear to be much safer.

**Q:** It is very important to aid our children and keep them safe not just at the playground areas, said another tenant, children need other activities. Is it possible to use this money to implement more activities for our children, especially children in the teens, such as Girl and Boy Scouts, who would like to have their meetings at each development?

**A:** This is an excellent idea and one the Housing Authority is able to deal with through our Community Resource Department, which Mr. Dave Zogby handles. Please feel free to contact him or his staff and discuss all your ideas and suggestions for more activities for the children of each of your developments, he will do all he can to institute the activities you would like to see for all the children.

**Q:** We are in need of additional chairs and chairs that are worn/damaged for our Community Room and also in need of a new project for showing movies to the children right in our Community Room. Can some of this grant money be used for these purposes?

**A:** We were not aware of the need for new and better chairs and a new project. As for chairs, we will have the maintenance staff look into getting chairs to youth that are in much better condition immediately. Also, as for the project we were aware of a problem, but that it just needed a new light bulb. If this isn't the case, we will have a new project purchased for your use. We will check with our Community Resource Department and have them look into the situation further.

The tenants were assured that their ideas, suggestions, comments, and concerns should be studied and prioritized into this year's grant application. Mr. Jennings and Ms. Logan thanked everyone for attending and for offering so much here tonight. The Housing Authority is always striving to make improvements at all of our developments, especially those that insure our tenants' safety and well-being and update their living conditions and standards. Our interpreter was thanked also for again helping us at the meeting.

Meeting was concluded at 6:35 P.M.

Minutes submitted by: Darlene LaPorte, Senior Typist

Modernization Department, MHA

CF PRESIDENT MEETING  
TUESDAY, OCTOBER 29, 2002 @ 5:30 P.M.  
GILLMORE VILLAGE

The Capital Fund Program (CFP) resident meeting was held @ Gillmore Village; in order to discuss the upcoming CFP funding FY 2003. The Modernization staff, which consisted of Brian Jennings, Modernization Coordinator, Darlene LaPorte, Senior Typist and the Deputy Director of the Housing Authority, Cheryl Logan was in attendance. It was certified by Ms. Logan, Mr. Jennings, and Mrs. LaPorte that notices were typed and delivered to all tenants at Gillmore Village, however, there were no tenants in attendance this evening.

The Deputy Director and the Modernization staff did discuss the contracts that were being completed at Gillmore Village and how this would improve the conditions for the tenants there, while they waited well over one (1) hour for tenants to arrive at the meeting. The Unit Conversion project is being completed and a walk through will be held in the next few weeks on this project. This project has gone very well and has been completed in an excellent manner. We all at the Housing Authority are very proud of the work that has been done here and how it will greatly improve the conditions for the tenants at Gillmore Village. In a few weeks the Interior Painting Project of all apartments will begin. This is a project that the tenants have been requesting at previous resident meetings. We will also be installing new windows here at Gillmore Village and this project has gone out for bidding and bids are to be returned on October 31, 2002 for this project.

This meeting was concluded at 6:45 P.M.

Minutes Submitted by: Darlene LaPorte, Senior Typist  
Modernization Department, MHA

CF PRESIDENT MEETING  
WEDNESDAY, October 30, 2002, @ 5:30 P.M.  
HUMPHREY GARDENS

The CFP President meeting at Humphrey Gardens was held on Wednesday, October 30, 2002, @ 5:30 P.M., and suggestions, ideas, and comments with regard to the FY 2003 CFP Capital Fund Grant Program funding were offered by many of the tenants present tonight to the staff present from the Housing Authority.

The Deputy Director, Cheryl Logan opened the meeting advising the tenants that this is the annual CFP Resident Meetings sponsored by the Modernization Department in order to obtain first hand ideas, comments, and suggestions from the tenants at Humphrey Gardens as to the capital improvements that you would like to see take place here at Humphrey Gardens that will improve your standard of living. The Modernization staff here tonight, Cheryl introduced each staff

member, is responsible for all capital improvement projects that MHA does. This staff also prepares the CFP grant application each year and sends it to HUD requesting funding.

Much of what is discussed here this evening, enable the Modernization staff to incorporate and prioritize the ideas, comments, and suggestions discussed this evening enable the Modernization staff to offer the necessary information required by HUD in order to obtain the necessary funding for many of the capital improvement projects that the Housing Authority wants to begin. As in the past, the ideas, comments, and suggestions that is presented here tonight will be incorporated and prioritized into the grant application and with the funding received will enable us to complete projects at all eight of our developments.

Cheryl then turned the meeting over to the Modernization Coordinator, Brian Jennings, in order to begin the discussion into what projects you want completed at Humphrey Gardens. Brian thanked the tenants for their attendance and gave a short outline of exactly where we are at Humphrey Gardens and how this funding can help improve the condition that you would like to have improved. This input from you, the tenants, especially as to what you feel are your needs and necessities will help us to complete the grant application per HUD requirements. The funding that will be received from the government will be used in two general areas, first, to do capital improvements at all eight developments, on a "need first basis" and second to up -grade our management. All ideas, comments, and suggestions you give to the staff here tonight, will be reviewed, prioritized, and incorporated into the 2002 CFP application, as Cheryl explained earlier.

Many of the projects that have already been completed here at Humphrey Gardens were brought to MHA's attention because of the resident's ideas, comments, and suggestions discussed at our past resident meetings. Some of these projects are: Installation of new playground equipment; installation of new mailboxes for all the apartments; exterior lighting around the playground areas; new landscaping around the buildings; site work; and parking lot renovations.

Brian, then asked the tenants to please present us with their ideas, suggestions, and comments regarding projects that they would like to have done. He also told the tenants that any maintenance issues would be discussed at a meeting that the Executive Director, Mr. Kambic was planning for the end of February. What we must discuss tonight are ideas, suggestions, and comments for capital improvements. With the future funding that HUD will give to us for these capital improvements that can improve things here at Humphrey Gardens, will be recorded tonight by the Modernization staff. The Modernization Department will then incorporate all comments, suggestions, and ideas from the tenants into the grant application and send it to HUD for approval.

**Q:** Most of the tenants present tonight feel, as they have in the past, that a Community Room should be built here at Humphrey Gardens. This should be top priority.

**A:** The staff at the Housing Authority agreed that this is an excellent way to use this funding and will be incorporating this into this year's grant application for Humphrey Gardens.

**Q:** Another tenant requested having all the apartment painted.

**A:** We definitely will be having this done here at Humphrey Gardens and believe that will be happening in the very near future. We have incorporated this into the 5 -Year Plan already.

**Q:** Additional and new tables and benches outside around the Development would really make the areas look more like homes should look, said a few of the tenants. It will also be nice for people who live here to use during the spring, summer and fall months.

**A:** This is an excellent idea and one that will be considered and incorporated into the application.

**Q:** Another tenant commented on the security; especially since September 11, 2001, having more visible security makes people feel much safer and more secure. It also will help to keep unwanted and uninvited people away from the development that might cause trouble for the tenants at Humphrey Gardens.

**A:** Security for our tenants, Mr. Jennings said, is and always will be top priority for MHA and is an issue that is constantly being looked at from many directions and constantly being changed and improved.

**Q:** Playground equipment for the children could be added to the grounds. Many of the children are playing on the clotheslines and may be with new equipment to play, the clothesline will be left alone.

**A:** This is a good idea and we will discuss this further at the Housing Authority and put it into our 5-year Plan.

**Q:** Landscaping and additional site work could be done to help dress up the outside of the buildings, even though the grounds are really kept up very well by your Maintenance, we can always improve the look by planting more bushes and flowers.

**A:** We did have some landscaping work just recently completed at some of our developments and Humphrey Gardens was one of the developments, however, additional flowers is an excellent idea for the spring.

**Q:** There are heating problems here at Humphrey Gardens that should be taken care of, especially in Building 'B'.

**A:** In the near future a new boiler will be installed in 'B' Building. The pump can't be repaired and we must have a new boiler. This is something that is already been worked out for Humphrey Gardens.

**Q:** Another tenant said that the cleaning of the outside of the buildings a few years ago was just excellent, but would it be possible to have the buildings painted, this way they would look newer.

**A:** Mr. Jennings explained that this was an excellent idea and one the Housing Authority could try to incorporate into the grant for a future project.

**Q:** Additional exterior lighting that is brighter could be installed around the playground area at Building 'A'.

**A:** This is an excellent suggestion and one that will be investigated and incorporated into this grant application.

**Q:** Peepholes in the doors, so that when someone knocks, the tenant can see who it is before opening the door.

**A:** We may be able to check with our Maintenance Department and see if this could be done with their help, as it is an excellent suggestion.

**Q:** We really need to have the screens in the doors repaired or replaced, said another tenant.

**A:** This is an excellent idea and one that is planned already and will be completed here at Humphrey Gardens and at Gillmore Village in the near future.

**Q:** When are the residents going to get new refrigerators and stoves, the ones we presently have, said one of the tenants, are old and not operating correctly and are too small?

**A:** Again, another excellent suggestion and one the Housing Authority wants to see done at all eight of our projects. The government is refunding money on the purchase of refrigerators that save energy, but not yet on stoves. The cost to replace refrigerators and stoves in all eight developments is very high. We are hoping to be able to get additional grants for this project and will be working on this. If you are having a problem with either the stove or refrigerator, please contact the office and our maintenance staff will make a temporary attempt to repair the problem or if not repairable, they will get you a new stove or refrigerator, just let us know.

**Q:** Some railings were put in a few apartment entrances; however, some other apartments could also use the railings, especially apartments where seniors reside. Can additional railings be installed where needed?

**A:** We thought we had taken care of all apartments that needed railings, however, let us know which apartments need them and we will take care of it.

There are many good ideas presented here this evening, however, we have to remember that at other developments there are projects that are necessary and must be completed first, since the funding is spent on a need first basis and not on a want first basis. Brian expressed the Housing Authority's thanks for the great attendance this evening and also thanked everyone for their great suggestions and ideas. These ideas, suggestions, and comments will be reviewed, prioritized and incorporated into the grant application for the year 2002. We continue to work hard to make sure that all of your needs and necessities are always our first priority.

The tenants wanted to know that they appreciate everything that we do and really enjoy living at Humphrey Gardens. They really expressed the great job our maintenance and tenant relations staff does here at Humphrey Gardens. They also appreciate us having these meetings, which are very informative, interesting, and very well presented. They thanked the staff again.

Meeting was concluded at 6:45 P.M.

Minutes submitted by: Darlene LaPorte, Senior Typist  
Modernization Department, MHA

CFPRESIDENTMEETING  
TUESDAY, OCTOBER 22, 2002, @ 1:30 P.M.  
MARINO-RUGGIERO APARTMENTS

The Capital Fund Program (CFP) resident meeting for the tenants residing at Marino -Ruggiero Apartments, was held on Tuesday, October 22, 2002, @ 1:30 p.m. This meeting is held annually in order for the tenants to discuss their ideas, suggestions, and comments, regarding the capital improvements, which would be completed at their development. The meeting was held at Marino-Ruggiero Apartments Community Room.

When the Municipal Housing Authority (MHA) staff arrived at Marino -Ruggiero Apartments for this meeting, they were informed that the Mayor of the City of Utica and the Chairwoman of the MHA Board of Commissioners would be present for this meeting. This presented no problem to the MHA Deputy Director or the Modernization Department, who actually sponsor this annual meeting under HUD requirements, as they are the Department that prepares the Annual Statement and the Five -Year Plan sections of the grant application to HUD. Mr. Jennings opened the meeting attempting to explain the reason for the meeting and how very important it is that we receive tenant input as to the tenants needs and desires as far as capital improvement projects are concerned. With the tenants presenting their ideas, suggestions, comments and questions, the Housing Authority staff is able to record, prioritize, and incorporate this information into the grant application. The Modernization Department oversees all of the capital improvement projects for the Housing Authority at all eight of our developments. He stressed how important it is for the tenants to be involved in how this money is to be disbursed to Marino -Ruggiero Apartments. The grant money allows MHA to do two things, one -improve MHA's management and second to improve the standard of living for all our tenants at all eight of our developments. One way for us to show HUD how this grant money can be used for needed projects is to incorporate ideas, suggestions, comments, and questions from our tenants into the grant application. He also stressed to the tenants that these projects would be recorded and prioritized before being incorporated into the application to HUD. The projects, however, are done on a "need first bases", which at times, may seem to tenants at certain developments that their suggestions and ideas go unheard. He assured the tenants that this is not true. Sometimes emergencies arise that call for more money to be used at a development that is having an urgent problem. This may put other developments projects on hold. We at the Housing Authority do try very hard to follow the Five -Year Plan as much as possible, unless something urgent occurs.

As many of you know, because of our previous resident meetings and your ideas, suggestions, and comments, we have been able to complete many other projects here at Marino -Ruggiero Apartments. Some of these projects are: upgrading of development signs, interior painting of your apartments; and the purchasing of new tables, chairs, and benches.

We would now like to have you give us some ideas, opinions, comments, and suggestions as to what you would like to have done here at Marino -Ruggiero with the grant money that we will be receiving from HUD for the year 2003. Remember these are for capital improvement projects, which will improve your standard of living and continue to offer a safe and pleasant environment for you to have. Please hold all your maintenance issues and work orders until the end of the meeting when our Deputy Director and our Maintenance staff member will gladly discuss those with you. This meeting now is for large capital improvement projects for the future. Our Modernization staff, who was introduced earlier, handles all capital improvement projects and also prepares the grant application for HUD outlining all the capital improvement projects that tenants would like to see done at their developments. The only way to actually show how the future grant money will be used is to receive tenants suggestions, ideas, and comments. Thus,

you can see and understand the importance of having you attend these annual meetings and present us with your ideas, suggestions and comments. Without these personal tenant ideas, suggestions and comments, HUD would not be aware of what projects you personally want to have done. It is also necessary, Mr. Jennings explained, that the tenants understand that the money provided by HUD is for all eight of our developments and is used on a “need first basis” not a “come first basis”.

Without any further comments, we would now like to hear from our tenants here today.

**Q:** Are we being asked if the trash compactors are going to be replaced?

**A:** Yes, we have already incorporated this suggestion into the 5 -Year Plan and we will be going out to bid on this project in the very near future.

**Q:** Will we be getting a new elevator and will they be giving us a second elevator? As we have said many times, the elevator presently continues to be broken and one elevator for this building is not enough?

**A:** We have always agreed with you that one elevator is not enough and that the present elevator system should be upgraded. We want you to know that we have completed our study and have secured an architect/engineer to design the new elevator and will be going out to bid very soon. Marino -Ruggiero Apartments will have two elevators and both will be in proper working order.

**Q:** More than one tenant said how very frustrating it is for them to use the stoves that they presently have. When are we getting new stoves?

**A:** We do understand the problem with the stoves and we are very happy to inform you that as we speak we are waiting for bids to be returned for the purchasing of new stoves. We are also hoping to be able to get the stoves with knobs in the front not back and are looking into larger stoves for you too. We will get the stoves very soon and our Maintenance Department will be installing them in your apartments. We aren't absolutely sure about the size of the stove, because too large of a stove may cause us to have to do extreme renovation to your kitchen, but we are doing our best for you. However, until then if you are having a serious problem with your present stove, please give our Deputy Director a call and she will handle this for you.

**Q:** The carpeting in the hall still needs to be replaced, when can we expect that to happen?

**A:** We thought this had already been done. We will have this looked into immediately, answered Mr. Kambic, the Executive Director, who arrived at the meeting.

**Q:** There is a problem with the roof, especially on the 5<sup>th</sup> floor, it is leaking, especially when it rains hard. Can a new roof be put on the building with this money?

**A:** As you know, this is the original roof, and this is a serious problem, which we are aware of and have incorporated this into the grant application and the five -year plan. This will be taken care of in the very near future. Other things at other developments, such as the heating at Adrean Terrace and Humphrey Gardens have, unfortunately, had to be handled first, but we will be taking care of your roof very soon. We do want to know of any other roofing problems, so please give our office a call should anything else occur because of the roof and somehow we will temporarily take care of this problem until a new roof is on the building.

**Q:** Trees and bushes have to be cut down around the parking lot area, shouted a tenant, to Mr. Kambic, the sap from these trees is going all over my car and cause a lot of damage. My entire car has to be repainted, why haven't you done anything about this? (Before Mr. Kambic could reply), another tenant said the trees and bushes are overgrown near her windows and bugs and bees are getting into her apartment. No one does anything about it, why don't you?

**Q:** Another tenant then started shouting about the parking... why has the assigned parking not been enforced. We have lived here a number of years and always parked in the same spaces, now all of a sudden other people are parking there. We have called your office and just been told no assigned parking spaces. This is wrong, what are you going to do about this and when? (also during this shouting another tenant, Ms. Honey Bouse, kept getting up and whispering in the Mayor's ear)

**A:** It is apparent, said Mr. Kambic, that we are losing sight of the reason for this meeting today. I will gladly discuss these issues with you at the end of this meeting, as these are Administrative and Maintenance issues. (However, the tenants kept (in loud voices) demanding that this be discussed now. At this point, even our Chairwoman of our Board of Commissioners, tried to talk with the tenants and tell them we would do a study on the parking lot situation, as they said there aren't enough spaces either, and in a few months be able to tell you what we have discovered. At this point a few tenants got even louder and then walked out of the room. The Mayor then asked our staff member from the Maintenance Department to take him outside to look at the parking lot.

**A:** Mr. Kambic and Ms. Logan, our Deputy Director, said that the trees and bushes had been cut and spruced, however, we would look into this situation again immediately and apologize for the problem returning.

At this point the CFP Resident Meeting was concluded, as we could no longer obtain input from the tenants, who now were much too upset over the assigned parking and what decisions on this immediately. The Modernization staff sat with the Mayor, who drew a diagram of how we could re-do the parking lot adding additional spaces. We agreed to do a study and have another meeting very soon regarding this situation. The tenants also told the Mayor that the parking lot has to be repaired and repaved. These items will be incorporated into the study and into the grant application for 2003.

**A:** Work on this parking lot had been scheduled for 1999, however, due to other circumstances it couldn't be completed as scheduled. It has been put into the five-year plan with this application.

At this point, that the meeting was concluded, as tenants were getting much too upset over the assigned parking issue and were demanding Mr. Kambic to speak to them with the Mayor there. The Modernization staff concluded their part of the meeting and left the room. Mr. Kambic, Ms. Logan and the Mayor and Chairwoman of the MHA Board of Commissioners remained to discuss this issue further with the tenants. Mr. Jennings did thank the tenants who gave their input, prior to the other issues regarding parking were brought up. Some tenants were now asking about having a new dumpster put in since we are going to have the parking lot renovated.

Meeting was concluded at 3:00 P.M.

Minutes submitted by: Darlene LaPorte, Senior Typist  
Modernization Department, MHA

CF PRESIDENT MEETING  
FRIDAY, OCTOBER 25, 2002, @ 3:30 P.M.  
PERRETTA TWIN TOWERS

The meeting, for the Year 2003's Capital Fund Grant Program Resident Meeting, was held for the residents of Perretta Twin Towers, in the Perretta Twin Towers Community Room, on Friday, October 25, 2002, @ 3:30 P.M. The Housing Authority staff present at this meeting prepare the annual grant application, whereby funding is requested for many projects and problems that the tenants tell us about. These are the improvements that the tenants feel are not only necessary, but needed, in order to improve their standard of living at their development. The tenants' ideas, suggestions, concerns, and questions are why we are here. It is necessary for us to have this meeting each year not only to comply with HUD requirements, but also to receive and record input from the tenants as to what they want to see done at their development. It is with this grant funding that many renovations and capital improvement projects have been started and completed here at Perretta Twin Towers. We are again asking for your input, as to the capital improvement projects you would like to see undertaken here at Perretta Twin Towers that will continue to keep you in a safe and pleasant environment.

Cheryl Logan, the MHA Deputy Director, began the meeting by introducing the Modernization staff present and explaining that the Modernization Department is the MHA Department that oversees all capital improvements at all eight of our developments. It is also the Modernization Department that incorporates all of your ideas, suggestions, comments, and concerns into the grant application that MHA files each year with HUD. She then turned the meeting over to MHA's Modernization Coordinator, Brian Jennings.

Brian started the meeting by asking tenants to bear with him as he began to explain the reasons that this meeting is held each year for those that may be new to Perretta Twin Towers. Each year these meetings are held in order for MHA to obtain comments, ideas and suggestions from the tenants regarding how they would like to see the funding received from HUD used at Perretta Twin Towers. The funding that the Housing Authority receives from HUD is for all eight of our developments and is delivered on a "need first basis"; which is why the funding sometimes seems limited from one development to another. He stressed to the tenants present how very vital and essential it is for the staff at MHA to get first hand information from the tenants, as to the desired and key improvements they want to see accomplished at their development.

Brian emphasized that there have been many projects here at Perretta Twin Towers that have been completed in the past, as a result of this meeting and due to the comments, suggestions, and ideas present by the tenants to the MHA staff. A few of these projects are: resurfacing and redesigning of the front parking lot, painting of all the Housing Authority's apartments and staff offices here at Perretta Twin Towers, the brick exterior of the building was cleaned, new floor coverings in the hallway and entrance ways, an updated ventilation system and fire alarm system has been installed, and also new elevator upgrades, which was long overdue here at Perretta Twin Towers was completed. New stoves have been installed here and new windows will be installed in all apartments. The grant application will be submitted for the year 2003 and it is

again important that we return to our tenants to completely get their input for future funding from this grant for the year 2003.

Brian and Cheryl reminded the tenants that all capital improvement projects are completed on a "need first basis" and this will continue. Unless, something unfortunate comes up at one of the other developments, the Housing Authority does try to follow the Five Year Plan as it is presented to HUD in the grant application. The tenants were then recognized and asked for their input regarding capital improvements for the Towers. We do need to know what improvements you would like to see here at the Towers and how this grant money can be used to address these improvements.

**Q:** Can pest control be handled more than just once a year?

**A:** Yes, we agree and this is already in the works. It is necessary to have Pest Control more than just once a year.

**Q:** Security is still a problem here at Perretta Twin Towers. We would like to have more security, especially during evening hours. Cameras in the parking lots would also be very helpful in creating a safer environment for the tenants.

**A:** We are working with our Security Department, trying to make arrangements to have them be more visible and available. It has been agreed that they will now start working at 8:00 A.M. instead of 8:30 A.M. Security that is more visible, aids in making you, our tenants, feel much safer. The suggestion about additional cameras being placed in the parking lots is definitely one that should be looked into further. This is a suggestion that will be incorporated into the Five Year Grant application with HUD.

**Q:** Another tenant stated that there is a need for additional parking spaces, especially for the handicap.

**A:** We will definitely look into additional parking spaces in our parking lots, however, there is very little land around Perretta Twin Towers available to us.

**Q:** When the stoves were installed in the apartments, the molding behind the refrigerator and stove areas was not re-installed. Can this be done with money from this year's grant?

**A:** Our Maintenance Department staff installed the new stoves, therefore, we will have them correct the situation and replace the molding.

**Q:** Weather-stripping is still a big problem here at Perretta Twin Towers. All the weather stripping should be replaced, especially in the front of the building, east and west sides. Can we do something with this grant money and have new weather-stripping redone?

**A:** We have tried in the past to correct this problem, which now has grown and is presenting a greater problem. Yes, we plan on incorporating this into the grant application for the year 2003.

**Q:** Our Community Room is where we hold many special and everyday events, according to tenant Linda Mesegnastated and this Community Room is outgrowing itself and should be enlarged, if at all possible?

**A:** The staff here tonight, and part of the staff that is here tonight, has discussed this problem and do agree that a larger Community Room is an excellent idea. However, it will be a very costly project, mostly because there is not a lot of land available around Perretta Twin Towers. In order to do this correctly, much of the parking lot would be taken away, this in itself will present a great problem for the tenants in Tower "B" and the Housing Authority staff. Therefore, you can understand why this idea must be discussed much further, before it could be presented to HUD for consideration.

**Q:** There does seem to be an electrical problem in Tower "B", the electric smoke alarms continually go off. We feel that there is a problem with the electricity and that the wiring may have to be replaced.

**A:** We were not aware of this problem, but we will have someone here to look at the problem and correct it.

We definitely do appreciate your attendance here today; it is because of your ideas, comments, questions, and suggestions that capital improvement projects get incorporated into the grant application and then funding is received to start and complete these improvements.

The Deputy Director wanted the tenants to know that she has had all the small maintenance problems, that some of the tenants brought to her attention today recorded and that she personally will be handling these problems. She also thanked the tenants for their attendance and for their input, which has been recorded and will be incorporated in the application to HUD.

The tenants told the staff that they should be congratulated for doing a great job here today and handling this meeting in a very professional way. It has been an excellent and very informative meeting.

This meeting was concluded at 4:35 P.M.

Minutes submitted by: Darlene LaPorte, Senior Typist  
Modernization Department -MHA

CF PRESIDENT MEETING  
THURSDAY, OCTOBER 24, 2002, @ 5:30 P.M.  
WASHINGTON COURTS

The annual resident meeting was held for the tenants residing at Washington Courts on Thursday, October 24, 2002, @ 5:30 P.M., in the Community Room. The tenants at this meeting are able to give the MHA staff their suggestions, ideas, questions, and comments as to the capital improvements that they want and need to have completed at their development. All of these suggestions, ideas, and comments will be incorporated, once the Modernization staff present tonight has prioritized them, into the grant application, which will be sent to HUD for funding for the coming Year 2003. or

The Housing Authority's Deputy Director, Cheryl Logan, opened this evening's meeting, first expressing the Housing Authority's thanks for those that are in attendance and explaining that

many of the tenants that were going to be here tonight, have been invited to attend a Hope VI Meeting. But for those of you who are here and will also be attending the Hope VI meeting, we appreciate that you are dividing your time up so as to be here for this meeting and do promise to get you out on time for these second bus which will be arriving to take you to the next meeting. She then introduced the modernization staff in attendance and explained why this Department sponsors this meeting each year. She explained the difference between capital improvement projects, which this Department is in charge of, and Maintenance problems, which our maintenance staff should be handling. They are not present this evening, and she said that she will address maintenance questions, herself, at the end of tonight's meeting. Therefore, she asked that these questions be reserved for later this evening. She explained that it was extremely important that our tenants attend these meetings each year, in order for the Housing Authority's Modernization Department to know the need and desire that the tenants have to getting projects completed at Washington Courts. She advised the tenants that this Capital Fund Program meeting is held for the residents to give their suggestions, ideas, and comments to the staff present tonight from the Modernization Department, which is the department that oversees incorporating your suggestions, ideas, and comments into the grant application and also oversees the beginning and completion of all capital improvement projects for all eight of our developments. She explained that HUD is not going to be putting large amounts of money into Washington Courts since it is mandating that this development be closed and eventually demolished. Tonight, however, we are here to discuss any problems or projects that you need to talk about and feel should be handled now while you are still living here at Washington Courts. Any project that you feel will ensure your safety and is necessary to your well-being should be discussed so that we can handle this for you even though this development may be closing. She then asked the Modernization Coordinator, Brian Jennings, to take over the meeting.

Brian then addressed the tenants with a short explanation as to exactly what information they could provide tonight this evening regarding capital improvements that they would like to see completed here at Washington Courts. He advised the tenants of how important it is that they are present and supply us with these ideas, comments, and suggestions for the use of the funding at their development. This funding will allow us to complete projects, as it has in the past. Many projects have been completed here at Washington Courts because of tenant input, which has helped improve the standard of living for the tenants. The Housing Authority and HUD want this to continue, therefore, even temporarily. The Modernization staff, will prioritize the suggestions, ideas, and comments you present tonight will be recorded and then will be incorporated into the grant application for the year 2003. Remember, as in the past, the funds provided are divided between all eight of our developments on a "need first" basis. It is only when it is of the utmost necessity that money is pulled from one or more developments to aid another development that may be in serious trouble. Please remember all of your ideas, suggestions, and comments are always given top priority and handled in the Housing Authority's best ability.

Projects that have been completed here at Washington Courts in the past were then outlined, of those areas follows: Painting of the interior of all the apartments, the building of this brand new community room, with Housing Authority staff offices included, the completion of unit conversions, the installation of new entry doors, and the installation of new tub surrounds. Without tenants input, these projects may not have been completed.

**Q:** One of the tenants asked the Deputy Director if there was anything that could be done to keep the children off of the fire escape, which will prevent them from entering the building?

**A:** She said that she was unaware of this problem, however, she would have our Security Department and our Maintenance Department look into this and do some repair work so that this will be stopped.

**Q:** Can the light bulbs be changed and brighter ones be installed in their place, as the lighting in the apartments presently is very dim and dismal?

**A:** Our Maintenance Department will look into this and try to replace as many light bulbs as possible with higher watt bulbs.

**Q:** Another tenant present asked our Deputy Director about the new Hope VI application that is going to be submitted. Will we be getting HOPE VI and if we don't, again what will happen to the tenants here at Washington Courts?

**A:** We were not given the funding for HOPE VI; however, we are reapplying and hopefully will get the funding this time, as we have corrected the few areas that we were rated low in last year. Right now Washington Courts will continue as it has in the past, which is why we are here tonight for your suggestions, ideas, and concerns. When the time comes for Washington Courts to be closed, our tenants will not be displaced; they will be given apartments in our other developments. You are very important to the Housing Authority and never will be left by us.

**Q:** There is a problem with the water temperature; in "B" Building the water is very hot, however, in "H" and "G" Building the water is much cooler. Can something be done with grant money to correct this problem.

**A:** Unfortunately, as water travels, especially in older buildings, such as the ones here at Washington Courts, water gets cooler. We will have the Maintenance Department look into this water temperature problem and see if there is a way to correct this.

**Q:** Another tenant asked if we could do something about the electricity. In many of the apartments some of the plugs work and some don't, this is a very big problem.

**A:** Yes, this is definitely a big problem; we will have someone there to check this out tomorrow.

**Q:** Could something be done about the intercom system? There is no intercom system operating in Buildings "A", "B", "C", "D", and "H". This is definitely creating unsafe living conditions for those tenants living there.

**A:** Again, we were not aware of a problem with the intercom system. We will have someone there tomorrow also to check this out. If this can't be repaired, we will look into doing something else, in order to have an intercom system working for the tenants residing in those buildings.

The tenants were assured of how important their suggestions, concerns, and ideas still are to the Housing Authority and HUD and those will be incorporated into the 2003 grant application. They were thanked for attending this evening and also told that any serious problems will be addressed and handled. In no way will their standard of living be lower or changed in any way while they are still residing here at Washington Courts.

This meeting was concluded at 6:30 P.M.

Minutes submitted by: Darlene LaPorte, Senior Typist  
Modernization Department, MHA

**RESIDENT ADVISORY BOARD**  
**TUESDAY, MARCH 18, 2003 - @ 3:00**  
**@ PERRETTA TWIN TOWERS BOARDROOM**

The meeting began at 3:00 PM with Chery Logan, Deputy Director, welcoming and thanking everyone for their attendance this afternoon. She also introduced Ronnie Odom from MD Strum Associates.

This particular meeting is with The Pillar of Life and Tenant Representatives. This meeting is held more than once during the year, but today's meeting is being held to discuss the Annual 5-year Plan. Once the first draft of the Annual 5-year Plan is completed, we hold this meeting to get any ideas, concepts, or other issues you may have or that will arise in the future. This plan will be sent to HUD once it is totally complete. We will incorporate your requests and concerns into the Annual 5-year Plan, thus enabling us to address these issues, some in a short term and some in a longer term. I realize the Annual Plan is very arguable. There are a lot of things in here that pertain to you about Capital Improvement, things that we are going to do in the future, like HOPE VI. Other items in the Annual 5-year Plan, which pertain to what the Authority has to handle the intake and how we put people in the Authority; the pet policy; the Pillar of Life, Board of Commissioners Meeting minutes, CFP Meetings and Notes, and the Annual Budget, which will project finances for next year to the next five years. oto

There are questions on demolition of Washington Courts for HOPE VI, Admissions, preference on how we do Admissions, Section 8, Welfare to Work, Self Sufficiency issues, and Security issues. This document is here now and anyone has an opportunity to look at it. If there is anything in this document that you have any questions on, feel free to bring them up for discussion, however, you really have to look at this document in length. Any Capital Improvement questions that you may have concerning your development, we can discuss and I will try to tell you when and how things are going to happen. We have already had our resident meetings, however, I will be happy to answer any of those questions, as best I can.

Questions from those present will now be taken:

Rosyl asked Arthur a while ago about the lighting in "A" parking lot of Humphrey Gardens; it still is not working. We also need extra lighting. We would also like to have more dumpsters.

Cheryl replied there could only be three locations for the dumpsters. We will be looking into more lighting, but this will be taking place over the next five years and will be handled through the Modernization Department.

Rosyl stated when are they going to gettous with the cycle painting because some of the apartments really need it?

Cheryl stated that everyone is on a schedule. Right now they are finishing up at Gillmore then they are going up to Adrean Terrace, and probably in the fall at Humphrey Gardens. Cycle painting is going to get done this year for everybody.

Cheryl introduced the Resident Advisory Board to Ronnie Odom from MD Strum Associates.

Ronnie stated HUD hired his company to come in and look at helping residents is more involved in the planning process. As you know, planning is not just done overnight, it is a whole process that really should take the whole year. Normally, however, throughout many housing authorities all over the county, residents are not really involved in the planning process. It is just so much more helpful for the housing authorities to get input from you on the real issues from your developments. You are the voices and the ears of all the residents. You bring everybody's problems to the table as a whole, not just individual problems, but as a whole what you need in each of the developments. At the same time, it is an opportunity for you to look at how the Housing Authority is planning on dealing with other major issues that may not directly affect you, but because you are a resident it may be of interest to you. So that you can understand the way the Annual Plan works, though it is put together very well, I would like to talk about some issues and how these issues will be addressed. Any questions you may have, we will discuss and break down helping you to better understand the planning process.

One of the first areas that they are talking about is what HUD calls Deconcentration and basically what that means is that for years and years housing authorities were forced to choose a preference and one of those preferences that they had to choose was the poorest of the poorest. If you had people on your waiting list like someone with income and someone with no income and you had a unit open, you would have to choose the person with no income. Hence, what happened is that you had developments with very very poor people living in them. What HUD is now saying, is we want you to deconcentrate, we want you to mix it up and how to combine people who are working with people on welfare. You have a mixed income and are equal. We don't want to have gettos. Bringing in people from all income levels is a way to elevate some of those problems. Cheryl do you want to tell them what you are going to do about deconcentration?

Cheryl stated one of the things we are doing is closing down Washington Courts. We will be transferring the people presently at Washington Courts into our existing population at Adrean Terrace, Humphrey Gardens, and ND Peters. We will be building out in the private sector, in the slotted areas in Cornhill, new constructed building, which will be like the units size they are already in 1, 2, 3, 4 or 5 bedrooms, rent to own, they could go to Section 8 or they can outright buy these units. Now we had some people from Adrean Terrace come to our HOPE VI meetings because we were talking about tearing down the front building, the new one we are just in, we want to take that down and open it up, as it is very concentrated. That was one of things that we were going to do to start deconcentration and to move people of all incomes and all nationalities, though,

basically it's income that is the issue, it's not race, religion or color. So to move everyone together so you have someone who owns their own home right next to someone who rents and they could be paying \$50.00. This is how we are prepared to deal with the deconcentration and income mixing and it is to start with the HOPE VI. Hopefully, after this takes place it will then carry on we won't have any of the properties like Adrean Terrace we would have it all in the population. They won't be living so close to each other you will have your own homes. That is the plan for the next 5 to 10 years. That is what we hope to do, to break this concentration HOPE VI, gave us the money to start these things. That would be the start of it Adrean Terrace has too many apartment not enough room. Senior sites I don't know if we can do anything with the units that we do have, that is the problem we have.

Roselyn stated there are not that many people applying for Senior Housing?

Cheryl stated the problem is there is a lot of competition now and we are feeling the crunch. There just aren't the people here now. We are offsetting that with immigrants now. The plan is to have clean affordable housing, even better than we now have. We are hoping to tear down some of our existing buildings and build up the Cornhill area. We are trying to help people to go from welfare to work and to get out into the population and contribute.

Linda stated it's not like they don't want to live here they either pass away or go into a nursing home. It's really hard to get the seniors.

Ronni stated the other way to get the income mix is get the people not working to work and the housing authority has identified ways to encourage people, we have a lot of supportive services here. You have a wonderful department called Community Services that would help people in certain ways. This Department helps people find affordable daycare, transportation; all of that information will be shared with residents who don't work that can work. It is important for everyone to work and help support society. It is really important for the housing authority because the more people work the better it is. The rent money that is received is used for services, therefore, if you don't have any rent money and all the money is coming from HUD, you won't have any great services to help the residents.

Cheryl stated that Nadia and Stephanid bring the people from Adrean Terrace, Linda is very instrumental with the seniors. Roselyn just formed a committee at Humphrey Gardens.

Ronni stated I think one of the other sections that are really important is financial resource. Let's talk about the Federal Grant. Under that grant is the Operating Budget, that is the money that is used to pay staff here, that is the money that is used to operate the Housing Authority. Public Housing Capital Fund means that is the building money, that is the money for rehab work and the painting you were talking about. Then from the Section 8 standpoint, it is a program a lot of money is taken out of that helps people become self-sufficient.

Also under the grant program, is the ROSS Grant, which I don't believe the Housing Authority has applied for, but will be applying for this year? It is for \$75,000 for the residents, which is really important. This is money that would directly effect you and help you get more residents involved in training and leadership, so you can understand how very important it is that you support this grant when it is applied for. It is very expensive to run a Housing Authority and I think it is important that you support them. The Housing Authority will receive fourteen million dollars and that has to pay for everything.

I can say that the Housing Authority did a great job in breaking this money down for you. The following attachments break it down into properties. The properties that are represented now are Adrean Terrace, NDPeters, PTT, Humphrey Gardens and Marino Ruggiero. Attachment B has Adrean Terrace, \$20,000 for landscaping, sidewalk replacement, paving of parking areas, curbing, fencing, garbage stations, and sewer line replacement. NDPeters \$20,000; PTT \$10,000; M/R is \$60,000; GV \$20,000; and HG \$20,000, that is just for landscaping and sidewalk replacement.

Cheryl stated these are based on the meetings we have already held with our residents.

Linda asked Marino -Ruggiero \$60,000, does that include the elevators? I don't understand that.

Cheryl said Site Improvement that's what we are talking about it means more parking lots and a side entrance for garbage.

Ronnie asked those present to flip over to the next page the next section is dwelling structure; this is where we talk about cycle painting, replacement of windows and storm doors, and common area renovations.

Cheryl stated that all these things were talked about in the meetings that we had previously for each development.

Ronnie stated that the next section is dwelling equipment, that is refrigerators and stoves; and the next section is non-dwelling structures, which is maintenance shop, common buildings, non-dwelling actual means no one lives there. Then there is non-dwelling equipment. Then the other ones are Housing Authority wide, is money for relocation if something happened to someone's apartment and they had to be moved out we would pay for that.

Ronnie stated we are going to move on from the money side and move on to the front of the plan. This section is on the housing authorities' policy for governing, eligibility, selection and admission. It means what the housing authority looks at or should look at for someone to be eligible for housing. It is really important for you to know the rules and regulations so if you think something could be included in the plan, you have that opportunity to bring that to the table now. We will now go over some of these policies

briefly: 1) to be in public housing you have to be in a certain income limit, but the other good thing now is that the Housing Authority could check your criminal background, the rental history, and then look for suitability, which means you may be eligible to live in housing you just might not be the person we want to be living here so they are going to check with their previous landlords. We have to make an effort to get the right people. Naturally, everything is being checked and the applicant has the opportunity to tell us in detail what we are checking. They also do credit checks, rental checks, and criminal and background checks. They are doing the same for Section 8.

Cheryl stated we do have some people with criminal backgrounds. We check on all felonies. If they have a misdemeanor we can overlook that, it depends on the crime.

Nadia stated that sometimes people do make mistakes.

Ronnie stated they only check for the last 3 years. If it is something bad that someone did the Housing Authority owes it all to you not let that person in. Something drug related, sex crimes, we don't want to put someone like that near other tenants.

The next section is Rent Determination Policy and the most important thing out of this section is the minimum rent. The Housing Authority has to select a minimum rent and they can choose zero, 1 -25, or they can choose up to \$50.00. This Housing Authority has chosen \$50.00 as the minimum rent, which means that if you are working and you get laid off your job for three months, regardless of how low your income goes, you have to pay at least \$50.00. It also doesn't mean dollars, it also has to do with the utility allowance, you may only have to pay \$5.00, but you also start with the \$50.00 because of the utility allowance. What I didn't see that you need to adopt, is a Minimum Rent Hardship Policy. You need to give people an opportunity to say they can't come up with the money.

Fran asked if they have no money, no funds that's when you implement it.

Ronnie said you have to give them the opportunity to prove it.

### Ceiling Rents

Cheryl stated we haven't done ceiling rents when we calculated it out it we chose to use the fair market rent. We would use it if it came below the fair market rent and it doesn't. We are using fair market rent because that is what Section 8 is using and they are right on the money.

Ronnie stated that we still need to adopt the Ceiling Rent Policy.

Cheryl stated she would talk to Harold about it. We did adopt the fair market rent, but we didn't adopt the ceiling rent because we are not going to use it.

Ronnie stated that could use either Formal Rent or Flat Rent. Formal Rent is based on income. Flat Rent you don't have to recertify for 3 years.

Cheryl stated we have five or six people that take advantage of the Flat Rent.

Ronnie brought up Capital Funds: Modernization has a lot of programs that they are working on: Community Center @ Chancellor Apts. where the acoustics are very bad; the parking at Marino - Ruggiero and at Chancellor are some site improvements that are being worked on.

Community Services - self-sufficiency programs: Community Services could be coming back to the Housing Authority, whereby, you have to work 8 hours a month. President Bush is fighting for this, though it is very hard to administer.

Cheryl stated they don't care about their welfare check, they don't want to work for the Housing Authority. If you think we have an occupancy problem now wait until this happens because we can evict them if they don't comply.

Ronnie stated that it goes into the lease and if you don't do it you can get evicted it is very difficult to administrate.

Self-sufficiency Programs - Currently, we just hired Tina as Case Manager and we have every intention to hire a Self-sufficiency Coordinator. It is basically to help residents to go from welfare to workfare. Helping them with daycare, transportation get them out to buy homes and get into the community. It is a long process, one to five years, monitor by a Case Manager and to work with them until they become sufficient. We will work with other agencies to help these people go from welfare to workfare. The tenant must be committed to doing this.

Ronnie stated it looks like we have four Programs, ROSS Program, Computer Lab Adrean Terrace, Youth About Learning Program, Welfare to Work Program.

Next section: Drugs and Criminal Activity - some preventative measures: there is an issue, increase in crime identified the developments with the worst problem and they are: Washington Courts, Gillmore Village, F.X. Matt Apts. and Adrean Terrace. Funding should go into these areas for safety. Some of the other activities are taking outside and other resident organizations to provide crime and drug prevention activities they are going to target at risky youth, adults and senior Volunteer Block Watcher Program.

Cheryl stated we have started it, but it never came to anything. We might start to have building captains have someone monitor their complexes and then report to the proper authority. Senior sites are pretty good. They have cameras front and back.

Pet Policy: Can have domestic pet, but can't weigh more than 40 lbs. Can't have more than one pet. A \$350 security deposit is required. Pet must have had all shots. This

deposit is just for dogs and cats. We should have a sticker that reads "Dog lives here" for the Maintenance Department.

Another important thing that goes into the Plan is: The Housing Authority is required to have one (1) Resident on the Board of Commissioners. This Authority has two (2) Residents on the Board, their term is for two (2) years and then a new election is held; whereas, the other Board Members' term is for five (5) years.

I think that we have covered all the major issues and I hope that this discussion has helped all of you understand the Plan much better. Also, I really believe that it is so important that residents are part of the process and talking to our residents is of major importance, especially in obtaining feedback. We are all working for the same goal, safe and sanitary housing.

One of the things that has to happen in the Annual Plan is that the Resident Board needs to comment on the plan, I have a form that you can use or just come in and orally we will discuss your comments, but either way it has to be documented.

Meeting Concluded: 4:30 PM  
Submitted By: Marisa Aiello

**Attachment R**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHAName:</b> Municipal Housing Authority of the City of Utica, NY	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: NY06P00650103	<b>Federal FY of Grant:</b> 2003
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     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				
3	1408 Management Improvements Soft Costs				
	1408 Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	246,770			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)	246,770			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHAName:</b> Municipal Housing Authority of the City of Utica, NY	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: NY06P00650103	<b>Federal FY of Grant:</b> 2003
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security --Soft Costs				
	Amount of Line 21 related to Security --Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures	24,667			
	Collateralization Expenses or Debt Service				





**Annual Statement/Performance and Evaluation Report  
Capital Fund Program (CFP) Part I: Summary**

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

HAName: <b>Municipal Housing Authority of the City of Utica, New York</b>		Comprehensive Grant Number <b>NY06R00650101</b>		FFY of Grant Approval <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number _____		<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending		<u>12/31/2002</u>	
<input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGPF Funds	\$ -		\$ -	\$ -
2	1406 Operations (May not exceed 10% of line 19)	\$ -		\$ -	\$ -
3	1408 Management Improvements	\$ -		\$ -	\$ -
4	1410 Administration	\$ -		\$ -	\$ -
5	1411 Audit	\$ -		\$ -	\$ -
6	1415 Liquidated Damages	\$ -		\$ -	\$ -
7	1430 Fees and Costs	\$ -		\$ -	\$ -
8	1440 Site Acquisition	\$ -		\$ -	\$ -
9	1450 Site Improvement	\$ -		\$ -	\$ -
10	1460 Dwelling Structures	\$ 254,570.00		\$ 254,570.00	\$ -
11	1465 Dwelling Equipment - Nonexpendable	\$ -		\$ -	\$ -
12	1470 Nondwelling Structures	\$ -		\$ -	\$ -
13	1475 Nondwelling Equipment	\$ -		\$ -	\$ -
14	1485 Demolition	\$ -		\$ -	\$ -
15	1490 Replacement Reserves	\$ -		\$ -	\$ -
16	1495.1 Relocation Costs	\$ -		\$ -	\$ -
17	1498 Mod Used For Development	\$ -		\$ -	\$ -
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 254,570.00</b>		<b>\$ 254,570.00</b>	<b>\$ -</b>
20	Amount of Line 19 Related to LBP Activities	\$ -			
21	Amount of Line 19 Related to Section 504 Compliance	\$ -			
22	Amount of Line 19 Related to Security	\$ -			
23	Amount of Line 19 Related to Energy Conservation Measures	\$ -			
Signature of Executive Director and Date  <p style="text-align:right;">2/28/2003</p>		Signature of Public Housing Director/Office of Native Programs Administrator and Date.			

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

from HUD-52837(10/96)

ref Handbook 7485.3



Annual Statement/  
Performance and Evaluation Report  
Part III: Implementation Schedule  
Capital Fund Program (CFP)

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

RHFFY2001

OMB Approval No. 2577-0157 (Exp. 7/31/98)

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)	
NY06P006010 HUMPHREY GARDENS	12/31/2002		12/31/2002	6/30/2004			
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.			
Signature of Executive Director and Date  2/28/2003				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

Facsimile form HUD-52837 (10/96)  
ref Handbook 7485.3