

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

Ithaca Housing Authority

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

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

**PHA Plan
Agency Identification**

PHAName: IthacaHousingAuthority

PHANumber: NY054

PHAFiscalYearBeginning:(mm/yyyy) 10/2003

PHA Plan Contact Information:

Name:Mr.LawrenceD.Williams:ExecutiveDirector

Phone:607273 -8629

TDD:607273 -1151

Email(ifavailable):Lawrence@Ithacaha.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered :

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

5-YEAR PLAN
PHAF ISCAL YEARS 2003 -2007
[24CFRPart903.5]

A.Mi ssion

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

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

The mission of the Housing Authority (IHA) of the City of Ithaca, NY, is to operate a socially and financially sound agency that assists areal low income families and individuals with safe, decent, and affordable housing opportunities and related services as they strive to achieve esse lf-sufficiency and improve the quality of their lives. The IHA is committed to operating in an efficient, ethical, and professional manner. The IHA will create and maintain partnerships with its clients and appropriate community agencies in ordertoacco mplishthismission.

B.Goals

ThegoalsandobjectiveslistedbelowarederivedfromHUD'sstrategicGoalsandObjectivesandthose emphasizedinrecentlegislation.PHAsmayselectanyofthesegoalsandobjectivesastheirown,or identifyothergoals and/orobjectives.WhethersselectingtheHUD -suggestedobjectivesortheirown, **PHASARESTRONGLYEN COURAGEDTOIDENTIFY QUANTIFIABLEMEASUR ESOF SUCCESSINREACHING THEIROBJECTIVESOVE RTHECOURSEOFTHE 5YEARS .** (Quantifiablemeasureswouldincludet argetssuchas:numbersoffamilieservedorPHASscores achieved.)PHAsshouldidentifythesemeasuresinthespacestherightoforbelowthestatedobjectives.

HUDStrategicGoal:Increasetheavailabilityofdecent,safe,andaffordable housing.

- PHAGoal:Expandthesupplyofassistedhousing
Objectives:
 - Applyforadditionalrentalvouchers:
 - Reducepublichousingvacancies:
 - Leverageprivateorotherpublicfundstocreat eadditionalhousing opportunities:
 - Acquireorbuildunitsordevelopments
 - Other(listbelow)
- PHAGoal:Improvethequalityofassistedhousing
Objectives:

- Improve public housing management: (PHAS score) 92
- Improve voucher management: (SEMAP score) 100
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

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

Education of the public on HUD assisted programs

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

Increase Marketing initiatives for Public Housing and Section 8 Programs

- To develop marketing tools such as brochures
- To achieve proper curb appeal for IHA developments by improving landscaping, keeping grass cut, making properties litter-free and any other actions that will improve the quality of life in the surrounding community.
- To increase IHA influence within the community.
- Begin a Housing Counseling Program to promote increased homeownership opportunities for the residents of both public and Housing Choice voucher programs.

- Begin the development of an additional 22 units of affordable housing near our existing developments
- Look to partner with other community groups and CHDOs to develop additional tax credit or mixed financing programs for the development of affordable housing in the City of Ithaca.

Promote resident creditworthiness, savings and financial literacy with a goal to move from public or assisted housing to a self-sufficient lifestyle and to increase the number of residents able to purchase homes in the area.

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

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

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciesofthePHAhasincludedintheAnnualPlan.

TheIthacaHousingAuthority(IHA)manages341publichousingunitslocatedin6developmentsthroughouttheCity.IHAhas235unitsoccupiedbyelderly/disabledhouseholds,105unitsoccupiedbyfamilies/disabledhouseholdsand1unitoccupiedasaHUDapprovedpolicesatelliteoffice.IHAisalsotheadministrativebodyforHUD'sSection8HousingChoiceVoucherprogramassistingover500low-incomefamilieswithrentalassistanceinTompkinsCounty.IHAisaservice-directedagencywithmanyaward-winningprogramstohelplow-incomefamiliesachieveupwardmobilityandself-sufficiency.

IHAoperationsaremonitoredbytheExecutiveDirector,BoardofCommissionersandLocalGovernmenttoinsurecompliancewithHUDrequirementsaswellaswithsoundpracticescommontoasuccessfulsmallbusiness.Arelativelysmallandknowledgeablestaffmaintainsthislevelofperformance.

TheIthacaHousingAuthorityhaspreparedthisAgencyPlanincompliancewithSection511oftheQualityHousingandWorkResponsibilityActof1998and theensuingHUDrequirements.The5-YearPlan describesthemissionoftheagencyandtheagency'slong-rangegoalsandobjectivesforachievingitsmissionoverthesubsequentyears.

TheAnnualPlanprovidesdetailsabouttheagency'simmediateoperations,programparticipants,programandservices,andtheagency'sstrategyforhandlingoperationalconcerns,residents'concernsandneeds,programsandservicesfortheupcomingfiscalyear.OurAnnualPlanisbasedonthepremisethatifweaccomplishourgoalsandobjectiveswewillbeworkingtowardstheachievementofourmission.

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

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

Here are just a few highlights of our Annual Plan:

- Developing the final architectural and bidding specifications for the Titus Towers corridor will be a major focus for the next few years. The present structure is at the end of its life and demolition and reconstruction along the lines of the current plans will be finalized early next year. The Authority is utilizing or setting aside the greater part of its Capital Fund monies for the purpose of the demolition and reconstruction of the new corridor which will be complete with office space, recreational facilities and other resident amenities.
- Furthering the services IHA's Section 8's award winning 3 Pillar Foundation (3PF) Program to other resident families residing in the public housing family sites. Case management services are incorporated into this program as part of a Family Self Sufficiency Program (FSS), increasing the success levels for home ownership. The 3PF, a branch of our FSS program, is nationally recognized as a best practice program by HUD in teaching financial management as the first step to self sufficiency and home ownership. This will likewise be incorporated into a complete Housing Counseling Service for home ownership preparation at Authority sites utilizing the ROSS Homeownership grant program funding. The effort is to be termed the IHA Homeownership Initiative. Every effort will be made to enable residents to have the option of owning their own home and thus leaving public housing permanently.
- Continuation of case management services to the Public Housing elderly and disabled population. The residents have convinced the IHA of the necessity of

this service to help our Senior and Disabled population to remain living independently in their homes at Titus Towers for as long as possible, this may require some joint actions with other local partners, sponsors and institutions to aid us in providing slightly additional “assisted” living arrangements optionally for clients whom may require and desire this type of arrangement.

- Insuring that the developments at IHA are as accessible as possible for our disabled population through renovations under Capital Fund.
- Insuring security measures are in place for our Family Sites and Titus Towers through increased lighting, police presence through our on-site Satellite Police Station, and family/staff involvement with the Neighborhood Watch program.
- Beginning the IHA Homeownership Initiative which will promote increased homeownership opportunities for the residents of both public and Housing Choice voucher programs.
- Begin the development of an additional 22 units of affordable housing near our existing developments
- Look to partner with other community groups and CHDOs to develop additional tax credit mixed financing programs for the development of affordable housing in the City of Ithaca.

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

	<u>Page#</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	4
1. Housing Needs	7
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	22
5. Operations and Management Policies	26
6. Grievance Procedures	29
7. Capital Improvement Needs	30
8. Demolition and Disposition	31
9. Designation of Housing	32
10. Conversion of Public Housing	33
11. Homeownership	35
12. Community Service Programs	36
13. Crime and Safety	39

14. Pets	41
15. Civil Rights Certifications (included with PHA Plan Certifications)	41
16. Audit	41
17. Asset Management	42,45
18. Other Information	42

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration ny054a01.doc
- FY2003 Capital Fund Program Annual Statement ny 054b01.xls
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart: ny054d01.doc
- FY2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan:
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text): ny054c01.doc
- Other (List below, providing each attachment name)
 - Voluntary Conversion to Tenant -Based Assistance: ny054e01.doc
 - Membership of the Resident Advisory Board 2001: ny054f01.doc
 - Identification of Resident Commissioner: ny054g 01.doc
 - O&E 2001 & 2002 Capital Fund Plans: ny054h01.xls

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Central Office	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Central Office	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Central Office	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	of the resources available, and worked on working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
Central Office	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Central Office	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
Central Office	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Central Office	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <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
Central Office	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
Central Office	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Central Office	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
Central Office	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
Central Office	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Central Office	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Central Office	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications, if more recent, approved or submitted HOPEVI revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Central Office	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Resident Council Office	Most recent self-sufficiency (ED/SS, TOP or ROSS or other residents services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Central Office	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Central Office	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsofFamiliesin theJurisdiction/sServedbythePHA

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/orother dataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionbycompletingthe followingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenterfamiliesathave housingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthehousingneedsfor eachfamilytype,from1to5,with1being “noimpact”and5being“severeimpact.”UseN/Atoindicate thatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	4186	5	2	5	5	4	2
Income>30%but <=50%ofAMI	2998	5	2	5	5	4	2
Income>50%but <80%ofAMI	3024	3	1	3	5	2	2
Elderly	1641	3	2	2	5	2	2
Familieswith Disabilities	2206	3	2	2	5	2	2
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s
Indicateyear:1990
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy(“CHAS”) dataset
- AmericanHousingSurveydata
Indicateyear:
- Otherhousingmarketstudy
Indicateyear:
- Othersources:(CityPlanningOfficer)

B. Housing Needsof FamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists

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

Housing Needsof FamiliesontheWaitingList			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	33		61
Extremely low income <=30% AMI	21	64%	
Very low income (>30% but <=50% AMI)	10	30%	
Low income (>50% but <80% AMI)	2	6%	
Families with children	8	24%	
Elderly families	12	36%	
Families with Disabilities	13	40%	
Race/ethnicity/White	22	67%	
Race/ethnicity/Black	9	27%	
Race/ethnicity/Hispanic	1	3%	
Race/ethnicity/Asian		3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	25	76%	
2BR	5	15%	
3BR	2	6%	
4BR	1	3%	
5BR	0	0	
5+BR	0	0	

Housing NeedsofFamiliesontheWaitingList	
Isthewaitinglistclosed(selectone)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
Howlonghasitbeenclosed(#ofmonths)?	
DoesthePHAexpecttoreopenthelistinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes	
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	182	70	
Extremelylowincome <=30%AMI	122	67%	
Verylowincome (>30%but<=50%AMI)	36	20%	
Lowincome (>50%but<80%AMI)	24	13%	
Familieswithchildren	110	60%	
Elderlyfamilies	10	5%	
Familieswith Disabilities	52	29%	
Race/ethnicity/White	125	69%	
Race/ethnicity/Black	40	22%	
Race/ethnicity/Hispanic	10	5%	
Race/ethnicity/Asian	7	4%	
Isthewaitinglistclosed(selectone)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Ifyes:			
Howlonghasitbeenclosed(#ofmonths)?			
DoesthePHAexpecttoreopenthelistinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C.StrategyforAddressingNeeds

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

(1)Strategies

Need:Shortageofaffordablehousingforalleligiblepopulations

Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:

Selectallthatapply

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

Strategy2: Increase thenumber of affordable housing units by:

Selectallthatapply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

Statement of Financial Resources

[24CFR Part 903.79(b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$803,290	
b) Public Housing Capital Fund	\$588,899	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,848,651	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$58,936	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$974,050	PH Operations
4. Other income (list below)		
Vending Machine Commissions	\$1,000	PH Operations
Washer/Dryer Revenue	\$19,586	PH Operations
4. Non-federal sources (list below)		
Investment Income	\$13,000	PH Operations
Total resources	\$5,307,412.00	

3.P HAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A.

(1)Eligibility

a. WhendoesthePHAverify eligibilityforadmissiontopublichousing?(selectallthat apply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(st atetime)
- Other:(Pre -determinedeligibilityduetoverysmallwaitinglist)

b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

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

c. Yes No:DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d. Yes No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

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

(2)WaitingListOrganization

a. WhichmethodsdoesthePHAplantousetoorganizeitpublichousingwaitinglist (selectallthatapply)

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

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentsitemanagementoffice
- Other(ManyCommunityServiceAgencieshaveapplicationpackets)

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

Other (list policies and development(s) targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income mixing

Other(listbelow)

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

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

List (any applicable) developments below:

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

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

List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug -related activity only to the extent required by law or regulation

Criminal and drug -related activity, more extensively than required by law or regulation

More general screening than criminal and drug -related activity (work closely with PH program)

Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug -related activity

Other (previous landlord upon request)

(2)WaitingListOrganization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

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

(3)SearchTime

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

If yes, state circumstances below:

As a reasonable accommodation to the elder and disabled families

(4)AdmissionsPreferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Highrentburden(rentis>50percentofincome)

Otherpreferences(selectall thatapply)

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

3.IfthePHAwillempliyadmissionspreferences,please prioritizebyplacinga“1”in thespacethatrepresentsyourfirstpriority,a“2”intheboxrepresentingyour second priority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(either throughanabsolutehierarchyorthroughap ointsystem),placethe samenumbertoth nextto each.Thatmeansyoucanuse“1”morethanonce,“2”more thanonce,etc.

DateandTime

FormerFederalpreferences

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

Otherpreferences(selectallthatapply)

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

4.Amongapplicantsonthewaitinglistwithethequalpreferencestatus,howare applicantssselected?(selectone)

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

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

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or

minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

d. Which of the discretionary (optional) deductions and/or 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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debts service
- The "rental value" of the unit
- Other (list below)

f. Rent determination:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. The attachment is named ny054d01.doc
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	341	10%
Section 8 Vouchers	540	15%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

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

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

Code Of Federal Regulations, Housing And Urban Development, Parts 800 And 900, Public Housing And Section 8

Standard Operating Procedures

Personnel Policy And Employee Handbook

Affirmative Action & Equal Opportunity Policy

New York Civil Service Rules And Regulations

- Professional Development And Training Procedures
- Employee Assistance Program Policy
- Summary Of Family Medical Leave Act Of 1993
- Reduction In Force Policy
- Grievance Procedure
- Substance Abuse Policy In Accordance With The Drug Free Workplace Act Of 1988

- EmployeePerformanceAppraisalPolicy
- AdmissionsAndContinuedOccupancyPolicy,June2003
- RentCollectionPolicy.
- VacancyNotificationPolicy
- MaintenanceWorkPlan
- PublicHousingAssessmentSystem
- FamilySelf-SufficiencyActionPlan
- PublicHousingDrugEliminationProgram
- CapitalFundGrantProgram
- CostAllocationPlan
- FamilyHousingPetPolicy,June2001
- CommunityServicePolicy,June2001
- AmericansWithDisabilitiesAct
- Section504OfTheFairHousingAct
- (2)Section8Management:(ListBelow)
- HUDGuidebook7420.10g:HousingProgramsGuidebook –HousingChoice,
April2001
- Section8ManagementAssessmentProgram:SEMAP
- NewYorkLandlordTenantAct
- IthacaHousingAuthorityAdministrativePlan

6.PHAGrievanceProcedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6.Section8-OnlyPHAsareexemptfromsub -component6A.

A. PublicHousing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFRPart966, 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 24 CFR 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.C apitalImprovementNeeds

[24CFRPart903.79(g)]

ExemptionsfromComponent7:Section8onlyPHAsarenotrequiredtocompletethiscomponentandmay skiptoComponent8.

A.CapitalFundActivities

Exemptionsfromsub -component7A:PHAsthatwill notparticipateintheCapitalFundProgrammay skip tocomponent7B.AllotherPHAsmustcomplete7Aasinstructed.

(1)CapitalFundProgramAnnualStatement

UsingpartsI,II,andIIIoftheAnnualStatementfortheCapitalFundProgram(CFP),ident ifycapital activitiesthePHAisproposingfortheupcomingyeartoensurelong -termphysicalandsocialviabilityofits publichousingdevelopments.ThisstatementcanbecompletedbyusingtheCFPAnnualStatementtables providedinthetablelibrary attheendofthePHAPlantemplate **OR**,atthePHA'soption,bycompleting andattachingaproperlyupdatedHUD -52837.

Selectone:

TheCapitalFundProgramAnnualStatementisprovidedasanattachmenttothe PHAPlanatAttachment(s tatename)ny054b01.xls

-or-

TheCapitalFundProgramAnnualStatementisprovidedbelow:(ifselected, copytheCFPAnnualStatementfromtheTableLibraryandinsertthere)

(2)Optional5 -YearActionPlan

Agenciesareencouragedtoi ncludea5 -YearActionPlancoveringcapitalworkitems.Thisstatementcan becompletedbyusingthe5YearActionPlantableprovidedinthetablelibraryattheendofthePHAPlan template **OR**bycompletingandattachingaproperlyupdatedHUD -52834.

a. Yes No:IssthePHAprovidinganoptional5 -YearActionPlanfortheCapital Fund?(ifno,skiptosub -component7B)

b.Ifyesstoquestiona,selectone:

TheCapitalFundProgram5 -YearActionP lanisprovidedasan attachmenttothePHAPlanatAttachment

-or-

TheCapitalFundProgram5 -YearActionPlanisprovidedbelow:(ifselected, copytheCFPOptional5YearActionPlanfromtheTableLibraryandinsertthere)

B.HOPE VIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)

Applicabilityofsub -component7B:AllPHAsadministeringpublichousing.IdentifyanyapprovedHOPE VIand/orpublichousingdevelopmentorreplacementactivitiesnotdesc ribedintheCapitalFundProgram AnnualStatement.

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization 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 HOPEVI revitalization grant in the Plan year?

If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

[24CFR Part 903.79(i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name: Titus Towers I and II	
1b. Development (project) number: NY54001, NY54006, NY54007	
2. Designation type:	
Occupancy by only the elderly	<input checked="" type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input checked="" type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (03/10/03)	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected: 235	
7. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

A. Assessments of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as streamlined submission. PHA completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self-Sufficiency Programs

[24CFR Part 903.79(l)]

Exemptions from Component 12: Higher 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 support services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 15/06/92

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PH main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>3 Pillar Foundation</i>	<i>136</i>	<i>Self Selection</i>	<i>FSS Office</i>	<i>Both</i>
<i>Individual Development Accounts</i>	<i>1</i>	<i>Self Selection</i>	<i>FSS Office</i>	<i>Both</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 05/01/03)
Public Housing	0	0
Section 8	66	63

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

C. Welfare Benefit Reductions

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

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

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

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(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 low-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- Other (describe below)

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

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

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

B. Crime and Drug Prevention activities the PHA has undertaken or 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)

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. Attachment Filename

14. RESERVED FOR PET POLICY

[24CFRPart903.79(n)]

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

[24CFR Part 903.79(q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (Filename) ny054c0 1.doc
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA change d portion of the PHA Plan in response to comments
List changes below:
 Other: (Comments reflected more of an explanation of the Plan as the questions in comment were already addressed in the plan. In addition further discussion was held on the major change in the Capital Fund program for the replacement of the corridor at Titus Towers.)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (New York State) (City of Ithaca) (County of Tompkins)

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

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

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

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

D. Other Information Required by HUD

Attachments

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

- | | |
|---|--------------|
| 1. Deconcentration Policy | ny054a01.doc |
| 2. Capital Fund Program FY2003 Annual Statement | ny054b01.xls |
| 3. Comments of Resident Advisory Board | ny054c01.doc |
| 4. PHA Organizational Chart | ny054d01.doc |
| 5. Voluntary Conversion to Tenant -Based Assistance | ny054e01.doc |
| 6. Membership of the Resident Advisory Board 2003 | ny054f01.doc |
| 7. Identification of Resident Commissioner | ny054g01.doc |
| 8. O&E 2001 & 2002 Capital Fund Plans | ny054h01.xls |

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition/disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
Northside Family NY054001	27 -3 27 -4	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)				NA		Site Based Accounting
Titus I Senior NY054001	165 -1	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)			Elderly Designation Plan			Site Based Accounting
Overlook Terrace NY054002	6 -2 4 -3	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)				NA		Site Based Accounting
Northside Hancock NY054004	11 -2 5 -3	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)				NA		Site Based Accounting
Southview Apartments NY054005	8 -2 16 -3 2 -5	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)				NA		Site Based Accounting
Titus II NY054006 NY054007	70 -1	General Modernization Activities (see Capital Fund Annual Statement: NY054b01.xls)			Elderly Designation Plan			Site Based Accounting

Ithaca Housing Authority

Deconcentration Policy

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

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

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

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

U.S. Department of Housing
 and Urban Development

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

Office of Public and Indian Housing

HAName: **Ithaca Housing Authority**

Comprehensive Grant Number
NY06P054-501-03

FFY of Grant Approval:
2003

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	\$58,889.90			
3	1408 Management Improvements	\$2,000.00			
4	1410 Administration	\$58,889.90			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$50,119.20			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$21,000.00			
10	1460 Dwelling Structures	\$41,000.00			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$7,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve	\$350,000.00			
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$588,899.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security--Soft Costs				
25	Amount of line 21 Related to Security--Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director

Date (mm/dd/yyyy)

Signature of Public Housing Director

Date (mm/dd/yyyy)

X

X

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

PHAName:		Grant Type and Number			Federal FY of Grant:			
Ithaca Housing Authority		Capital Fund Program Grant No. NY06P054-501-03 Replacement Housing Factor Grant No:			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Satellite TV Training Facility PMP Program	1408 " "		\$2,000.00				
			Total 1408	\$2,000.00				
HA-Wide Admin	Non-technical Salaries	1410	Total 1410	\$58,889.90				
HA-Wide	A&E Fees	1430.1		\$30,000.00				
Fees and Costs	New Admin & Resident Activities Ctr New Maint Warehouse CGP/CFP Legal CGP/CFP/Other Related Consultants Inspector	1430.2 1430.3		\$1,000.00 \$19,119.20				
			Total 1430	\$50,119.20				
HA-Wide	Site Improvements	1450						
HA-Wide	Nonroutine vacancy prep.	1460						
"	Nonroutine PM repairs	1460						
"	Appliances	1465						
"	Non Dwelling Structures	1470						
"	Computer Upgrade-Hdwre & Softwre	1475		\$7,000.00				
"	Demolition (specify location[s])	1485						
"	Replacement Reserves New Admin & Resident Activities Ctr New Maint Warehouse	1490		\$275,000.00 \$75,000.00				
"	Replacement Reserve Total			\$350,000.00				
"	Relocation expenses	1495.1						

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

PHAName:		Grant Type and Number		Federal FY of Grant:				
Ithaca Housing Authority		Capital Fund Program Grant No. NY06P054-501-03 Replacement Housing Factor Grant No:		2003				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NY054-001 Northside/Titusl	Site: None	1450						
			Total Site:					
	Mechanical and Electrical: Replace Plumbing Valves and Risers	1460 1460 1460	165 54	\$4,500.00				
			Total M&E:	\$4,500.00				
	Building Exterior: None	1460						
			Total B.E.:					
	Dwelling Units: Dwelling Units Upgrades Carpet Install Deadbolts	1460		\$16,000.00 \$5,500.00				
			20%					
			Total DUs:	\$21,500.00				
	Dwelling Equipment: None	1465.1						
			Total D.E.:					
	Interior Common Areas:	1470						
			Total ICAs:					
Site-Wide Facilities: None	1470							
		Total SWFs:						
Nondwelling Equipment: None	1475							
		Total NDE:						
Total, Northside/Titusl		Project Total:	\$26,000.00					

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

PHAName:		Grant Type and Number			Federal FY of Grant:			
Ithaca Housing Authority		Capital Fund Program Grant No. NY06P054-501-03 Replacement Housing Factor Grant No:			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NY054-006/7 Titus II	Site: Landscaping	1450		\$14,000.00				
			Total Site:	\$14,000.00				
	Mechanical and Electrical: None	1460						
			Total M&E:					
	Building Exterior: None	1460						
			Total B.E.:					
	Dwelling Units: None	1460						
			Total DUs:					
	Dwelling Equipment:	1465.1						
			Total D.E.:					
Interior Common Areas:	1470							
		Total ICAs:						
Site-Wide Facilities: None	1470							
		Total SWFs:						
Nondwelling Equipment: None	1475							
		Total NDE:						
Total, Titus II			Project Total:	\$14,000.00				

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

PHAName:		Grant Type and Number		Federal FY of Grant:				
Ithaca Housing Authority		Capital Fund Program Grant No. NY06P054-501-03 Replacement Housing Factor Grant No:		2003				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NY054-002 Overlook Terrace	Site: Sidewalks	1450		\$7,000.00				
			Total Site:	\$7,000.00				
	Mechanical and Electrical: None	1460						
			Total M&E:					
	Building Exterior: Siding	1460		\$7,000.00				
			Total B.E.:	\$7,000.00				
	Dwelling Units: None	1460						
			Total DUs:					
	Dwelling Equipment: None	1465.1						
			Total D.E.:					
Interior Common Areas: None	1470							
		Total ICAs:						
Site-Wide Facilities: None	1470							
		Total SWFs:						
Nondwelling Equipment: None	1475							
		Total NDE:						
Total, Overlook			Project Total:	\$14,000.00				

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

PHAName:		Grant Type and Number		Federal FY of Grant:				
Ithaca Housing Authority		Capital Fund Program Grant No. NY06P054-501-03 Replacement Housing Factor Grant No:		2003				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NY054-004 Northside Hancock	Site: None	1450	Total Site:					
	Mechanical and Electrical:							
	Locks	1460	Total M&E:	\$4,000.00				
	Building Exterior: None	1460	Total B.E.:					
	Dwelling Units: None	1460	Total DUs:					
	Dwelling Equipment: None	1465.1	Total D.E.:					
	Interior Common Areas: None	1470	Total ICAs:					
	Site-Wide Facilities: None	1470	Total SWFs:					
	Nondwelling Equipment: None	1475	Total NDE:					
	Total, Northside Hancock		Project Total:	\$4,000.00				

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

PHAName:		Grant Type and Number		Federal FY of Grant:				
Ithaca Housing Authority		Capital Fund Program Grant No. NY06P054-501-03 Replacement Housing Factor Grant No:		2003				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NY054-005 Southview Apartments	Site: None	1450	Total Site:					
	Mechanical and Electrical: Replace Plumbing Valves and Risers	1460	Total M&E:	\$3,500.00				
	Building Exterior: None	1460	Total B.E.:	\$3,500.00				
	Dwelling Units: Replace Deadbolts	1460	Total DUs:	\$3,500.00				
	Dwelling Equipment:	1465.1	Total D.E.:					
	Interior Common Areas: None	1470	Total ICAs:					
	Site-Wide Facilities: None	1470	Total SWFs:					
	Non-dwelling Equipment: None	1475	Total NDE:					
	Total, Southview Apartments		Project Total:	\$7,000.00				

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP)

Part III: Imp

Development Number/ Name HA-Wide	All Funds Obligated (Quarter End in	
Activities	Original	Revised(1)
HA-Wide		
1406 Operations	09/30/04	
1408 Staff Training	09/30/04	
1410 Administration	09/30/04	
1430 Fees	09/30/04	
1450 Site Improvements	09/30/04	
1460 Dwelling Structures	09/30/04	
1465.1 Dwelling Equipment	09/30/04	
1470 Nondwelling Structures	09/30/04	
1475 Nondwelling Equipment	09/30/04	
1485 Demolition	09/30/04	
1490 Replacement Reserve	09/30/04	
NY054-001 Northside Family/ Titus I	09/30/04	
NY054-002 Overlook Terrace	09/30/04	
NY054-004 Northside Hancock	09/30/04	
NY054-005 Southview Apartments	09/30/04	
NY054-006/7 Titus Towers II	09/30/04	

Signature of Executive Director

Date (mm/dd/yyyy)

X

(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

Implementation Schedule

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

gDate)	All Funds Expended (Quarter Ending Date)			
Actual(2)	Original	Revised(1)	Actual(2)	Reasons for Rev

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SignatureofPublicHousingDirector

X

isedTargetDates(2)

Date(mm/dd/yyyy)

form **HUD-52837**(9/98)
ref.Handbook7485.3

Comments of the Resident Advisory Boards/Public Hearings

2003 Annual Plan/Capital Fund Public Hearing

July 1, 2003 @ 10:00 a.m.

Ithaca Housing Authority

Northside Community Center

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

Attendees: Tenant Penelope Snow, IHA Deputy Director Brenda Westfall, IHA Executive Secretary Doreen Osterman

L. D. Williams provided an overview of the purpose of the meeting. He explained that a public hearing is necessary to obtain resident input on capital improvements in order to follow the federal policies for submitting the Annual Plan. He asked residents to look ahead into the next five years and submit any suggestions for needed improvements.

He stated that \$350,000 from the last three years of CFP monies have been slated for the corridor demolition/reconstruction. Furthermore, approximately \$200,000 in CFP monies will be needed to replace both the elevators in Titus Towers I.

No suggestions were made by attendees.

Adjourn

L. D. Williams asked if anyone had any more questions. There was no response, so he officially adjourned the meeting at 10:15 a.m.

Minutes taken by Doreen Osterman (Executive Secretary)

2003 Annual Plan/Capital Fund Public Hearing
June 30, 2003 @ 10:00a. m.
Ithaca Housing Authority
Titus Towers II Conference Center

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

Attendees: Residents J. Sanservino, D. McElrath, Walter Purdoski, Arlene Conover, Leslie Boyce, Betty Boyce, Sandy Fuller, Helen House, Betty B. Miller, Betty E. Miller, Bernice Zupancic

L. D. Williams provided an overview of the purpose of the meeting. He explained that a public hearing is necessary to obtain resident input on capital improvements in order to follow the federal policies for submitting the Annual Plan. He asked residents to look ahead into the next five years and submit any suggestions for needed improvements.

When asked how much capital fund monies IHA receives, L. D. Williams responded that IHA received \$588,000 in 2002 and hopes to receive the same for 2003. However, \$350,000 from the last three years of CFP monies have been slated for the corridor demolition/reconstruction. Furthermore, approximately \$200,000 in CFP monies will be needed to replace both the elevators in Titus Towers I.

Other suggestions by residents are:

1. L. D. Williams commented that the water meters from the street to Titus Towers do not pump enough water to the buildings to extinguish a fire. IHA will most likely need to use CFP monies to replace the water meters.
2. L. D. Williams noted that it will cost approximately \$250,000 in CFP monies to fund the construction of a facilities maintenance warehouse. At present, IHA does not have adequate space to store larger inventory items or other maintenance equipment. IHA purchases appliances (refrigerators/stoves) in quantities of 2-3 at a time due to limited storage space. If IHA was able to buy a larger quantity of appliances, we would be given a considerable discount.
3. A resident suggested the installation of range hoods over stoves in Titus Towers to remove smoke to prevent smoke detectors from sounding off on a regular basis.
4. Installation of lights for the outside pavilion was suggested by another resident.
5. Construct a shelter over a bike rack at Titus.
6. Install gutters on Titus Towers I walkway overhang to shelter residents from elements. L. D. Williams commented that he had previously looked into this matter and there is not a simple and inexpensive fix.

Observationsma debutnotnecessarilyrelatedtoCapitalFundImprovements:

Betty B. Miller requested that an emergency phone be installed in the Titus Towers I Community Room. L. D. Williams responded that she is welcome to coordinate this effort between Titus Towers Tenant Council and 911. Betty B. Miller stated that she was advised by emergency personnel that residents may pull the fire alarm pulls in the Titus I Community Room until an emergency phone is installed.

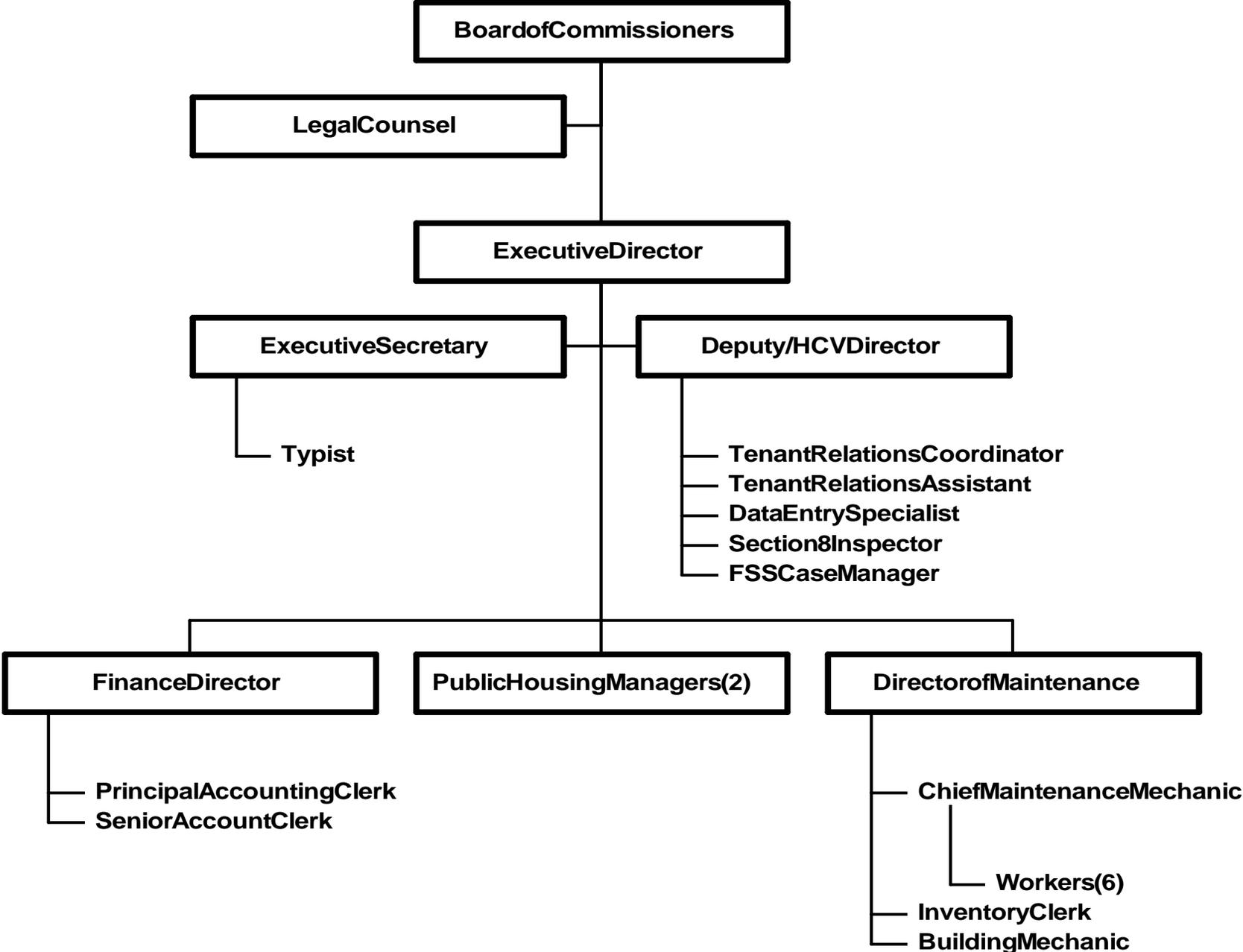
L.D. Williams answered miscellaneous questions regarding the new corridor.

Adjourn

L.D. Williams asked if anyone had any more questions. There was no response, so he officially adjourned the meeting at 11:00 a.m.

Minutes taken by Doreen Osterman (Executive Secretary)

Ithaca Housing Authority Organizational Chart 2003



Voluntary Conversion Initial Assessment

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

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

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

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

Development Name	Number of Units
None	None

 No units are judged applicable for voluntary conversion.

IthacaHousingAuthority
ResidentAdvisoryBoard2003

MariaDevan
410-3AHectorSt.
Ithaca,NY14850

ValerieWilson
304CenterSt.
Ithaca,NY14850

WalterPurdoski
800S.PlainSt.,Apt.703
Ithaca,NY14850

DinahMaguire
301FourthSt.
Ithaca,NY 14850

**IthacaHousingAuthority
ResidentCommissioners**

RayFoote(TitusTowers)
798S.PlainStreet,Apt.456
Ithaca,NY14850

PenelopeSnow(FamilySites)
141FifthSt.
Ithaca,NY14850

Annual Statement/Performance and Evaluation Report Comprehensive Grant Program (CGP) Part I: Summary	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB Approval No. 2577-0157 (exp. 3/31/2002)
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HAName Ithaca Housing Authority	Revised	Comprehensive Grant Number NY06P054-501-01	FFY of Grant Approval 2001
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<input checked="" type="checkbox"/> Original Annual Statement Reserve for Disaster/Emergencies	Revised Annual Statement/Revision Number <u> 2 </u>	
<input type="checkbox"/> Performance and Evaluation Report for Program Year Ending	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-CGPFunds				
2	1406 Operations (may not exceed 10% of 19)	\$63,558.00	\$63,558.00	\$63,558.00	\$63,558.00
3	1408 Management Improvements	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
4	1410 Administration	\$63,558.00	\$63,558.00	\$63,558.00	\$63,558.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$69,465.00	\$69,465.00	\$69,465.00	\$68,465.00
8	1440 Site Acquisition				
9	1450 Site Improvement		\$48,937.46	\$48,937.46	\$49,937.46
10	1460 Dwelling Structures	\$33,000.00	\$29,062.54	\$29,062.54	\$29,008.43
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$50,000.00	\$5,000.00	\$5,000.00	\$5,000.00
14	1485 Demolition				
15	1495.1 Relocation Cost				
16	1490 Replacement Reserve	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of 19)				
19	Amount of Annual Grant (Sum of lines 2-19)	\$635,581.00	\$635,581.00	\$635,581.00	\$635,526.89
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				

Signature of Executive Director	Date (mm/dd/yyyy)	Signature of Public Housing Director	Date (mm/dd/yyyy)
X	6/16/2003	X	

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

U.S. Department of Housing
 and Urban Development

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

Office of Public and Indian Housing

HAName: Ithaca Housing Authority	Comprehensive Grant Number NY06P054-501-02	FFY of Grant Approval: 2002
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision) 3
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$58,889.90	\$64,000.00	\$64,000.00	\$64,000.00
3	1408 Management Improvements	\$2,000.00	\$10,801.60	\$10,801.60	\$10,801.60
4	1410 Administration	\$58,889.90	\$58,889.00	\$58,889.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$50,119.20	\$40,119.00	\$40,119.00	\$3,344.77
8	1440 Site Acquisition				
9	1450 Site Improvement	\$21,000.00			
10	1460 Dwelling Structures	\$41,000.00	\$65,089.40	\$65,089.40	\$65,089.40
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$7,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$588,899.00	\$588,899.00	\$588,899.00	\$493,235.77
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security--Soft Costs				
25	Amount of line 21 Related to Security--Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director X	Date (mm/dd/yyyy) 6/16/2003	Signature of Public Housing Director X	Date (mm/dd/yyyy)
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To be completed for the Performance & Evaluation Report or a Revised Annual Statement
 To be completed for the Performance & Evaluation Report