

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

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# Cortland Housing Authority

## PHA Plan

5 Year Plan for Fiscal Years 2004 - 2009  
Annual Plan for Fiscal Year 2004-2005

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

**PHA Plan  
Agency Identification**

**PHA Name:** Cortland Housing Authority

**PHA Number:** NY021

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2004

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2004 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 81%
  - Improve voucher management: (SEMAP score) 96%
  - 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)
- Explore creative financing to fund additional units

**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)

To continue to provide a Tenant Services Coordinator who can act as a liaison for the elderly, handicapped and disabled tenants of the Authority. The Coordinator performs assessments of the tenants to determine which services are appropriate and necessary for the tenant to remain independent. The Coordinator is a member of the Long Term Care Committee which is comprised of health care professions in the county. The Committee meets regularly to discuss general and specific topics relating to the elderly and disabled tenants of the community.

**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)**

Provide the maximum level of opportunity for the Cortland Housing Authority to improve housing conditions and the ability of low-income people in Cortland County to afford decent, safe and sanitary housing.

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

The 2004-2009 Agency Plan is the fifth Agency Plan that the Cortland Housing Authority has completed since the advent of QHWRA. Along with this year's plan, the previous Agency Plans included a variety of one and five-year goals that the CHA committed to reach during that time period.

The CHA has had a variety of successes. They include the following:

**Receiving 26 additional FairShare Vouchers in the FY 2000 competition and 14 additional FairShare Housing Choice Vouchers in the FY 2001 competition for funding.** These Vouchers were the second additions to our Housing Choice Voucher program since 1991. Lease up of these vouchers has increased from 87% in FYE 2002 to 95% for FYE 2003. CHA is striving to raise the utilization to an even higher rate for the upcoming fiscal year. The current FY utilization rate of 97% is sufficient to allow the

CHA to apply for additional Housing Choice Vouchers once a new competition is available.

**Continuing to follow** the QHWRA regulations, including rent exemptions to encourage work, and increased tenant participation in the activities of the Housing Authority.

**Continuing to modernize** the Authority development through the use of Capital Fund monies. The CHA received \$601,754 through the Capital Fund program in FY 2002 (CF 501-02), and an additional \$467,187 in FY 2003 (CF 501-03). All of this funding is used to meet critical capital improvement needs at the CHA, including both structural and infrastructure improvements and interior improvements that improve the quality of life for our tenants.

**Continuing to monitor the feasibility of implementing** the Section 8 Homeownership Program. Local capacity at the lending level needs to improve before the Homeownership Program can begin, but the CHA remains interested in implementing this Program.

**Increasing the visibility of the Section 8 Housing Choice Voucher Program.** The regular turnover in tenancy requires the staff to conduct outreach to landlords and potential tenants in our community. The Housing Authority is continuing to work to integrate marketing into all of its activities and programs. In addition to being able to service more participants through increased numbers of Vouchers, the Waiting List has remained steady at over 200 applicants for the Voucher subsidy.

**Implementing and continuing the Resident Advisory Board**, which includes tenant representatives from Public Housing and the Section 8 Housing Choice Voucher program. The Resident Advisory Board has made a number of suggestions and recommendations that have been implemented by the CHA as part of the Agency Plan process. It is anticipated that they will continue to be part of the process in the future.

**The CHA is continuing to examine a variety of options** to better serve the people of Cortland County, including utilizing the Low-Income Housing Tax Credit (LIHTC) to complete a new development in the County, attempting to meet the County's need for a "safe house" for victims of violence through the Section 8 Housing Choice Voucher program, and continuing to improve the level and type of services offered to our Public Housing tenants and Section 8 participants.

**Recent regulations that the CHA** is working with include the exclusions for households with new earned income, the deconcentration rule for poverty in public housing units. The CHA is continually updating its policies and procedures to remain current with HUD and Federal changes in this shifting regulatory environment.

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Cortland Housing Authority provides Public Housing and Section 8 assistance for over 1,000 Cortland County low-income residents.

The Authority is administered by a seven-member Board of Directors, who is appointed by the Mayor of the City of Cortland. The Authority has a staff of 21 persons, including maintenance, administrative and clerical personnel, and functions as a Public Housing and Section 8 provider throughout Cortland County.

In addition to owning and operating developments in the City, the Authority owns and manages housing in the Villages of Homer, Cincinnatus, McGraw, Marathon and the Town of Truxton.

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

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

**Required Attachments:**

- Attachment C- Admissions Policy for Deconcentration
- Attachment E- FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- Attachment F- FY 2004 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment B-Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
 HUD-required forms (Drug Free Workplace, Lobbying, PHA Plan, Consolidated Plan, Certificate of Payments to Influence)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent,	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	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
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	(list individually; use as many lines as necessary)	

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI		5	4	5	3	5	5
Income >30% but <=50% of AMI		4	4	4	3	5	3
Income >50% but <80% of AMI		3	3	3	2	3	3
Elderly		4	4	4	3	3	3
Families with		4	5	5	4	5	4

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: **1999**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance (as of 9/11/03)			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	219		
Extremely low income <=30% AMI	146		
Very low income (>30% but <=50% AMI)	73		
Low income (>50% but <80% AMI)	0		
Families with children	95		
Elderly families	26		
Families with Disabilities	80		
Race/ethnicity			
Race/ethnicity			

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

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance (as of 9/11/03)		
<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	183		
Extremely low income <=30% AMI	106		
Very low income (>30% but <=50% AMI)	57		
Low income (>50% but <80% AMI)	20		
Families with children	92		
Elderly families	83		
Families with Disabilities			
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	46		
2 BR	45		
3 BR	31		
4 BR	9		
5 BR	7		
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line

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

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

Select all that apply

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

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

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

Select all that apply

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

Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
- Employ a Tenant Services Coordinator to assess the needs of the elderly tenants and to seek out specific solutions for their needs

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)  
Employ a Tenant Services Coordinator to assess the needs of the handicapped and disabled tenants and to seek out specific solutions for their needs

**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)  
Market the Section 8 program to landlords, service providers, and community organizations throughout Cortland County.

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

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

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	357,259	
b) Public Housing Capital Fund	467,187	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,063,199	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund 501-02	197,063	
<b>3. Public Housing Dwelling Rental Income</b>	945,000	
<b>4. Other income (list below)</b>		
Laundry/Vending	21,000	
<b>Interest</b>	9,000	
<b>4. Non-federal sources (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>Total resources</b>	3,059,708	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

- PHA main administrative office
- PHA development site management office
- Other (list below) DSS, Catholic Charities, COFA, Mental Health

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

1. How many site-based waiting lists will the PHA operate in the coming year?<sup>4</sup>

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies

- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below) If family needs an accessible house.

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
  
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

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

In addition to date and time, there is a preference for elderly families, disabled families and families with children in Cortland Housing Authority Public Housing. After these groups, the near elderly are given a preference. Single people are only considered after the aforementioned groups.

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

#### 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - 2 Elderly Families
  - 2 Disabled families
  - 2 Families with children
  - 3 Near elderly
  - 4 Single people (only considered after the above listed groups)

4. Relationship of preferences to income targeting requirements:

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

The Cortland Housing Authority has met the requirements of income targeting for Public Housing each of the past three years without using special preferences. Should the percentage of Extremely Low Income admissions fall below 40% at the midpoint of the fiscal year, the CHA will consider affirmative measures in order to meet this goal for the 2003-2004 fiscal year, which is why the preferences within income tiers box is checked.

**(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal

- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below) The income limits were changed at our scattered-site developments from 50% of median income to 80% of median income.

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

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

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

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

**(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below) Previous Public Housing/Section 8 as well as for fraud and money owed to other agencies.

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

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

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

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

- Criminal or drug-related activity
- Other (describe below)  
Names and addresses of previous two landlords if known

**(2) Waiting List Organization**

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

- None
- Federal public housing
- Federal moderate rehabilitation

- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

Several human service organizations such as Catholic Charities, Cortland County Office for the Aging and Aid to Victims of Violence have applications and distribute them as appropriate.

**(3) Search Time**

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

If yes, state circumstances below:

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

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

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

The family was prevented from finding a unit due to disability accessibility requirements or large size (3or more) bedroom unit requirement.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

In addition to date and time, there is a preference for elderly families, disabled families and families with children. Single people are only considered after the aforementioned groups.

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - 2 Elderly Families
  - 2 Disabled families
  - 2 Families with children
  - 3 Single people (only considered after the above listed groups)

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

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

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

- This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

In cases where the flat rent is reached, the CHA rents are below 30% of adjusted income. All other rents are at 30% of adjusted income.

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)
  1. When adding a person with income
  2. Receipt of benefit where retroactive payment is prior to the last recertification date
  3. When household begins receiving Public Assistance, the rent is changed to the current Welfare Rent schedule or actual total income, whichever is higher

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

## **(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing  
 Survey of rents listed in local newspaper  
 Survey of similar unassisted units in the neighborhood  
 Other (list/describe below)  
Voucher Payment Standard for Section 8, which is based on market conditions in Cortland County.

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

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

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

Describe the voucher payment standards and policies.

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

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

CHA's Payment Standard is the FMR for one, two and three-bedroom apartments, and 90% of FMR for zero and four-bedroom apartments.

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

The Cortland Housing Authority is run by a Board of Directors and administered by a staff of 21 people. The Executive Director is in charge of the CHA staff. There are three other management CHA management personnel: the Maintenance Supervisor, who supervises the Maintenance Mechanics, Laborers and Assistant to the Supervisor; the Deputy Director, who develops plans, grants and special projects, manages purchasing and procurement; the Administrative Assistant supervises the Principal Account Clerk and assists in the daily operations of the Authority.

There is a Tenant Services Coordinator who works directly with the elderly, handicapped and disabled tenants throughout the CHA. The Services Coordinator acts as a liaison for the tenants. The Coordinator assists the tenants in seeking out other avenues of support in various areas to include medical, recreational, therapeutic, housekeeping, etc. There is a Tenant Relations Assistant working at 42 Church Street which is where the administrative office is located.

Public Housing and Section both have a Leased Housing Coordinator and a Tenant Relations Assistant in their offices at 51 Port Watson Street, with a third Tenant Relations Assistant shared between the Public Housing and Section 8 programs. These staff members handle admissions, inspections and all matters related to Public Housing and Section 8 occupancy. Legal counsel is also used by the CHA to assist with occupancy matters on a consulting, as-needed basis.

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	380	75
Section 8 Vouchers	306	70
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)  
They are contained in the Admissions and Continued Occupancy Policy
- (2) Section 8 Management: (list below)  
They are contained in the Section 8 Administrative Plan.

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment E

-or-

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

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

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan as Attachment F  
-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S.

Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

(DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

#### 1. Cooperative agreements:

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

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

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

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

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

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

##### a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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


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

a. Participation Description

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

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

**C. Welfare Benefit Reductions**

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

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

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

Effective October 1, 2003 the federally mandated Community Service requirement was reinstated for all non-exempt Public Housing residents. The CHA lease contains all the regulatory information for the tenants. All eligible residents are required to perform eight (8) hours of approved community service per month. The Housing Authority seeks to afford residents a wide variety of choice when identifying community service opportunities. Any residents who do not fulfill the requirements of the regulation may not have their leases renewed.

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

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

1. Which developments are most affected? (list below)  
 Pendleton Street family apartments (21-3)

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

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

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

2. Which developments are most affected? (list below)  
 Pendleton Street family apartments (21-3)

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

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

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

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

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

The Cortland Housing Authority Pet Policy is as follows:

In senior and disabled buildings- small dogs, cats and other common household pets are allowed, as long as the cats are declawed, spayed or neutered, trained to use a litter box and licensed as required by local ordinance. Dogs must be a maximum of 20 pounds, and also be housebroken, spayed or neutered. The Authority has designed separate receptacles and spots on Authority property for these units.

In our family units- the Authority allows cats, birds and other common household pets, with the exception of dogs. The Authority has determined that there is not sufficient space in its developments.

The Cortland Housing Authority requires a security deposit of \$200 for dogs and cats. Tenants are allowed to pay that security deposit in installments over a period of time. Pets must be maintained properly in order to be kept in the apartment. The Authority reserves the right to remove the pet from the apartment should the terms of the lease not be met.

Seeing-eye and service animals are exempt from the Pet Policy.

No pets may be maintained in Authority housing that are not permitted under relevant municipal codes.

The Authority's complete Pet Policy is contained in its Admissions and Continued Occupancy Policy, and may be updated periodically in order to address the changing needs of its tenants.

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment B
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

**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
- 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 (list)  
Any adult resident who has resided who has resided in Public Housing for 90

days or longer

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)  
All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance) who have been program participants for over 90 days.

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

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

1. Consolidated Plan jurisdiction: New York State

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
- Other: (list below)

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

The City of Cortland has drafted a long-term Consolidated Plan. While not an entitlement city, there are several agencies in the City who desire having a Consolidated Plan to assist with planning and grant issues.

The City's Consolidated Plan states that the City's housing needs are impacted by the following factors- most notably the age of the housing stock, the large number of renter households, the population density, the presence of the State University, and the relatively low level of income in the City. The City's demographics, finances and sociological indicators result in a need for subsidized housing, competition between students and lower income households for the decent, safe and affordable units; the need to stem the deterioration of aging housing in the City, and a need to promote homeownership efforts given the disproportionate share of renter households in the City.

The Plan also separately identifies rehabilitation of rental properties as a priority along with homeownership assistance and rehabilitation of owner-occupied housing. In the most recent application for Community Development Block Grant (CDBG) assistance, seven of the 23 structures to be rehabilitated are renter-rehabilitation properties, which is a significant percentage.

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

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

## Attachments

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

### **Attachment A**

#### **Cortland Housing Authority 2004-2009 Agency Plan Hearing 42 Church Street Public Hearing November 3, 2003 2:00 p.m.**

There were approximately 23 attendees at the Public Hearing held in the Theresa Benedick Community Room at 42 Church St. .

Cortland Housing Authority Executive Director Glenn M. Goldwyn briefly described the Agency Plan process. The Agency Plan includes a key element for the Capital Fund Program, which provides funding for improvements that are needed to maintain the appearance and functionality of the developments. Mr. Goldwyn stated the Authority received \$467,178 in Capital Fund money in the last fiscal year. He said the funding decreased from last year's funding level by over \$134,000. The Authority is asked to plan using the reduced amount each year over a five-year period.

Mr. Goldwyn gave the attendees handouts listing each of the intended projects for the upcoming grant year. He then went on to describe the projects in more detail. Two of the projects require a large amount of the funding in this grant year: the façade restoration at 51 Port Watson St. and the replacement of the windows at the Cincinnatus developments. Due to the decrease in funding and the anticipated high cost of certain priority projects, the timing of other projects would be spread out over a longer time.

Goldwyn reviewed the remainder of the projects which include the following:

#### **42 Church Street**

***Landscaping/Outdoor Furniture*** **\$ 10,000.00**

This project is to begin to replace the outdoor furniture at the development

***Window Ledges and Handles-*** **\$ 702.00**

This project is to replace the window ledges and handles in the individual apartments in the building.

***Corridor/Community Room Improvements-*** **\$ 5,000.00**

This project is a continuation of improvements to the corridor and the community room areas of the building.

***Door Closures-*** **\$ 3,000.00**

This project is a multi-year project to add door closures to the individual apartments in the building.

### **51 Port Watson St.**

***Window Ledges and Handles-***

**\$ 701.00**

This project is to replace the window ledges and handles in the individual apartments in the building.

***Façade Restoration-***

**\$ 82,000.00**

This project will restore the building's façade and any others areas that are in need repair based on an architect/engineer analysis and recommendation.

***Corridor/Community Room Improvements-***

**\$ 5,000.00**

This project is a continuation of improvements to the corridor and the community room areas of the building.

### **Pendleton St. Apartments**

***New Showers/Tubs-***

**\$ 15,000.00**

This is multi-year project to replace showers and tubs in the bathrooms at the development.

***Playground Equipment-***

**\$ 10,000.00**

This project will begin the replacement of the playground equipment at the family development.

### **Scattered Sites**

***Window Replacement-***

**\$ 83,154.00**

This project will replace the original windows in the Cincinnatus Senior and scattered site family developments.

***Playground Equipment-***

**\$ 18,757.00**

This project will replace playground equipment as needed at selected family scattered site housing developments.

***Carpet/Flooring Improvements-***

**\$ 6,000.00**

This project will permit carpet and tile replacement for individual scattered site apartments on a continuing basis.

After reviewing the proposed projects with those present, questions were posed and answers were given as follows:

Q: Does rent money fund the projects?

A: No, the funding for these projects comes from the Capital Fund, which is separate from the rent that is paid by the tenants.

Q: If the amount of money the Housing Authority receives changes will the projects change?

A: Yes. If money is decreased, projects will be done but it may be stretched out over a longer period. If money is increased, we may be able to accomplish more projects sooner.

Q: What about the outdoor furniture project?

A: There are funds in the current budget and we are targeting more funding in order to replace the benches and improve the landscaping at the high rises. We hope to continue to add money each year to further upgrade the area and to make those improvements over time.

The Public Hearing ended at 2:30 p.m.

### **Cortland Housing Authority 2004-2009 Agency Plan Hearing** **51 Port Watson Street Public Hearing November 17, 2003 2:00 p.m.**

CHA Executive Director Glenn Goldwyn and Deputy Director Margie Lann were the only attendees for this meeting. Despite notification in the monthly newsletter, no residents attended this meeting.

Goldwyn attended the monthly Tenants Association meeting on December 1, 2003 to discuss and inform the residents of the Agency Plan. There were 51 tenants at the meeting. All of those present received a handout listing the upcoming projects the Authority wanted to accomplish through the Capital Fund.

In addition to describing the Agency Plan and Capital Fund projects as he did at the 42 Church Street Public Hearing, Goldwyn answered the following questions:

Q. Are we getting door closures to prevent the banging of the apartment doors?

A. There is money allocated in the current budget and in future years for the project. We are spreading out the project over a number of funding years and will be doing the apartments on an as needed basis until they are all done.

Q. Can any landscaping be done to the front of the building?

A. The two high rise buildings will have exteriors work done to include landscaping and furniture replacement in the future.

- Q. What are the window ledges and handles on the budget?
- A. Some of the window ledges are delaminating and some of the window handles are in need of replacement. They will be done on an as needed basis. The project will span several budget years.
- Q. The new washers and dryers are terrific, but tenants can't see the labels that indicate where to put bleach, detergent, etc. Can anything be done?
- A. We will look into a remedy for the problem.
- Q. What is the façade project?
- A. The exterior of the building needs a new coating. The building is thirty years old and the facing is starting to deteriorate in spots. It is costly project that may require the project be done over a few years time. The final report by the engineer will determine how we will proceed.

Goldwyn talked about the other major project in the grant, the installation of replacement windows at Cincinnatus. He informed the tenants the sites in Cincinnatus Senior building and all of the scattered site family buildings were the last of the Authority's developments that had not received replacement windows. This project will also span multiple grant years.

The tenants commented positively on the improvements to the kitchen, the washers , dryers and the look of the building in general.

**Cortland Housing Authority 2004-2009 Agency Plan Meeting**  
**Family Development-Community Room**  
**199 Pendleton St. November 12, 2003 4:00 p.m.**

CHA Executive Director Glenn Goldwyn and Deputy Director Margie Lann were the only attendees for this meeting. Despite a tenant mailing, no residents attended this meeting.

**Cortland Housing Authority 2004-2009 Agency Plan Meeting**  
**Homer Senior Development-Community Room**  
**River St. Homer November 20, 2003 9:00 a.m.**

There were 7 attendees at the public meeting held in the community room in the Homer Senior Building. All of those present received a handout listing the upcoming projects the Authority wanted to accomplish through the Capital Fund.

In addition to describing the Agency Plan and Capital Fund projects as he did at the 42 Church Street Public Hearing, Goldwyn received the following questions and comments:

- Q. Are there going to be any roll-in showers installed at the Homer site?
- A. This is a very popular project for our tenants. The cost for an apartment to be converted to a roll-in shower can run over \$11,000. Due to the high cost for each one, we can only accomplish a small number at a time. Depending on the amount of funding we receive, we hope in the future we can convert more bathrooms to this style. In the meantime, the Authority can install additional grab bars if anyone requests them.
- Q. Would we be able to get a light in the back of the building?
- A. We will try to have staff install something out there in the future.
- Q. Can we remove the ivy from the front of the building and replace it with flowers?
- A. We are considering putting raised flower beds at the site.
- Q. Can we get any more storage space at the site?
- A. We are considering putting up shelving which will increase the amount of storage area in the room.
- Q. Can the trees be trimmed by the front entrance?
- A. We will take care of that.

The tenants were generally pleased with the improvements that have taken place at the site. Positive comments were made regarding the new vertical blinds, washers and dryers.

**Cortland Housing Authority 2004-2009 Agency Plan Meeting**  
**Truxton Senior Development-Community Room**  
**November 20, 2003 11:00 a.m.**

There were 3 attendees at the public meeting held in the community room in the Truxton Senior Building. All of those present received a handout listing the upcoming projects the Authority wanted to accomplish through the Capital Fund.

In addition to describing the Agency Plan and Capital Fund projects as he did at the 42 Church Street Public Hearing, Goldwyn received the following questions and comments:

- Q. Are we going to have the entire lot repaved?
- A. We will be bidding out the contract for work to be done in the spring/summer of 2004. The entire parking lot will be repaved and re-stripped.
- Q. Can you make a fire lane so that emergency vehicles can get to the building without having a problem?
- A. When we re-stripe, we will be sure that there are proper markings outside the entrance.

- Q. Can we have new medicine cabinets installed?  
A. We will be working on installing those in the future.

Goldwyn informed the tenants of the following:

- The maintenance staff is working on putting up a heat tape on the roof. This was being done to prevent ice from jamming up on the roof and then sliding off as the weather warms up.
- Apartments in need of new carpet and tile are being replaced as the apartments are turned over.
- Smoke detector/Carbon monoxide detectors will be installed in the near future to comply with new regulations.

Tenants commented on the improved capacity of the washers and dryers and the patching of the driveway.

**Cortland Housing Authority 2004-2009 Agency Plan Meeting**  
**Marathon Senior Development-Community Room**  
**November 25, 2003 9:00 a.m.**

There were 11 attendees at the public meeting held in the community room in the Marathon Senior Building. All of those present received a handout listing the upcoming projects the Authority wanted to accomplish through the Capital Fund.

In addition to describing the Agency Plan and Capital Fund projects as he did at the 42 Church Street Public Hearing, Goldwyn received the following questions and comments:

- Q. Are you going to fix the sidewalk out front?  
A. We have money for site improvements allocated in the Capital Fund budget and we will be working on that in the future.

Goldwyn mentioned that staff will be installing heat tape to prevent ice from backing up on the roof and then sliding off as the weather warms up.

The tenants were pleased with the development in general and in particular, the new washers, dryers and the furniture for the community room and lobby.

## **Public Comment for the 2004-2009 CHA Agency Plan**

With the Exception of the public comment received at the Public Hearings and the Public Information Meetings, which are attached to this Agency Plan, there was no other Public Comment received by the Cortland Housing Authority in response to the 2004-2009 Agency Plan during the 45-day Public Comment Period.

*Cortland Housing Authority Resident Advisory Board Meeting*

**AGENDA AND MEETING NOTICE**

**Wednesday, October 1, 2003-1:30 p.m.  
Theresa Benedick Community Room  
42 Church Street  
Cortland, NY 13045**

- |    |   |               |
|----|---|---------------|
| 1. | Introductions   | Glenn Goldwyn |
| 2. | Purpose of Resident Advisory Board                              | Glenn Goldwyn |
| 3. | Overview of Agency Plan   | Glenn Goldwyn |
| 4. | Discussion of Capital Fund                                      | Glenn Goldwyn |
| 5. | Resolution for Approval of Draft Plan<br>to submit to CHA Board | Glenn Goldwyn |
| 5. | Adjournment   |               |

**PLEASE ALLOW 90 MINUTES FOR THIS MEETING.**

# CORTLAND HOUSING AUTHORITY

42 CHURCH STREET  
CORTLAND, NEW YORK 13045

JOSEPH K. RILEY, Chairperson

GLENN M. GOLDWYN, Executive Director

Telephone: (607) 753-1771

Fax: (607) 753-7313

## Cortland Housing Authority Resident Advisory Board Meeting Minutes

**Wednesday, October 1, 2003 – 1:30 p.m. CHA Conference Room**

**Present:** Shirley Moore, Eleanor McCaskill, Sharon Garrett  
**Absent/Excused:** Geri Foster  
**Staff:** Glenn Goldwyn, Margie Lann

The meeting was called to order at 1:35 p.m.

Glenn Goldwyn made introductions. Shirley Moore is the new member of the Resident Advisory Board (RAB) for 2003. Eleanor McCaskill agreed to continue on the Board after Linda Spencer, a member from the 2002 Board contacted the Agency to resign her position due to health reasons.

Goldwyn explained the purpose of the Resident Advisory Board, which is to review and approve the Agency Plan and to develop the Capital Fund Program for 2004-2009. Goldwyn explained there were only minor changes to the plan. He proceeded to review the draft Agency Plan.

The main change in the plan concerns Community Service. Goldwyn reviewed the history of Community Service as it relates to the tenants of the Authority. Community Service was a HUD requirement that existed in the Authority previously and has been re-instated effective August 2003. All non-exempt adult tenants are required to fulfill 8 hours of community service per month in order to maintain their housing. Goldwyn explained there are many people who are exempt from the requirement. Those who are exempt include people over sixty-two years of age, disabled, handicapped, people working more than twenty hours per week and full time students. Goldwyn stated there are additional circumstances that enable a tenant to be exempt. The staff reviews each tenant file and tracks those tenants who are to perform community service. HUD requires the policies and requirements be addressed in the Agency plan.

Goldwyn discussed the Capital Fund Program. He reviewed the five year plan for future projects. He explained the funding is based on the previous years Capital Fund award. The amount has increased and decreased over the years. The most recent award was significantly less than the prior year

which has required realignment of projects and timelines for those projects. Goldwyn said the Authority has replaced the roofs and windows in the majority of the developments. He stated the kitchens at 51 Port Watson have all been renovated and a total of twelve roll-in showers have been installed in the high-rises. All of the projects were completed with Capital Fund grant money.

Goldwyn spoke about 51 Port Watson St. The building is being tested due to some deterioration that was found on the façade. The engineer will be giving a report to the Authority to determine what if anything must be done to the structure to maintain the integrity of the building. If as expected, the project requires larger funding than designated in the plan, it would be reviewed and projects may be moved around to accommodate the completion of this critical project.

Sharon Garrett, Section 8 RAB representative asked about the feasibility to add handicapped visitor parking at 51 Port Watson St. Ms. Garrett said that her Authority business requires her presence at the high rise at least annually. She felt that as a handicapped/disabled individual, she needs better parking accommodations for that purpose. She felt that there are others who are in similar circumstances. Goldwyn thought there was a handicapped visitor parking spot at that location, but did not know if it had been assigned to a tenant. He said he would look into the situation. (Note: There is a designated Handicapped visitor spot at that location that is available for use by all visitors)

Shirley Moore spoke about the apartment entrance doors at 42 Church St. Some tenants appear to “slamming” doors and the loud banging noise in the corridors is annoying. Goldwyn talked about the physical structure of the building. He said when you open the apartment door and have open apartment windows sometimes the doors can “get away from you.” This can be a contributing factor to the “slamming”. Goldwyn said that there is money in the Capital fund to begin the process of installing door closures on selected apartments. The early drafts of the Capital Fund projected a more fully funded door closure project. The latest budget reflects the reduction in available funds. Over time, he anticipates additional door closures will be installed and the door problem resolved. Until the problem is resolved, the members suggested a tidbit in the monthly newsletter to make people aware that some people are sensitive to the noise.

Shirley Moore asked about additional benches outside 42 Church St. Additionally, Ms. Moore felt the tenants would enjoy having the benches face toward the street instead of their current placement.

There were no further questions or comments regarding the Capital Fund Program.

**Resolution: Authorization to submit 2004-2009 Cortland Housing Authority draft Agency Plan to the Board of Directors for approval and comment.**

The Resolution authorizing the submission of the 2004-2009 Cortland Housing Authority Draft Agency Plan to the Board of Directors for approval and public comment was Moved by Sharon Garrett, seconded by Shirley Moore and passed unanimously.

**Resolution No. 1- AUTHORIZATION TO SUBMIT 2004-2009  
CORTLAND HOUSING AUTHORITY AGENCY PLAN TO THE  
BOARD OF DIRECTORS FOR APPROVAL AND PUBLIC COMMENT**

WHEREAS, the Cortland Housing Authority is required by the U.S. Department of Housing and Urban Development (HUD) to produce an Agency Plan each year which outlines the policies and procedures of the CHA along with the Five-Year Plan for the Capital Fund, and  
WHEREAS, the CHA is also required to have a Resident Advisory Board to make recommendations and comments regarding the CHA and the Agency Plan, and

WHEREAS, the Resident Advisory Board has reviewed the Agency Plan, and its minutes and recommendations have been made part of the Agency Plan, now therefore be it

RESOLVED, that the CHA Resident Advisory Board hereby authorizes the staff of the CHA to submit the 2004-2009 CHA Agency Plan to the Board of Directors for approval and public comment, and

RESOLVED, further, that all members of the Resident Advisory Board will be provided with a complete copy of the Agency Plan once the final plan is approved by the Board of Directors and submitted to HUD.

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Glenn M. Goldwyn  
Executive Director

## Attachment C

### Cortland Housing Authority Admission Policy on Deconcentration

As part of the requirements that the U.S. Department of Housing and Urban Development (HUD) places on Public Housing Authorities, the Housing Authority is required to determine whether there are concentrations of poverty in certain of its developments. Senior and disabled developments are exempt from this requirement, but all family developments are required to meet the deconcentration regulations.

The Cortland Housing Authority has three family developments with a total of 80 units. The Cortland Housing Authority also has three developments with 300 senior/disabled units that are exempt from these rules.

Under the deconcentration rules, the Housing Authority is required to determine the average income for all of its family tenants, and the average income for each of its family developments. The Housing Authority is also required to determine the income level that is 85% of the average income, and the income level that is 115% of the average income. If the Housing Authority developments are all within that range, they are considered to be deconcentrated.

The 2003 average income for the three Cortland Housing Authority family developments is as follows:

Pendleton Street (21-3)	\$ 14,904. (43 units)
Scattered Site (21-5)	\$ 16,475. (15 units)
<u>Duplexes (21-6)</u>	<u>\$ 11,394. (10 units)</u>
<b>Authority Average</b>	<b>\$ 14,734</b>
<b>85% Minimum</b>	<b>\$ 12,524.</b>
<b>115% Maximum</b>	<b>\$ 16,944.</b>

Therefore the Cortland Housing Authority family developments are all within the Established Income Range and do not require further deconcentration at this time.

## **Attachment D**

### **Assessment of Demographic Changes Due to Site-Based Waiting Lists**

The Cortland Housing Authority has had partial site-based waiting lists since the development of its 21-5 units in the late 1980's. The site-based waiting lists exist for the developments in Truxton, Marathon and Cincinnatus. One waiting list exists for the Cortland, Homer and McGraw developments, as they are considered to be close enough in distance (Homer and McGraw are both less than three miles from the downtown Cortland location of our senior/disabled buildings) to be one market. The Truxton, Cincinnatus and Marathon buildings are all at least 10 miles from downtown Cortland, which is a considerable distance for senior and disabled persons to travel.

The use of site-based waiting lists does encourage members of the local community to apply for housing at the "remote" senior units. The site-based waiting lists do not encourage people to leave Cortland for the remote sites to any degree (i.e. people at the bottom of a long waiting list for the Cortland units are very unlikely to jump to the Truxton or Cincinnatus developments where there are often vacancies for the units. Having a single waiting for the Cortland, Homer and McGraw developments does not seem to impede the rental of these developments.

The Cortland Housing Authority therefore has not experienced any significant demographic changes in the composition of the tenants in its developments due to site-based waiting lists.

**PHA Plan  
Table Library**

**Attachment E**

**Component 7  
Capital Fund Program Annual Statement  
Parts I, II, and II**

**Annual Statement  
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number NY021P04 FFY of Grant Approval: (09/2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	46718.00
3	1408 Management Improvements	93437.00
4	1410 Administration	46718.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	23000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	10000.00
10	1460 Dwelling Structures	184557.00
11	1465.1 Dwelling Equipment-Nonexpendable	6000.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	56757.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>467187.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA WIDE	Operations	1406	46718.00
PHA WIDE	Management Improvements	1408	93437.00
PHA WIDE	Administration	1410	46718.00
PHA-WIDE	A & E	1430	23000.00
PHA WIDE	Management Improvements/Computers/Files	1475	18000.00
NY06P021001	Landscaping/Outdoor Furniture	1450	10000.00
NY06P021001	Window Ledges and Handles	1460	702.00
NY06P021001	Corridor/Community Room Improvements	1475	5000.00
NY06P021001	Door Closures	1460	3000.00
NY06P021002	Window Ledges and Handles	1460	701.00
NY06P021002	Façade Restoration	1460	82000.00
NY06P021002	Corridor/Community Room Improvements	1475	5000.00
NY06P021003	New Showers/Tubs	1460	15000.00
NY06P021003	Playground Equipment	1475	10000.00
NY06P021005	Window Replacement	1460	83154.00
NY06P021005	Playground Equipment	1475	18757.00
NY06P021005	Carpet/Flooring Improvements	1465	6000.00

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide-admin	3/06	3/08
Fees and Costs	3/06	3/08
PHA Wide –mgmt	3/06	3/08
PHA Wide-Ops	3/06	3/08
NY021001	3/06	3/08
NY021002	3/06	3/08
NY021003	3/06	3/08
NY021005	3/06	3/08

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2003 <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				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	62,010.00	62,010.00	62,010.00	62,010.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00	25,000.00	25,000.00	24,389.20
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	60,000.00	21,455.63	21,455.63	13,054.79
11	1465.1 Dwelling Equipment—Nonexpendable	12,700.00	12,700.00	12,700.00	7,674.45
12	1470 Nondwelling Structures	368,000.00	402,344.37	402,344.37	397,250.17
13	1475 Nondwelling Equipment	105,000.00	109,200.00	109,200.00	99,198.55
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/2003  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	632,710.00	632,710.00	632,710.00	603,577.16
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
PHA-Wide	CFP Administration		1410		62,010.00	62,010.00		Complete
PHA-Wide	A & E Fees Consulting		1430		25,000.00			Underway
NY021001	New Roof		1470		125,000.00	125,000.00		Complete
	Parking Lot Upgrade		1470		40,000.00	40,000.00		Complete
NY021002	New Roof		1470		92,744.37	92,744.37		Complete
	Corridor Renovations		1475		45,000.00	45,000.00		Complete
	Parking Lot Upgrade		1470		40,000.00	40,000.00		Complete
NY021003	Tile Replacement		1460		1,184.98	1,184.98		Complete
	Trim Painting		1460		20,270.65			Underway
NY021005	Homer Parking Resurfacing		1470		38,000.00	38,000.00		Complete
	Replacement of Play Equipment		1475		19,148.00	19,148.00		Complete
	Carpet Replacement		1475		12,700.00	12,700.00		Complete
NY021001	9 <sup>th</sup> & 10 <sup>th</sup> Floor Tile Replacement		1470		3,300.00	3,300.00		Complete
NY021001/002	Asbestos Removal		1470		38,300.00	38,300.00		Complete
NY021001	Air Handling Equipment		1475		12,500.00			Underway
NY021002	Air Handling Equipment		1475		12,500.00			Underway
NY021001/002	Smoke Detector Upgrade		1475		20,052.00	20,052.00		Complete
NY021002	Grade Level Upgrade		1470		25,000.00	25,000.00		Complete

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

PHA Name: Cortland Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: NY06P02150101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide Admin	9/2003	6/2003		9/2004	6/2005		HUD Directive
Fees & Costs	9/2003	6/2003		9/2004	6/2005		HUD Directive
PHA-Wide Mgmt	9/2003	6/2003		9/2004	6/2005		HUD Directive
NTY021001	9/2003	6/2003		9/2004	6/2005		HUD Directive
NY021002	9/2003	6/2003		9/2004	6/2005		HUD Directive
NY021003	9/2003	6/2003		9/2004	6/2005		HUD Directive
NY021005	9/2003	6/2003		9/2004	6/2005		HUD Directive
NY021006	9/2003	6/2003		9/2004	6/2005		HUD Directive

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2003 <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	0.00	60,000.00	60,000.00	60,000.00
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	60,754.00	60,754.00	60,754.00	60,754.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,300.00	20,300.00	20,300.00	8,500.00
8	1440 Site Acquisition				
9	1450 Site Improvement	123,000.00	63,000.00	37,697.88	6,380.27
10	1460 Dwelling Structures	195,000.00	85,000.00	12,172.15	42,355.05
11	1465.1 Dwelling Equipment—Nonexpendable	32,700.00	33,700.00	32,668.32	17,171.88
12	1470 Nondwelling Structures	0.00	94,000.00	9,000.00	
13	1475 Nondwelling Equipment	170,000.00	185,000.00	172,098.55	165,820.89
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement  
 Reserve for Disasters/ Emergencies  
 Revised Annual Statement (revision no:    )  
 Performance and Evaluation Report for Period Ending: 9/30/2003  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	601,754.00	601,754.00	404,690.90	360,982.09
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
PHA-Wide	Operations		1406		60,000.00	60,000.00		Complete
PHA-Wide	CFP Administration		1410		60,754.00	60,754.00		Complete
PHA-Wide	A & E Fees Consulting		1430		20,300.00			Underway
NY021001	Community Room Upgrade		1475		45,000.00	45,000.00		Complete
	Bathroom Renovations		1460		34,000.00			Underway
	Smoke/Carbon Monoxide Detectors		1460		20,000.00			
NY021002	Community Room Upgrade		1475		60,000.00			Underway
	Smoke/Carbon Monoxide Detectors		1460		20,000.00			
NY021003	Smoke/Carbon Monoxide Detectors		1460		7,130.00			Underway
	Parking Upgrade		1450		30,000.00			
	Community Room Upgrade		1475		5,000.00			
	Showers and Tubs		1460		5,000.00			
	Site Improvements		1450		15,500.00			Underway
	Drainage Project		1450		5,500.00			
NY021005	Smoke/Carbon Monoxide Detectors		1460		11,440.00			Underway
	Carpet and Tile		1465		33,700.00			Underway
	Roof Replacement		1470		9,000.00			
	Window Replacement (Family)		1460		20,000.00			
	Paving Upgrade		1450		35,000.00			
	Site Upgrade		1450		8,000.00			Underway
	Siding and Wall Improvements		1460		20,000.00			
	Platform Lifts		1475		50,000.00			Underway
	Kitchen/Community Room		1475		20,000.00			Underway

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

PHA Name: Cortland Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
	Thermostatic Control		1460		5,000.00		Underway
NY021006	Smoke/Carbon Monoxide Detectors		1460		1,430.00		Underway

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

PHA Name: Cortland Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: NY06P02150102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide Admin	5/2004			5/2006			
Fees & Costs	5/2004			5/2006			
PHA-Wide Mgmt	5/2004			5/2006			
NY021001	5/2004			5/2006			
NY021002	5/2004			5/2006			
NY021003	5/2004			5/2006			
NY021005	5/2004			5/2006			
NY021006	5/2004			5/2006			

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>				
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/</b>				
<b>PHA Name: Cortland Housing Authority</b>			<b>Grant Type and Number</b>	
			Capital Fund Program Grant No: NY06P02150103	
			Replacement Housing Factor Grant No:	
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b>				
<input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 9/30/2003</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>				
Line No.	Summary by Development Account	Total Estimated Cost		
		Original	Revised	
1	Total non-CFP Funds			
2	1406 Operations	46,718.00		
3	1408 Management Improvements Soft Costs	93,437.00		
	Management Improvements Hard Costs			
4	1410 Administration	46,718.00		
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	45,000.00		
8	1440 Site Acquisition			
9	1450 Site Improvement	10,000.00		
10	1460 Dwelling Structures	78,060.00		
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 Nondwelling Structures	16,000.00		
13	1475 Nondwelling Equipment	131,254.00		
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1499 Development Activities			
19	1502 Contingency			
	Amount of Annual Grant: (sum of lines.....)	467,187.00		
	Amount of line XX Related to LBP Activities			
	Amount of line XX Related to Section 504 compliance			
	Amount of line XX Related to Security –Soft Costs			
	Amount of Line XX related to Security-- Hard Costs			
	Amount of line XX Related to Energy Conservation Measures			
	Collateralization Expenses or Debt Service			

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

PHA Name: Cortland Housing Authority		Grant Type and Number			
		Capital Fund Program Grant No: NY06P02150103			
		Replacement Housing Factor Grant No:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost
PHA-Wide	Operations		1406		46,718.00
PHA-Wide	Management Improvements		1408		93,437.00
PHA-Wide	CFP Administration		1410		46,718.00
PHA-Wide	Fees/Costs		1430		45,000.00
PHA-Wide	Management Improvements		1475		26,154.00
NY06P021001	Corridor/Community Room		1475		5,000.00
NY06P021001	Landscape/Outdoor Furniture		1450		10,000.00
NY06P021001	Window Ledges and Handles		1460		702.00
NY06P021001	New Washers and Dryers		1475		18,000.00
NY06P021001	Kitchen Renovations		1475		20,000.00
NY06P021001	Door Closures		1460		3,000.00
NY06P021002	Corridor/Community Room		1475		5,000.00
NY06P021002	Window Ledges and Handles		1460		701.00
NY06P021002	Façade Restoration		1460		15,657.00
NY06P021002	New Washers and Dryers		1475		18,000.00
NY06P021002	Door Closures		1460		3,000.00
NY06P021003	New Showers and Tubs		1460		25,000.00
NY06P021005	Window Replacement (Family)		1460		30,000.00
NY06P021005	Playground Equipment Replacement		1475		15,000.00
NY06P021005	New Washers and Dryers		1475		19,100.00
NY06P021005	Furnace Replacement		1475		5,000.00
NY06P021005	Roof Replacement		1470		16,000.00

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

PHA Name: Cortland Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: NY06P02150103 Replacement Housing Factor No:					Federal
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide Operations	9/05			9/07			
PHA Wide Management	9/05			9/07			
PHA Wide Admin	9/05			9/07			
PHA Wide Fees/Costs	9/05			9/07			
PHA Wide Management	9/05			9/07			
NY021001	9/05			9/05			
NY021002	9/05			9/07			
NY021003	9/05			9/07			
NY021005	9/05			9/07			



**Attachment F**

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NY06P021001	42 Church Street	9	8%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Emergency Generator			58,000	2005-2006
Roll-In Showers			96,000	2005-2006
Door Closures			6,000	2005-2006
Corridor/Community Room Improvements			10,000	2006-2007
Landscape/Outdoor Furniture			15,000	2007-2008
<b>Total estimated cost over next 5 years</b>			<b>185,000</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NY06P021002	51 Port Watson St.	3	2%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Roll-In Showers			63,314	2205-2006
Air Conditioner for Community Room			30,000	2005-2006
Façade Restoration			25,314	2005-2006
Door Closures			6,000	2005-2006
Emergency Generator			58,000	2006-2007
Thermostatic Control			20,000	2006-2007
Corridor/Community Room Improvements			10,000	2006-2007
Landscape/Outdoor Furniture			15,000	2007-2008
<b>Total estimated cost over next 5 years</b>			<b>227,628</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>NY06P021003</b>	<b>Pendleton Street Apartments</b>	<b>5</b>	<b>10%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>New Showers and Tubs</b>			<b>88,000</b>	<b>2005-2006</b>
<b>Playground Equipment</b>			<b>60,000</b>	<b>2007-2008</b>
<b>Site Improvements/Paving</b>			<b>100,000</b>	<b>2007-2008</b>
<b>Total estimated cost over next 5 years</b>			<b>248,000</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NY06P021005	Scattered Site Apartments	6	8%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Playground Equipment			13,000	2005-2006
Intercom Systems			25,000	2005-2006
Emergency Generators			80,000	2006-2007
Kitchen/Bathroom Renovations			102,314	2006-2007
Exit Improvements			23,314	2006-2007
Siding and Wall Improvements			25,000	2008-2009
<b>Total estimated cost over next 5 years</b>			<b>268,628</b>	