

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

PHA Plans

5 Year Plan for Fiscal Years 2004- 2008
Annual Plan for Fiscal Year 2004

**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: City of Olean Housing Authority

PHA Number: NY093

PHA Fiscal Year Beginning: (mm/yyyy) 07/2004

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 - 2008
[24 CFR Part 903.5]

A. Mission

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

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

The City of Olean Housing Authority has as its primary goal to serve low-income families within the City of Olean and surrounding area.

The Housing Authority will achieve its mission as follows:

- By its commitment to provide decent, safe and sanitary housing to eligible applicants, and residents in occupancy.

- By increasing educational opportunities for low-income families to achieve self-sufficiency.

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

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

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

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

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

Olean Housing Authority – GOALS and OBJECTIVES

-To develop and maintain a county wide needs assessment which will monitor the availability of decent, safe and affordable housing in the community.

-To ensure equal opportunity in housing for all Americans.

-To promote self-sufficiency for low-income families.

The Housing Authority's mission and goals are consistent with and contribute to HUD's mission and goals and objectives.

PROGRESS REPORT

The City of Olean Housing Authority uses the PHAS Score, as it's primary gauge to determine if it is accomplishing its mission. For the year ending June 30, 2003, the City of Olean Housing Authority received a score of 96. This resulted in a "High Performer" status.

One of the Authorities goals was to develop and maintain a countywide needs assessment, which will monitor the availability of decent, safe and affordable housing in our community. The Olean Housing Authority is an active member of the Cattaraugus County Housing Consortium. The Consortium has as its members, HUD, DHCR, Cattaraugus County Department of Economic Development, Planning and Tourism and the majority of the low-income housing and service providers in the county.

The Consortium, through HUD, contracted with the Coalition for Low Income Community Development, Baltimore, Maryland, to conduct a housing needs assessment for Cattaraugus County. This assessment is to include a one-year analysis of waiting lists. On December 12, 2000 the Consortium received a draft copy of the report and has completed its initial analysis of the data. Based on the findings, the Consortium has decided to conduct the assessment on a semi-annual basis. The assessment will be done in March and again in July of each year. The Cattaraugus Community Action and City of Olean Housing Authority in conjunction with the Cattaraugus County Department of Economic Development, Planning and Tourism are currently processing the waiting list assessment. To date we have conducted two assessments with the third in progress. Fifty percent of the housing providers in the county have participated. Our goal is to improve on this number.

The Authority is also working with the City of Olean Public Library in an effort to secure grants that will fund Family Literacy Programs. Funds have been secured from New York State to conduct "Reading for Life Programs" in the three family sites and also in one elderly site. These funds were expended by June 30, 2002. We have also secured a grant through the library that will place two computers in each of our family courts and in one of our elderly complexes. These computers have been installed and are being used as part of the Family Literacy Program.

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.

Not Required

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2004 Capital Fund Program Annual Statement (Attachment ny093a01)
- 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
- FY 2004 Capital Fund Program 5 Year Action Plan (Attachment ny093b01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Other Attachments:

- (1) 2003 - Annual Statement – Performance & Evaluation ny093c01
- (2) 2002 – Annual Statement – Performance & Evaluation ny093d01
- (3) Pet Policy ny093e01
- (4) Voluntary Conversion ny093f01
- (5) Deconcentration and Income Mixing ny093g01
- (6) Substantial Deviation ny093h01

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local 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
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input 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, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,163	NA	NA	NA	NA	NA	NA
Income >30% but <=50% of AMI	1,673	NA	NA	NA	NA	NA	NA
Income >50% but <80% of AMI	1,663	NA	NA	NA	NA	NA	NA
Elderly	1,767	NA	NA	NA	NA	NA	NA
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- 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)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	47		96
Extremely low income <=30% AMI	39	83	
Very low income (>30% but <=50% AMI)	8	17	
Low income (>50% but <80% AMI)			
Families with children	23	48.9	
Elderly families	10	21.2	
Families with Disabilities	10	21.2	
White	45	95.7	
African-American	2	4.3	
American Indian			
Asian/Pacific			
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR/ Studio	20	42.6	41
2 BR	22	46.8	9
3 BR	4	8.5	34
4 BR	1	2.1	12
5 BR			
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.

Over the past five years the Authority has experienced a very high turnover rate.

This got as high as 42%. Last year and so far this year our turnover has declined To understand the market we need data for our Market area..

As you can see from the lack of information available there is a need for new information, which will help determine local need. To deal with this we are active members of the Cattaraugus County Housing Consortium, which has as its mission the Creation of a County Consolidated Plan, which includes a waiting list survey.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	574,448	PFS Estimate 6/30/05
b) Public Housing Capital Fund	614,691	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Comp. Grant 2002	325,587	
Capital Fund 2003	511,075	
3. Public Housing Dwelling Rental Income Budget 6/30/04	840,098	
4. Other income (list below)		
Misc. Income Budget 6/30/04	40,000	
4. Non-federal sources (list below)		
Public Housing Investment		
Income Budget 6/30/04	15,283	
Total resources	2,921,182	

Note: "We specifically reserve the right to change this financial resources statement based on later, better information."

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) Within one week of application.

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)

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused

- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)

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

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

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

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

- Criminal or drug-related activity
 Other (describe below)

(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)

(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:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with 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:

- The family has lost eligibility or is awaiting eligibility determination for a Federal, State or local assistance program.
- The family would be evicted as a result of the imposition of the minimum rent requirement.
- The income of the family has decreased because of changed circumstances, including loss of employment.
 - A death in the immediate family has occurred.
- Other circumstances determined by the PHA or HUD.

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?

(Note: Flat Rents)

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)
 - Child Support Paid
 - 401K type deductions

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus 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) Any time the family experiences an income decrease.

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)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to**

the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management (Not Required-High Performer)

[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:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
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)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures (Not Required – High Performer)

[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 at Attachment (state name) ny093a01-or-
- The Capital Fund Program Annual Statement is provided below:

**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 FFY of Grant Approval:

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
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	Amount of Annual Grant (Sum of lines 2-19)	
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

**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

**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

**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)

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(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name ny093b01

-or-

The Capital Fund Program 5-Year Action Plan is provided below:

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY093001		2	1.8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
				/2004
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY093002	Spring and Seneca Courts	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
				1/2001

Total estimated cost over next 5 years					
Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
NY093003	Olean House	4	6%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	
Total estimated cost over next 5 years					

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY093004	South Court	2	3.6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
				/01/2003
Total estimated cost over next 5 years				
Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA WIDE	Olean Housing Authority			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

Total estimated cost over next 5 years		

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.)

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

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

[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: <u>(DD/MM/YY)</u>	
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	

10. Conversion of Public Housing to Tenant-Based Assistance (Not Required to Complete – High Performer)

[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.

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

- 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)]

Not Required to Complete- High Performer

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> 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 Note:
High Performing Housing Authority – Not required to Complete

[24 CFR Part 903.7 9 (I)]

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
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)

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

13. PHA Safety and Crime Prevention Measures High Performing Housing Authority not Participating in PHDEP – Not Required to Complete This Section.

[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)

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

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

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

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

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

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)] Note: Board Resolution re; "Pet Policy" dated 3/27/01

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 (Note: High Performer – Not Required To File)

[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 (File name)
 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)

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)

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) The local Abbreviated Submission calls for handicap accessibility at the Elderly Units. The 2000 and 2001 Capital Fund Program include a new elevator and handicap accessible entrance at the Olean House. Front controlled stoves are included in the 2001 and 2002 Capital Fund Program for Spring, Seneca and the Olean House. The 2002 Program includes a total handicap unit conversion at Spring Court.
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: Both Plans see handicap accessibility as a priority.

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.

ny093g01 – Resident Advisory Board Membership:

Alder Court:

Patricia Gughiocello	Apartment 414-2, Alder Street
Michelle Wheeler	Apartment 414-5, Alder Street
Elizabeth Thayer	Apartment 408-6, Alder Street
Sandra Costello	Apartment 404-3, Alder Street

West Court:

Joseph Fusiara	Apartment 301-3, N 15 th Street
Charles Black	Apartment 301-6, N 15 th Street
Awilda Rivera	Apartment 311-1, N 15 th Street
Virginia DeMarte	Apartment 309-5, N 15 th Street

South Court:

Walter Vaughn, Sr.	Apartment E-1, 554 Martha Ave.
Dale Connelly	Apartment A-6, 554 Martha Ave.
Shirley Cox	Apartment D-1, 554 Martha Ave.
Lucinda Connelly	Apartment A-6, 554 Martha Ave.

Olean House

Mary Lou Kline	Apartment 219, 132 N. Union St.
Ida DiBenedetto	Apartment 429, 132 N. Union St.

Spring Court:

Allen Hoskins	Apartment 18, 102 W. Spring St.
Lila Chase	Apartment 2, 102 W. Spring St.
Rose LaFrenz	Apartment 21, 102 W. Spring St.
Marie Napoleoni	Apartment 8, 102 W. Spring St.

Seneca Court:

Ernie Gray	Apartment 2, 401 Alder St.
Jim Gleason	Apartment 29, 401 Alder St.
Bertha Oakley	Apartment 33, 401 Alder Street
Janet Stiger	Apartment 35, 401 Alder St.

ny093h01 – Resident Membership:

Vincent Caffo	Apartment 31, 401 Alder St.
Joseph Fusiara	Apartment 315-5, N 15 th St.

Table Library

CAPITAL FUND PROGRAM TABLES START HERE

ATTACHMENT: ny093a01

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	57,031			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs	5,000			
4	1410 Administration	51,899			
5	1411 Audit	1,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition	90,000			
9	1450 Site Improvement	78,160			
10	1460 Dwelling Structures	331,601			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

PHA Name: City of Olean Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P09350104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	614,691			
	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: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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
NY093001								
West/Alder Court	Concrete Replacement & Drainage		1450	#408,309	40,000			
	Landscaping							
	Fence & Shrubs		1450		5,000			
	Asphalt Replacement & Repair		1450	Alder Small	20,000			
	Adjustable Thermostats		1460	108@\$40	4,320			
	Interior Closet Doors		1460	28@\$300	8,480			
	Replace Exterior Doors & Storm Doors		1460	21@\$300	6,300			
	Roof, Soffit & Gutter Replacement		1460	Partial	16,049			
	Replace Hot Water Tanks & Boilers		1460	3@\$2000	6,000			
	Frost Free Refrigerators		1460	5@\$400	2,000			
	Stoves with Rear Controls		1460	5@\$300	1,500			
	Security Equipment-Cameras		1460		5,000			
	SUB-TOTAL				114,649			
					=====			
NY093002								
Spring/Seneca	Renovate Corridor Ceiling		1460		30,000			
	Replace Exterior Doors		1460	81@\$300	24,300			
	Handicap Door Knobs		1460		6,000			
	Stoves with Front Controls		1460	5@\$300	1,500			

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

PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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
	SUB-TOTAL				61,800			
					=====			
NY093003								
Olean House	Purchase Two Stores in Olean House		1440		90,000			
	Stoves with Front Controls		1460	5@\$300	1,500			
	Power Wash ,Paint/Seal & Point Brick		1460		20,000			
	Apartment Restoration		1460	9@\$19605	176,452			
	Replace Hot Water Tank & Boilers		1460	1@\$2500	2,500			
	SUB TOTAL				290,452			
					=====			
NY093004								
South Court	Concrete Replacement		1450	Partial	13,160			
	Adjustable Thermostats		1460	55@\$40	2,200			
	Frost Free Refrigerators		1460	5@\$400	2,000			
	Stoves with Rear Controls		1460	5@\$300	1,500			
	Replace Hot Water Tanks & Boilers		1460	2@\$2000	4,000			
	Replace Exterior Doors & Storm Doors		1460	10@\$1000	10,000			
	SUB TOTAL				32,860			
					=====			

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

PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
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	Prorated Salary Comp Grant Administrator & Maint Supervisor		1410		51,899				
	Operations Transfer		1406		57,031				
	Management Improvements - Computers		1408		5,000				
	Audit		1411		1,000				
	SUB TOTAL				114,930				
					=====				
	GRANT TOTAL				614,691				
					=====				

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

PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program No: NY06P09350104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
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	
NY093001 West/Alder Court	02/28/06			02/28/08			
NY093002 Spring/Seneca Court	02/28/06			02/28/08			
NY093003 Olean House	02/28/06			02/28/08			
NY093004 South Court	02/28/06			02/28/08			
PHA Wide	02/28/06			02/28/08			

Capital Fund Program Five-Year Action Plan

Part I: Summary

ATTACHMENT: ny093b01

PHA Name City of Olean Housing Authority		132, N. Union Street, Suite 118, P.O. Box 438, Olean, N.Y. 14760			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY:	Work Statement for Year 3 FFY Grant: 2006 PHA FY:	Work Statement for Year 4 FFY Grant: 2007 PHA FY:	Work Statement for Year 5 FFY Grant: 2008 PHA FY:	
	Annual Statement					
NY093001 West/Alder Court		42,800	131,800	23,700	181,900	
NY093002 Spring/Seneca Court		120,500	114,531	73,100	63,800	
NY093003 Olean House		230,983	223,952	217,830	179,952	
NY093004 South Court		150,922	68,287	142,256	9,500	
PHA Wide		69,486	76,121	157,691	179,539	
Total CFP Funds (Est.)		614,691	614,691	614,691	614,691	
Total Replacement Housing Factor Funds						

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

Activities for Year 1	Activities for Year :__2__ FFY Grant:2005 PHA FY:6/30/05			Activities for Year: __3__ FFY Grant:2006 PHA FY:6/30/06		
		NY093001 West/Alder Courts			NY093001 West/Alder Court	
Concrete Replacement & Drainage	Partial		5,000	Concrete Replacement & Drainage	Partial	5,000
Landscaping	Partial		2,000	Landscaping	Partial	2,000
				Site Furnishings	Partial	2,000
Asphalt Replacement, Seal, Repair	Partial		2,000	Asphalt Replacement, Seal, Repair	Partial	4,000
Replace Bedroom Light Fixtures				Install Bathroom Vents Bldg 315, 410		
Replace Exterior Doors & Storm Doors	1 @\$300		6,300	Replace Exterior Doors & Storm Doors	21 @\$300	6,300
				Roof, Soffit & Gutter Replacement	Partial	100,000
Replace Hot Water Tanks & Boilers	3 @\$2000		6,000	Replace Hot Water Tanks & Boilers	3 @\$2000	6,000
Security Lighting & Exterior Door Light			5,000	Replace Second Story Vinyl		
Power Wash, Seal & Point Brick	Alder		10,000			
Frost Free Refrigerators	5 @\$400		2,000	Frost Free Refrigerators	5 @\$400	2,000
Stoves with Rear Controls	5 @\$300		1,500	Stoves with Rear Controls	5 @\$300	1,500
Laundry Equipment-Washers/Dryers	3 @\$1000		3,000	Laundry Equipment-Washers/Dryers	3 @\$1000	3,000
TOTAL-ALDER/WEST.....			42,800	TOTAL-ALDER/WEST.....		131,800
			=====			=====
	NY093002 Spring/Seneca			NY093002 Spring/Seneca		
Concrete Replacement & Drainage			8,000	Concrete Replacement & Drainage		12,000
Landscaping				Landscaping		2,000
Asphalt Replacement, Repair, Seal	Seneca		15,000	Asphalt Replacement, Repair, Seal		
Replace Boiler Room Doors				Smoke Detector with Strobe Light		
Replace Floor Tile				Security Lighting	6 Pole Lights	6,000
Laundry Equipment-Washers/Dryers			1,000	Laundry Equipment-Washers/Dryers		1,000
Carpet Corridors			15,000	Replace Hot Water Tanks & Boilers	1 @\$3000	3,000
Stoves with Front Controls	5 @\$300		1,500	Stoves with Front Controls	5 @\$300	1,500
Fire Door Replacement with Opener			4,000	Handicap Unit Conversion	1 Unit	25,000
Renovate Corridor Ceilings			20,000	New Medicine Cabinets with Lights		

Roof, Soffit & Gutter Replacement	Partial	40,000	Roof, Soffit & Gutter Replacement	Partial	62,031
Security Equip. & Auto Door Openers	8@\$2000	16,000	Community Room Furniture		2,000
TOTAL-SPRING/SENECA.....		120,500	TOTAL-SPRING/SENECA.....		114,531
		=====			=====
NY093003 Olean House			NY093003 Olean House		
Stoves with Front Controls	5@\$300	1,500	Stoves with Front Controls	5@\$300	1,500
Community Room Furnishings		6,000	Thermo Replacement Windows		
Power Wash, Seal & Point Brick	Partial	30,000	Handicap Door Knobs-Entrance		
Insulate Attic	25%	7,031	Insulate Attic	50%	15,000
Total Apartment Restoration	9@19605	176,452	Total Apartment Restoration	9@19605	176,452
Asphalt Replacement & Repair		2,000	Fourth Floor Ventilation		25,000
First Floor & Basement Restoration			Replace Hot Water Tank & Boilers	1@\$2500	2,500
Engineering Study for Firetower		6,000	Landscaping		500
Laundry Equipment-Washer/Dryer		2,000	Security Equipment		3,000
Demolition of Old Water Tower on Roof					
TOTAL – Olean House.....		230,983	TOTAL – Olean House.....		223,952
		=====			=====
NY093004 – South Court			NY093004 – South Court		
Concrete Replacement & Drainage	Partial	20,000	Concrete Replacement & Drainage	Partial	5,000
Landscaping		3,000	Maint Bldg. Undersound Spring/Retainer Wall		
Plantings & Fences		10,000	Repair & Rebuild Storm Sewers		
Asphalt Repair & Sealing		3,000	Replace Bedroom Lights		
Roof, Soffit & Gutter Replacement	Partial	50,000	Roof, Soffit & Gutter Replacement	Partial	40,787
Exterior Lighting Pole Lights		5,000	Renovate Rear Entrance to Community Room		
Renovate Exterior Lighting, Circleline	55@\$150	8,250	Replace Closet Doors		
Frost Free Refrigerators	5@\$400	2,000	Frost Free Refrigerators	5@\$400	2,000
Stoves with Rear Controls	5@\$300	1,500	Stoves with Rear Controls	5@\$300	1,500
Community Room Furnishings	Partial	3,000	Rehab Dryer Vents		
Hot Water Tank Replacement/Boilers	2@\$2000	4,000	Hot Water Tank Replacement/Boilers	2@\$2000	4,000
Powerwash , Seal & Point Brick		10,000	Vinyl Siding Second Story		

	Replace Exterior Doors & Storm Doors	10@1000	10,000	Replace Exterior Doors & Storm Doors	10@\$1000	10,000
	Storage Shed for Maintenance		16,172	Replace Floor Tile		
	Computer & Software Upgrade		5,000	Computer & Software Upgrade		5,000
	Patio Dividers			Tenant Exterior Storage		
	Replace Bathroom Exhaust Fans					
	TOTAL – South Court		150,922	TOTAL – South Court		68,287
			=====			=====
	PHA Wide					
	Management Improvements		10,000	Management Improvements		10,000
	Administration		54,486	Administration		56,121
	Fees & Costs		4,000	Fees & Costs		9,000
	Audit		1,000	Audit		1,000
	TOTAL – PHA Wide.....		69,486	TOTAL – PHA Wide.....		76,121
			=====			=====
	GRANT TOTAL.....		614,691	GRANT TOTAL.....		614,691
			=====			=====
Activities	Activities for Year : 4			Activities for Year: 5		
Year 1	FFY Grant 2007			FFY Grant 2008		
	PHA FY: 6/30/08			PHA FY: 6/30/09		
	NY093001 West/Alder Courts			NY093001 West/Alder Courts		
	Concrete Replacement & Drainage	Partial	5,000	Concrete Replacement & Drainage	Partial	20,000
				Landscaping		2,000
	Asphalt Replacement, Repair, Seal		2,000	Asphalt Replacement, Repair, Seal	West Lot	50,000
	Replace Exterior Doors & Storm Doors	12@\$600	7,200	Build Addition for Bathroom #416-5		25,000
				Replace Vanity Lights	108@\$50	5,400
				New Roof/Siding for Storage Facility		20,000
				Rehab Boiler Rooms #408-412, #305-315		25,000
				Roof, Soffit & Gutter Replacement	Partial	25,000
	Replace Hot Water Tanks & Boilers	3@\$2000	6,000	Replace Hot Water Tanks & Boilers	3@\$2000	6,000

	Stoves with Rear Controls	5@\$300	1,500	Stoves with Rear Controls	5@\$300	1,500
	Frost Free Refrigerators	5@\$400	2,000	Frost Free Refrigerators	5@\$400	2,000
	TOTAL – West/Alder Court.....		23,700	TOTAL – West/Alder Court.....		181,900
			=====			=====
	NY093002 – Spring/Seneca Court			NY093002 – Spring/Seneca Court		
	Concrete Replacement & Drainage		5,000	Concrete Replacement & Drainage		10,000
	Asphalt Replacement, Repair, Seal		4,000	Asphalt Replacement, Repair, Seal		2,000
	Replace Exterior Doors	41@\$600	24,600	Roof, Soffit & Gutter Replacement		47,300
	Power Wash , Seal & Point Brick		10,000			
	Stoves with Front Controls	5@\$300	1,500	Stoves with Front Controls	5@\$300	1,500
	Replace Hot Water Tank/Boiler	1@\$3000	3,000	Replace Hot Water Tank/Boiler	1@\$300	3,000
	Upgrade Simplex System		25,000			
	TOTAL – Spring/Seneca Courts.....		73,100	TOTAL – Spring/Seneca Courts.....		63,800
			=====			=====
	NY093003 – Olean House			NY093003 – Olean House		
	Stoves with Front Controls	5@\$300	1,500	Stoves with Front Controls	5@\$300	1,500
	Roof Replacement	Suite 110	10,000			
	Standpipe for Firehoses		20,000			
	Total Apartment Restoration	9@10605	176,452	Total Apartment Restoration	9@19605	176,452
	Replace Hot Water Tank & Boilers	3@2626	7,878			
	Asphalt Replacement, Repair, Seal		2,000	Asphalt Replacement , Repair, Seal		2,000
	TOTAL – Olean House.....		217,830	TOTAL – Olean House.....		179,952
			=====			=====
	NY093004- South Court			NY093003 – South Court		
	Concrete Replacement & Drainage	Partial	30,000			
	Asphalt Replacement, Repair, Seal		3,000	Asphalt Replacement, Repair, Seal		2,000
	Roof, Soffit & Gutter Replacement		91,756			
	Frost Free Refrigerators	5@\$400	2,000	Frost Free Refrigerators	5@\$400	2,000
	Stoves with Rear Controls	5@\$300	1,500	Stoves with Rear Controls	5@\$300	1,500
	Replace Hot Water Tanks & Boilers	2@\$2000	4,000	Replace Hot Water Tanks & Boilers	2@\$2000	4,000

	Replace Exterior Doors and Storm Doors	5@\$1000	5,000		
	Computer Equipment & Software Upgrade		5,000		
	TOTAL – South Court.....		142,256	TOTAL – South Court.....	9,500
			=====		=====
	PHA – Wide.....			PHA Wide.....	
	Operations		95,000	Operations	100,000
				Management Improvements	10,000
	Administration		57,805	Administration	59,539
	Fees & Costs		4,000	Fees & Costs	9,000
	Audit		1,000	Audit	1,000
	TOTAL – PHA Wide.....		157,805	TOTAL – PHA Wide.....	179,539
			=====		=====
	GRANT TOTAL FFY 2007.....		614,691	GRANT TOTAL FFY 2008.....	614,691
			=====		=====

CAPITAL FUND PROGRAM TABLES START HERE

ATTACHMENT ny093c01

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<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: 12/31/03 <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	10,000	10,000		
4	1410 Administration	51,349	51,349		
5	1411 Audit	1,000	1,000		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,000	4,000		
8	1440 Site Acquisition	45,000	45,000		
9	1450 Site Improvement	113,000	53,000		
10	1460 Dwelling Structures	398,586	348,194	1,468	1,468
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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

PHA Name: City of Olean Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P09350103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	622,935	512,543	1,468	1,468
	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: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Revision	Obligated	Expended	
NY093001								
West/Alder Court	Concrete Replacement & Drainage	1450		25,000	25,000			
	Site Acquisition – West Court Parking	1440		15,000	15,000			
	Landscaping – Site Furnishings	1450		2,000	2,000			
	Playground Equipment	1450		10,000				
	Asphalt – Replacement/Repair	1450		2,000	2,000			
	Replace Exterior Doors & Storm Doors	1460	21@300	6,300	6,300			
	Replace Hot Water Tanks & Boilers	1460	3@2,000	6,000	6,000			
	Interior Closet Doors	1460	50@300	15,000				
	Security Lighting & Exterior Door Lights	1460	Partial	2,000	2,000			
	Roof, Soffit & Gutter Replacement	1460	Partial	10,000	10,000	1,468	1,468	
	Powerwash & Seal Brick	1460		10,000	10,000			
	Patio Dividers	1460	30@125	3,750	3,750			
	Security Equipment - Cameras	1460		3,000	3,000			
	Exterior Boiler Room Bldg 303	1460		20,000	20,000			
	Frost Free Refrigerators	1460	5@400	2,000	2,000			
	Stoves with Rear Controls	1460	5@300	1,500	1,500			
	SUB-TOTAL			133,550	108,550	1,468	1,468	
				=====	=====	=====	=====	
NY093002								

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

PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Computer Equipment Upgrade		1408		10,000	10,000			
	Replace Hot Water Tank & Boiler		1460	1@2,500	2,500	2,500			
					-----	-----	-----	-----	
	SUB-TOTAL				248,626	213,234			
					=====	=====	=====	=====	
NY093004									
South Court	Concrete Replacement & Drainage		1450		4,000	4,000			
	Asphalt Replacement, Repair & Seal		1450		3,000	3,000			
	Frost Free Refrigerators		1460	5@400	2,000	2,000			
	Stoves with Rear Controls		1460	5@300	1,500	1,500			
	Hot Water Tank/Boiler Replacement		1460	2@2,000	4,000	4,000			
	Replace Roof, Soffit & Gutters		1460	Partial	7,410	7,410			
	Replace Exterior Doors \$ Storm Doors		1460	10@1,000	10,000	10,000			
					-----	-----	-----	-----	
	SUB-TOTAL				31,910	31,910			
					=====	=====	=====	=====	

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

PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA Wide	Salary Comp Grant Administrator & Maintenance Supervisor		1410		51,349	51,349			
	Audit		1411		1,000	1,000			
	Architect & Engineer		1430		4,000	4,000			
					-----	-----	-----	-----	
	SUB-TOTAL				56,349	56,349			
					=====	=====	=====	=====	
	GRANT TOTAL				622,935	512,543	1,468	1,468	
					=====	=====	=====	=====	

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

PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program No: NY06P09350103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
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	
NY093001 West/Alder Court	12/31/04			6/30/06			
NY093002 Spring/Seneca Court	12/31/04			6/30/06			
NY093003 Olean House	12/31/04			6/30/06			
NY093004 South Court	12/31/04			6/31/06			
PHA Wide	12/31/04			6/31/06			

Capital Fund Program Five-Year Action Plan Attachment

Part I: Summary

PHA Name City of Olean Housing Authority		601 Martha Avenue, Olean, N.Y. 14760 Cattaraugus County		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY:	Work Statement for Year 3 FFY Grant: 2005 PHA FY:	Work Statement for Year 4 FFY Grant: 2006 PHA FY:	Work Statement for Year 5 FFY Grant: 2007 PHA FY:
	Annual Statement				
NY093001 West/Alder Court		276,849	39,800	131,800	53,425
NY093002 Spring/Seneca Court		61,800	120,500	152,500	73,100
NY093003 Olean House		200,452	271,452	223,952	217,830
NY093004 South Court		30,660	145,922	63,287	145,500
PHA Wide		82,899	74,986	81,121	162,805
Total CFP Funds (Est.)		652,660	652,660	652,660	652,660
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2004 PHA FY: 6/30/04			Activities for Year: __3__ FFY Grant: 2005 PHA FY: 6/30/05		
	NY093001 West/Alder Courts			NY093001 West/Alder Courts		
	Concrete Replacement & Drainage		40,000	Concrete Replacement & Drainage		5,000
	Landscaping - Fence	partial	5,000	Landscaping - Shrubs	partial	2,000
	Playground Equipment	Alder	5,000	Powerwash, Seal & Point Brick	Alder	10,000
	Exterior Boiler Room			Asphalt replacement. Repair & Seal	Sealing	2,000
	Asphalt Replacement, Repair, Seal	Adler	20,000	Security Lighting & Exterior Doors		5,000
	Interior Closet Doors	40 @ 300	12,000	Replace Exterior Doors & Storm Doors	21 @ 300	6,300
	Replace Exterior Doors & Storm Doors	21 @ 300	6,300	Stoves with Rear Controls	5 @ 300	1,500
	Roof, Soffit & Gutter Replacement	Partial	76,049	Replace Hot Water Tanks & Boilers	3 @ 2000	6,000
	Replace Hot Water Tanks & Boilers	3 @ 2000	6,000	Frost Free Refrigerators	5 @ 400	2,000
	Laundry Equipment – Washers/Dryers	3 @ 1000	3,000			
	Remodel Apartment Entrances	Partial	100,000			
	Frost Free Refrigerators	5 @ 400	2,000	SUB TOTAL		<u>39,800</u>
	Stoves with Rear Controls	5 @ 300	1,500			
	SUB TOTAL		<u>276,849</u>			
				NY093002 Spring/Seneca Courts		
				Laundry Equipment Replacements		1,000
				Fire-door Replacement w/Openers		4,000
	NY093002 Spring/Seneca Court			Carpet Corridors		15,000
				Security Equipment – Auto Door Opener	8 @ 2000	16,000
				Roof Replacement	Partial	40,000
	Stoves with Front Controls	5@300	1,500	Concrete Replacement & Drainage	Partial	8,000
	Replace Exterior Doors	81@300	24,300	Asphalt Replacement & Repair	Seneca	15,000
	Handicap Door Knobs		6,000	Stoves with Front Controls	5 @ 300	1,500
	Renovate Corridor Ceilings	20%	30,000	Renovate Corridor Ceilings	20%	20,000

	SUB TOTAL		<u>61,800</u>	SUB TOTAL	<u>120,500</u>
				NY093003 Olean House	
				Stoves with Front Controls	5@300 1,500
				Community Room Furnishings	6,000
	NY093003 Olean House			Engineer Study on Firetower	6,000
				Asphalt Replacement, Repair & Sealing	2,000
	Stoves w/Front Controls	5@300	1,500	Insulate Attic	50% 15,000
	Power Wash, Paint/Seal & Point Brick		20,000	Demolish Old Water Tank on Roof	30,000
	Replace Hot Water Tanks & Boilers		2,500	Power Wash, Paint/Seal & Point Brick	30,000
	Apartment Restoration	9@19605	176,452	Laundry Equipment Replacements	2,000
				Apartment Restoration	9@19,605 176,452
				Replace Hot Water Tank & Boiler	1@2,500 2,500
	SUB TOTAL		<u>200,452</u>	SUB TOTAL	<u>271,452</u>
	NY093004 South Court			NY093004 South Court	
	Concrete Replacement	Partial	13,160	Concrete Replacement	Partial 20,000
	Frost Free Refrigerators	5@400	2,000	Landscaping – Site Furnishings	3,000
	Stoves with Rear Controls	5@300	1,500	Landscaping – Plantings & Fences	10,000
	New Hot Water Tanks/Insulate Hot Water	2@2000	4,000	Asphalt Replacement & Repair	3,000
	Replace Exterior Doors & Storm Doors	10@1000	10,000	Roof Replacement and Repair	50,000
				Security Lighting Alder	Pole Light 5,000
				Frost Free Refrigerators	5@400 2,000
	SUB TOTAL		<u>30,660</u>	Community Room Furnishings	partial 3,000
				Power Wash & Seal Brick	10,000
				Stoves with Rear Controls	5@300 1,500
				Storage Shed For Maintenance	16,172
				Replace Hoy Water Tanks & Boiler	2@2,000 4,000
				Medicine Cabinets & Circline Lights	55@150 8,250
				Replace Exterior Doors & Storm Doors	10@1,000 10,000

	SUB TOTAL		<u>81,121</u>	SUB TOTAL	<u>162,805</u>
	TOTAL FY 2005		<u>652,660</u>	TOTAL FY 2006	<u>652,660</u>

CAPITAL FUND PROGRAM TABLES START HERE

ATTACHMENT ny093d01

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350102 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: 12/30/03 <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	6,000	6,000	750	750
4	1410 Administration	48,510	48,510	21,236	21,236
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,000	5,000	2,758	2,758
8	1440 Site Acquisition				
9	1450 Site Improvement	163,000	113,744	93,350	93,350
10	1460 Dwelling Structures	430,150	449,681	179,254	179,254
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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

PHA Name: City of Olean Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P09350102 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: 12/30/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	652,660	622,935	297,348	297,348
	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: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350102 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
NY093001					Revised	Obligated	Expended	
West/Alder Court	Concrete Replacement & Drainage	1450		20,000	28,096	28,096	28,096	
	Landscaping – Shrubs/Fence	1450		1,000	1,000	385	385	
	Asphalt – New Parking, West/Alder	1450		50,000	24,926	3,924	3,924	
	Replace Exterior Doors & Storm Doors	1460	21 @ 300	6,300	6,300			
	Replace Hot Water Tanks & Boilers	1460	3 @ 2,000	6,000	6,000	4,532	4,532	
	Frost Free Refrigerators	1460	5 @ 400	2,000	2,000	1,740	1,740	
	Stoves with Rear Controls	1460	5 @ 300	1,500	1,500			
	SUB-TOTAL			86,800	69,822	38,677	38,677	
				=====	=====	=====	=====	
NY093002								
Spring/Seneca	Concrete Replacement & Drainage	1450		15,000	5,698	5,698	5,698	
	Asphalt: Replace, Repair & Seal	1450		15,000				
	Construct Additional Parking Spaces	1450		25,000	31,421	31,421	31,421	
	Landscaping: Site Furnishings	1450		1,000				
	Plantings	1450		1,000				
	Smoke Detector with Strobe Light	1460	81 @ 100	8,100				
	Renovate Main Entrance – Spring Court	1460		80,000	94,177	94,079	94,079	
	Stoves with Front Controls	1460	5 @ 300	1,500	1,500			
	Renovate Corridor Ceilings –Force Acct.	1460	20%	20,000	33,539	34,949	34,949	
	New Medicine Cabinet & Lights	1460	81 @ 150	12,500				

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

PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350102 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
	Furniture foe Entrance & Community Rm.		1460		2,000	2,000	319	319	
					-----	-----	-----	-----	
	SUB-TOTAL				181,100	168,335	166,466	166,466	
					-----	-----	-----	-----	
NY093003	Olean House								
	First Floor Restoration (Force Acct)		1460		41,673	24,713			
	Apartment Restoration –Force Acct.		1460	9@18,000	162,000	162,000	27,123	27,123	
	New Entrance		1460	20%	34,452	34,452	14,511	14,511	
	Asphalt/Concrete Replacement-Parking		1450		35,000	35,000	1,222	1,222	
	Stoves with Front Controls		1460	5@300	1,500	1,500			
	Update & Repair Fire-escapes		1460	25%	10,000	10,000			
	Emergency Generator/New Elevator		1460		10,000	10,000			
	Power-wash Painted Portion of Bldg.		1460		5,000	5,000			
	Replace Hot Water Tank & Boiler		1460	1@2,500	2,500	2,500			
					-----	-----	-----	-----	
	SUB-TOTAL				302,125	288,125	42,856	42,856	
					-----	-----	-----	-----	
NY093004									

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

PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350102 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
South Court	Concrete Replacement & Drainage		1450			19,671	19,671	19,671	
	Asphalt Replacement, Repair, Seal		1450			2,932	2,932	2,932	
	Frost Free Refrigerators		1460	5@400	2,000	2,000	2,000	2,000	
	Stoves with Rear Controls		1460	5@300	1,500	1,500			
	Hot Water Tank/Boiler Replacement		1460	2@2,000	4,000	4,000			
	Replace Exterior Doors \$ Storm Doors		1460	10@1,000	10,000	10,000			
	Patio Dividers		1460		5,625				
	Computer Equipment Upgrade		1408		6,000	6,000	750	750	
					-----	-----	-----	-----	
	SUB-TOTAL				29,125	46,103	25,353	25,353	
					=====	=====	=====	=====	
PHA Wide	Salary Comp Grant Administrator & Maintenance Supervisor		1410		48,510	48,510	21,238	21,238	
	Architect & Engineer		1430		5,000	5,000	2,758	2,758	
					-----	-----	-----	-----	
	SUB-TOTAL				53,510	53,510	23,996	23,996	
					=====	=====	=====	=====	
	GRANT TOTAL				652,660	622,935	297,348	297,348	
					=====	=====	=====	=====	

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

PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P09350102 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

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

PHA Name: City of Olean Housing Authority		Grant Type and Number Capital Fund Program No: NY06P09350102 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		
NY093001 West/Alder Court	12/31/03	06/29/04		6/30/05				
NY093002 Spring/Seneca Court	12/31/03	06/29/04		6/30/05				
NY093003 Olean House	12/31/03	06/29/04		6/30/05				
NY093004 South Court	12/31/03	06/29/04		6/31/05				
PHA Wide	12/31/03	06/29/04		6/31/05				

Capital Fund Program Five-Year Action Plan Attachment

Part I: Summary

PHA Name City of Olean Housing Authority		601 Martha Avenue, Olean, N.Y. 14760 Cattaraugus County		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
NY093001 West/Alder Court		118,550	276,849	42,800	131,800
NY093002 Spring/Seneca Court		137,500	61,800	120,500	152,500
NY093003 Olean House		253,351	200,452	268,952	223,952
NY093004 South Court		41,910	30,660	150,922	68,287
PHA Wide		101,349	82,899	69,486	76,121
Total CFP Funds (Est.)		652,660	652,660	652,660	652,660
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2003 PHA FY: 6/30/03			Activities for Year: __3__ FFY Grant: 2004 PHA FY: 6/30/04		
	NY093001 West/Alder Courts			NY093001 West/Alder Courts		
Concrete Replacement & Drainage	#404 & #408		25,000	Concrete Replacement & Drainage	#412	40,000
Playground Equipment	West		10,000	Landscaping-Fence	Partial	5,000
Site Furnishings	Partial		2,000	Playground Equipment	Alder	5,000
Exterior Boiler Room	Bldg #303		20,000	Asphalt replacement. Repair & Seal	Alder	20,000
Asphalt Replacement, Repair, Seal			2,000	Interior Closet Doors	50 @ 300	15,000
Site Acquisition- Additional Parking	West		15,000	Replace Exterior Doors & Storm Doors	21 @ 300	6,300
Replace Exterior Doors & Storm Doors	21 @ 300		6,300	Roof, Soffit & Gutter Replacement	Partial	76,049
Roof, Soffit & Gutter Replacement	Partial		10,000	Replace Hot Water Tanks & Boilers	3 @ 2000	6,000
Replace Hot Water Tanks & Boilers	3 @ 2000		6,000	Frost Free Refrigerators	5 @ 400	2,000
Exterior Lighting	Partial		2,000	Stoves with Rear Controls	5 @ 300	1,500
Power Wash, Seal & Point Brick	West		10,000	Remodel Apartment Entrances	Partial	100,000
Frost Free Refrigerators	5 @ 400		2,000	SUB TOTAL		<u>276,849</u>
Stoves with Rear Controls	5 @ 300		1,500			
Patio Divider Replacement	3 @ 125		3,750			
Security Equipment-Cameras	Partial		3,000			
SUB TOTAL			<u>118,550</u>	NY093002 Spring/Seneca Courts		
				Handicap Door Knobs		6,000
NY093002 Spring/Seneca Courts				Replace Exterior Doors	81 @ 300	24,300
Concrete Replacement & Drainage	15%		15,000	Stoves with Front Controls	5 @ 300	1,500
Asphalt replacement, Repair & Seal			2,000	Renovate Corridor Ceilings	20%	30,000
Construct Additional Parking - Spring			50,000	SUB TOTAL		<u>61,800</u>
Weatherstrip Apartment Doors	80 @ 50		4,000			
Power Wash, Seal & Point Brick	100%		10,000			
Carpet Corridors	Partial		15,000	NY093003 Olean House		
Stoves with Front Controls	5 @ 300		1,500	Stoves with Front Controls	5 @ 300	1,500

Renovate Corridor Ceilings	20%	30,000	Power-wash,Paint/Seal & Point Brick	Partial	20,000
Replace Vinyl Between Windows	100%	10,000	Apartment Restoration	9@19,605	176,452
			Replace Hot Water Tank & Boiler	1@2,500	2,500
SUB TOTAL		<u>137,500</u>	SUB TOTAL		<u>200,452</u>
NY093003 Olean House					
Stoves with Front Controls	5@300	1,500	NY093004 South Court		
Community Room & Lobby Furnishings	Partial	2,000	Concrete Replacement	Partial	13,160
Window Replacement (Front Only)	Partial	65,899	Frost Free Refrigerators	5@400	2,000
Apartment Restoration	9@19,605	176,452	Stoves with Rear Controls	5@300	1,500
Replace Hot Water Tank & Boiler	1@2,500	2,500	Replace Hoy Water Tanks & Boiler	2@2,000	4,000
Security Equipment	Partial	5,000	Replace Exterior Doors & Storm Doors	10@1,000	10,000
SUB TOTAL		<u>253,351</u>	SUB TOTAL		<u>30,660</u>
NY093004 South Court			PHAWide		
Concrete Replacement	Partial	4,000	Administration		52,899
Asphalt Replacement, Repair, Seal		3,000	Fees & Costs (Architect Fees)		<u>30,000</u>
Replace Roofs, Soffits & Gutters	Partial	7,410	SUB TOTAL		<u>82,899</u>
Frost Free Refrigerators	5@400	2,000	TOTAL FY2004		
Stoves with Rear Controls	5@300	1,500	<u>652,660</u>		
Hot Water Tanks/Boilers/Insulate Lines	2@2,000	4,000			
Replace Exterior Doors & Storm Doors	10@1,000	10,000			
Computer Equipment Upgrade	Partial	10,000			
SUB TOTAL		<u>41,910</u>			
PHA Wide					
Administration		51,349			
Fees & Costs (Architect/Engineer)		<u>50,000</u>			
SUB TOTAL		<u>101,349</u>			
TOTAL FY2003		<u>652,660</u>			

Capital Fund Program Five Year Action Plan –Work Activities						
Activities Year 1	<u>Activities for Year: 4</u> <u>FFY Grant 2005</u> <u>PHA FY: 6/30/06</u>			<u>Activities for Year: 5</u> <u>FFY Grant 2006</u> <u>PHA FY: 6/30/07</u>		
	NY093001 West/Alder Courts			NY093001 West/Alder Courts		
	Concrete Replacement & Drainage	Partial	5,000	Concrete Replacement & Drainage	Partial	5,000
	Landscaping: Shrubs, Fences		2,000	Landscaping: Shrubs, Fencing		2,000
	Asphalt Replacement, Repair, Sealing		2,000	Site Furnishings	Partial	2,000
	Replace Exterior Doors & Storm Doors	21@300	6,300	Asphalt Replacement, Repair, Sealing		4,000
	Replace Hot Water Tanks and Boilers	3@2,000	6,000	Replace Exterior Doors & Storm Doors	21@300	6,300
	Security Lighting & Door Lights		5,000	Roof, Soffit & Gutter Replacement	Partial	100,000
	Powerwash, Seal & Point Brick (Alder)		10,000	Replace Hot Water Tanks & Boilers	3@2,000	6,000
	Frost Free Refrigerators	5@400	2,000	Frost Free Refrigerators	5@400	2,000
	Stoves with Rear Controls	5@300	1,500	Stoves with Rear Controls	5@300	1,500
	Laundry Equipment - Replacements	3@1,000	3,000	Laundry Equipment Replacement	3@1000	3,000
	SUB TOTAL		42,800	SUB TOTAL		131,800
	NY093002 Spring/Seneca Court			NY093002 Spring/Seneca Courts		
	Concrete Replacement & Drainage	Partial	8,000	Concrete Replacement & Drainage		12,000
	Asphalt Replacement, Repair, Seal		15,000	Landscaping: Plantings, Shrubs	Partial	2,000
	Laundry Equipment - Replacements	1@1,000	1,000	Security Lighting – Pole Lights		6,000
	Carpet Corridors	Partial	15,000	Laundry Equipment	@1,000	1,000
	Stoves with Front Controls	5@300	1,500	Stoves with Front Controls	5@300	1,500
	Fire Door Replacement with Auto Open		4,000	Replace Hot Water Tank & Boiler	1@3,000	3,000
	Renovate Corridor Ceilings	20%	20,000	Handicap Unit Conversion – Spring Ct		25,000
	Roof Replacement	Partial	40,000	Roof Replacement	Partial	100,000

	Security Equipment & Door Openers	8@2,000	16,000	Community Room Furnishings	Partial	2,000
	SUB TOTAL		<u>120,500</u>	SUB TOTAL		<u>152,500</u>
	NY093003 Olean House			NY093003 Olean House		
	Stoves with Front Controls	5@300	1,500	Stoves with Front Controls	5@300	1,500
	Community Room & Entrance Furnishings		6,000	Insulate Attic	25%	15,000
	Power-wash, Seal & Point Brick	Partial	30,000	Apartment Restoration	9@ 19,605	176,452
	Insulate Attic	25%	15,000	Fourth Floor Corridor Ventilation		25,000
	Apartment Restoration	9@20,605	176,452	Replace Hot Water Tanks & Boilers	1@ 2,500	2,500
	Asphalt Replacement, Repair & Sealing		2,000	Landscaping	Partial	500
	Engineering Study – Fire Tower		6,000	Security Equipment - Update	Partial	3,000
	Laundry Equipment - Replacements	2@1,000	2,000			
	Demolition of Water Tower on Roof		30,000			
	SUB TOTAL		<u>268,952</u>	SUB TOTAL		<u>223,952</u>
	NY093004 South Court			NY093004 South Court		
	Concrete Replacement & Drainage	Partial	20,000	Concrete Replacement & Drainage	Partial	5,000
	Landscaping – Site Furnishings	Partial	3,000	Replace Roofs, Soffits & Gutters	Partial	40,787
	Landscaping – Plantings & Fences	Partial	10,000	Frost Free Refrigerators	5@ 400	2,000
	Asphalt Replacement, Repair & Sealing		3,000	Stoves with Rear Controls	5@ 300	1,500
	Replace Roofs, Soffits & Gutters	Partial	50,000	Replace Hot Water Tanks & Boilers	2@ 2,000	4,000
	Security Lighting, Exterior Entrance Light		5,000	Replace Exterior Doors & Storm Doors	10@ 1,000	10,000
	Replace Circleline Lights	55@150	8,250	Computer Equipment & Software Upgrade	Partial	5,000
	Frost Free Refrigerators	5@ 400	2,000			
	Stoves with Rear Controls	5@ 300	1,500			
	Community Room Furnishings	Partial	3,000			
	Replace Hot Water Tanks & Boilers	2@ 2,000	4,000			
	Power-wash & Seal Brick		10,000			
	Replace Exterior Doors & Storm Doors	10@ 1,000	10,000			

	Storage Shed for Maintenance		16,172		
	Computer Equipment & Software Upgrade	Partial	5,000		
	SUB TOTAL		<u>150,922</u>	SUB TOTAL	<u>68,287</u>
	PHA WIDE			PHA WIDE	
	Management Improvements: Tenant Relations & Tenant Receivables		10,000	Management Improvements: Tenant Relations & Tenant Receivables	10,000
	Administration		54,486	Administration	56,121
	Architect & Engineer		5,000	Architect & Engineer	10,000
	SUB TOTAL		<u>69,486</u>	SUB TOTAL	<u>76,121</u>
	TOTAL FY 2005		<u>652,660</u>	TOTAL FY 2006	<u>652,660</u>

CITY OF OLEAN HOUSING AUTHORITY
PET POLICY AND PERMIT
Attachment ny093e01

Purpose

The purpose of the Olean Housing Authority Pet Policy is to insure that those residents who desire pets are responsible pet owners, and that those residents who do not desire to own pets are not inconvenienced by pets on the premises. It is also intended to assure that pets on OHA premises are properly cared for. Further goals of this policy are to assure a decent, safe, and sanitary living environment for existing and prospective tenants, and to protect and preserve the physical condition of the premises and the financial interest of the Olean Housing Authority (“OHA”). Pets may not leave owner’s apartment except where noted. Such pets will not be allowed to roam either in the buildings or on the grounds.

**OWNING A PET WITHIN THE OLEAN HOUSING AUTHORITY’S
PROPERTIES IS A PRIVILEGE THAT MUST NOT BE ABUSED**

General Policy

Only pets pre-approved by the Executive Director or designated staff will be permitted on OHA property.

Security Deposit

A security deposit of \$200 for a cat or dog and no deposit for any other allowed pet type (see “Types of Pets Allowed”) is required in full before entrance of a pet. This is an obligation in addition to any other financial obligations generally imposed on tenants by terms of their leases. The OHA will use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the project, including, but not limited to, the cost of repairs and replacements to, and fumigation of, the tenants apartment. The OHA will refund any unused portion of the pet deposit to the tenant within 30 days after the tenant moves from the apartment. The pet deposit is not part of the rent payable by the tenant.

Insurance Requirements

No Insurance Required

Damages

Pet owners are responsible for paying the total cost of repairing any damages caused by a pet to any property owned by the OHA in excess of the security deposit, whether the

damages are within the apartment or outside on the grounds, including any part of the building itself. This includes furniture and shrubbery, walls, windows, rugs, etc. The Maintenance Supervisor will assess reasonable costs for damages.

Registration Requirements

- 1) All pets must be registered with management **before** permission is granted
- 2) Registration must show type of pet and a recent picture (two copies)
- 3) The pet's name, age, license number, current inoculation information (if applicable) and current weight and projected weight at full maturity. Name and address of the pet's veterinarian.
- 4) Dogs and cats must be neutered or spayed and proof of neutering or spaying must be submitted at the time of application.

GUESTS MAY NOT BRING THEIR PETS ONTO OLEAN HOUSING AUTHORITY PROPERTY AT ANY TIME.

Types of Pets Allowed

Pets permitted per household include:

- one dog; or
- one cat; or
- one bowl or tank of fish (maximum tank size – twenty gallons); or
- two caged birds; or
- one small caged animal (i.e. guinea pig or hamster or gerbil)

All adult dogs must be housebroken. At full maturity the weight of a dog may not exceed 20 pounds.

Neutering/Spaying

Dogs and cats must be neutered or spayed and proof of neutering/spaying must be submitted at the time of application.

Pet Offspring

No pet, already pregnant, may be introduced into any unit. No pet offspring will be allowed.

Medical Care

All shots must be kept up-to-date each year and proof submitted at tenant's annual recertification.

Dogs and cats must have proper medical shots as listed:

- distemper and rabies for dogs and cats,
- others, as recommended by veterinarian or required by State or local law, ordinance or regulation.

Puppies and/or kittens may be admitted with the preliminary shot only, as long as the tenant provides proof within three months that the necessary succeeding shots are administered by a veterinarian.

Pet Behavior

If, in the opinion of the OHA Administration and after three warnings to the owner, a pet continues to be unruly, noisy and a nuisance to neighbors, the pet shall be removed by any means or procedure referred to in the section of this policy on "Pet Removal".

If a pet jumps on, growls at, or bites a resident, the pet may be removed immediately at the discretion of the OHA Management pursuant to any available means or procedures referred to in the section of this policy on "Pet Removal".

Dogs: Dogs may pass through halls, elevators and public spaces for the purpose of being walked, going to the veterinarian, going on vacation, or going to other homes. They must be leashed or held by their owners when in transit.

- **THEY MAY NOT ROAM AT WILL**
- **PETS ARE NOT ALLOWED TO DEFECATE OR URINATE ON OHA PROPERTY**
- **OWNERS MUST COMPLY WITH THE CITY CODE – Section 5-1 through section 5-32**

If a dog accidentally defecates on OHA property, including common grass areas, the owner is responsible for removing and properly disposing of said waste. If not done, this will be grounds for removal of the pet pursuant to any available means or procedures referred to in the section of this policy on "Pet Removal".

Cats: Cats will not be permitted outside of their apartments unless they are caged or held by their owner when in transit. **THEY MAY NOT ROAM AT WILL** Cats may pass through halls, elevators or public spaces only for the purpose of going to the veterinarian, going on vacation or going to other homes. Cats must use owner's litter pans and may not use the grounds to defecate or urinate.

Care of the Apartment

Apartments containing pets must be kept clean and free of odors at all times. The OHA strongly recommends de-clawing of cats, proper veterinarian care and requires neutering of all dogs and cats.

Commercial cat litter (not sand, newspaper or earth) must be used for cats. Pans must be cleaned daily and kept odor free. Litter must be disposed of in double, tied plastic bags.

LITTER MUST NOT BE FLUSHED DOWN TOILETS, SINKS OR TUBS

Absence of Owners:

No pet may be unattended for more than 24 hours.

Pet Removal:

A pet may be removed from the premises pursuant to any State or local laws, ordinances or regulations, pursuant to the OHA grievance hearing procedure. The OHA reserves the right to choose the most expeditious remedy, process, or procedure available according to the circumstances or urgency of the case. The tenant will be responsible for all costs.

Nothing prohibits the OHA or an appropriate community authority from requiring the removal of any pet from a premises, if the pet's conduct or condition is duly determined to constitute, under the provisions of State or local law, a nuisance or a threat to the health or safety of other occupants of the OHA premises or other persons in the community where the project is located. This includes, but is not limited to, situations in which immediate action is needed for removal of any pet from the premises pursuant to State or local laws, ordinances or regulations to preserve the health, safety or welfare of the pet, or the health, safety, welfare, or right to peaceful enjoyment of the premises of any person.

Pets will be removed by the OHA for the following reasons:

- 1) Continued complaint from other residents regarding pet noise, odor, or annoyance.
- 2) Excessive damage to the resident's apartment.
- 3) Repeated problems with flea infestation.
- 4) Repeated warnings about cleaning-up after pet. (Not to Exceed Three Times)
- 5) Failure of the resident to provide adequate care for the pet.
- 6) Leaving a cat or dog unattended for more than 24 hours.
- 7) Resident serious illness or death.
- 8) Resident failure to comply with a Housing Authority request to inspect their apartment for pet up-keep or let staff in during an emergency situation.
- 9) Resident's failure to observe any of the rules contained in this policy.

Incorporation into Lease:

This Pet Policy is incorporated by reference into the Lease of each Tenant of the Olean Housing Authority. This Pet Policy shall be publicly posted in a conspicuous manner in the Olean Housing Authority Office and shall be made available to any Tenant

Resident hereby certifies that he/she has read the above policy and hereby agrees to abide by the requirements of this document.

Date _____ Signatures _____

NOTICE: At full maturity the weight of a dog may not exceed 20 pounds

CITY OF OLEAN HOUSING AUTHORITY
PET PERMIT

Parties and Dwelling Unit

The parties of this permit are the City of Olean Housing Authority and

Tenant Name _____
Address _____

The tenant is allowed the following pet: Type _____ Weight _____
(For dogs and cats, two photos must be provided) (Dog only)

Pet Security Deposit The tenant has deposited \$ _____ with the Olean Housing Authority. The Authority will hold the pet security deposit until the tenant vacates the apartment.

License The tenant agrees to file a copy of the dog license with the Authority **before the pet is admitted** and to keep same current. Proof must be submitted at each annual recertification.

Renter's Insurance: No insurance is required.

Inoculations: The tenant agrees to keep the pet properly inoculated for rabies and distemper and to keep same current. Proof must be submitted **before the pet is admitted** and at each annual recertification.

Damages: The tenant agrees to assume all personal financial responsibility for damages to any personal or project property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.

Emergency Provision: The following person(s) have agreed to be responsible for taking care of the pet in the absence of the pet's owner:

Name _____
Address _____
Phone # _____

Failure to Comply with Pet Policy: The Tenant agrees to comply with the OHA Pet Policy. Any violation of the rules of the OHA Pet Policy may be grounds for removal of the pet or termination of the pet owner's tenancy (or both), in accordance with the provisions of 24CFR part 942 (governing pet ownership in public housing), 24CFR part 966 (governing lease and grievance procedures), New York State Law and local law.

Tenant Signature

Date

City of Olean Housing Authority

By:_____

**CITY OF OLEAN HOUSING AUTHORITY
 AGENCY PLAN FOR FISCAL YEAR 2003
 Attachments**

ny093f03 – Voluntary Conversion:

- a. How many of the PHA’s developments are subject to the Required Initial Assessment? Four (4)
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disables developments not general occupancy projects)? None
- c. How many assessments were conducted for the PHA’s covered developments? Four
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
none	none

- e. If the PHA has not completed the Required Initial Assessments describe the status of these assessments: assessments completed.

**CITY OF OLEAN HOUSING AUTHORITY
 AGENCY PLAN FOR FISCAL YEAR 2003
 Attachments**

ny093g03 Deconcentration and Income Mixing

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

Deconcentration Policy for Covered Developments

Development Name	Number of Units	Explanation (if any)	Deconcentration policy

**CITY OF OLEAN HOUSING AUTHORITY
AGENCY PLAN FOR FISCAL YEAR 2003
Attachments**

ny093h03 Substantial Deviation:

The City of Olean Housing Authority certifies that it will not deviate from the most recently approved five-year plan, and/or annual plan in any respect without utilizing the proper annual up-date method and full public process.

SIGNIFICANT AMENDMENT OR MODIFICATION:

The City of Olean Housing Authority will consider the following areas to be significant amendments or modifications and therefore subject to proper annual up-date method and full public process:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-year Action Plan) or change in use of replacement reserves under the Capital Fund;
- Any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to the above is in the case where any of the above are adopted to reflect changes in HUD regulatory requirements. HUD will not consider these changes significant amendments.