

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

PHA Plans

5 Year Plan for Fiscal Years 2005-2009

Annual Plan for Fiscal Year 2005

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

**PHA Plan
Agency Identification**

PHA Name: Cortland Housing Authority

PHA Number: NY021

PHA Fiscal Year Beginning: (mm/yyyy) 04/2005

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 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) **82**
 - 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)

Maintain high standard of voucher management (SEMAP score) **100%**

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

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

- PHA Goal: Provide an improved living environment
Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
To continue to provide a Tenant Services Coordinator who can act as a liaison for the elderly, handicapped and disabled tenant of the Authority. The Coordinator performs assessments of the tenants to determine which services are appropriate and necessary for the tenant to remain independent. The Coordinator is a member of the Long Term Care Committee which is comprised of health care professionals in the county. The Committee regularly meets to discuss general and specific topics relating to the elderly and disabled tenants of the community.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

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

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

The 2005-2009 Agency Plan is the sixth Agency Plan that the Cortland Housing Authority has completed since the advent of QHWRA. Along with this year's plan, the previous Agency Plans included a variety of one and five-year goals that the CHA committed to reach during that time period.

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

Receiving 26 additional FairShare Vouchers in the FY 2000 competition and 14 additional FairShare Housing Choice Vouchers in the FY 2001 competition for funding. These Vouchers were the second additions to our Housing Choice Voucher program since 1991. Lease up of these vouchers has increased from **87%** in FYE 2002, **95%** in FYE 2003, to **96%** in FYE 2004. CHA is striving to raise the utilization to an even higher rate for the upcoming fiscal year. The current FY utilization rate of **97%** is sufficient to allow the Authority to apply for additional Housing Choice Vouchers once a new competition is available.

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

Continuing to modernize the Authority development through the use of Capital Fund money. The CHA received **\$467,187.00** through the Capital Fund program in FY 2003 (CFP 501-03), with a supplemental amount of **\$98,674.00** in the same fiscal year (CFP 502-03). An additional **\$546,696.00** has been funded for FY 2004 (CFP 501-04). All of this funding is used to meet critical capital improvement needs at the CHA, including both structural and infrastructure improvements and interior improvements that improve the quality of life for our tenants.

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

Increasing the visibility of the Section 8 Housing Choice Voucher Program. The regular turnover in tenancy requires the staff to conduct outreach to landlords and potential tenants in our community. The Housing Authority is continuing to work to integrate marketing into all of its activities and programs. In addition to being able to serve more participants through increased numbers of Vouchers, the waiting list has remained steady at over **270** applicants for the Voucher subsidy.

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

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

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

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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

The Authority is administered by a seven-member Board of Directors, who is appointed by the Mayor of the City of Cortland. The Authority has a staff of 17 persons, including maintenance, administrative and clerical personnel, and functions as a Public Housing and a Section 8 provider throughout Cortland County.

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

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 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

- Other (List below, providing each attachment name)
 HUD required forms (Drug free workplace, Lobbying, PHA Plan, Consolidated Plan, Certificate of Payments to Influence)

Supporting Documents Available for Review

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

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
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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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	Annual Plan: Rent Determination

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	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		5	4	5	3	5	5
Income >30% but <=50% of AMI		4	4	4	3	5	3
Income >50% but <80% of AMI		3	3	3	2	3	3
Elderly		4	4	4	3	3	3
Families with Disabilities		4	5	5	4	5	4
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

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

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 checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	272		
Extremely low income <=30% AMI	169		
Very low income (>30% but <=50% AMI)	103		
Low income (>50% but <80% AMI)	0		
Families with children	138		
Elderly families	15		
Families with Disabilities	84		
Race/ethnicity			
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
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			

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	182		
Extremely low income <=30% AMI	111		
Very low income (>30% but <=50% AMI)	54		
Low income (>50% but <80% AMI)	17		
Families with			

Housing Needs of Families on the Waiting List			
children	111		
Elderly families	75		
Families with Disabilities	5		
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	53		
2 BR	61		
3 BR	26		
4 BR	14		
5 BR	10		
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
Employ a Tenant Services Coordinator to assess the needs of the handicapped and disabled tenants and to seek out specific solutions for their needs

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
Market the Section 8 program to landlords, service providers, and community organizations throughout Cortland County.

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	382,634	
b) Public Housing Capital Fund	546,696	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,082,162	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund 501-02	21,542	
Capital Fund 501-03	133,952	
Capital Fund 502-03	49,645	
3. Public Housing Dwelling Rental Income	945,000	
4. Other income (list below)		
Laundry/Vending, etc	30,900	
Interest	7,680	
4. Non-federal sources (list below)		
Total resources	3,200,211	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

(2)Waiting List Organization

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

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

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

- PHA main administrative office
- PHA development site management office
- Other (list below) Department of Social Services, County Office of Aging, Catholic Charities

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?⁴

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

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists? ⁴

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
The income limits were changed at our scattered-site developments from 50% of median income to 80% of median income.

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

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

(2) Waiting List Organization

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

- None

- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

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

(3) Search Time

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

If yes, state circumstances below:

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

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

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

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

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

Fair market rents (FMR)

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)
 1. When adding a person with income
 2. Receipt of benefit where retroactive payment is prior to the last recertification date
 3. When household begins receiving Public Assistance, the rent is changed to the current Welfare Rent schedule or actual total income, whichever is higher

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

The Cortland Housing Authority is run by a Board of Directors and administered by a staff of 17 people. The Executive Director is in charge of the CHA staff. There are three other management CHA management personnel: the Maintenance Supervisor, who supervises the Maintenance Mechanics, Laborers and Assistant to the Supervisor; the Deputy Director, who develops plans, grants and special projects, manages purchasing and procurement; the Administrative Assistant supervises subordinate personnel and assists in the daily operations of the Authority.

There is a Tenant Services Coordinator who works directly with the elderly, handicapped and disabled tenants throughout the CHA. The Services Coordinator acts as a liaison for the tenants. The Coordinator assists the tenants in seeking out other avenues of support in various areas to include medical, recreational, therapeutic, housekeeping, etc.

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	379	80
Section 8 Vouchers	306	70
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
They are contained in the Admissions and Continued Occupancy Policy
- (2) Section 8 Management: (list below)
They are contained in the Section 8 Administrative Plan.

PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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

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

<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)
--

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)
Informing residents of new policies by mail as appropriate.

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

Pendleton Street Family Units (21-3)

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

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

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

Increased Lighting of property to include parking lots and playground areas
Upgrade security cameras at both high rise apartment sites

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

Pendleton Street Family Units (21-3)

Senior High Rise Buildings-42 Church and 51 Port Watson St. (21-1and 21-2)

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Cortland Housing Authority Pet Policy is as follows:

In senior and disabled buildings- small dogs, cats and other common household pets are allowed, as long as the cats are declawed, spayed or neutered, trained to use a litter box and licensed as required by local ordinance. Dogs must be a maximum of 25 pounds, and also be housebroken, spayed or neutered. The Authority has designed separate receptacles and spots on Authority property for these units.

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

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

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

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

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

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at **Attachment (File name) B**
 - Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)
Any adult recipient who has received PHA assistance for 90 days or longer

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: New York State
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- Other: (list below)

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

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

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

The Plan also separately identifies rehabilitation of rental properties as a priority along with homeownership assistance and rehabilitation of owner-occupied housing.

D. Other Information Required by HUD

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

Attachments

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

Attachment A

Cortland Housing Authority 2005-2009 Agency Plan Hearing **42 Church Street Public Hearing December 6, 2004 2:00 p.m.**

There were approximately 22 attendees at the Public Hearing held in the Theresa Benedick Community Room at 42 Church St.

Cortland Housing Authority Executive Director Glenn M. Goldwyn briefly described the Agency Plan process. The Agency Plan has a key element in the form of the Capital Fund Program, which provides funding for improvements that are needed to maintain the appearance and operations of the developments. Mr. Goldwyn stated the Authority received \$546,696 in Capital Fund money in the last fiscal year. The application for the next year's Capital Funding is based on the amount received for the last year. Once the application for funding is approved, the final amount of the grant will be known. The application approval date can be several months after the Agency Plan is submitted.

Mr. Goldwyn gave the attendees handouts listing each of the intended projects for the upcoming grant year. He then went on to describe the projects in more detail. He explained the façade restoration project at 51 Port Watson Street will be a very expensive project and the Authority is placing approximately \$100,000 of annual funding in a reserve account through several grant years. Once a sufficient amount of money has been placed in the fund, work will begin at the development.

Goldwyn spoke of the Maintenance Supervisor's recent retirement. He said that the CHA plans on using some of the grant funding to review our current systems including heating, lighting, insulation, and air handling. We will be utilizing engineering consultants exploring alternatives for CHA plant management in order to achieve peak maintenance operations within our facilities.

Additionally, Goldwyn discussed a revision of the current 2004 grant that would include reallocation of funds to management improvements in order to hire a financial consultant. Among other tasks, the consultant will facilitate Authority's effective response and implementation of new management strategies to meet regulatory changes, including the calculation of the operating subsidies

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

42 Church Street

Corridor/Community Room Improvements-

\$ 5,000.00

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

Door Closures- **\$ 5,000.00**
This project is a multi-year project to add door closures to the individual apartments in the building.

Efficiency Upgrades **\$5,000.00**
This project improve the appearance and quality of the units for future tenants

Plumbing/Heating Renovations **\$1,000.00**
This multi-year project will begin the upgrade of the systems in the building

51 Port Watson St.

Corridor/Community Room Improvements- **\$ 5,000.00**
This project is a continuation of improvements to the corridor and the community room areas of the building.

Air Conditioning-Community Room **\$ 30,000.00**
The project will replace the current air conditioning system in the community room

Door Closures- **\$ 5,000.00**
This project is a multi-year project to add door closures to the individual apartments in the building.

Plumbing/Heating Renovations **\$ 1,000.00**
This multi-year project will begin the upgrade of the systems in the building

Replacement Reserve **\$100,000.00**
These grant funds will be held until sufficient reserves are built up in order to complete the façade restoration project for this building

Pendleton St. Apartments

Playground Equipment- **\$ 5,000.00**
This project willbegin the replacement of the playground equipment at the family development.

Door Replacement **\$ 16,000.00**
This multi-year project will begin the replacement of the interior and exterior doors at the family units

Plumbing/Heating Renovations **\$ 2,000.00**
This multi-year project will begin the upgrade of the systems in the family apartments

Scattered Sites

Intercom System **\$ 25,000.00**
The project will upgrade the intercom system at the scattered site senior developments

Emergency Generators **\$ 80,000.00**
This project will allow the Authority to purchase emergency generators for the scattered site senior developments

Playground Equipment- **\$ 15,000.00**
This project will replace playground equipment as needed at selected family scattered site housing developments.

Carpet/Flooring Improvements-

\$ 15,000.00

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

Plumbing/Heating Renovations

\$ 8,000.00

This multi-year project will begin the upgrade of the systems in the family apartments

Site Improvements

\$ 19,663.00

This multi-year project will continue to upgrade the scattered site buildings and properties of the Authority

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

Q: Is it true that the Authority will charge tenants the electric cost for air conditioner use in the future?

A: All of the gas and electric for the high rise buildings are currently paid for by the Authority. It is possible in the future that those tenants with air conditioners will be charged for what is considered an excessive utility charge.

Q: How much would the charge be?

A: We don't know at this time. Different Housing Authorities charge tenants varying amounts. The CHA would set a fee based on a fair calculation of the actual costs.

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

Cortland Housing Authority 2005-2009 Agency Plan Hearing
51 Port Watson Street Public Hearing December 13, 2004 2:00 p.m.

CHA Executive Director Glenn Goldwyn was at the Gertrude Goldner Community Room at the appointed date and time to discuss the Agency Plan. Despite notification in the monthly newsletter, there were only two tenants who attended this meeting.

Those present received a handout listing the upcoming projects the Authority wanted to accomplish through the Capital Fund.

In addition to describing the Agency Plan, the Capital Fund projects, building maintenance and the revision for the 2004 Capital Fund as he did at the 42 Church Street Public Hearing, Goldwyn opened the floor for questions. One tenant endorsed the CHA's continuation of installing roll in showers. There were no questions from the tenants who attended the meeting.

The Public Hearing ended at 2:30 pm.

Cortland Housing Authority 2005-2009 Agency Plan Meeting

**Family Development-Community Room
199 Pendleton St. November 16, 2004 4:00 p.m.**

CHA Executive Director Glenn Goldwyn was present at the community room at the appointed date and time concerning the Agency Plan. Despite a tenant mailing, no residents attended this meeting.

**Cortland Housing Authority 2005-2009 Agency Plan Meeting
Homer Senior Development-Community Room
River St. Homer November 17, 2004 9:00 a.m.**

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

In addition to describing the Agency Plan, building maintenance and the revision for the 2004 Capital Fund as detailed at the 42 Church Street Public Hearing, Goldwyn described specific Capital Fund projects for all the sites. He informed the tenants the Authority was putting in a Capital Fund line item that to upgrade the intercom system at the senior building sites in Homer, McGraw, Marathon and Truxton.

Goldwyn received the following questions and comments:

- Q. The lower cabinets in the kitchen are difficult for some folks to get at. Is it possible to install trays in these cabinets to slide out and provide improved access?
- A. That sounds like an idea the Authority could look into. We have earmarked projects in a future grant years involving kitchen and bathroom renovations.

- Q. Is it possible to get the windows washed in the community room and library?
- A. We can have the maintenance workers take care of that.

- Q. Is the roof fixed?
- A. Goldwyn said it has being worked on. Engineers have been hired to resolve the problem. Planned changes include increasing the insulation in the attic space. That should reduce heat buildup which leads to ice formation on the roof. He described the heat circulation system to the attendees and said he hoped that we would finally be able to put an end to the problems that the tenants have experienced. He thanked the tenants for their patience concerning this issue.

- Q. Tenant stated her apartment was not heating properly. She asked what could be done about it.

- A. Goldwyn asked if reports had been made to maintenance staff. He encouraged all tenants to contact the Authority with any problems. In order to solve a problem, the Authority needed to be made aware of the issues. The tenants were generally pleased with the improvements that have taken place at the site. Positive comments were made regarding the new vertical blinds, washers and dryers.

Cortland Housing Authority 2005-2009 Agency Plan Meeting
Truxton Senior Development-Community Room
November 17, 2004 11:00 a.m.

There were 5 attendees at the public meeting held in the community room in the Truxton Senior Building. All of those present received a handout listing the upcoming projects the Authority wanted to accomplish through the Capital Fund.

In addition to describing the Agency Plan, building maintenance and the revision for the 2004 Capital Fund as he did at the 42 Church Street Public Hearing, Goldwyn described specific Capital Fund projects for all the sites. He informed the tenants the Authority was putting in a Capital Fund line item that to upgrade the intercom system at the sites in Homer, McGraw, Marathon and Truxton.

Goldwyn received the following questions and comments:

- Q. Can we have a number on the outside wall of the building?
A. Goldwyn stated that he would look into it to determine what could be done about that.
- Q. Are we going to have the driveway paving done?
A. An architect was hired and plans have been drawn up for the project. The project is anticipated to be done in the spring. Goldwyn stated the intention is to increase the size of the parking area and have better striping on the lot.
- Q. Can a fire lane be designated when the paving is done?
A. Goldwyn said that the parking area will be marked clearly for specific types of emergency vehicles. Tenants should be mindful of where they are parking so that emergency personnel do not have difficulty accessing the building.

Tenants were happy that the clothesline had been put up and were generally satisfied with the appearance of the development

Cortland Housing Authority 2005-2009 Agency Plan Meeting
Marathon Senior Development-Community Room
November 16, 2004 9:00 a.m.

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

In addition to describing the Agency Plan, building maintenance and the revision for the 2004 Capital Fund as detailed in the 42 Church Street Public Hearing, Goldwyn described specific Capital Fund projects for all the sites. He informed the tenants the Authority was putting in a Capital Fund line item that to upgrade the intercom system at the sites in Homer, McGraw, Marathon and Truxton.

Goldwyn received the following questions and comments:

1. There was a general discussion of periodic roof leaks caused by ice build up on the metal roof. CHA Director Goldwyn related the ongoing engineering review on the issue.
2. Comments were made that some of the covers on the heat registers were rusting. Goldwyn recommended placing a work order.

The tenants had generally positive comments concerning the development, particularly concerning the recently installed brickwork and siding.

Cortland Housing Authority 2005-2009 Agency Plan Meeting
McGraw Senior Development-Community Room
November 16, 2004 9:00 a.m.

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

In addition to describing the Agency Plan, building maintenance and the revision for the 2004 Capital Fund as he did at the 42 Church Street Public Hearing, Goldwyn described specific Capital Fund projects for all the sites. He informed the tenants the Authority was putting in a Capital Fund line item that to upgrade the intercom system at the sites in Homer, McGraw, Marathon and Truxton.

Goldwyn received the following questions and comments:

1. Excessive heat in the halls was noted.
2. Loose cove base was noted at one location
3. Buckled carpet was noted in a separate location.
4. Unruly visiting children were noted.

The tenants had generally positive comments concerning the development, particularly concerning the recently installed brickwork and siding.

Public Comment for the 2005-2009 CHA Agency Plan

With the exception of the public comment received at the Public Hearings and the Public Information Meetings, which are attached to this Agency Plan, there was no other Public Comment received by the Cortland Housing Authority in response to the 2005-2009 Agency Plan during the 45-day Public Comment Period.

Cortland Housing Authority Resident Advisory Board Meeting

AGENDA AND MEETING NOTICE

**Wednesday, November 3, 2004 1:30 p.m.
Theresa Benedick Community Room
42 Church Street
Cortland, NY 13045**

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

PLEASE ALLOW 90 MINUTES FOR THIS MEETING.

CORTLAND HOUSING AUTHORITY

42 CHURCH STREET
CORTLAND, NEW YORK 13045

FRANCIS J. QUINLAN, Chairperson

GLENN M. GOLDWYN, Executive Director

Telephone: (607) 753-1771

Fax: (607) 753-7313

Cortland Housing Authority Resident Advisory Board Meeting Minutes

Wednesday, November 3, 2004 – 1:0 p.m. CHA Conference Room

Present: Shirley Moore, Geri Foster, Amy Mancini, Shirley Hall

Staff: Glenn Goldwyn, Margie Lann

The meeting was called to order at 1:00 p.m.

Glenn Goldwyn made introductions. Amy Mancini and Shirley Hall are the new members of the Resident Advisory Board (RAB) for 2004. They are both Section 8 Housing Choice Voucher Program participants. They replace Eleanor McCaskill and Sharon Garrett members from the 2003 Board who both resigned their positions. One resignation was due to the tenant moving out the development and the other resignation was for health reasons.

Goldwyn explained the purpose of the Resident Advisory Board, which is to review and approve the Agency Plan and to develop the Capital Fund Program for 2005-2009. Goldwyn explained there were only minor changes to the plan. Lann and Goldwyn proceeded to review the draft Agency Plan.

Each member was given a copy of the proposed projects in the 2005 plan. Lann reviewed the individual planned projects with the members. Both she and Goldwyn discussed the Capital Fund Program. They reviewed the five year plan for future projects. Lann explained the funding is based on the previous years Capital Fund award. The amount has increased and decreased over the years. Due to fluctuations of the annual grant amounts and actual costs of completed projects, realignment of the timeline and the projects themselves are sometimes necessary.

Goldwyn said the Authority has replaced the roofs and windows in the majority of the developments. In addition, he stated twelve roll-in showers have been installed in the high-rises. All of the projects were completed with Capital Fund grant money.

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

Theolyn Foster questioned the admittance of “disabled” not “handicapped” persons as tenants of the Cortland Housing Authority. She felt tenants were uncomfortable with certain kinds of people living in the buildings. She questioned a part of the plan where the goal is to provide an improved living environment and one of the objectives is to “designate developments or buildings for particular resident groups (elderly, persons with disabilities). Goldwyn stated the Authority is required to accept a variety of persons as tenants as long as they met the HUD requirements. He is looking to the future when opportunities may present themselves to receive specialized funding to acquire new units through Section 8 vouchers or additional Public Housing units that can be used for specific populations.

Shirley Moore asked about additional lighting outside of the senior building to deter vandalism. Goldwyn said they had recently contracted with a tree trimming service to cut back the trees which should sufficiently light the parking lot area.

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

Resolution: Authorization to submit 2005-2009 Cortland Housing Authority draft Agency Plan to the Board of Directors for approval and comment.

The Resolution authorizing the submission of the 2005-2009 Cortland Housing Authority Draft Agency Plan to the Board of Directors for approval and public comment was Moved by Theolyn Foster, seconded by Shirley Moore and passed unanimously.

**Resolution No. 1- AUTHORIZATION TO SUBMIT 2005-2010
CORTLAND HOUSING AUTHORITY AGENCY PLAN TO THE
BOARD OF DIRECTORS FOR APPROVAL AND PUBLIC COMMENT**

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

make recommendations and comments regarding the CHA and the Agency Plan, and

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

RESOLVED, that the CHA Resident Advisory Board hereby authorizes the staff of the CHA to submit the 2005-2009 CHA Agency Plan to the Board of Directors for approval and public comment, and

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

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Glenn M. Goldwyn
Executive Director

Attachment C

Cortland Housing Authority Admission Policy on Deconcentration

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

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

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

The 2004 average income for the three Cortland Housing Authority family developments is as follows:

Pendleton Street (21-3)	\$ 13,988. (46 units)
Scattered Site (21-5)	\$ 7,682. (11 units)
<u>Duplexes (21-6)</u>	<u>\$ 8,990. (8 units)</u>
Authority Average	\$ 12,312.
85% Minimum	\$ 10,465.
115% Maximum	\$ 14,159.

The 50 unit Pendleton Street family complex falls within the required deconcentration guidelines. The remaining two developments comprised of 30 units are located throughout the city of Cortland, villages of Homer, Marathon, McGraw and Towns of Truxton and Cincinnatus. These units are not concentrated in a particular geographic area but rather located over better than a twenty-five mile radius. Based on the widespread area in which these units are situated, the Cortland Housing Authority does not require any further deconcentration at this time.

Attachment D

Assessment of Demographic Changes Due to Site-Based Waiting Lists

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

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

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

**PHA Plan
Table Library**

Attachment E

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

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

Capital Fund Grant Number NY06P02150105 FFY of Grant Approval: (09/2005)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	109,339
3	1408 Management Improvements	
4	1410 Administration	54,694
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	30,000
8	1440 Site Acquisition	
9	1450 Site Improvement	19,663
10	1460 Dwelling Structures	148,000
11	1465.1 Dwelling Equipment-Nonexpendable	15,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	70,000
14	1485 Demolition	
15	1490 Replacement Reserve	100,000
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)	546,696
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	Operations	1406	109,339
PHA Wide	Administration	1410	54,694
PHA Wide	A & E Fees	1430	30,000
PHA Wide	Management Imp-Inventory Control	1475	10,000
PHA Wide	Replacement Reserve	1490	100,000
NY06P021001	Corridor/Community Room Improve	1475	5,000
NY06P021001	Door Closures	1460	5,000
NY06P021001	Efficiency Upgrades	1460	5,000
NY06P021001	Plumbing/Heating Renovations	1460	1,000
NY06P021002	Air Conditioning-Community Room	1475	30,000
NY06P021002	Corridor/Community Room Improve	1475	5,000
NY06P021002	Door closures	1460	5,000
NY06P021002	Plumbing/Heating Renovations	1460	1,000
NY06P021003	Playground Equipment	1475	5,000
NY06P021003	Door Replacement	1460	16,000
NY06P021003	Plumbing/Heating Renovations	1460	2,000
NY06P021005	Emergency Generators	1460	80,000
NY06P021005	Playground Equipment Replacement	1475	15,000
NY06P021005	Site Improvements	1450	19,663
NY06P021005	Intercom System	1460	25,000
NY06P021005	Carpet/Flooring Improvements	1465	15,000
NY06P021005	Plumbing/Heating Renovations	1460	8,000

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide-Admin	3/07	3/09
PHA Wide- Oper.	3/07	3/09
PHA Wide-A&E	3/07	3/09
NY021001	3/07	3/09
NY021002	3/07	3/09
NY021003	3/07	3/09
NY021005	3/07	3/09

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input 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: 6/2004 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	62,010.00	62,010.00	62,010.00	62,010.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00	25,000.00	25,000.00	25,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	60,000.00	21,455.63	21,455.63	21,455.63
11	1465.1 Dwelling Equipment—Nonexpendable	12,700.00	12,700.00	12,700.00	12,700.00
12	1470 Nondwelling Structures	368,000.00	402,344.37	402,344.37	402,344.37
13	1475 Nondwelling Equipment	105,000.00	109,200.00	109,200.00	109,200.00
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: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/2004
 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.....)	632,710.00	632,710.00	632,710.00	632,710.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

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

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

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

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<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: 10/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0.00	121,508.00	121,508.00	121,508.00
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	60,754.00	60,754.00	60,754.00	60,754.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,300.00	20,300.00	20,300.00	16,875.00
8	1440 Site Acquisition				
9	1450 Site Improvement	123,000.00	47,237.75	45,042.82	45,042.82
10	1460 Dwelling Structures	195,000.00	85,000.00	84,194.48	84,071.00
11	1465.1 Dwelling Equipment—Nonexpendable	32,700.00	33,700.00	33,700.00	33,700.00
12	1470 Nondwelling Structures	0.00	41254.25	23,400.00	14,754.20
13	1475 Nondwelling Equipment	170,000.00	192,000.00	191,312.71	190,884.71
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 10/2004 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	601,754.00	601,754.00	580,212.01	567,589.73
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
PHA-Wide	Operations		1406		121,508.00		121,508.00	Complete
PHA-Wide	CFP Administration		1410		60,754.00		60,754.00	Complete
PHA-Wide	A & E Fees Consulting		1430		20,300.00			Underway
PHA-Wide	Management Improvements		1475		12,000.00		12,000.00	Complete
NY021001	Community Room Upgrade		1475		45,000.00		45,000.00	Complete
	Bathroom Renovations		1450		34,000.00		34,000.00	Complete
	Smoke/Carbon Monoxide Detectors		1460		11,831.20		11,831.20	Complete
NY021002	Community Room Upgrade		1475		60,000.00		60,000.00	Complete
	Smoke/Carbon Monoxide Detectors		1460		1,168.80		1,168.80	Complete
NY021003	Smoke/Carbon Monoxide Detectors		1460		7,130.00		7,130.00	Complete
	Parking Upgrade		1470		0.00			Move ahead
	Community Room Upgrade		1475		0.00			Move ahead
	Showers and Tubs		1460		5,000.00			Underway
	Site Improvements		1450		5,237.75			Complete
	Drainage Project		1450		0			Move ahead
NY021005	Smoke/Carbon Monoxide Detectors		1460		11,440.00		11,400.00	Complete
	Carpet and Tile		1465		33,700.00		33,700.00	Complete
	Roof Replacement		1470		9,000.00		9,000.00	Complete
	Window Replacement (Family)		1460		47,000.00			Underway
	Paving Upgrade		1470		19,254.25			Underway
	Site Upgrade		1450		8,000.00			Underway
	Siding and Wall Improvements		1470		13,000.00			Underway
	Platform Lifts		1475		50,000.00			Underway

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
	Kitchen/Community Room		1475		20,000.00			Underway
	Thermostatic Control		1475		5,000.00	5,000.00		Complete
NY021006	Smoke/Carbon Monoxide Detectors		1460		1,430.00	1,430.00		Complete

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

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

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150103 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: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/2004 <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	46,718.00	93,437.00	93,437.00	93,437.00
3	1408 Management Improvements Soft Costs	93,437.00	0.00	0.00	0.00
	Management Improvements Hard Costs				
4	1410 Administration	46,718.00	46,718.00	46,718.00	46,718.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,000.00	54,000.00	45,342.23	39,442.23
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00	56,718.00	7,864.36	1,414.36
10	1460 Dwelling Structures	78,060.00	7,9060.00	12,403.76	10,219.86
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	16,000.00	16,000.00	13,988.84	10,955.84
13	1475 Nondwelling Equipment	131,254.00	121,254.00	113,480.74	88,516.69
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: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150103 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: 1)
 Performance and Evaluation Report for Period Ending: 10/2004
 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.....)	467,187.00	467,187.00	333,234.93	290,703.98
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150103 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	Operations		1406		93,437.00		93,437.00	Complete
PHA-Wide	Management Improvements		1408		0.00			
PHA-Wide	CFP Administration		1410		46,718.00		46,718.00	Complete
PHA-Wide	Fees/Costs		1430		45,000.00			Underway
PHA-Wide	Management Improvements		1475		26,154.00		26,154.00	Complete
NY06P021001	Corridor/Community Room		1475		5,000.00			Underway
NY06P021001	Landscape/Outdoor Furniture		1450		10,000.00			Underway
NY06P021001	Window Ledges and Handles		1460		702.00			
NY06P021001	New Washers and Dryers		1475		18,000.00		18,000.00	Complete
NY06P021001	Kitchen Renovations		1475		20,000.00			Underway
NY06P021001	Door Closures		1460		3,000.00			Underway
NY06P021002	Corridor/Community Room		1475		5,000.00			Underway
NY06P021002	Window Ledges and Handles		1460		701.00			
NY06P021002	Façade Restoration		1460		15,657.00			Underway
NY06P021002	New Washers and Dryers		1475		18,000.00		18,000.00	Complete
NY06P021002	Door Closures		1460		3,000.00			
NY06P021003	New Showers and Tubs		1460		25,000.00			Underway
NY06P021003	Parking Upgrade		1450		46,718.00			Underway
NY06P021005	Window Replacement (Family)		1460		47000.00			
NY06P021005	Playground Equipment Replacement		1475		15,000.00			Underway
NY06P021005	New Washers and Dryers		1475		19,100.00			Underway
NY06P021005	Furnace Replacement		1475		5,000.00			Underway
NY06P021005	Roof Replacement		1470		16,000.00			Underway

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program No: NY06P02150103 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	
PHA-Wide Operations	9/05			9/07			
PHA-Wide Management	9/05			9/07			
PHA-Wide Admin	9/05			9/07			
PHA-Wide Fees/Costs	9/05			9/07			
PHA-Wide Management	9/05			9/07			
NY021001	9/05			9/07			
NY021002	9/05			9/07			
NY021003	9/05			9/07			
NY021005	9/05			9/07			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150203 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<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	19734.00		19,734.00	19,734.00
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	9867.00		9,867.00	9,867.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	37,073.00		19,427.87	7,067.87
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	32,000.00			
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				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	98,674.00		49,028.87	36,668.87
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150203 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<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	
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150203 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	Operations		1406		19,734.00		19,734.00		Complete
PHA-Wide	CFP Administration		1410		9,867.00		9,867.00		Complete
NY06P021003	Parking Upgrade		1460		32,000.00				
NY06P021005	Window Replacement		1470		37,073.00				Underway

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program No: NY06P02150203 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		
PHA-Wide Operations	2/06			2/08				
PHA-Wide Admin	2/06			2/08				
NY06P021003	2/06			2/08				
NY06P021005	2/06			2/08				

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150104 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	109,138.00			
3	1408 Management Improvements Soft Costs	93,437.00			
	Management Improvements Hard Costs				
4	1410 Administration	54,694.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	23,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	10000.00			
10	1460 Dwelling Structures	184,557.00			
11	1465.1 Dwelling Equipment—Nonexpendable	6,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	65,870.00		12,000.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150104 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	
	Amount of Annual Grant: (sum of lines.....)	546,696.00			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150104 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	Operations		1406		109,138.00				
PHA-Wide	Management Improvements		1408		93,437.00				
PHA-Wide	CFP Administration		1410		54,694.00				
PHA-Wide	Fees/Costs		1430		23,000.00				
PHA-Wide	Management Improvements		1475		27,113.00				Underway
NY06P021001	Landscape/Outdoor Furniture		1450		10,000.00				
NY06P021001	Window Ledges and Handles		1460		702.00				
NY06P021001	Corridor/Community Room Improvements		1475		5,000.00				
NY06P021001	Door Closures		1460		3,000.00				
NY06P021002	Corridor/Community Room		1475		5,000.00				
NY06P021002	Window Ledges and Handles		1460		701.00				
NY06P021002	Façade Restoration		1460		82,000.00				
NY06P021003	New showers and tubs		1460		15,000.00				
NY06P021003	Playground equipment		1475		10,000.00				
NY06P021005	Playground Equipment Replacement		1475		18,757.00				
NY06P021005	Window replacement		1475		83,154.00				
NY06P021005	Carpet/flooring improvements		1465		6,000.00				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program No: NY06P02150104 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	
PHA-Wide Operations	9/06			9/08			
PHA-Wide Management	9/06			9/08			
PHA-Wide Admin	9/06			9/08			
PHA-Wide Fees/Costs	9/06			9/08			
PHA-Wide Management	9/06			9/08			
NY021001	9/06			9/08			
NY021002	9/06			9/08			
NY021003	9/06			9/08			
NY021005	9/06			9/08			

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

Attachment F

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY06P021001	42 Church Street	10	8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Emergency Generator			60,000	2006
Kitchen/Bath Renovations			74,000	2006
Corridor/Community Room Improvements			25,000	2006
Plumbing/Heating Renovations			9,000	2006
Exit Enhancements			30,000	2009
Total estimated cost over next 5 years			198,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY06P021002	51 Port Watson St.	4	3%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Kitchen/Bath Renovations			64,000	2006
Thermostatic Control			40,000	2006
Corridor/Community Room Improvements			25,000	2006
Door Replacement			20,000	2006
Plumbing/Heating Renovations			9,000	2006
Emergency Generator			60,000	2007
Façade Restoration			62,663	2009
Exit Enhancements			45,000	2009
Total estimated cost over next 5 years			325,663	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY06P021003	Pendleton Street Apartments	3	6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Kitchen/Bath Renovations			75,000	2006
Site Improvements/Paving			25,000	2006
Plumbing/Heating Renovations			15,000	2006
Community Room Upgrade			5,000	2007
Roof Replacement			83,663	2007
Door Replacement			25,000	2008
Total estimated cost over next 5 years			228,663	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY06P021005	Scattered Site Apartments	9	11%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements			40,000	2006
Kitchen/Bath Renovations			40,000	2006
Exit Enhancements			79,663	2006
Paving			663	2006
Plumbing/Heating Renovations			18,000	2007
Siding and Wall Improvements			10,000	2008
Roof Replacement			20,000	2009
Total estimated cost over next 5 years			208,326	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY06P021006	Scattered Site Apartments	1	10%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements			8,000	2008
Total estimated cost over next 5 years			8,000	

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Cortland Housing Authority		<input 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: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
	Annual Statement				
NY021-001		90,000.00	13,000.00	55,000.00	40,000.00
NY021-002		160,000.00	183,000.00	155,000.00	227,663.00
NY021-003		25,000.00	118,663.00	65,000.00	20,000.00
NY021-005		55,663.00	28,000.00	59,663.00	65,000.00
NY021-006				8,000.00	
CFP Funds Listed for 5-year planning		330,663.00	342,663.00	342,663.00	352,663.00
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: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	NY021-001	Emergency Generator	60,000	NY021-001	Corridor/Community Room Upgrades	5,000.00
Annual	NY021-001	Kitchen / Bath Renovations	24,000.00	NY021-001	Plumbing/Heating	8,000.00
Statement	NY021-001	Corridor/Community Room Upgrades	5,000.00	NY021-002	Emergency Generator	60,000.00
	NY021-001	Plumbing/Heating	1,000.00	NY021-002	Plumbing/Heating/Thermostatic Control	18,000.00
	NY021-002	Kitchen/Bath Renovations	24,000.00	NY021-002	Corridor/Community Room Upgrades	5,000.00
	NY021-002	Plumbing/Heating	1,000.00	NY021-003	Kitchen/Bath Renov	20,000.00
	NY021-002	Door replacement	20,000.00	NY021-003	Community Room Upgrade	5,000.00
	NY021-002	Corridor/Community Room Upgrades	5,000.00	NY021-003	Roof Replacement	83,663.00
	NY021-002	Façade-Replacement Reserve	100,000.00	NY021-002	Façade-Replacement Reserve	100,000.00
	NY021-003	Kitchen/Bath	24,000.00	NY021-003	Plumbing/Heating	10,000.00
	NY021-003	Site Improvements	5,000.00	NY021-005	Exit Enhancements	20,000.00
	NY021-003	Plumbing/Heating	5,000.00	NY021-005	Plumbing/Heating	8,000.00
	NY021-005	Site Improvements	5,000.00			
	NY021-005	Kitchen/Bath Renov	30,000.00			
	NY021-005	Exit enhancements	20,000.00			
	NY021-005	Paving	663.00			
Total CFP Estimated Cost			\$330,663.00			\$342,663.00

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

Activities for Year :4 FFY Grant: 2008 PHA FY: 2008			Activities for Year:5 FFY Grant: 2009 PHA FY: 2009		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
NY021-001	Kitchen/Bath Renovations	50,000.00	NY021-001	Corridor/Community Room Upgrades	10,000.00
NY021-001	Corridor/Community Room Upgrades	5,000.00	NY021-001	Exit Enhancements	30,000.00
NY021-002	Kitchen/Bath Renovations	40,000.00	NY021-002	Thermostatic Controls	10,000.00
NY021-002	Thermostatic Controls	10,000.00	NY021-002	Façade Restoration	62,663.00
NY021-002	Corridor/ Community Room Upgrades	5,000.00	NY021-002	Corridor/Community Room Upgrades	10,000.00
NY021-002	Façade-Replacement Reserve	100,000.00	NY021-002	Façade-Replacement Reserve	100,000.00
NY021-003	Kitchen/Bath Renovations	20,000.00	NY021-002	Exit Enhancements	45,000.00
NY021-003	Site Improvements/Paving	20,000.00	NY021-003	Kitchen/Bath Renovations	20,000.00
NY021-003	Door Replacement	25,000.00	NY021-005	Site Improvements	25,000.00
NY021-005	Site Improvements	10,000.00	NY021-005	Roof Replacement	20,000.00
NY021-005	Siding/ Wall Upgrades	10,000.00	NY021-005	Exit Enhancements	20,000.00
NY021-005	Kitchen/Bath Renovations	10,000.00			
NY021-005	Exit Enhancements	19,663.00			
NY021-005	Plumbing/Heating	10,000.00			
NY021-006	Site Improvements	8,000.00			
Total CFP Estimated Cost		\$342,663.00			\$352,663.00