

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

Geneva Housing Authority

NY-044

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: Geneva Housing Authority

PHA Number: NY-004

PHA Fiscal Year Beginning: 10/2005

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) *The mission of the Geneva Housing Authority is to improve the quality of life for the Geneva community and surrounding areas, specifically its lower income residents, by administering public and private housing assistance programs, promoting the development of affordable, decent and safe housing opportunities, and encouraging economic self-sufficiency.*

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below) *1) Provide support to the GHA's Not-for-Profits Corporations to expand the supply of affordable housing.*

- X** PHA Goal: Improve the quality of assisted housing
Objectives:
- X** Improve public housing management: (PHAS score) **To 95%**
 - X** Improve voucher management: (SEMAP score) **To 100%**
 - X** Increase customer satisfaction:
 - X** Concentrate on efforts to improve specific management functions:
Implement Project Based Management & Accounting
 - X** Renovate or modernize public housing units:
 - X** Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

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

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

- X** PHA Goal: Provide an improved living environment
Objectives:
- X** 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:
 - X** Implement public housing security improvements:
 - X** Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

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

- X** PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- X** Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - X** 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:
 - X** 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)

MANAGEMENT ISSUES

Goal

1. Manage the Geneva Housing Authority's existing public housing program in an efficient and effective manner maintaining the HUD designation of "high performer" under both PHAS and SEMAP.

2. Manage the Geneva Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

Objectives

1. HUD shall recognize the Geneva Housing Authority as a high performer through the period ending September 30, 2006.

2. The Geneva Housing Authority shall achieve and sustain an occupancy rate of 97% by September 30, 2006.
3. The Geneva Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
4. Enforce tough rent collection and lease termination procedures for chronic late rental payments.

EXPANSION OF THE STOCK ISSUES

Goals

1. Adapt the Geneva Housing Authority's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment.
2. Assist our county population and increase the availability of affordable, suitable housing for families in the very-low income range.

Objectives

1. The Geneva Housing Authority's Not-for-Profit subsidiary will apply for additional tax-credit allocation or other resources this fiscal year to build 30 new affordable rental housing units for the elderly residents of our community.
2. Locate at least two partners, non-profit or for-profit, locally or nationally-based. These partners will work with us on the acquisition, improvement and/or development of additional housing opportunities for the target group, especially under a homeownership program.

MARKETABILITY ISSUES

Goals

1. Enhance the marketability of the Geneva Housing Authority's public and assisted housing developments.
2. Make public housing the affordable housing of choice for the low-income residents of our County.
3. The Geneva Housing Authority shall become a more customer-oriented organization.

4. Maintain Designated Housing status at the Elmcrest Apartments.

Objectives

1. The Geneva Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System by September 30, 2006.
2. The Geneva Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions.
3. Apply to HUD for a two-year extension of our already approved Designated Housing Plan.
4. Request the NYS Legislator enact a Home Rule provision to the Public Housing Law to expand our jurisdiction to include all of Ontario County.

SECURITY ISSUES

Goals

1. Provide a safe and secure environment in the Geneva Housing Authority's public housing developments.
2. Improve resident and community perception of safety and security in the Geneva Housing Authority's public housing developments.
3. To continue Security Staff coverage at each of our housing developments and scattered site properties.

Objectives

1. The Geneva Housing Authority shall reduce crime in its developments by 50% by September 30, 2006.
2. The Geneva Housing Authority shall reduce crime in its developments so that the crime rate is less than their surrounding neighborhood by September 30, 2006.
3. The Geneva Housing Authority shall reduce its evictions due to violations of criminal laws by 25% by September 30, 2006, through aggressive screening procedures.
4. Secure additional funding that will allow us to maintain our Security Department at the current level of service for the benefit of our residents.

TENANT-BASED HOUSING ASSISTANCE ISSUES

Goals

1. Manage the Geneva Housing Authority's and Ontario County's tenant-based Section 8 programs in an efficient and effective manner thereby qualifying as a high performer under SEMAP.
2. Expand the range and quality of housing choices available to participants in the Geneva Housing Authority's tenant-based assistance program.
3. Provide financial assistance to private/not-for-profit housing developments through Section 8 subsidies for the purpose of expanding and retaining low-income housing developments for the elderly and disabled.
4. Assist Section 8 program participants in becoming new homeowners.
5. Request the NYS Legislator enact a Home Rule provision to the Public Housing Law to expand our jurisdiction to include all of Ontario County.

Objectives

1. The Geneva Housing Authority shall establish a program to help Section 8 participants use its tenant-based program to become homeowners.
2. The Geneva Housing Authority shall achieve and sustain a utilization rate of 97% by September 30, 2006, in its tenant-based program.
3. The Geneva Housing Authority shall attract 20 new landlords who want to participate in the program by September 30, 2006.
4. Provide Project Based Section 8 for developments that house the Aging and Families with Disabilities by converting up to 20% of GHA's Tenant Based Housing Assistance to Project Based Assistance.

MAINTENANCE ISSUES

Goals

1. Maintain the Geneva Housing Authority's real estate in a decent condition.

2. Deliver timely and high quality maintenance service to the residents of the Geneva Housing Authority.

Objectives

1. The Geneva Housing Authority will continue to create an appealing, up-to-date environment in its developments.

2. The Geneva Housing Authority shall maintain an average response time of 6 hours in responding to emergency work orders for the period through September 30, 2006.

3. The Geneva Housing Authority shall maintain an average response time of 15 days in responding to routine work orders by September 30, 2006.

EQUAL OPPORTUNITY ISSUES

Goals

1. Use the tenant-based assistance program to expand housing opportunities beyond areas of traditional low-income and minority concentration.

2. Operate the Geneva Housing Authority in full compliance with all Equal Opportunity laws and regulations.

3. The Geneva Housing Authority shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

Objectives

1. The Geneva Housing Authority shall mix its public housing development populations ethnically, racially, and income wise to the fullest extent possible.

2. The Geneva Housing Authority shall achieve the Section 3 goals that it establishes annually.

FISCAL RESPONSIBILITY ISSUES

Goals

1. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.

Objectives

1. The Geneva Housing Authority shall operate so that income exceeds expenses every year.

2. Update current tenant charges for tenant damages and excess utility charges.

SUPPORTIVE SERVICE ISSUES

Goals

1. Improve access of public housing residents to services that support economic opportunity and quality of life.
2. Improve economic opportunity (self-sufficiency) for the families and individuals that reside in our housing.
3. Assist public housing residents and low-income individuals in becoming homeowners.

Objectives

1. The Geneva Housing Authority will implement new partnerships in order to enhance services to our residents by September 30, 2006.
2. Apply to at least two appropriate foundations for grant funds. These funds will allow us to expand our Family Self-Sufficiency Program.
3. The Geneva Housing Authority, working with its partners, shall ensure that 95% of its TANF residents are working or engaged in job training by September 30, 2006.
4. Apply for and secure Resident Opportunities for Self-Sufficiency (ROSS) Grant funding.
5. Continue the already HUD approved Section 5(h) Homeownership Program, and sell additional scattered site housing units to qualified individuals.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. In summary, we are on course to improve the condition of affordable housing in Geneva.

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.

This annual plan continues the progressive and responsive actions of the Geneva Housing Authority in regard to the preservation of a safe, secure, and quality environment for its residents.

The coming year will include the leveraging of Capital Funds by issuing tax-exempt bonds, as authorized by HUD to increase the availability of modernization funds to perform major work activities as outlined in the five-year Capital Fund Plan.

This Plan, sets forth the policy initiatives, the fiscal plans, and the capital improvements which the Geneva Housing Authority will carry out in the FYE 2006 fiscal year.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 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

- X** Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- X** Other (List below, providing each attachment name)

- 1) **ny-044-a-v01 Organizational Chart**
- 2) **ny-044-b-v01 De-concentration**
- 3) **ny-044-c-v01 Conversion Assessment**
- 4) **ny-044-d-v01 Section 8 Homeownership**
- 5) **ny-044-e-v01 Community Service**
- 6) **ny-044-f-v01 Pet Policy Statement**
- 7) **ny-044-g-v01 Progress**
- 8) **ny-044-h-v01 Substantial Deviation**
- 9) **ny-044-i-v01 RAB Mtg. Minutes & Response**
- 10) **ny-044-j-v01 RAB Membership**
- 11) **ny-044-k-v01 Resident Commissioners**
- 12) **ny-044-l-v01 Section 8 PBA**
- 13) **ny-044-m-v01 CFP 2005 Annual Plan**
- 14) **ny-044-n-v01 CFFP Bond Issue Plan**
- 15) **ny-044-o-v01 CFP - 5 Year Plan**
- 16) **ny-044-p-v01 CFFP- Term Sheet**

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
YES	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
YES	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
YES	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
YES	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
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
YES	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
YES	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	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
YES	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
YES	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
YES	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
YES	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
YES	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
YES	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
YES	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
YES	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
YES	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
YES	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
YES	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
YES	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
YES	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
YES	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	Location
Income <= 30% of AMI	700	5	4	5	3	3	4
Income >30% but <=50% of AMI	900	5	3	5	3	3	3
Income >50% but <80% of AMI	400	4	2	4	3	2	3
Elderly	800	5	3	3	4	2	5
Families with Disabilities	500	5	3	3	5	4	5
White/Non-Hispanic	1720	5	2	3	2	3	3
Black/Non-Hispanic	178	5	2	3	2	3	3
White or Black/Hispanic	127	5	2	3	2	3	3
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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset - **2000**
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: **2001**
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	931		71
Extremely low income <=30% AMI	761	82%	
Very low income (>30% but <=50% AMI)	150	16%	
Low income (>50% but <80% AMI)	20	2%	
Families with children	441	47%	
Elderly families	124	13%	
Families with Disabilities	151	16%	
White/Hispanic	183	20%	
White/Non-Hispanic	547	59%	
Black/Non-Hispanic	212	23%	
American Indian	6	0.6%	
Asian	2	0.2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	224	45%	
2 BR	186	37%	
3 BR	74	15%	
4 BR	10	2%	

Housing Needs of Families on the Waiting List			
5 BR	3	0.6%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Section 8 Wait List Only)			
If yes:			
How long has it been closed (# of months)? 16 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" 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)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

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

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 2005 grants)		
a) Public Housing Operating Fund	\$707,695	
b) Public Housing Capital Fund	\$314,665	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,864,707	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants		
2003	\$33,333	
2004	\$28,500	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$793,550	
4. Other income (list below)		
Non-Dwelling Rent	\$158,070	
Interest Income	\$ 2,650	
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$3,873,170	

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) **Credit History**
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? **3**
2. **X** 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**
3. **X** Yes No: May families be on more than one list simultaneously
If yes, how many lists? **3**
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - X** PHA main administrative office
 - X** All PHA development management offices
 - X** Management offices at developments with site-based waiting lists
 - X** 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
 - X** Three or More
- b. **X** 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 **X** 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)
 - X** Emergencies
 - X** Over-housed
 - X** Under-housed
 - X** Medical justification

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
- 1. Homeless due to unit being rendered uninhabitable by Natural Disaster.**
- 2. Homeless due to unit being condemned and ordered vacated by the municipality.**

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 2 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)
- 3 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)

- 1. Homeless due to unit being rendered uninhabitable by Natural Disaster.**
- 2. Homeless due to unit being condemned and ordered vacated by the municipality.**

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)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

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

Other (list below)

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

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

List (any applicable) developments below:

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

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

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

- Criminal or drug-related activity
 Other (describe below) **Names & Addresses of Prior Landlords**

(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) **Site Management Offices**

(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: **When a family has documented continued attempts to find housing and has been unable to locate suitable housing.**

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new 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)

- 1. Homeless due to unit being rendered uninhabitable by Natural Disaster.**
- 2. Homeless due to unit being condemned and ordered vacated by the municipality.**
- 3. Elderly, disabled and displaced singles assisted ahead of other singles.**

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- 1. Homeless due to unit being rendered uninhabitable by Natural Disaster.**
- 2. Homeless due to unit being condemned and ordered vacated by the municipality.**
- 3. Elderly, disabled and displaced singles assisted ahead of other singles.**

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?

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

1. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education or similar items.

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

For specified general occupancy developments

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

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

Other (list below)

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

Market comparability study

Fair market rents (FMR)

95th percentile rents

- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus 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) \$200/month
- Other (list below) All Deceased

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	253	36
Section 8 Vouchers	370	60
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	30	6
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs(list individually)	0	0

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)

ACOP
Employee Policies
Procurement
Maintenance
Pest Control
Emergency Preparedness
Ethics
Financial Policies

(2) Section 8 Management: (list below)

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) [NY044-CFP-Annual Plan](#)
[NY044-CFFP – Bond Issue Plan](#)
[NY044-CFFP – Term Sheet](#)

-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) [NY044-CFP-5 Year Plan](#)

-or-

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

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

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

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

1. Development name:
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:
Lyceum Senior Housing Phase II (50 units of Tax Credits)

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Elmcrest Apartments
1b. Development (project) number: NY0P044001
2. Activity type: Demolition <input checked="" type="checkbox"/> (Efficiency Unit Conversion) Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(07/01/05)</u>
5. Number of units affected: 5
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/01/2005 b. Projected end date of activity: 3/31/2006

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	Elmcrest Apartments
1b. Development (project) number:	NY0P044001
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(10/10/2002)
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" 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 checked="" 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: Scattered Sites
1b. Development (project) number: NY06P044-003
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (06/10/2002)
5. Number of units affected: 5
6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

1a. Development name: Scattered Sites
1b. Development (project) number: NY06P044-009
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (06/10/2002)
5. Number of units affected: 10
6. Coverage of action: (select one) <input checked="" 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:

- **\$17,000 Annual Household Income**
- **HCV Participant for a minimum of 12 months**

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 residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
ROSS RSDM Family 2002	85	Current Resident	Dev. Office	PH
Finger Lakes Workforce Investment Board	50	Current Resident	Ontario County Workforce Dev. Office	Both
GED Classes	10	Current Resident	Dev. Office	Both
HCV- FSS	29	Current Resident	Main GHA Offices	Sec. 8
PH - FSS	31	Current Resident	Dev. Office	PH
ROSS RSDM Elderly 2003	90	Current Resident	Dev. Office	PH

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 4/30/2005)
Public Housing	30	31
Section 8	9	29

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[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)

Courtyard Apartments - NY06044-010

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)
 - **Provide Part-time Security Services through the Housing Authority controlled subsidiary – Lewis Street Development Corp.**
 - **Install new closed circuit security camera system.**

2. Which developments are most affected? (list below)
Courtyard Apartments - NY06044-010

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)
Courtyard Apartments - NY06044-010

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 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 2005 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)]

[See Attachment – Tab 6 – File # ny-044-14a – Pet Policy](#)

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) **Project Based Management as defined by HUD**

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) [NY044-RAB – Minutes & Response](#)
 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) **Candidates were nominated by Public Housing Residents only.**

 - 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

- X** Other (list) **Any Adult member** or older, living in public housing for at least 90 days prior to the date of the election and is current with all rent or payment agreements.

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
- X** Other (list) **Any Adult member** or older, living in public housing for at least 90 days prior to the date of the election and is current with all rent or payment agreements.

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: (provide name here) - **State of New York**
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)
 - X** 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.
 - X** 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)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Geneva Housing Authority's Plan is consistent with the New York State Consolidated Plan by the following means:

1. **Preserve the existing housing for low-income individuals & families by maintaining an adequate supply of decent, safe and affordable housing units within the PHA's jurisdiction and also seek an increase in the availability in subsidized housing units to meet the needs of the community.**

- 2. Continue the ongoing modernization program or existing public & assisted housing units.**
- 3. Improve the openness to housing options of the low-income households through the Public Housing [Section 5 (h)] Homeownership Program, as well as through the Section 8 Homeownership Program.**
- 4. Partner with subsidiary corporations and local government to develop additional housing units for the low-income seniors through the Low-Income Tax Credit program offered by the NYS-DHCR.**

D. Other Information Required by HUD

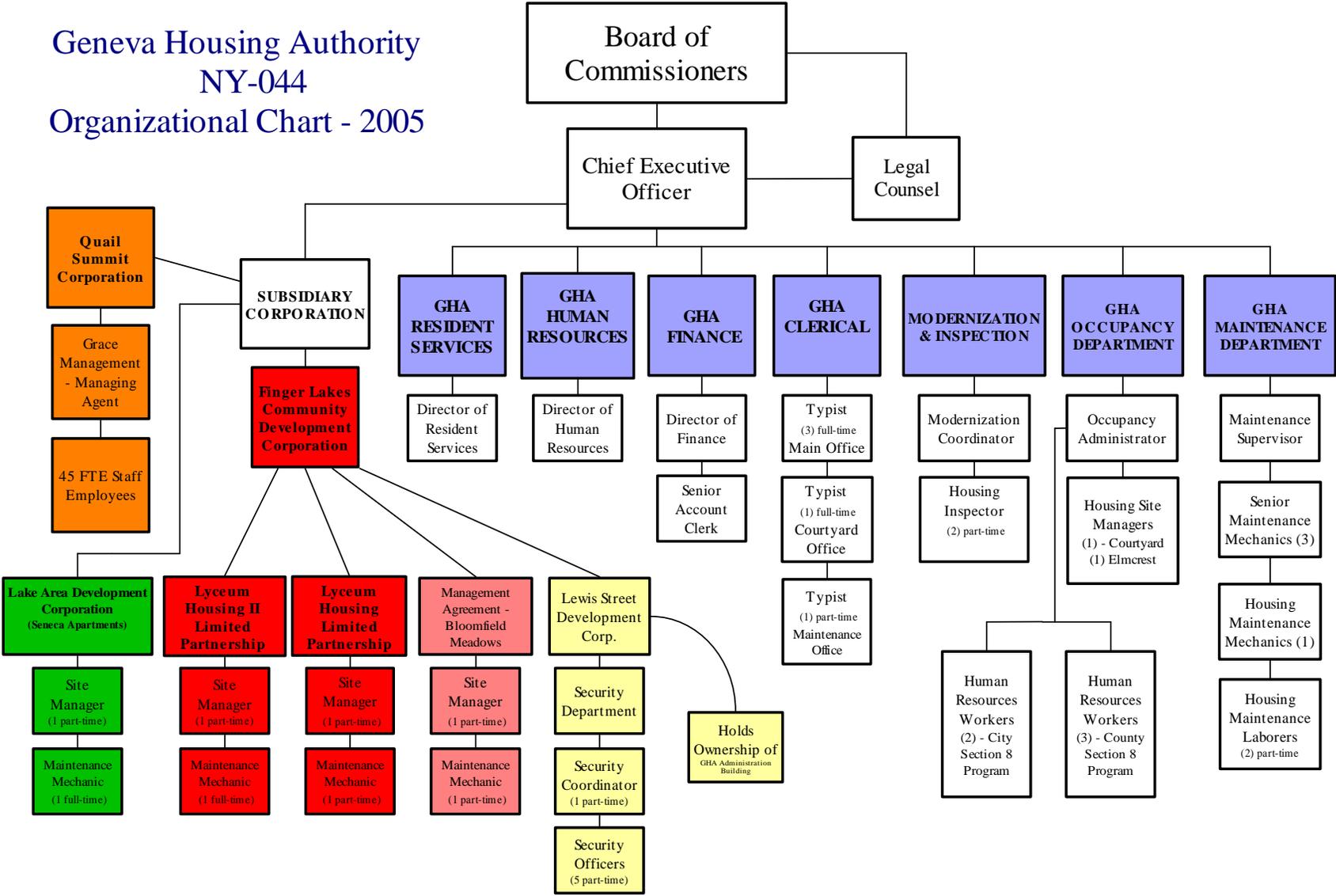
Use this section to provide any additional information requested by HUD.

Attachments

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

<u>Attachment No.</u>	<u>File Name</u>
1.	ny-044-Organizational Chart
2.	ny-044-3b De-concentration
3.	ny-044-10 Conversion Assessment
4.	ny-044-11a Section 8 Homeownership
5.	ny-044-12a Community Service
6.	ny-044-14a Pet Policy Statement
7.	ny-044-18a Progress
8.	ny-044-18b Substantial Deviation
9.	ny-044-18c.1 RAB Mtg. Minutes & Response
10.	ny-044-18c.1.1 RAB Membership
11.	ny-044-18c.2 Resident Commissioners
12.	ny-044-19 Section 8 PBA
13.	ny-044-CFP 2005 Annual Plan
14.	ny-044-CFFP Bond Issue Plan
15.	ny-044-CFP - 5 Year Plan
16.	ny-044-CFFP- Term Sheet
17.	ny-044-ACOP Summary of Modifications
18.	ny-044- Section 8 Admin. Plan Modifications
19.	ny-044- PHA Certification of Compliance

Geneva Housing Authority
 NY-044
 Organizational Chart - 2005



**Attachment
NY044bv01
Deconcentration**

The following is an excerpt to the GHA Admissions and Continued Occupancy Policy ACOP as it relates to Deconcentration.

10.4 DECONCENTRATION POLICY

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

The Geneva Housing Authority will affirmatively market its housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, GHA will analyze the income levels of families residing in each of its developments, the income levels of census tracts in which GHA developments are located, and the income levels of the families on the waiting list. Based on this analysis, GHA will determine the level of marketing strategies and de-concentration incentives to implement. The worksheet for the analysis can be found in appendix 4.

10.5 DECONCENTRATION INCENTIVES

The Geneva Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development.

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

Voluntary Conversion- Initial Assessments
(Component 10B)

- a. How many of the PHA's developments are subject to the Required Initial Assessments?

three

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

One. Elderly / Disabled development. (Four units at project number NY-044-003 and eleven units at project number NY-044-009 will be sold under the Authority's homeownership program.)

- c. How many assessments were conducted for the PHA's covered developments?

three

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

Development Name: NONE

Number of Units: NONE

Section 8 Homeownership Program Capacity Statement

Geneva Housing Authority has the capacity to operate a Section 8 Homeownership Program. GHA has successfully operated a Section 5h Program in the past in which 16 homes were sold. GHA has a successful FSS program with proper resident supports in place, and has successfully implemented numerous grant funded programs including FIC, EDSS, PHDEP and ROSS. There is adequate staffing in place to coordinate homeownership efforts. Currently four staff members, including occupancy personnel, have participated in the Section 8 Homeownership training provided through the Housing Television Network (HTVN). Additionally, GHA's Board of Commissioners has passed a resolution in favor of participation in the Section 8 Homeownership Program.

**GENEVA HOUSING AUTHORITY
Implementation of Public Housing Resident Community Service Requirements**

14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

14.1 GENERAL

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

14.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

14.3 NOTIFICATION OF THE REQUIREMENT

The Geneva Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Geneva Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the

requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Geneva Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

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

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

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

Together with the resident advisory councils, the Geneva Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

14.5 THE PROCESS

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Geneva Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The

volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.

E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Geneva Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Geneva Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

14.7 OPPORTUNITY FOR CURE

The Geneva Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Geneva Housing Authority shall take action to terminate the lease.

Geneva Housing Authority

PET POLICY

INTRODUCTION

This chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all residents, and in protecting and preserving the physical condition of the property, and the financial interest of the PHA.

A. ENABLING REGULATIONS

“Section 526 of the Quality Housing And Work Responsibility Act of 1998 (QHWRA) provides that residents of public housing may own one (1) or more common household pets. This is subject to the reasonable requirements of the PHA. The resident must maintain each pet responsibly and in accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations and with the policies established in the agency plan for the PHA. To this end, the Geneva Housing Authority has adopted ‘reasonable’ pet requirements...”

These “Reasonable Pet Requirements” incorporate the various state and local laws governing pets that include inoculating, licensing, and restraint, and provide sufficient flexibility to protect the rights and privileges of other residents who choose not to own pets.

B. TYPE OF DWELLING UNITS PERMITTING PETS

All residents of Geneva Housing Authority are eligible to have pets according to the “Pet Policy.”

?? Elmcrest Apartments NY044-001

?? Scattered Sites NY044-003

?? Scattered Sites NY044-009

?? Courtyard Apartments NY044-010 (NO DOGS WILL BE PERMITTED)

Because of the project type and density of population, only birds; fish and cats will be allowed to reside at the Courtyard Apartments.

C. TYPE OF PETS AND NUMBER PER UNIT

A common household pet is defined as being a domestic cat, dog, goldfish or tropical fish, canary, parakeet, lovebird, hamster, guinea pig or gerbil. Examples of animals that are not considered common household pets for the purposes of this policy include: Reptiles, amphibians, insects, simeans, and other animals not listed above. Animals that are generally considered to be potentially vicious and/or dangerous will not be permitted, including mixed breeds of those animals. Specifically banned are: Pit-bull dogs, Rottweilers, Doberman Pinschers, Chows, Boxers, German Shepherds and Cocker Spaniels. The Geneva Housing Authority reserves the right to ban any animal which may cause a threat to the health, safety and welfare of GHA residents, staff and/or neighbors.

ONE type of pet PER UNIT will be permitted, i.e.: one cat or dog (where applicable), **OR** one fish bowl or tank, **OR** one cage with no more than two birds.

D. REGULATION REQUIREMENTS PRIOR TO ADMISSION (EXHIBIT I)

All pets must be registered with Management before permission is granted. Registration must show type of pet, recent picture, name, age, and if applicable: license number, and current inoculation information, name and address of the pet's veterinarian, plus a signed responsibility card showing the names of three (3) persons to call to come get the pet in the event of the resident's illness or death.

Residents will be refused pet registration if management determines the resident is unable to fulfill their past or future obligations as a pet owner, are unable to adhere to the terms of the lease, or house pet rules, the animal does not meet the definition of common household pet, or the temperament of the animal is considered dangerous.

A deposit at the time of submission of the "Pet Permit Application" in the amount of \$100.00 will accompany the application, for dogs and cats. This amount will apply toward the security deposit if the pet application is approved. The pet deposit is to be used to cover cost of damages or fumigation as the result of pet ownership. The pet deposit will be refunded minus any applicable charges within thirty (30) days after a resident vacates the unit or the pet is permanently removed from the unit.

Liability Insurance

The tenant shall acquire and keep in effect during the ownership of a cat or dog a liability policy in the amount of not less than \$10,000.00 for the protection of the Geneva Housing Authority for costs associated with the presence of the pet in the rental housing project.

Refusal By Authority

The Authority is authorized to refuse to register a pet if the pet is not a common household pet; if keeping the pet will violate any applicable house pet rules; if the presence of the pet will constitute a

serious threat to the health of another resident of the project (as defined in Section 243.26 (c) of the Federal Regulations); or if the pet owner fails to provide complete pet registration information or fails to annually up-date the pet registration.

Notice of Refusal

The Authority will notify the pet owner if the Authority refuses to register the pet. The notice will state the basis of the refusal and will be served by mail and by delivery in accordance with the requirements of Section 243.22 (f) of the Federal Regulations.

Licensing

Pet owners will license their pets in accordance with state and local laws prior to registration.

E. PET RESPONSIBILITY CARD (EXHIBIT II)

Prior to pet admission, the owner must fill in and sign a written responsibility form showing name, address and phone number of three (3) local persons who will come and get the pet in the event of a resident's illness, vacation, or death. The responsibility form must be renewed each year by January 31st. Persons so named will be responsible in the order of their names on the responsibility card. The card is required to have the signatures of the three persons named.

In the event the pet owner is incapacitated or no longer available to care for the pet, the person designated on the registration form must remove the pet. In the absence of the designated person's availability, management will place the pet with an appropriate animal shelter and/or Ontario County Humane Society.

F. SECURITY DEPOSIT

The security deposit of \$100.00 as stated in "Section D" above will be held in deposit as part of the lease. Upon vacancy this will be refunded minus costs for repairs, damage, or necessary fumigation incurred by the pet. Such deposit will be used for services related to flea removal as well as other damages.

Residents liability for damages caused by his/her pet is not limited to the amount of the pet deposit and the resident will be required to reimburse the Housing Authority for the amount of the real cost of any and all damages caused by his/ her pet where they exceed the amount of the pet deposit.

All units occupied by a dog or cat will be fumigated upon being vacated, the cost of which will be deducted from the security deposit. The pet owner will be held responsible for any infestation of a unit by fleas carried by his/her pet.

G. DOG OWNER REQUIREMENTS

A dog cannot be over 14 inches tall at the top of the shoulder, or weigh over 25 pounds when it is considered full-grown.

Proof that the dog is already neutered or spayed must be furnished, for a dog over 6 months of age.

When a resident acquires a dog less than 6 months old, that has not yet been spayed or neutered, the resident must have the dog spayed or neutered when it reaches 6 months of age. The resident must then provide proof of such to the Geneva Housing Authority.

Each dog must be licensed by proper Authority and proof of license renewal must be furnished each year by resident by January 31st.

The dog must wear a collar at all times showing license and owner's name and address. It must also wear a flea collar.

Each year in January, the resident must show proof that the dog has had the proper Parvo shots for distemper and rabies, the proof must be signed by a veterinarian.

A dog must be on a leash at all times when outside owners apartment unless it is in an approved locked pet carrier. Small dogs should be held and carried through the building even if on a leash.

When not in the dwelling unit, a dog shall be on a leash measuring not more than four (4) feet, and shall be handled by a responsible person who is able to control.

Dogs may be exercised or curbed on Geneva Housing Authority property at designated posted areas.

In the case that a pet cannot wait and does deposit waste on Geneva Housing Authority property, the pet owner must have a utensil such as a "Pooper Scooper" to use to remove any waste from his pet as soon as it is deposited on Geneva Housing Authority property. The waste must then be placed in a plastic bag, sealed tightly, and disposed of as trash. The tenant will be responsible for a waste removal charge of \$15.00 per incident if the GHA is required to dispose of waste from the tenant's pet.

No dog may stay alone in an apartment overnight. It is the responsibility of the resident if they have to leave suddenly and be away overnight to take the pet elsewhere until they return. If a pet is found alone, see the Pet Removal policy.

Pet owner must designate an alternative residence for the pet before pet is approved by management.

The flea collar must be changed every three-(3) months.

H. CAT OWNER REQUIREMENTS

Proof that the cat has been declawed and spayed or neutered must be shown before admission approval, of cats over 6 months old. Cats less than 6 months old must be declawed and spayed or neutered when they reach 6 months of age, and proof of such must be provided by the pet owner.

The cat must wear a collar at all times showing owner's name and address. It must also wear a flea collar.

Proof must be shown before admission and each year by January 31st that the cat has had the proper FVR-CP and rabies and distemper shots. This proof must be signed by a veterinarian.

Cat must be on a leash at all times when outside of the owner's apartment unless it is in an approved locked pet carrier. When not in the dwelling unit, a cat shall be on a leash measuring not more than four (4) feet, and shall be handled by a responsible person who is able to control.

Resident must use a litter box that is kept clean daily. Litter must be put in a sealed plastic bag and disposed of twice per week. In the case that a pet cannot wait and does deposit waste on Geneva Housing Authority property, the pet owner must have a utensil such as a "Pooper Scooper" to use to remove any waste from his pet as soon as it is deposited on Geneva Housing Authority property. The waste must then be placed in a plastic bag, sealed tightly, and disposed of as trash. The tenant will be responsible for a waste removal charge of \$15.00 per incident if the GHA is required to dispose of waste from the tenant's pet.

Cats may be exercised on designated posted area on the Geneva Housing Authority property.

No cat may stay alone in an apartment overnight. It is the responsibility of the resident if they have to leave suddenly and be away overnight to take the pet elsewhere until they return. If a pet is found alone, see the Pet Removal policy.

The flea collar must be changed every three- (3) months.

All animal waste or litter from cat litter boxes shall be picked up immediately by the pet owner and disposed of in a sealed plastic bag and placed in trash bins. Cat litter shall be changed at least twice a week.

Cat litter shall not be disposed of by flushing down toilets. Charges for unclogging toilets or clean-up of common area required because of attributable pet nuisance shall be billed to and paid by the resident pet owner.

I. BIRD OWNER REQUIREMENTS

No monthly maintenance fee will be charged.

No more than (2) birds to a unit will be permitted, canaries, parakeets, or lovebirds only. **No parrots.**

The cage must be no larger than three (3) feet high and two (2) feet wide. Cages must be cleaned daily and debris disposed of in a plastic bag to be in trash immediately.

Birds must be healthy and free of disease at all times.

Birds are not permitted to be left alone in an apartment over two (2) days unless arrangements for daily care has been made by the owner.

J. FISH OWNER REQUIREMENTS

One (1) fish tank only permitted to a unit no bigger than 15 fifteen gallon size, or one (1) large gold fish bowl no more than one gallon size.

Fish may not be alone in the unit over one (1) week unless arrangements for daily care have been made by the owner.

Pet owner must be aware that when cleaning or filling fish tanks ANY and ALL water damage done to this apartment or apartments underneath, will be billed to the pet owner. Any charges must be paid within 30 days of the incident.

K. GENERAL POLICY FOR AUTHORIZED PETS

Pets are never permitted in another apartment or the public rooms, i.e.: office, community room, laundry room, lounge, or solarium.

Pets are not permitted in hallways except for proceeding directly to the elevator or apartment when entering or exiting.

Any pet suffering illness must be taken within two (2) days to a veterinarian for diagnosis and treatment. The resident must, upon Geneva Housing Authority demand, provide a statement from the veterinarian indicating the diagnosis. Any pet suspected of suffering symptoms of rabies or any other disease considered to be a threat to health must be immediately removed from the premises until signed evidence from a veterinarian can be produced to indicate that the animal is not so afflicted.

Resident pet owners agree to control the noise of his/her pet such that it does not constitute a nuisance to other residents. Failure to control pet noise may result in the removal of the pet from the premises.

Arrangements must be made for containment of any animal within the unit prior to any maintenance work being completed. Maintenance personnel will not enter the unit if the animal is not contained.

All feeding of pets will be done inside the pet owner's apartment or house. No water or food bowls are allowed outside of any dwelling unit.

Residents shall not allow pets, tied or otherwise, outside of the dwelling unit directly on the grounds of the Authority.

Residents shall not feed stray or unregistered animals. This shall constitute having a pet without permission of the Authority.

All resident pet owners shall provide adequate care, nutrition, exercise, and medical attention for his/her pet. Pets which appear to be poorly cared for or which are left unattended for longer than 12 hours will be reported to the Humane Society and will be removed from the premises at the pet owner's expense.

In the event of a resident's sudden illness the resident pet owner agrees that management shall have discretion with respect to the provision of care to the pet consistent with policy guidelines unless written instructions with respect to such area are provided in advance by the resident to the Housing Authority office. All care shall be at the resident's expense.

Unwillingness on the part of named caretakers of a pet to assume custody of the pet shall relieve management of any requirement to adhere to any written instruction, with respect to the care or disposal of a pet, and shall be considered as authorization to management to exercise discretion in such regard consistent with policy guidelines.

Resident pet owners must acknowledge that other residents may have chemical sensitivities or allergies related to pets or may be easily frightened by such animals. The resident, therefore, agrees to exercise common sense and common courtesy with respect to such other resident's rights to peaceful and quiet enjoyment of the premises.

In the event of an emergency or building evacuation it is the responsibility of the pet owner to remove the animal.

Residents shall not alter the interior of their unit, patio, or porch to create enclosure for an animal or bird.

No unreasonable noise or odor will be allowed in the project or dwelling unit by reason of the presence of a pet. It is the sole obligation of the tenant-owner to control both noise and odor from his pet to avoid nuisance to other tenants or damage to property.

The Authority will not permit the presence of a common household pet to constitute a serious threat to the health of a tenant or prospective tenant, or any member of his or her family. For the purpose of these rules, a pet will constitute a serious threat to the health of an individual only if the individual (or his or her parent or guardian) has filed with the Authority a certificate signed by a licensed physician indicating that exposure to the pet will cause an allergic reaction that will constitute such a threat to the individual. The certificate must describe the type of exposure (such as direct contact or presence in the same room, elevator, or common area), duration of exposure, the types or groups of animals (such as long hair, fur-bearing animals), and any other information relevant to ascertaining the nature and extent of the circumstances that will cause such a reaction.

The Authority will therefore refuse to admit an applicant for tenancy if the applicant will own or keep a pet in the dwelling unit, and the presence of the pet will cause a serious threat to the health of a tenant or a resident member of a tenant's family. The Authority will not refuse to admit the applicant if the applicant agrees not to keep the pet in the unit.

The Authority will also deny the application by an existing tenant for approval of a prospective pet, if the pet will constitute a serious health threat as described above.

L. PET REMOVAL

GENEVA HOUSING AUTHORITY SHALL TAKE ALL NECESSARY ACTIONS UNDER THE LAW TO REMOVE ANY PET THAT CAUSES BODILY INJURY TO ANY TENANT, GUEST, VISITOR, OR STAFF MEMBER.

Management may move to require the removal of a pet from the premises on a temporary or permanent basis for the following causes:

- a. Creation of a nuisance after proper notification consistent with these Pet Rules. Notice shall be within a forty-eight (48) hour period.
- b. Excessive pet noise or odor with proper notification.
- c. Unruly or dangerous behavior.
- d. Excessive damage to the resident's apartment unit.
- e. Repeated problems with vermin flea infestation.
- f. Failure of the resident to provide for adequate care of his/her pet.
- g. Leaving a pet unattended for more than 12 hours.
- h. Resident serious illness and/or death.

- i. Failure to observe any other rule contained in this section and not here listed upon proper notification.

EXHIBIT I

PET PERMIT APPLICATION

Resident Name: _____

Resident Address: _____

Type of permit requested: _____ DOG _____ CAT _____ BIRD _____ FISH _____ RODENT

Pet Security Deposit:	DOG _____	_____
	AMOUNT	DATE PAID
	CAT _____	_____
	AMOUNT	DATE PAID

Description: Animal's name: _____ Breed _____

Weight: _____ Height: _____ Age: _____

Annual Shots: Description and Date (attach additional sheet if necessary)

Male/Date Neutered: _____ License Number: _____

Female/Date Spayed: _____ License Number: _____

Emergency Contact: Name: _____ Relationship: _____

Address: _____ Phone #: _____

Color Photographs Attached (3 pictures from different angles must accompany application): _____

Veterinarian Name:

Veterinarian Address:

Date application received: _____ By: _____

Policy explained to resident by: _____

Apartment inspected for housekeeping: _____ Yes _____ No

Approved by: _____ Rejected : _____

Reason(s): _____

Date Permit Issued: _____

Permit Number: _____

PET PERMIT NO. _____

1. Parties and dwelling unit:

Parties of this unit are the **GENEVA HOUSING AUTHORITY**, referred to as the management /landlord and _____ referred to as the resident. The Landlord leases to the resident unit number _____ located at _____
_____ Geneva, New York 14456.

2. Length of Time (Term):

The term of this permit shall begin on _____ and end as per the Pet Policy.

3. Pet Security Deposit:

The resident has deposited \$ _____ with the landlord. The landlord will hold the pet security deposit for the period the resident occupies the unit. After the resident has moved from the unit, the landlord will determine whether the resident is eligible for a refund of any or all of the pet security deposit, and make such within (30) days.

4. The resident agrees to file a copy of any Municipal registration or license with the landlord, and to keep same current.

5. The resident agrees to keep the pet properly inoculated for rabies and distemper, and to file proof that such inoculations or vaccinations are current.

6. The resident agrees to assume all personal financial responsibility for damages to any personal or project property caused by the pet, and assumes personal responsibility for personal injury to any- party, caused by the pet.

7. The resident hereby certifies and agrees to the general terms and conditions of the management of this pet by the resident, and understands and acknowledges that the Pet Permit can be revoked for failure to follow and abide by the Pet Policy.

8. The resident agrees to make the apartment available for inspection, during normal working hours, upon 24 hour notice.

9. The resident agrees to have a pet use outside relief area, if pet is dog or cat, or cats may use approved kitty litter container in apartment. Resident further agrees to pay for the cost of any clean up as the result of "accidents" by the pet.

**Attachment 18a
NY044
Progress Meeting
Goals**

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

The Geneva Housing Authority is making consistent progress in meeting the goals and objectives outlined in its current 5-Year Plan. The housing authority is on track with regard to established timeframes.

Milestones are being met as we steadily work toward the successful achievement of each goal and objective. The Geneva Housing Authority is committed to the success of the 5-Year Plan, and maintains a clear focus on the achievement of its Mission.

The GHA routinely monitors the effectiveness of the current policies and procedures in order to insure high quality of service for its residents. Adjustments are made (for non-deviations) to the agency plans to meet the ever changing housing needs in the community we serve.

Attachment
NY044-18b
Substantial Deviation,
Significant Amendment
or Modification

Substantial Deviation Significant Amendment or Modification

The Geneva Housing Authority will not be allowed to deviate from this Five Year Agency Plan or yearly Annual Plan with out Public Notice and Public Hearing depicting such changes.

The Housing Authority defines Substantial Deviation and Significant Amendment or Modifications as changes that will affect the following:

- Changes to rent or Admission Policies or organization of the Waiting List;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan or CFFP Bond Issue Proceeds);
- Additions or new activities not included in the current Public Housing Drug Elimination Program Plan;
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to the above is in the case where any operational procedure, plan or policy is modified to reflect changes in HUD Regulatory Requirements. HUD will not consider these changes as significant amendments.

Geneva Housing Authority Resident Advisory Board

Meeting #1

Monday May 9, 2005 ~ 6:00PM

41 Lewis Street

Geneva, NY 14456

PRESENT: Andrew R. Tyman, CEO Hillary Iannopollo, Occupancy Administrator
Dawn M. Bedell, Clerk Robert Doeblin, Director of Resident Services
Maria Edwards, *Section 8* Frances Singleton, *Section 8*
Janice Griffin, *Public Housing* Cindy Miller, *Public Housing*
Ellen Porter, *Public Housing* Marynell Robinson, *Public Housing*
Eva Wells, *Public Housing* Everlean Sullivan, *Public Housing*

PURPOSE OF THE RESIDENT ADVISORY BOARD:

CEO Tyman explained the purpose of the resident advisory board noting that sometime around 1988 Congress passed legislation requiring authorities to submit an annual plan. He explained that it is a requirement in the HUD regulations that we go through this process of forming a Resident Advisory Board. We have solicited all of our program participants and residents asking for volunteers to serve on the board. He further explained that we are required to take minutes and submit them with our Annual Plan to the HUD office. Our Annual Plan is due in July and it is expected to outline what the Authority plans on doing as far as our current housing programs as well as any future programs we may take on. The board is here to give comments and make recommendations to the GHA Board of Commissioners in regards to policy changes, changes in the schedule for tenant charges, ROSS Programs, modernization / development and maintenance issues. The minutes from this meeting are part of the information that will be given to the GHA Board. CEO Tyman explained that when the Resident Advisory Board makes a recommendation they have to respond. The response will either be positive along with an explanation of how we will be able to pay for it, no, that we are unable to do it, or yes, we can make it work if we modify it in this way. He commented that the Resident Advisory Board has come up with some great ideas in the past. He also explained that if the board feels it necessary to schedule a second meeting, or if they think of any additional items for discussion, it could be scheduled at a future date. At this time, CEO Tyman turned over discussion to Hillary Iannopollo, Occupancy Administrator.

REVIEW OF THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM:

Mrs. Iannopollo began by explaining that a letter was mailed to all program participants and residents in regards to a new program that HUD has created for

income verification. Now that we have this new program for computer matching of income, we now have to have a set procedure on how we are going to handle this information. She explained that the information will be handled in the same manner as all information in our confidential files. All files are in locked cabinets in locked offices or the locked file room. Upon the completion of a resident/participants enrollment, the files are kept in a locked archive room for 3 to 5 years and then destroyed via shredding. The following information was provided to the Resident Advisory Board in the form of a handout:

1. Proposed Changes to the Administrative Plan

- a. **Addition of EIV (Enterprise Income Verification) procedures**

EIV is the name of the system HUD has created to allow computer matching of income and access to that information by local housing authority staff.

Procedures governing the access to, use, storage, and disposal of information obtained from the EIV will be written and made a part of the Section 8 Administrative Plan. The handling of EIV information will be basically the same as for all other confidential participant information obtained by the Geneva Housing Authority. Access to the information will be limited to staff who need it to perform their job duties, storage will be in locked file cabinets in rooms that are locked when the office is closed, and disposal will be by shredding along with the rest of the information in the file, when the file is approved for disposal.

Addition of EIV procedures to the Section 8 Administrative Plan is a HUD requirement.

LOW-RENT ADMISSIONS & CONTINUED OCCUPANCY POLICY:

Mrs. Iannopollo explained that the Public Housing Sites will also be utilizing the EIV system in the same manner as the previously discussed procedures for the Section 8 Program. Along with that addition to the ACOP there are some additional policy changes as well as increases to the tenant charges. The following was reviewed with the Resident Advisory Board:

1. Proposed Policy Changes

- a. **Addition of EIV (Enterprise Income Verification) procedures**

EIV is the name of the system HUD has created to allow computer matching of income and access to that information by local housing authority staff.

Procedures governing the access to, use, storage, and disposal of information obtained from the EIV will be written and made a part of the ACOP. The handling of EIV

information will be basically the same as for all other confidential participant information obtained by the Geneva Housing Authority. Access to the information will be limited to staff who need it to perform their job duties, storage will be in locked file cabinets in rooms that are locked when the office is closed, and disposal will be by shredding along with the rest of the information in the file, when the file is approved for disposal.

Addition of EIV procedures to the ACOP is a HUD requirement.

b. Clarification of procedures for checks returned by the bank

The bad check procedure will be updated to include an option allowing a person to resume paying by personal check after two years, if they request to. Clarification of some other points will also be added. A write-up of the procedure follows:

**RETURNED CHECKS PROCEDURE FOR
ALL PROPERTIES OWNED AND/OR MANAGED BY THE GENEVA HOUSING
AUTHORITY OR A GHA SUBSIDIARY**

If a resident, program participant or former program participant writes a check to GHA or a GHA subsidiary for rent or any other money owed to GHA and/or the subsidiary, and the check is returned by the bank, the following will apply:

First incident*:

Resident is charged the current approved "Tenant Charge" for returned checks.

Resident is notified by form letter that if they have another check returned, they will no longer be allowed to make any payments by check.

Second incident:

Resident is charged the current approved "Tenant Charge" for returned checks.

Resident is notified by form letter that they will no longer be allowed to pay by personal check, unless the check is certified by their banking institution. Acceptable forms of payment would be a money order, bank check, certified check, or other payment that is considered equivalent to cash, such as Western Union transfer. The payment must be made out to either the Geneva Housing Authority or the appropriate subsidiary.

If a resident/participant who has had more than one check returned wishes to again pay by check, they must wait at least 2 full years from the date of the last returned check. If they request to, they will then be allowed to pay by check.

If a resident/participant who resumes paying by check after waiting the 2 years has another check returned by the bank, the resident's check-writing privileges will be **permanently denied. NO MORE PERSONAL CHECKS WILL BE ACCEPTED, EVER, UNLESS THE CHECK IS CERTIFIED.**

*Two checks written on the same account and returned by the bank at the same time will be considered one incident. However, a charge will be levied for **each** check returned.

NOTE: If a check is returned because of a **bank error**, and the resident provides documentation of such, the above check-writing restrictions will not apply. The charge for a returned check will still be applied to the resident's account. It is the resident's responsibility to have the bank credit the GHA's/subsidiary's account for the returned check charge. When GHA receives the bank credit, the returned check charge will be removed from the resident's account. If GHA does not receive the credit within 60 days from the date the charge is applied to the resident's account, the resident will be held responsible for payment of the charge.

c. Clarification of re-scheduling process

The current process for re-scheduling appointments is vague as to how many times a person is allowed to re-schedule, in what time frame, and for what reasons.

This will be updated to address all re-scheduling situations, and to be as consistent as possible across all situations.

d. Add a "do not contact" timeframe of 6 months for unit refusals

The current ACOP does not address this. If an applicant refuses an offer of a unit and stays on the waiting list, it means that the next time a unit becomes vacant, no matter when, staff must go back down the list and offer the unit to all applicants in order, even if they just refused a unit.

The change would allow us to skip over an applicant if they have refused a unit within the last 6 months.

CEO Tyman explained that we have always had the three refusals allowed before you have to reapply and this would space out the time between the refusals to give the applicants more of a chance. If they receive an offer in the winter they may not want to

move so it may be more helpful to wait until the spring or summer to offer them a unit again. Ms. Robinson asked if they could put all of the seniors in one section of Geneva Courtyard Apartments and have all of the younger people in another section. CEO Tyman explained that when the project was made a federal program it was classified as a family project and we can not segregate the population. The government looks at it as 124 family units.

At this time CEO Tyman asked if there were any questions. Janice Griffin, a Public Housing Resident, asked if there would be stricter enforcement of unauthorized persons residing in a unit. Mrs. Iannopollo explained that we have the burden of proof. CEO Tyman explained that there has to be a significant amount of documentation in the chart to justify termination. He further explained that unauthorized persons have been a problem since he joined the organization 26 years ago. We are teaming up with Ontario County do perform fraud investigations but there is limited staff and resources to perform these duties. He noted that there has to be factual evidence in the chart to ensure that we are not violating anyone's rights under the fair housing acts. CEO Tyman reported that he recently had a meeting with the tenant's association at Geneva Courtyard Apartments and let them know that as part of the renovations they will be installing new surveillance cameras. The information collected via these new cameras could be just the evidence that they need for documentation. At this time there was some discussion among board members in regards to noise and loud music very late at night, specifically at the Geneva Courtyard Apartments. CEO Tyman explained that the noise issue is a City ordinance but that the Authority does have rules and regulations. He explained that he could have Security send out a notice explaining what the Authority's expectations are on the noise levels. Following these discussions, **the board recommended that the Authority tighten up their regulations on noise and unauthorized people in units.**

There was then a great deal of discussion in regards to children playing and causing havoc because of the lack of parental supervision. CEO Tyman responded that the vandalism and property damage would be caught on the new surveillance cameras and then maybe it could come back onto the responsibility of the parents.

At this time there was some discussion in regards to the children at the Geneva Courtyard Apartments helping with the outdoor cleanup. Some of the residents felt that the children should be made to keep the yards clean without any rewards. Mr. Doebelin explained that it helped them to achieve a sense of accomplishment and it gives them a chance to come together and work on a common goal. CEO Tyman also commented that the maintenance staff is very limited with their time and having the children help for something as simple as a pizza party is a great idea.

GENEVA HOUSING AUTHORITY'S FY 2005 ROSS PROGRAM:

Robert Doeblin, Director of Resident Services, explained that the Authority has been very successful in securing funds for additional programming that helps area organizations like the Boys & Girls Clubs of Geneva, FLACRA, the Geneva Free Library, nursing services, and physical fitness programs for the elderly at the Elmcrest. He also explained that this year the Authority was not so fortunate and there is a lot less money available making the applications more competitive. In the last round of funding no one was awarded money for family supportive services in New York State. Mr. Doeblin further explained that we would like to continue to pursue these funding possibilities but we need to identify some of the key ideas and areas we should focus on. This goes for Section 8 programs that promote education, job training and job preparedness as well. We need to look at the big picture and try to find the best direction to go in. There was some discussion pertaining to the children's program sponsored by The Council on Alcoholism. It was mentioned that there is not a strong attendance there regularly. Mr. Doeblin mentioned that they have lost funding as well and are still trying to perform a service and that if it attracted 10 or so children it was great. There was also some discussion about trying to involve a student from Hobart or William Smith Colleges to come in and recruit volunteers to work on various programs with the children. Following this discussion, **the board recommended that the Authority pursue every available source of funding that will benefit the residents.** CEO Tyman commented that he has always believed that we have to continue trying because the dollars are there and if we do not try then we will lose out and someone else will win. The dollars are earmarked for these types of programs and the Authority being granted the funding does not in anyway increase the taxes. He further commented that we have no specific information other than looking at the programming we have offered in the past. Mr. Doeblin also mentioned that certain administrative positions at the Authority are entirely funded through these types of grants and if we fail to secure funding these positions, such as the County Section 8 FSS Coordinator and the Public Housing FSS Coordinator, would have to be eliminated. He then explained how that was just what happened to the position previously held by Valerie Mallard and that we just happened to luck out that another staff member resigned her position allowing Ms. Mallard to stay on our staff. Mr. Doeblin did inform the board that we had also applied for a grandparent mentoring program at GCA and that application was denied as well.

CEO Tyman reported to the board that he will be meeting with the Boys & Girls Clubs of Geneva very shortly and that he has already warned the Director that if HUD continues on the path they are following, we are scheduled to lose around \$300,000 in funding and that would force us to focus on our core programs. All support provided to the Boys & Girls Clubs of Geneva, maintenance services, utilities and everything else would cease before any of our employees had to be let go and we would have to focus on our core program which is to provide housing services, not resident services. CEO Tyman explained that all of this pertains to the public housing programs and that the Section 8 program is going through some changes as well but there is some flexibility and we need to pay close attention there as well. He further explained that HUD

appropriations, whose funding was always tied in with NASA and the VA in the past, are now being tied in with transportation and we are not really sure what will happen there. CEO Tyman reported that we will continue to look at the funding options and use our discretion as for what our staff and time can handle. Signatures were collected from the members of the Resident Advisory Board supporting the Authority's applications.

GHA MODERNIZATION PROGRAM:

CEO Tyman reviewed the work items listed under the NYS Capital Fund Bond Issue. He explained that some items may be altered between now and when the bond is issued. If we happen to receive more money we can increase the number of appliances to be replaced, for an example, but all work items are listed. Some units will be replaced over time and other units will be replaced based on an immediate need determined by maintenance or the inspectors. Ms. Robinson asked if there would be special people hired for the parking lot repairs. CEO Tyman replied that there a lot of pot holes that need immediate repair and we will have a company coming to address some of the more severe ones this year as well as having some of the cracks sealed. The residents from GCA were also concerned with people parking next to the trash houses where they are not suppose to and also performing vehicle maintenance. Ms. Iannopollo replied that the lease says no repairs are allowed on the property. CEO Tyman replied that the new cameras will help with those problems as well. CEO Tyman also reported that it is still a possibility for an additional **laundry facility** at GCA and the board members who reside there thought it would be greatly appreciated. Ms. Griffin asked if there was any progress on the issue of **bicycle storage**. CEO Tyman stated that there was bicycle storage many years ago but that maintenance needed it more and there were other problems with it too. He said they will have to think about what the best solution for the bicycle storage would be.

CEO Tyman reported that in addition to this list, there is a possibility that the scattered site homes may be eligible for some energy improvements based on an audit that was performed. There may be energy improvements that can be funded through State Energy Conservation Programs for around \$104,000. He further reported that GCA is in need of all new higher efficiency furnaces. Ms. Porter asked if there were any plans for new roofing at GCA. CEO Tyman explained that there is \$60,000 set aside to phase in some new roofing where it is needed. Ms. Robinson then asked what happened to the checks that received in the past for interest on their security deposits. CEO Tyman explained that the accounts are earning significantly less than they were before with the interest rates being so low and the Authority is authorized to retain 1% for administration and they are not even earning that. Ms. Wells asked if it would be possible to **install automatic door closers on the entry doors**. CEO Tyman replied that he would look into that possibility. Ms. Robinson then asked about the screen doors rusting out and suggested that it may be from too much salting on the walks in the

winter time. CEO Tyman responded that he would look into the matter. Ms. Robinson also asked if there were any way they could receive some help from maintenance to clean their windows on the outside. CEO Tyman replied that he would investigate the possibilities.

CEO Tyman reported that the application for the bond issue will be submitted this week and it would be somewhere around October before we get the money. He further explained that some items would be started this winter and the outdoor items started in the spring. He also said that none of the work items could be started until the funds are secured.

GHA MAINTENANCE PROGRAM:

CEO Tyman reviewed the proposed increases for the tenant charges. He explained that last year the resident advisory board encouraged us to be more forceful with the rent collection. He further explained that the Authority can not be in a position where we lose money on repairs because we are at a point where our subsidy is being slashed and our budgets are being cut. Our charges have been very minimal in the past and we needed to identify the cost and amount of labor to better estimate the charges. There was some discussion on “wear and tear” items, specifically the numbers wearing off on the stove knobs. CEO Tyman replied that the residents should be asking the maintenance staff or inspector for new knobs if they are unable to read the numbers. Ms. Robinson asked if the tenants are required to take their air conditioners out in the winter. CEO Tyman explained that all tenants are to remove the air conditioners to be more energy efficient. He further explained that the maintenance men do it for the majority of the elderly tenants at the Elmcrest but that they do pay a fee for that. There was also some discussion in regards to portable washing machines. CEO Tyman explained that there are not to be any washing machines because the sewers are unable to handle the volume of water and that it is an ongoing maintenance concern.

CEO Tyman reported that there is some money within the Capital Fund Program for sidewalk replacement and landscaping. Ms. Griffin explained that some of the tenants at GCA have been removing benches from the pavilion and placing them in front of their units. CEO Tyman replied that he would investigate the situation because he was under the impression that they were stationary and secured to the ground. CEO Tyman then asked if there were any other maintenance issues for discussion. Ms. Robinson praised the performance of the two new maintenance men, Sean Lindsay and Jamie Eldrege, saying that they were really pleasant and hard workers.

GHA ANNUAL AGENCY PLAN:

CEO Tyman commented that the agency plan spells out our most current plans as far as new activities. He further reported that the GHA Board of Commissioners would like him to continue working with our not-for-profit corporations to build some additional

senior housing. Aside from that there is no money for additional family housing. We are continually looking at the Section 8 programs to see how we can expand there. The GHA Board has suggested selling some of the 40 scattered sites we currently maintain and at the same time start looking at some hurting neighborhoods that can be revamped with new units. He explained that we are going to start looking into tax credit programs next for that type of community revitalization. These neighborhoods use to be beautiful and no one is stepping up to improve the conditions. CEO Tyman explained that it would not be the Authority directly, but that we would be side by side with the not-for-profits to expand affordable housing. The GHA Board also wants to expand affordable housing into other areas of Ontario County explaining that there are over 800 applicants on the County Section 8 waiting list proving the high demand. He explained that he would like to include in this plan for next year some cooperation with the County in developing a plan for housing. Ms. Strongs asked if these homes would be available for purchasing. CEO Tyman replied that one of the possible programs is a homeownership program where the portion we pay would go to the mortgage company instead of a landlord and that it would be great for younger people. There was some discussion among the resident advisory board members in regards to the regulations for the payment standards for the Section 8 program and the rules that the landlords should abide by.

The tenants residing at GCA brought up some discussion in regards to the process that the Authority follows for extermination and pest control. CEO Tyman explained that it is meant to be preventative maintenance in case some of the units have a problem, we do not want the problem to spread. Ms. Wells commented that she is always home when the exterminator is on site and that he has never come into her unit.

Ms. Griffin made a motion to recommend the various modifications as stated in the minutes and it was seconded by Ms. Edwards. A voice vote was taken with all in favor and none opposed.

CEO Tyman explained that there will be a notice in the paper commencing the 45 day comment period for the annual plan on May 23rd. The public hearing will be on July 11th prior to the GHA Board of Commissioners Meeting and if it is approved, the plan will be submitted on July 12th. He further commented that it is important for our program participants, residents and staff to keep the lines of communication open. He then thanked everyone for their participation and reminded them if they had any further ideas to please call the office.

Meeting adjourned at 8:07 pm.

SUMMARY OF RESIDENT ADVISORY BOARD RECOMMENDATIONS:

- 1. The Resident Advisory Board recommended that the Authority tighten up their regulations on noise and unauthorized people in units.**

2. **The Resident Advisory Board recommended that the Authority pursue every available source of funding that will benefit the residents**
3. **The Resident Advisory Board recommended that the Authority plan for the construction of a secondary laundry facility at Geneva Courtyard Apartments.**
4. **The Resident Advisory Board recommended that the Authority plan for alternative storage for bicycles at Geneva Courtyard Apartments.**
5. **The Resident Advisory Board recommended that the Authority install automatic door closers on the entry doors in the G&H sections at Courtyard Apartments.**

GHA MANAGEMENT RESPONSE TO RECOMMENDATIONS

1. **Tighten up their regulations on noise and unauthorized people in units.**

Staff Response – The GHA will review its current Admissions & Continued Occupancy Policy (ACOP) and will propose modifications that will clarify and improve controls with noise levels that do not ensure the peaceful enjoyment of others. The GHA will continue to pursue all available remedies for unauthorized persons in units.

2. **Pursue every available source of funding that will benefit the residents**

Staff Response – The GHA plans on submitting funding under the HUD Super NOFA for funding including but not limited to Resident Opportunities to Self-Sufficiency (ROSS), Drug Elimination (PHDEP), and Workforce Development funding. The GHA will explore other types of funding approaches such as Homeland Security, Health & Human Services, Local CDBG and Local DSS.

3. **Construction of a secondary laundry facility at Geneva Courtyard Apartments.**

Staff Response – The construction of a second laundry facility has been budgeted in the 2005 Bond Issue CFFP Budget. Work could commence early next spring.

4. **Alternative storage for bicycles at Geneva Courtyard Apartments.**

Staff Response – The construction of a bicycle storage area has been budgeted in the 2005 Bond Issue CFFP Budget. Work could commence early next spring.

5. **Installation of automatic door closers on the entry doors in the G&H sections at Courtyard Apartments.**

Staff Response – The GHA Maintenance Staff will repair/replace automatic door closers on the entry doors within the next 30 – 60 days using current operating budget funds.

Resident Advisory Board 2005

Eva Wells	10 Goodman St., G-83	Geneva, NY 14456	781-2120	PH
George Scott	137 Pulteney St., #2	Geneva, NY 14456	759-5181	SC8
Everlean Sullivan	10 Goodman St., M-124	Geneva, NY 14456	789-4573	PH
Ellen Porter	10 Gooman St., A-5	Geneva, NY 14456	789-4987	PH
Marynell Robinson	10 Goodman St., E-60	Geneva, NY 14456	789-3347	PH
Cindy Miller	16 Hoffman Avenue	Geneva, NY 14456	781-9906	PH
Essie McKoy	10 Goodman St., J-98	Geneva, NY 14456	781-2188	PH
Janice Griffin	10 Goodman St., J-99	Geneva, NY 14456	789-7499	PH
Annie Lewis	10 Goodman St., J-100	Geneva, NY 14456	789-0942	PH
Frances Singleton	17 Genesee Park #6	Geneva, NY 14456	789-3694	SC8
Eddie Parson	473 Hamilton St., #16	Geneva, NY 14456	585-520-3930	CO.SC8
Maria Edwards	435 Exchange St., #17	Geneva, NY 14456	789-5074	SC8
Michelle Prosch Newman	501 Camelot Court	Canandaigua, NY 14424	585-393-0751	CO.SC8

Resident Membership of the PHA Governing Board

Janice Griffin, Resident Commissioner

District Represented: Courtyard Apartments- Family Public Housing

Method of Selection: Election

Term: October 1, 2004- September 30, 2006

Harold Fredericksen, Resident Commissioner

District Represented: Elmcrest Apartments- Senior Public Housing and
Scattered Site Homes- Family Public Housing

Method of Selection: Election

Term: October 1, 2004- September 30, 2006

Section 8 Project-Based Voucher Program Statement

The Geneva Housing Authority plans to continue the implementation of a Section 8 Project-based Rental Assistance Program for up to 32 units. GHA has entered into housing assistance payment (HAP) contracts, for up to 10 years, for the new construction of housing units that fully meet the housing choice voucher program (HQS) requirements, subject to the appropriation of funding from HUD.

PROJECT A

Project Name: Lyceum Street Senior Housing

Project number of units: 32 units

Project location: Street Address – Lyceum Street
Geneva, NY 14456
Census Tract No. - 0519

Consistency with PHA Plan: Assisting local agencies with expanding housing opportunities for the low-income seniors and families.

Reason(s) for project basing of the assistance: Decent, affordable & handicapped accessible housing under a tenant-based program is very limited and project basing in this strategic location is needed to assure the availability of units. This project has the full support of the local community.

Expanding Affordable Housing through New Construction

In the upcoming fiscal year, the Geneva Housing Authority plans to reserve an additional 32 units of Section 8 Housing Vouchers from its current program for the purpose of the implementation of a Section 8 Project-based Rental Assistance Program for up to 32 units, specifically for the Elderly population. The GHA will entered into housing assistance payment (HAP) contracts, for up to 10 years, for the new construction of housing units that fully meet the housing choice voucher program (HQS) requirements, subject to the appropriation of funding from HUD. The GHA will follow all of the applicable PBA Regulations.

**Annual Statement /
Performance and Evaluation Report**

Part I: Summary
Capital Funds Program (CFP)

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

HA Name	Capital Funds Project Number	FFY of Approval
GENEVA HOUSING AUTHORITY	NY06P04450105	2005

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision # Performance and Evaluation Report for Program Year Ending-----
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original Budget	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20 for PHAs with 250 or more Units)	\$50,600	\$0	\$0	\$0
3	1408 Management Improvements (May not exceed 20% of line 20)	\$49,000	\$0	\$0	\$0
4	1410 Administration (May not exceed 10% of line 20)	\$30,136	\$0	\$0	\$0
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$0	\$0	\$0	\$0
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$5,883	\$0	\$0	\$0
10	1460 Dwelling Structures	\$69,500	\$0	\$0	\$0
11	1465.1 Dwelling Equipment - Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$0	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$0	\$0	\$0	\$0
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Mod Used for Development Activities	\$0	\$0	\$0	\$0
19	1501 Collateralization or Debt Service	\$96,247	\$0	\$0	\$0
20	1502 Contingency (may not exceed 8% of line 20)	\$0	\$0	\$0	\$0
21	Amount of Annual Grant (Sum of lines 2 - 19)	\$301,366.00	\$0.00	\$0.00	\$0.00
22	Amount of line 20 Related to LBP Activities	\$0	\$0	\$0	\$0
23	Amount of line 20 Related to Section 504 Compliance	\$0	\$0	\$0	\$0
24	Amount of line 20 Related to Security Soft Costs	\$40,000	\$0	\$0	\$0
25	Amount of line 20 Related to Security Hard Costs	\$0	\$0	\$0	\$0
26	Amount of line 20 Related to Energy Conservation Measures	\$4,000	\$0	\$0	\$0

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

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

Signature of Executive Director and Date

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

Andrew R Tyman, Chief Executive Officer

**Annual Statement /
Performance and Evaluation Report**

Part II: Supporting Pages

Capital Funds Program:

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original Budget	Revised	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	<u>1406 Operations</u>	1406		\$50,600.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1408 Management Improvements</u>	1408						
	Computer Software			\$0.00	\$0.00	\$0.00	\$0.00	
	Staff Training			\$9,000.00	\$0.00	\$0.00	\$0.00	
	Security Program Supplement			\$40,000.00	\$0.00	\$0.00	\$0.00	
	Total 1408			\$49,000.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1410 Administration</u>	1410						
	Modernization Coordinator			\$30,136.00	\$0.00	\$0.00	\$0.00	
	Total 1410			\$30,136.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1411 Audits</u>	1411		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1415 Liquidated Damages</u>	1415		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1430 Fees and Cost</u>	1430						
	Total 1430			\$0.00	\$0.00	\$0.00	\$0.00	
	Total 1430			\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1450 Site Improvements</u>	1450						
	Misc. Site Improvements			\$5,883.00	\$0.00	\$0.00	\$0.00	
	Total 1450			\$5,883.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1460 Dwelling Structures</u>	1460						
	General HVAC/Electrical Improvements			\$4,000.00	\$0.00	\$0.00	\$0.00	
	Main Office Hot water heat			\$0.00	\$0.00	\$0.00	\$0.00	
	Exterior/Interior Improvements			\$4,000.00	\$0.00	\$0.00	\$0.00	
	Cycle Painting- Forced Account Labor			\$52,500.00	\$0.00	\$0.00	\$0.00	
	Cycle Painting Materials			\$4,000.00	\$0.00	\$0.00	\$0.00	
	Total 1460			\$64,500.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1465 Dwelling Equipment - Appliances</u>	1465		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1475 Site-Wide Non-Dwelling Equipment</u>	1475						
	Misc Computer Equipment			\$0.00	\$0.00	0.00	0.00	
	Playground Upgrades			\$0.00	\$0.00			
	Total 1475			\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1501 Collateralization or Debt Service</u>	1501		\$96,247.00	\$0.00	\$0.00	\$0.00	
	HA WIDE - SUBTOTAL			\$296,366	\$0	\$0	\$0	

Annual Statement /
Performance and Evaluation Report

Part II: Supporting Pages

Capital Funds Program:

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original Budget	Revised	Funds Obligated (2)	Funds Expended (2)	
NY06P044-001	ELMCREST APARTMENTS							
	1450 Site Improvements	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	1460 Dwelling Structure	1460						
	Backflow Preventer per City Code			\$5,000.00	\$0.00	\$0.00	\$0.00	
	Total 1460			\$5,000.00	\$0.00	\$0.00	\$0.00	
	1465 Dwelling Equipment	1465		\$0.00	\$0.00	\$0.00	\$0.00	
	1470 Non-Dwelling Structures	1470		\$0.00	\$0.00	\$0.00	\$0.00	
	1475 Non-Dwelling Equipment	1475						
				\$0.00	\$0.00	\$0.00	\$0.00	
	1485 DEMOLITION COSTS	1485		\$0.00	\$0.00	\$0.00	\$0.00	
	1495 RELOCATION COST	1495		\$0.00	\$0.00	\$0.00	\$0.00	
Total Cost for Development #1			\$5,000.00	\$0.00	\$0.00	\$0.00		
NY06P044-003	SCATTERED SITES							
	1450 Site Improvements	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	1460 Dwelling Structure	1460		\$0.00	\$0.00	0.00	0.00	
	Total 1460			\$0.00	\$0.00	\$0.00	\$0.00	
	1465 Dwelling Equipment	1465		\$0.00	\$0.00	\$0.00	\$0.00	
	1470 Non-Dwelling Structures	1470		\$0.00	\$0.00	\$0.00	\$0.00	
	1475 Non-Dwelling Equipment	1475		\$0.00	\$0.00	\$0.00	\$0.00	
	1485 DEMOLITION COSTS	1485		\$0.00	\$0.00	\$0.00	\$0.00	
	1495 RELOCATION COST	1495		\$0.00	\$0.00	\$0.00	\$0.00	
	Total Cost for Development #2			\$0.00	\$0.00	\$0.00	\$0.00	
	NY06P044-009	SCATTERED SITES						
1450 Site Improvements		1450		\$0.00	\$0.00	\$0.00	\$0.00	
1460 Dwelling Structure		1460		\$0.00	\$0.00	0.00	0.00	
Total 1460				\$0.00	\$0.00	\$0.00	\$0.00	
1465 Dwelling Equipment		1465		\$0.00	\$0.00	\$0.00	\$0.00	
1470 Non-Dwelling Structures		1470		\$0.00	\$0.00	\$0.00	\$0.00	
1475 Non-Dwelling Equipment		1475		\$0.00	\$0.00	\$0.00	\$0.00	
1485 DEMOLITION COSTS		1485		\$0.00	\$0.00	\$0.00	\$0.00	
1495 RELOCATION COST		1495		\$0.00	\$0.00	\$0.00	\$0.00	
Total Cost for Development #3				\$0.00	\$0.00	\$0.00	\$0.00	

**Annual Statement /
Performance and Evaluation Report**

Part II: Supporting Pages

Capital Funds Program:

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original Budget	Revised	Funds Obligated (2)	Funds Expended (2)		
NY06P044-010	COURTYARD APARTMENTS								
	1450 Site Improvements	1450							
	Site Lighting Improvements			\$0.00	\$0.00				
	Total 1450			\$0.00	\$0.00	\$0.00	\$0.00		
	1460 Dwelling Structure	1460		\$0.00	\$0.00	0.00	0.00		
	Total 1460			\$0.00	\$0.00	\$0.00	\$0.00		
	1465 Dwelling Equipment	1465		\$0.00	\$0.00	\$0.00	\$0.00		
	1470 Non-Dwelling Structures	1470		\$0.00	\$0.00	\$0.00	\$0.00		
	1475 Non-Dwelling Equipment	1475		\$0.00	\$0.00	\$0.00	\$0.00		
	1485 DEMOLITION COSTS	1485		\$0.00	\$0.00	\$0.00	\$0.00		
	1495 RELOCATION COST	1495		\$0.00	\$0.00	\$0.00	\$0.00		
	1465 Dwelling Equipment	1465		\$0.00	\$0.00	\$0.00	\$0.00		
	1470 Non-Dwelling Structures	1470		\$0.00	\$0.00	\$0.00	\$0.00		
	1475 Non-Dwelling Equipment	1475		\$0.00	\$0.00	\$0.00	\$0.00		
	1485 DEMOLITION COSTS	1485		\$0.00	\$0.00	\$0.00	\$0.00		
	1495 RELOCATION COST	1495		\$0.00	\$0.00	\$0.00	\$0.00		
	Total Cost for Development #4				\$0.00	\$0.00	\$0.00	\$0.00	

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

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

Signature of Executive Director and Date

Signature of Public Housing Director and Date

Andrew R Tyman, Chief Executive Officer

**Annual Statement /
Performance and Evaluation Report**

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

Part III: Implementation Schedule

Office of Public and Indian Housing

Capital Fund Program: Proposed Loan Funds

Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)
PHA-Wide	03/31/07			09/30/08		
Elmcrest Apartments NY06P044-001	03/31/07			09/30/08		
Scattered Sites NY06P044-003	03/31/07			09/30/08		
Scattered Sites NY06P044-009	03/31/07			09/30/08		
Courtyard Apartments NY06P044-010	03/31/07			09/30/08		

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

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

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native Affairs

**Annual Statement /
Performance and Evaluation Report**

Part I: Summary
Capital Funds Program (CFP)

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

HA Name		Capital Funds Project Number		FFY of Approval	
GENEVA HOUSING AUTHORITY		CFFP Financing Proceeds		2004	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number # <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending:_____					
<input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original Revision #	Revised (2)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20 for PHAs with 250 or more Units)	\$0	\$0	\$0	\$0
3	1408 Management Improvements (May not exceed 20% of line 20)	\$0	\$0	\$0	\$0
4	1410 Administration (May not exceed 10% of line 20)	\$15,000	\$0	\$0	\$0
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$87,484	\$0	\$0	\$0
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$58,350	\$0	\$0	\$0
10	1460 Dwelling Structures	\$631,975	\$0	\$0	\$0
11	1465.1 Dwelling Equipment - Nonexpendable	\$51,000	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$56,000	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$250,974	\$0	\$0	\$0
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Debt Service Reserve Fund	\$94,217	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$5,000	\$0	\$0	\$0
18	1499 Mod Used for Development Activities	\$0	\$0	\$0	\$0
19	1501 Collateralization or Debt Service	\$0	\$0	\$0	\$0
20	1502 Contingency (may not exceed 8% of line 20)	\$0	\$0	\$0	\$0
21	Amount of Annual Grant (Sum of lines 2 - 19)	\$1,250,000.00	\$0.00	\$0.00	\$0.00
22	Amount of line 20 Related to LBP Activities	\$0			
23	Amount of line 20 Related to Section 504 Compliance	\$0			
24	Amount of line 20 Related to Security Soft Costs	\$0			
25	Amount of line 20 Related to Security Hard Costs	\$194,574	\$0	\$0	\$0
26	Amount of line 20 Related to Energy Conservation Measures	\$399,475	\$0	\$0	\$0
(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.		(2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date		Signature of Public Housing Director/Office of Native American Programs Administrator and Date			
Andrew R Tyman, Chief Executive Officer					

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages

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

Capital Funds Program:

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	1406 Operations	1406		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1408 Management Improvements	1408						
	Computer Software			\$0.00				
	Staff Training			\$0.00				
	Security Program Supplement			\$0.00				
	Total 1408			\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1410 Administration	1410						
	Modernization Coordinator (Inspection services)			\$15,000.00				
	Total 1410			\$15,000.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1411 Audits	1411		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1415 Liquidated Damages	1415		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1430 Fees and Cost	1430						
	Bond Issuance Fees & Costs			\$67,484.00				
	A & E Fees			\$20,000.00				
	Total 1430			\$87,484.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1450 Site Improvements	1450						
	Parking Lot Improvements			\$0.00				
	Misc. Site Improvements			\$0.00				
	Total 1450			\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1460 Dwelling Structures	1460		\$0.00				
	Total 1460			\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1465 Dwelling Equipment - Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1475 Site-Wide Non-Dwelling Equipment	1475						
	Closed Circuit Security System - Main Office			\$20,000.00				
	Heating Improvements - Main Office			\$10,000.00				
	Total 1475			\$30,000.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1490 Debt Service Reserve Fund	1490		\$94,217.00	\$0.00	0.00	0.00	
PHA Wide	1501 Collateralization or Debt Service	1501		\$0.00	\$0.00	\$0.00	\$0.00	
	HA WIDE - SUBTOTAL			\$226,701.00	\$0	\$0	\$0	

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Capital Funds Program:

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
NY06P044-001	ELMCREST APARTMENTS							
	1450 Site Improvements	1450						
	Seal & Strip Parking lots			\$12,000.00				
	Misc Site Improvements			\$0.00				
	Courtyard improvement			\$6,000.00				
	Total 1450			\$18,000.00	\$0.00	\$0.00	\$0.00	
	1460 Dwelling Structure	1460						
	Efficiency Apt. Conversion (5 units @\$30,000)		5	\$150,000.00				
	New Bathroom Fixtures			\$0.00				
	Hallway & Lobby Finish Improvements		5	\$25,000.00				
	Lighting Improvements		83	\$10,375.00				
	Labor		83					
	Replace Shower/tub drum traps		63	\$25,200.00				
	Total 1460			\$210,575.00	\$0.00	\$0.00	\$0.00	
	1465 Dwelling Equipment	1465						
	Refrigerator Replacement (phase I)		30	\$12,000.00				
	Total 1465			\$12,000.00	\$0.00	\$0.00	\$0.00	
	1470 Non-Dwelling Structures	1470		\$0.00	\$0.00	\$0.00	\$0.00	
	1475 Non-Dwelling Equipment	1475						
	Closed Circuit Security System			\$44,574.00				
	Video Phone Entry System			\$45,000.00				
	Total 1475			\$89,574.00	\$0.00	\$0.00	\$0.00	
	1495.1 Relocation Costs	1495		\$5,000.00	\$0.00	\$0.00	\$0.00	
	Total Cost for Development #1			\$335,149.00	\$0.00	\$0.00	\$0.00	
NY06P044-003	SCATTERED SITES							
	1450 Site Improvements	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	1460 Dwelling Structure	1460						
	New Energy Efficiency Furnace & Boilers		4	\$9,200.00				
	Window Shades & Blinds			\$1,000.00				
	New Bathroom Fixtures		10	\$3,500.00				
	Total 1460			\$13,700.00	\$0.00	\$0.00	\$0.00	
	1465 Dwelling Equipment	1465						
	New Appliances		10	\$6,500.00				

**Annual Statement /
Performance and Evaluation Report**
Part II: Supporting Pages

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Capital Funds Program:

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	Total 1465			\$6,500.00	\$0.00	\$0.00	\$0.00	

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages

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

Capital Funds Program:

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	1470 Non-Dwelling Structures	1470		\$0.00	\$0.00	\$0.00	\$0.00	
	1475 Non-Dwelling Equipment	1475		\$0.00	\$0.00	\$0.00	\$0.00	
	Total Cost for Development #2			\$20,200.00	\$0.00	\$0.00	\$0.00	
NY06P044-009	SCATTERED SITES							
	1450 Site Improvements	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	1460 Dwelling Structure	1460						
	New Energy Efficiency Furnace & Boilers		4	\$9,200.00				
	Window Shades & Blinds			\$1,000.00				
	New Bathroom Fixtures		10	\$3,500.00				
	Total 1460			\$13,700.00	\$0.00	\$0.00	\$0.00	
	1465 Dwelling Equipment	1465						
	New Appliances		10	\$6,500.00				
	Total 1465			\$6,500.00	\$0.00	\$0.00	\$0.00	
	1470 Non-Dwelling Structures	1470		\$0.00	\$0.00	\$0.00	\$0.00	
	1475 Non-Dwelling Equipment	1475		\$0.00	\$0.00	\$0.00	\$0.00	
	Total Cost for Development #3			\$20,200.00	\$0.00	\$0.00	\$0.00	
NY06P044-010	COURTYARD APARTMENTS							
	1450 Site Improvements	1450						
	Repair, Seal & Strip Parking lots		4	\$21,350.00				
	Misc Site Improvements			\$0.00				
	Exterior Lighting Improvements			\$10,000.00				
	Courtyard Improvement		6	\$9,000.00				
	Total 1450			\$40,350.00	\$0.00	\$0.00	\$0.00	
	1460 Dwelling Structure	1460						
	New Roofing			\$60,000.00				
	New Bathroom Fixtures - Forced Account		30	\$19,500.00				
	Insulate Exterior Walls (Phase I)		20	\$20,000.00				
	Insulate Hot water piping			\$9,300.00				
	Lighting Improvements		124	\$0.00				
	New High Efficiency Furnaces		124	\$260,400.00				
	Window Shade Replacement		124	\$24,800.00				
	Total 1460			\$394,000.00	\$0.00	\$0.00	\$0.00	

**Annual Statement /
Performance and Evaluation Report**
Part II: Supporting Pages

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Capital Funds Program:

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	1465 Dwelling Equipment	1465						
	Stove & Refrigerator Replacement (phase I)		40	\$26,000.00				
	Total 1465			\$26,000.00	\$0.00	\$0.00	\$0.00	
	1470 Non-Dwelling Structures	1470						
	Administrative/Community Bldg Improvements			\$4,000.00				
	Convert Storage room into 2nd Laundry facility			\$25,000.00				
	Additionas to Cildcare Boys&Girls club Facility			\$0.00				
	Childcare Facility carpet replace. & improve.			\$12,000.00				
	Trash Housing Repairs			\$15,000.00				
	Total 1470			\$56,000.00	\$0.00	\$0.00	\$0.00	
	1475 Non-Dwelling Equipment	1475						
	Closed Circiut Security System			\$75,000.00				
	Bicycle Storage			\$16,400.00				
	HVAC Improvements - Administration Bldg.			\$10,000.00				
	Maintenance Gas pumps			\$0.00				
	Playground Improvements			\$20,000.00				
	Fire Alarm Smoke Detector Upgrades			\$10,000.00				
	Total 1475			\$131,400.00	\$0.00	\$0.00	\$0.00	
	Total Cost for Development #4			\$647,750.00	\$0.00	\$0.00	\$0.00	

**Annual Statement /
Performance and Evaluation Report**

Part III: Implementation Schedule
Capital Fund Program: Proposed Loan Funds

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

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

Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA-Wide	09/30/08			09/30/10			
Elmcrest Apartments NY06P044-001	09/30/08			09/30/10			
Scattered Sites NY06P044-003	09/30/08			09/30/10			
Scattered Sites NY06P044-009	09/30/08			09/30/10			
Courtyard Apartments NY06P044-010	09/30/08			09/30/10			

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

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

Signature of Executive Director and Date

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

Five-Year Action Plan
Part I: Summary
CAPITAL FUND PROGRAM (CFP)

U.S. Department of Housing
and Urban Development
2003 Office of Public and Indian Housing

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

HA Name: GENEVA HOUSING AUTHORITY		Locality: (City/County & State) GENEVA / ONTARIO / NEW YORK				<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No:	
A. Development Number/Name	Work Statement for Year 1 FFY 2005	Work Statement for Year 2 FFY 2006	Work Statement for Year 3 FFY 2007	Work Statement for Year 4 FFY 2008	Work Statement for Year 5 FFY 2009		
NY44-001 ELMCREST APARTMENTS	See Annual Statement & CFFP Financing Statement	\$250	\$1,000	\$6,824	\$1,500		
NY44-003 SCATTERED SITES		\$1,036	\$1,000	\$1,500	\$0		
NY44-009 SCATTERED SITES		\$1,500	\$1,000	\$0	\$0		
NY44-010 GENEVA COURTYARD APARTMENTS		\$27,500	\$27,500	\$2,500	\$7,844		
Central Maintenance, Boys & Girls Club & Childcare Facility		\$0	\$8,523	\$0	\$0		
0		\$0	\$0	\$0	\$0		
0		\$0	\$0	\$0	\$0		
HA-Wide Contingency @ X%			\$0	\$0	\$0	\$0	
B. Physical Improvements Subtotal			\$30,286	\$39,023	\$10,824	\$9,344	
C. Management Improvements			\$49,000	\$41,000	\$53,000	\$53,000	
D. HA-Wide Nondwelling Structures & Equipment		\$68,000	\$68,500	\$81,000	\$84,000		
E. Administration		\$30,166	\$30,166	\$30,166	\$30,166		
F. Other (Fees & Costs and Relocation)		\$500	\$500	\$500	\$500		
G. Operations		\$30,000	\$30,000	\$30,000	\$30,000		
H. Demolition		\$0	\$0	\$0	\$0		
I. Replacement Reserve		\$0	\$0	\$0	\$0		
J. CFFP - Bond Debt Obligations		\$93,414	\$92,177	\$95,876	\$94,356		
K. Total CGP Funds		\$301,366	\$301,366	\$301,366	\$301,366		
L. Total Non-CGP Funds		\$0	\$0	\$0	\$0		
M. Grand Total		\$301,366	\$301,366	\$301,366	\$301,366		
Signature of Executive Director and Date:			Signature of Public Housing Director/Office of Native American Programs Administrator and Date:				
X			X				

Part II: Supporting Pages
Physical Needs Work Statement(s)
Capital Fund Program (CFP)

2005

Work Statement for Year 1	Work Statement for Year 2			Work Statement for Year 3		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
FFY 2005	FFY 2006			FFY 2007		
See Annual Statement & CFFP Financing Statement	HA-Wide Physical Improvements HA-WIDE Site: none		\$0	HA-Wide Physical Improvements HA-WIDE Site: none		\$0
		Total Site:	\$0		Total Site:	\$0
	ON-DEMAND Mechanical and Electrical: General HVAC Improvements Main Office Generator		\$2,500 \$0	ON-DEMAND Mechanical and Electrical: General HVAC Improvements		\$2,500
		Total M&E:	\$2,500		Total M&E:	\$2,500
	ON-DEMAND Building Exterior: Exterior Improvements/Siding/Windows/Doors		\$2,000	ON-DEMAND Building Exterior: Exterior Improvements/Siding/Windows/Doors		\$1,500
		Total B.E.:	\$2,000		Total B.E.:	\$1,500
	ON-DEMAND Dwelling Units: Cycle Painting Interior Finish Renewal		\$50,000 \$5,000	ON-DEMAND Dwelling Units: Cycle Painting Interior Finish Renewal		\$52,000 \$5,000
		Total DUs:	\$55,000		Total DUs:	\$57,000
	HA-WIDE Dwelling Equipment: Appliances / Water Heaters		\$7,500	HA-WIDE Dwelling Equipment: Appliances / Water Heaters		\$7,500
		Total D.E.:	\$7,500		Total D.E.:	\$7,500
	HA-WIDE Interior Common Areas: None		\$0	HA-WIDE Interior Common Areas: None		\$0
		Total ICAs:	\$0		Total ICAs:	\$0
	HA-WIDE Site-Wide Facilities: None		\$0	HA-WIDE Site-Wide Facilities: None		\$0
		Total SWFs:	\$0		Total SWFs:	\$0
HA-WIDE Nondwelling Equipment: Computer Hardware Ice Machine for Meeting Rooms Office Equipment / Furniture		\$0 \$1,000 \$0	HA-WIDE Nondwelling Equipment: Computer Hardware Office Equipment / Furniture		\$0 \$0 \$0	
	Total NDE:	\$1,000		Total NDE:	\$0	
	Subtotal of Estimated Cost		\$68,000		Subtotal of Estimated Cost	\$68,500

Part II: Supporting Pages
Physical Needs Work Statement(s)
CAPITAL FUND PROGRAM (CFP)

Work Statement for Year 1	Work Statement for Year 4			Work Statement for Year 5		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
FFY 2008				FFY 2009		
FFY 2005						
See Annual Statement & CFFP Financing Statement	HA-Wide Physical Improvements			HA-Wide Physical Improvements		
	HA-WIDE Site:			HA-WIDE Site:		
	none		\$0	none		\$0
	Total Site:		\$0	Total Site:		\$0
	ON-DEMAND Mechanical and Electrical:			ON-DEMAND Mechanical and Electrical:		
	General HVAC Improvements		\$2,500	General HVAC Improvements		\$2,500
	Total M&E:		\$2,500	Total M&E:		\$2,500
	ON-DEMAND Building Exterior:			ON-DEMAND Building Exterior:		
	Exterior Improvements/Siding/Windows/Doors		\$4,000	Exterior Improvements/Siding/Windows/Doors		\$2,500
	Total B.E.:		\$4,000	Total B.E.:		\$2,500
	ON-DEMAND Dwelling Units:			ON-DEMAND Dwelling Units:		
Cycle Painting		\$55,000	Cycle Painting		\$60,000	
Interior Finish Renewal		\$8,000	Interior Finish Renewal		\$8,000	
Total DUs:		\$63,000	Total DUs:		\$68,000	
HA-WIDE Dwelling Equipment:			HA-WIDE Dwelling Equipment:			
Appliances / Water Heaters		\$10,000	Appliances / Water Heaters		\$10,000	
Total D.E.:		\$10,000	Total D.E.:		\$10,000	
HA-WIDE Interior Common Areas:			HA-WIDE Interior Common Areas:			
None		\$0	None		\$0	
Total ICAs:		\$0	Total ICAs:		\$0	
HA-WIDE Site-Wide Facilities:			HA-WIDE Site-Wide Facilities:			
None		\$0	None		\$0	
Total SWFs:		\$0	Total SWFs:		\$0	
HA-WIDE Nondwelling Equipment:			HA-WIDE Nondwelling Equipment:			
Computer Hardware		\$1,000	Computer Hardware		\$1,000	
Playground Equipment		\$0	Office Equipment / Furniture		\$0	
Office Equipment / Furniture		\$500			\$0	
Total NDE:		\$1,500	Total NDE:		\$1,000	
Subtotal of Estimated Cost		\$81,000	Subtotal of Estimated Cost		\$84,000	

Part II: Supporting Pages
Physical Needs Work Statement(s)
CAPITAL FUND PROGRAM (CFP)

Work Statement for Year 1	Work Statement for Year 2			Work Statement for Year 3		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
FFY 2005	FFY 2006			FFY 2007		
See Annual Statement & CFFP Financing Statement	NY44-001 ELMCREST APARTMENTS			NY44-001 ELMCREST APARTMENTS		
	Site:			Site:		
	Paving / Striping and General		\$0	Courtyard Improvements & Landscaping		\$0
	Total Site:		\$0	Total Site:		\$0
	Mechanical and Electrical:			Mechanical and Electrical:		
	Replace Heat Pumps		\$0			
	Install Carbon Monoxide Detector		\$250			
	Install Lighting Controls		\$0			
	Install Domestic Hot Water Recirculating Controls		\$0			
	Replace Garage Electric Heater w/ Propane Heater		\$0			
	Modify Corridor Cooling System		\$0			
	New Bathroom Fixtures & Shower Drain Replacement		\$0	New kitchen & bathroom lights and exit lights		\$0
	Total M&E:		\$250	Total M&E:		\$0
	Building Exterior:			Building Exterior:		
	Re-point/Reseal Exterior Brick Façade		\$0	None		\$0
	Total B.E.:		\$0	Total B.E.:		\$0
	Dwelling Units:			Dwelling Units:		
	Efficiency Apartment Conversios		\$0	Window Replacement		\$0
	Convert Old Office into replacement Units		\$0	Window Shade/Blind Replacement		\$1,000
	Seal Interior of Brick Walls		\$0			
Total DUs:		\$0	Total DUs:		\$1,000	
Dwelling Equipment:			Dwelling Equipment:			
None		\$0	None		\$0	
Total D.E.:		\$0	Total D.E.:		\$0	
Interior Common Areas:			Interior Common Areas:			
Hallway & Lobby Improvements		\$0				
Total ICAs:		\$0	Total ICAs:		\$0	
Site-Wide Facilities:			Site-Wide Facilities:			
		\$0	None		\$0	
Total SWFs:		\$0	Total SWFs:		\$0	
Nondwelling Equipment:			Nondwelling Equipment:			
Security Camera - CCTV System		\$0	Security Camera - CCTV System		\$0	
Video Phone Entry System		\$0	Replace top-load Washing Machines		\$0	
Total NDE:		\$0	Total NDE:		\$0	



Subtotal of Estimated Cost

\$250

Subtotal of Estimated Cost

\$1,000

Part II: Supporting Pages
Physical Needs Work Statement(s)
CAPITAL FUND PROGRAM (CFP)

Work Statement for Year 1	Work Statement for Year 4			Work Statement for Year 5		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
FFY 2005	FFY 2008			FFY 2009		
See Annual Statement & CFFP Financing Statement	NY44-001 ELMCREST APARTMENTS			NY44-001 ELMCREST APARTMENTS		
	Site:			Site:		
	None		\$0	None		\$0
	Total Site:		\$0	Total Site:		\$0
	Mechanical and Electrical:			Mechanical and Electrical:		
	None		\$0	None		\$0
	Total M&E:		\$0	Total M&E:		\$0
	Building Exterior:			Building Exterior:		
	None		\$0	None		\$0
	Total B.E.:		\$0	Total B.E.:		\$0
	Dwelling Units:			Dwelling Units:		
	Efficiency Apartment Conversions		\$0	None		\$0
	Total DUs:		\$0	Total DUs:		\$0
	Dwelling Equipment:			Dwelling Equipment:		
	None		\$0	None		\$0
Total D.E.:		\$0	Total D.E.:		\$0	
Interior Common Areas:			Interior Common Areas:			
None		\$0	None		\$0	
Total ICAs:		\$0	Total ICAs:		\$0	
Site-Wide Facilities:			Site-Wide Facilities:			
None		\$0	None		\$0	
Total SWFs:		\$0	Total SWFs:		\$0	
Nondwelling Equipment:			Nondwelling Equipment:			
Security Camera - CCTV System		\$1,500	Security Camera - CCTV System		\$1,500	
Trash Compactor		\$5,324			\$0	
Total NDE:		\$6,824	Total NDE:		\$1,500	
Subtotal of Estimated Cost		\$6,824	Subtotal of Estimated Cost		\$1,500	

Part II: Supporting Pages
Physical Needs Work Statement(s)
CAPITALFUND PROGRAM(CFP)

Work Statement for Year 1 FFY 2005	Work Statement for Year 2 FFY 2006			Work Statement for Year 3 FFY 2007		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement & CFFP Financing Statement	NY44-003 SCATTERED SITES			NY44-003 SCATTERED SITES		
	Site: Paving / Striping and General		\$1,036	Site: Landscaping/Fencing & Walks		\$1,000
		Total Site:	\$1,036		Total Site:	\$1,000
	Mechanical and Electrical: Furnace/Boiler Replacement		\$0	Mechanical and Electrical: Insulate hot water heating piping in basement		\$0
	Install new energy efficient lighting		\$0	Airseal & Insulate Heated Space		\$0
	Replace bathroom exhaust fans		\$0	Replace domestic hot water heaters		\$0
	Install various energy savings measures		\$0	Insulate domestic hot water piping in basement		\$0
		Total M&E:	\$0		Total M&E:	\$0
	Building Exterior: Exterior Repair (windows/doors & roofing)		\$0	Building Exterior: Repair Foundation Walls		\$0
	Install Chimney Linners		\$0			
		Total B.E.:	\$0		Total B.E.:	\$0
	Dwelling Units: Furnace/Boiler Replacement		\$0	Dwelling Units: Insulate hot water heating piping in basement		\$0
	Install new energy efficient lighting		\$0	Airseal & Insulate Heated Space		\$0
	Replace bathroom exhaust fans		\$0	Replace domestic hot water heaters		\$0
	Install various energy savings measures		\$0	Insulate domestic hot water piping in basement		\$0
		Total DUs:	\$0		Total DUs:	\$0
	Dwelling Equipment: None		\$0	Dwelling Equipment: None		\$0
		Total D.E.:	\$0		Total D.E.:	\$0
	Interior Common Areas: None		\$0	Interior Common Areas: None		\$0
		Total ICAs:	\$0		Total ICAs:	\$0
Site-Wide Facilities: None		\$0	Site-Wide Facilities: None		\$0	
	Total SWFs:	\$0		Total SWFs:	\$0	
Nondwelling Equipment: None		\$0	Nondwelling Equipment: None		\$0	
	Total NDE:	\$0		Total NDE:	\$0	
	Subtotal of Estimated Cost		\$1,036	Subtotal of Estimated Cost		\$1,000

Part II: Supporting Pages

and Urban Development

Physical Needs Work Statement(s)

Office of Public and Indian Housing

CAPITAL FUND PROGRAM (CFP)

Work Statement for Year 1	Work Statement for Year 4			Work Statement for Year 5		
	FFY 2008			FFY 2009		
FFY 2005	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement & CFFP Financing Statement	NY44-003 SCATTERED SITES			NY44-003 SCATTERED SITES		
	Site:			Site:		
	Paving / Striping and General		\$1,500	None		\$0
	Total Site:		\$1,500	Total Site:		\$0
	Mechanical and Electrical:			Mechanical and Electrical:		
	None		\$0	None		\$0
	Total M&E:		\$0	Total M&E:		\$0
	Building Exterior:			Building Exterior:		
	None		\$0	None		\$0
	Total B.E.:		\$0	Total B.E.:		\$0
	Dwelling Units:			Dwelling Units:		
	Interior Finish Renewal		\$0	Interior Finish Renewal		\$0
Total DUs:		\$0	Total DUs:		\$0	
Dwelling Equipment:			Dwelling Equipment:			
None		\$0	None		\$0	
Total D.E.:		\$0	Total D.E.:		\$0	
Interior Common Areas:			Interior Common Areas:			
None		\$0	None		\$0	
Total ICAs:		\$0	Total ICAs:		\$0	
Site-Wide Facilities:			Site-Wide Facilities:			
None		\$0	None		\$0	
Total SWFs:		\$0	Total SWFs:		\$0	
Nondwelling Equipment:			Nondwelling Equipment:			
None		\$0	None		\$0	
Total NDE:		\$0	Total NDE:		\$0	
	Subtotal of Estimated Cost		\$1,500	Subtotal of Estimated Cost		\$0

Part II: Supporting Pages
Physical Needs Work Statement(s)
CAPITAL FUND PROGRAM (CFP)

Work Statement for Year 1	Work Statement for Year 2			Work Statement for Year 3		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
FFY 2005	FFY 2006			FFY 2007		
See Annual Statement & CFFP Financing Statement	NY44-009 SCATTERED SITES			NY44-009 SCATTERED SITES		
	Site:			Site:		
	Paving / Striping and General		\$1,500	Landscaping/Fencing & Walks		\$1,000
	Total Site:		\$1,500	Total Site:		\$1,000
	Mechanical and Electrical:			Mechanical and Electrical:		
	Furnace/Boiler Replacement		\$0	Insulate hot water heating piping in basement		\$0
	Install new energy efficient lighting		\$0	Airseal & Insulate Heated Space		\$0
	Replace bathroom exhaust fans		\$0	Replace domestic hot water heaters		\$0
	Install various energy savings measures		\$0	Insulate domestic hot water piping in basement		\$0
	Total M&E:		\$0	Total M&E:		\$0
	Building Exterior:			Building Exterior:		
	Exterior Repair (windows/doors & roofing)		\$0	Repair Foundation Walls		\$0
	Install Chimney Linners		\$0			
	Total B.E.:		\$0	Total B.E.:		\$0
	Dwelling Units:			Dwelling Units:		
	Insulate basement exterior walls-joist cavity		\$0	Interior Finish Renewal		\$0
	Insulate Attic Door areas		\$0			
Bathroom Fixture Replacement		\$0				
Interior Finish Renewal		\$0				
Total DUs:		\$0	Total DUs:		\$0	
Dwelling Equipment:			Dwelling Equipment:			
None		\$0	None		\$0	
Total D.E.:		\$0	Total D.E.:		\$0	
Interior Common Areas:			Interior Common Areas:			
None		\$0	None		\$0	
Total ICAs:		\$0	Total ICAs:		\$0	
Site-Wide Facilities:			Site-Wide Facilities:			
None		\$0	None		\$0	
Total SWFs:		\$0	Total SWFs:		\$0	
Nondwelling Equipment:			Nondwelling Equipment:			
None		\$0	None		\$0	
Total NDE:		\$0	Total NDE:		\$0	
Subtotal of Estimated Cost		\$1,500	Subtotal of Estimated Cost		\$1,000	

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
CAPITAL FUND PROGRAM (CFP)

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

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

Work Statement for Year 1 FFY 2005	Work Statement for Year 4 FFY 2008			Work Statement for Year 5 FFY 2009		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement & CFFP Financing Statement	NY44-009 SCATTERED SITES			NY44-009 SCATTERED SITES		
	Site: None		\$0	Site: None		\$0
		Total Site:	\$0		Total Site:	\$0
	Mechanical and Electrical: None		\$0	Mechanical and Electrical: None		\$0
		Total M&E:	\$0		Total M&E:	\$0
	Building Exterior: None		\$0	Building Exterior: None		\$0
		Total B.E.:	\$0		Total B.E.:	\$0
	Dwelling Units: Interior Finish Renewal		\$0	Dwelling Units: Interior Finish Renewal		\$0
		Total DUs:	\$0		Total DUs:	\$0
	Dwelling Equipment: None		\$0	Dwelling Equipment: None		\$0
		Total D.E.:	\$0		Total D.E.:	\$0
	Interior Common Areas: None		\$0	Interior Common Areas: None		\$0
		Total ICAs:	\$0		Total ICAs:	\$0
	Site-Wide Facilities: None		\$0	Site-Wide Facilities: None		\$0
	Total SWFs:	\$0		Total SWFs:	\$0	
Nondwelling Equipment: None		\$0	Nondwelling Equipment: None		\$0	
	Total NDE:	\$0		Total NDE:	\$0	
	Subtotal of Estimated Cost	\$0		Subtotal of Estimated Cost	\$0	

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
CAPITAL FUND PROGRAM (CFP)

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

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

Work Statement for Year 1	Work Statement for Year 2			Work Statement for Year 3		
	FFY 2006			FFY 2007		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement & CFFP Financing Statement	NY44-010 GENEVA COURTYARD APARTMENTS			NY44-010 GENEVA COURTYARD APARTMENTS		
	Site:			Site:		
	Paving		\$10,000	Paving / Striping and General		\$10,000
	Total Site:		\$10,000	Total Site:		\$10,000
	Mechanical and Electrical:			Mechanical and Electrical:		
	Replace Selected Apartment Lighting		\$0	Emergency Generator		\$0
	Relocate Water Piping in Maintenance Garage		\$0			
	Install Centralized Hot Water System		\$0			
	Total M&E:		\$0	Total M&E:		\$0
	Building Exterior:			Building Exterior:		
	Insulate Exterior Walls & Overhanging Floors		\$0	Modify Attic Insulation & Hot Water Piping in Administration Bldg.		\$0
	New Roofing		\$15,000	New Roofing		\$15,000
Total B.E.:		\$15,000	Total B.E.:		\$15,000	
Dwelling Units:			Dwelling Units:			
New Bathroom Fixtures		\$2,500				
		\$0				
Total DUs:		\$2,500	Total DUs:		\$0	
Dwelling Equipment:			Dwelling Equipment:			
None		\$0	None		\$0	
Total D.E.:		\$0	Total D.E.:		\$0	
Interior Common Areas:			Interior Common Areas:			
Install Combustion Air Vent in Laundry Room		\$0	None		\$0	
Total ICAs:		\$0	Total ICAs:		\$0	
Site-Wide Facilities:			Site-Wide Facilities:			
Install Personnel Door in Maintenance Bldg.		\$0				
Total SWFs:		\$0	Total SWFs:		\$0	
Nondwelling Equipment:			Nondwelling Equipment:			
Security Camera - CCTV System		\$0	Security Camera - CCTV System		\$2,500	
Total NDE:		\$0	Total NDE:		\$2,500	



Subtotal of Estimated Cost

\$27,500

Subtotal of Estimated Cost

\$27,500

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
CAPITAL FUND PROGRAM (CFP)

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

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

Work Statement for Year 1	Work Statement for Year 4			Work Statement for Year 5		
	FFY 2008			FFY 2009		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement & CFFP Financing Statement	NY44-010 GENEVA COURTYARD APARTMENTS			NY44-010 GENEVA COURTYARD APARTMENTS		
	Site: None		\$0	Site: Courtyard Repairs		\$5,344
		Total Site:	\$0		Total Site:	\$5,344
	Mechanical and Electrical: None		\$0	Mechanical and Electrical: None		\$0
		Total M&E:	\$0		Total M&E:	\$0
	Building Exterior: None		\$0	Building Exterior: None		\$0
		Total B.E.:	\$0		Total B.E.:	\$0
	Dwelling Units:			Dwelling Units: None		\$0
		Total DUs:	\$0		Total DUs:	\$0
	Dwelling Equipment: None		\$0	Dwelling Equipment: None		\$0
		Total D.E.:	\$0		Total D.E.:	\$0
	Interior Common Areas: None		\$0	Interior Common Areas: None		\$0
		Total ICAs:	\$0		Total ICAs:	\$0
	Site-Wide Facilities:			Site-Wide Facilities: None		\$0
		Total SWFs:	\$0		Total SWFs:	\$0
Nondwelling Equipment: Security Camera - CCTV System		\$2,500	Nondwelling Equipment: Security Camera - CCTV System		\$2,500	
	Total NDE:	\$2,500		Total NDE:	\$2,500	
	Subtotal of Estimated Cost	\$2,500		Subtotal of Estimated Cost	\$7,844	

Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

Work Statement for Year 1	Work Statement for Year 2			Work Statement for Year 3		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
FFY 2005	FFY 2006			FFY 2007		
See Annual Statement & CFFP Financing Statement	Central Maintenance, Boys & Girls Club & Childcare Facility			Central Maintenance, Boys & Girls Club & Childcare Facility		
	Site:			Site:		
	Playground Equipment		\$0	Paving / Striping and General		\$8,523
	Total Site:		\$0	Total Site:		\$8,523
	Mechanical and Electrical:			Mechanical and Electrical:		
	Gas Pumping Station		\$0	None		\$0
	Total M&E:		\$0	Total M&E:		\$0
	Building Exterior:			Building Exterior:		
	Seal Exterior Masonary Blocks		\$0	None		\$0
	Exterior Storage Area Improvments		\$0			
	Total B.E.:		\$0	Total B.E.:		\$0
	Dwelling Units:			Dwelling Units:		
	None		\$0	None		\$0
	Total DUs:		\$0	Total DUs:		\$0
	Dwelling Equipment:			Dwelling Equipment:		
None		\$0	None		\$0	
Total D.E.:		\$0	Total D.E.:		\$0	
Interior Common Areas:			Interior Common Areas:			
Bathroom Addition		\$0				
Interior Painting & Misc. Improvements		\$0				
Carpet Replacement - Child Care Facility		\$0				
Additional Storage Addition		\$0	None		\$0	
Total ICAs:		\$0	Total ICAs:		\$0	
Site-Wide Facilities:			Site-Wide Facilities:			
Storage Barn		\$0	None		\$0	
Total SWFs:		\$0	Total SWFs:		\$0	
Nondwelling Equipment:			Nondwelling Equipment:			
Security Camera - CCTV System		\$0	None		\$0	
Total NDE:		\$0	Total NDE:		\$0	
Subtotal of Estimated Cost		\$0	Subtotal of Estimated Cost		\$8,523	

Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

Work Statement for Year 1	Work Statement for Year 4			Work Statement for Year 5		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
FFY 2008				FFY 2009		
FFY 2005						
See Annual Statement & CFFP Financing Statement	Central Maintenance, Boys & Girls Club & Childcare Facility			Central Maintenance, Boys & Girls Club & Childcare Facility		
	Site:		\$0	Site:		\$0
			none			none
	Total Site:		\$0	Total Site:		\$0
	Mechanical and Electrical:		\$0	Mechanical and Electrical:		\$0
			None			None
	Total M&E:		\$0	Total M&E:		\$0
	Building Exterior:		\$0	Building Exterior:		\$0
			None			None
	Total B.E.:		\$0	Total B.E.:		\$0
	Dwelling Units:		\$0	Dwelling Units:		\$0
	None		None	None		None
	Total DUs:		\$0	Total DUs:		\$0
	Dwelling Equipment:		\$0	Dwelling Equipment:		\$0
	None		None	None		None
Total D.E.:		\$0	Total D.E.:		\$0	
Interior Common Areas:		\$0	Interior Common Areas:		\$0	
		None			None	
Total ICAs:		\$0	Total ICAs:		\$0	
Site-Wide Facilities:		\$0	Site-Wide Facilities:		\$0	
		None			None	
Total SWFs:		\$0	Total SWFs:		\$0	
Nondwelling Equipment:		\$0	Nondwelling Equipment:		\$0	
		None			None	
Total NDE:		\$0	Total NDE:		\$0	
Subtotal of Estimated Cost		\$0	Subtotal of Estimated Cost		\$0	

Part III: Supporting Pages
Management Needs Work Statement(s)
CAPITAL FUND PROGRAM (CFP)

2005

Work Statement for Year 1 FFY 2005	Work Statement for Year 2 FFY 2006			Work Statement for Year 3 FFY 2007		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement & CFFP Financing Statement	Software Programming		\$0	Software Programming		\$0
	Staff Training		\$9,000	Staff Training		\$1,000
	Security Program Supplement		\$40,000	Security Program Supplement		\$40,000
	Subtotal of Estimated Cost		\$49,000	Subtotal of Estimated Cost		\$41,000

**Part III: Supporting Pages
Management Needs Work Statement(s)
Capital Fund Program (CFP)**

Work Statement for Year 1 FFY 2005	Work Statement for Year 4 FFY 2008			Work Statement for Year 5 FFY 2009		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement & CFFP Financing Statement	Software Programming		\$1,000	Software Programming		\$1,000
	Staff Training		\$12,000	Staff Training		\$12,000
	Security Program Supplement		\$40,000	Security Program Supplement		\$40,000
	Subtotal of Estimated Cost		\$53,000	Subtotal of Estimated Cost		\$53,000



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF CAPITAL IMPROVEMENTS**

**CAPITAL FUND FINANCING PROGRAM (CFFP)
SAMPLE MODEL TERM SHEET**

Housing Authority (HA): Geneva Housing Authority
Housing Authority Code: NY-044

PUBLIC HOUSING AUTHORITY INFORMATION

HA Fiscal Year End Date: September 30
Total Number of Public Housing (PH) Units: 253
Number of Family PH Units: 162
Number of Elderly PH Units: 91
Year and Amount of most recent Capital Fund Grant: FY 2004 - \$301,366
Most recent PHAS Score and FY: 87% - 9/30/2004

TRANSACTION OVERVIEW

Type of Transaction (Bond or Conventional Loan): Bond
Single HA /Pooled Transaction (if pooled, in addition to a master term sheet, please complete a term sheet for each HA in the Pool): Pool
If Pool, total amount of Pool: \$5,395,000
Name of PHAs in Pool: 3
Lead Agency for Pool (State Agency; Administering Entity; PHA): New York State Public Housing Authorities Directors Association
Amount of CFFP Transaction: \$1,355,000
Annual Debt Service (and related costs) Amount: \$99,806
Percentage of Adjusted CFP Grant: 33.12%
Term of Loan: 20 years
Proposed Activity (Modernization, PH Development, Mixed-Finance): Modernization
Total Development Costs: \$0
Percentage of CFP Financing: \$0
Direct Payment from LOCCS (Yes or No): Yes

HOUSING AUTHORITY CONTACT INFO

Executive Director: Andrew R Tyman Phone: (315)-789-8010 ext. 311
Email: atyman@rochester.rr.com Fax: (315)-789-8024
CFFP Contact: Andrew R Tyman Phone: (315)-789-8010 ext. 311
Email: atyman@rochester.rr.com Fax: (315)-789-8024



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF CAPITAL IMPROVEMENTS**

DIRECT LOAN TERMS NOT APPLICABLE

Lender: _____
 Amount of Loan: _____
 Interest Rate: _____
 Fixed/Variable: _____
 Tax Exempt/Taxable: _____
 Annual Debt Service Amount (including related costs): _____
 Current FY CFP Grant: _____
 Adjusted Annual CFP Grant (accounting for any future reductions due to demolition or other activities): _____
 Annual Debt Service Payment as % of Adjusted CFP: _____
 Loan Term: _____
 Amortization Period (must be fully amortizing): _____
 Frequency of Payment: _____
 Date and FY for first debt service payment from CFP Funds: _____
 Debt Service Reserve (in months): _____
 Security Interest Pledged (source and extent of pledge): _____
 Closing Costs and Commitment Fees: _____
 Percentage of Loan (costs and fees): _____

BOND TERMS

Bond Issuer: **Joint issue- Housing Authorities of Elmira, Geneva and Norwich**
 Government Bonds/Private Activity Bonds: **Government Bonds**
 Competitive Sale/Negotiated Sale/Private Placement: **Negotiated Sale**
 Principal Amount of Issuance: **\$1,355,000 (Elmira portion)**
 Amount of Proceeds: **\$1,355,000**
 Interest Rate: **1.83% to 4.01%**
 Fixed/Variable: **Fixed**
 Tax Exempt/Taxable: **Tax Exempt**
 Annual Debt Service Payment (including related costs): **\$99,806**
 Current FY CFP Grant: **\$301,366**
 Adjusted Annual CFP Grant (accounting for any future reductions due to demolition or other activities): **\$301,366**
 Annual Debt Service Payment as % of Adjusted CFP: **33.12%**
 Loan Term: **20 years**
 Amortization Period (must be fully amortizing): **20 years**
 Frequency of Payment: **Semiannual interest; Annual principal**
 Date and FY for first debt service payment from CFP Funds: **September 1, 2006 (2005 Cap Funds)**
 Debt Service Reserve (in months): **12**
 Security Interest Pledged (source and extent of pledge): **Capital Funds**
 Credit Enhancements: **None**



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF CAPITAL IMPROVEMENTS**

If Pool, total amount of Pool (proceeds may not be cross collateralized): \$5,395,000

Request for HUD approval of a CFFP transaction should be sent to the Assistant Secretary for Public and Indian Housing. The request should include the following information in a tabbed format.

1. A cover letter from the PHA with the following justifications:
 - A. A statement of need including: 1) how the proposed activity was selected and a statement affirming that a needs assessment was conducted to determine that the proposed activity is the most critical activity in regard to the HA's portfolio; 2) an explanation of how the annual CFP grant funds remaining after the payment of debt service will be sufficient to fund ongoing capital needs over the term of the loan and 3) the rationale for financing the proposed activities verses funding activities with annual grant.
 - B. A brief description of the modernization or development activities that will be funded with the proceeds, including project numbers and the number of units (pre and post unit count, as applicable). This activity must agree with the Agency Plan. Provide the status of the applicable public housing development proposal, mixed-finance proposal or Agency Plan – HUD approval must be received before or concurrent with CFFP financing approval.
 - C. A brief description of the construction management and financial control mechanisms.
 - D. A brief description of the relevant financing, construction or development experience of the HA.
2. A completed Term Sheet.
3. A debt service schedule in the format provided by HUD. Schedule should estimate CFP funds (and RHF funds, if applicable) for the duration of the loan term and anticipate any future adjustments in CFP due to demolition or other factors, with supporting narrative and unit reduction tables.
4. A copy of the Annual Plan Capital fund tables showing debt service payments and use of proceeds and a copy of the HUD letter approving the plan.
5. A board resolution authorizing the CFFP borrowing and any security interest granted as part of the transaction.
6. A sources and uses schedule showing costs of closing/issuance and all associated fees, reserves, capitalized interest, and any underwriters fees.



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF CAPITAL IMPROVEMENTS**

7. A schedule showing the effective cost of financing, including all upfront, legal, underwriting, trustee, and bank fees, as applicable.
8. A Fairness Opinion and credentials from an independent qualified third party Financial Advisor retained by the PHA.
9. A Management Assessment and credentials from an independent qualified third party.
10. List contact information (phone, email, mailing address) for participating parties, including as appropriate: PHA Counsel, Lender, Financial Advisor, Bond Counsel, Underwriter, Trustee, etc.
11. Bond or Loan Documents: Bond Indenture, Official Statement, Loan Agreement, Note, etc.
12. PHA Counsel's Opinion on the proposed financing.
13. As part of the review process, the HUD Field Office in your area will be checking the Declaration of Trusts for the PHA properties affected by the financing. Please submit this documentation the your Field Office for review.
14. Evidence of an executed Depository Agreement, HUD Form 51999.

ATTACH AS APPLICABLE

1. A copy of an approved RHF Plan, which includes the use of RHF funds for debt service payments.
2. Description of proposed variable rate structure including the mechanism for ensuring that debt service payment will not exceed the approved amount of Capital Fund grant.
3. Explanation of any special provisions of the financing.
4. If a pooled transaction, please provide a Master Term (sample model provided on Capital Fund website). Also include a Master Effective Cost of Financing and a Master Sources and Uses Statement.