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(exp. 02/28/2006)

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

PHA Plans

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

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

PHA Plan
Agency Identification

PHA Name: Ithaca Housing Authority

PHA Number: NY054

PHA Fiscal Year Beginning: (mm/yyyy) 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 Housing Authority (IHA) of the City of Ithaca, NY, is to operate a socially and financially sound agency that assists area low income families and individuals with safe, decent, and affordable housing opportunities and related services as they strive to achieve self-sufficiency and improve the quality of their lives. The IHA is committed to operating in an efficient, ethical, and professional manner. The IHA will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

B. Goals

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

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

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

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) 86

form **HUD 50075** (03/2003)

- ☒ Improve voucher management: (SEMAP score) 93
- ☒ Increase customer satisfaction:
- ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

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

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

☒ PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:

- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

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

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

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

Other PHA Goals and Objectives: (list below)

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

Education of the public on HUD assisted programs

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

Increase Marketing initiatives for Public Housing and Section 8 Programs

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

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

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Ithaca Housing Authority (IHA) manages 341 public housing units located in 6 developments throughout the City. IHA has 235 units occupied by elderly/disabled households, and 106 units occupied by families/disabled households. IHA is also the administrative body for HUD's Section 8 Housing Choice Voucher program assisting 540 low-income families with rental assistance in Tompkins County. In addition, IHA was recently given 99 Enhanced Vouchers to administer. IHA is a service-directed agency with many award-winning programs to help low income families achieve upward mobility and self-sufficiency.

IHA operations are monitored by the Executive Director, Board of Commissioners and Local Government to insure compliance with HUD requirements as well as with sound practices common to a successful small business. A relatively small and knowledgeable staff maintains this level of performance.

The Ithaca Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The Annual Plan provides details about the agency's immediate operations, program participants, program and services, and the agency's strategy for handling operational concerns, residents' concerns and needs, programs and services for the upcoming fiscal year. 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. Many groups have been provided the opportunity to input into this Agency Plan. They are:

- **IHA residents through the monthly Tenant Council meetings both for the Family Sites Tenant Council and the Titus Towers Tenant Council;**
- **IHA monthly newsletter to employees and tenants;**
- **Resident Advisory Board;**
- **The entire Board of Commissioners;**
- **The mayor and appointed officials;**
- **The general public via legal notice published in a local daily paper;**
- **The Executive Director; and**
- **All the staff of IHA especially the Maintenance Department.**

Here are just a few highlights of our Annual Plan:

- **Furthering the services IHA's Section 8's award winning 3 Pillar Foundation (3PF) Program to the resident families residing in the public housing family sites. Case management services are incorporated into this program as part of our Family Self Sufficiency Program (FSS), increasing the success levels for home ownership. The 3PF, a branch of our FSS program, is nationally recognized as a best practice program by HUD in teaching financial management as the first step to self sufficiency and home ownership. This will likewise be incorporated into a complete Housing Counseling Service for homeownership preparation at Authority sites utilizing the ROSS homeownership grant program funding. The effort is to be termed the IHA Homeownership Initiative. Every effort will be made to enable residents to have the option of owning their own home and thus leaving public housing permanently.**

- **Implementation of case management services to the Public Housing elderly and disabled population. The residents have convinced the IHA of the necessity of this service to help our Senior and Disabled population to remain living independently in their homes at Titus Towers for as long as possible, this may require some joint actions with other local partners, sponsors and institutions to aid us in providing slightly additional "assisted" living arrangements optionally for clients who may require and desire this type of arrangement.**

- **Insuring that the developments at IHA are as accessible as possible for our disabled population through renovations under Capital Fund.**

- **Insuring security measures are in place for our Family Sites and Titus Towers through increased lighting, police presence through our onsite Satellite Police Station, and family/staff involvement with the Neighborhood Watch program.**

- **Beginning the IHA Homeownership Initiative which will promote increased homeownership opportunities for the residents of both public housing and Housing Choice voucher programs using our ROSS Homeownership Grant.**

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:

☒ **A** Admissions Policy for Deconcentration **(NY054a05.doc)**

☒ **B** FY 2005 Capital Fund Program Annual Statement **(NY054b05.doc)**

☐ 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 (**NY054c05)**

☒ FY 2005 Capital Fund Program 5 Year Action Plan **(NY054b05.doc)**

☐ Public Housing Drug Elimination Program (PHDEP) Plan

☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **(included in text of Plan)**

☒ Other (List below, providing each attachment name)

- **Pet Policy (NY054d05.doc)**
- **2003 CFP Performance & Evaluation (NY054e05.doc)**
- **2004 CFP Performance & Evaluation (NY054f05.doc)**
- **Statement of Progress on meeting the 5-year action plan mission and goals (ny054g05.doc)**
- **Description of how the PHA is implementing its Community Services requirement (ny054h05.doc)**
- **Criteria for Substantial Deviation and Significant Amendments (ny054i05.doc)**

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	methodology for setting public housing flat rents ☐ check here if included in the public housing A & O Policy	Determination
X	Schedule of flat rents offered at each public housing development ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3145	5	5	5	5	4	2
Income >30% but <=50% of AMI	3349	5	5	5	5	4	2
Income >50% but <80% of AMI	3229	5	5	3	5	2	2
Elderly	2140	5	5	2	5	2	2
Families with Disabilities	2340	5	5	2	5	2	2
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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: 2004
☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
☐ American Housing Survey data
Indicate year:
☐ Other housing market study
Indicate year:
☒ Other sources: (list and indicate year of information) **City Planning Officer**

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) ☒ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	419		
Extremely low income <=30% AMI	339	81%	
Very low income (>30% but <=50% AMI)	65	15.5%	
Low income (>50% but <80% AMI)	15	3.6%	
Families with children	216	52%	
Elderly families	48	11%	
Families with Disabilities	63	15%	

Housing Needs of Families on the Waiting List			
Race/ethnicity (White)	290	69%	
Race/ethnicity (Black)	106	25%	
Race/ethnicity (Hispanic)	21	5%	
Race/ethnicity (Asian)	2	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

Housing Needs of Families on the PHA's Waiting Lists

Waiting list type: (select one)

☐ Section 8 tenant-based assistance

☒ Public Housing

☐ Combined Section 8 and Public Housing

☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	117		
Extremely low income <=30% AMI	89	76%	
Very low income (>30% but <=50% AMI)	26	22%	
Low income (>50% but <80% AMI)	2	1.7%	
Families with children	82	70%	
Elderly families	5	4%	

Housing Needs of Families on the PHA's Waiting Lists			
Families with Disabilities	16	14%	
Race/ethnicity (white)	58	50%	
Race/ethnicity (black)	38	32%	
Race/ethnicity (Hispanic)	19	16%	
Race/ethnicity (Asian)	2	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	35	29.9%	
2 BR	53	45%	
3 BR	12	10%	
4 BR	17	14.5%	
5 BR	-	-	
5+ BR	-	-	

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ 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)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2005 grants)**		
➢ Public Housing Operating Fund	782,288	
➢ Public Housing Capital Fund	594,098	
➢ HOPE VI Revitalization		
➢ HOPE VI Demolition		
➢ Annual Contributions for Section 8 Tenant-Based Assistance	3,284,560	
➢ Public Housing Drug Elimination Program (including any Technical Assistance funds)		
➢ Resident Opportunity and Self-Sufficiency Grants	50,000	

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
➢ Community Development Block Grant		
➢ HOME		
Other Federal Grants (list below)		
FSS Coordinator	60,120	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,007,342	
4. Other income (list below)		
Washer/dryer excess utilities	30,200	
4. Non-federal sources (list below)	6,500	
Investment income	9,982	
Total resources	5,825,090	

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) **through a pre-screening process**

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) **Credit Bureau**

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) **many community service agencies have application packets, or interested persons may request application by mail or by telephone.**

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

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

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

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

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

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

(3) Assignment

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

☐ One
☐ Two
☒ Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

X Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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) **upon request, previous landlord information**

(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) **many community service agencies have application packets, or interested persons may request application by mail or by telephone.**

(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: **As a reasonable accommodation to the elder and disabled families or if they can show justifiable reasons for delay, i.e., medical/family emergencies, rental market, etc.**

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

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

X Date and Time

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

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

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

☐ The PHA applies preferences within income tiers

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

(5) Special Purpose Section 8 Assistance Programs

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

☒ The Section 8 Administrative Plan

☒ Briefing sessions and written materials

☐ Other (list below)

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

☒ Through published notices

☒ Other (list below) **community services agencies listserve on Internet**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☐ $1-$25
☒ $26-$50

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

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

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

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

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

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

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

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

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

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

☐ Yes for all developments

☐ Yes but only for some developments
☒ No

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

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

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

☐ Market comparability study
☐ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

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

☐ Never
☐ At family option
☒ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

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 below100% 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	341	10%
Section 8 Vouchers	639	15%
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	

Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

Code Of Federal Regulations, Housing And Urban Development, Parts 800 And 900, Public Housing And Section 8
Standard Operating Procedures
Personnel Policy and Employee Handbook
Affirmative Action & Equal Opportunity Policy
New York Civil Service Rules and Regulations

- **Professional Development And Training Procedures**
- **Summary Of Family Medical Leave Act Of 1993**
- **Grievance Procedure**
- **Substance Abuse Policy In Accordance With The Drug-free Workplace Act Of 1988**
- **Employee Performance Appraisal Policy**
- **Employee Code of Ethics**
- **Employee Performance Standards**

Admissions and Continued Occupancy Policy, Sept. 2003
Rent Collection Policy
Maintenance Work Plan
Public Housing Assessment System
Family Self Sufficiency Action Plan
Capital Fund Grant Program
Cost Allocation Plan
Family Housing Pet Policy
Community Service Policy
Americans with Disabilities Act
Section 504 of the Fair Housing Act

(2) Section 8 Management: (list below)

HUD Guidebook 7420.10g: Housing Programs Guidebook – Housing Choice
Section 8 Management Assessment Program: SEMAP
New York Landlord Tenant Act
Ithaca Housing Authority Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **NY054b05.doc**

-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) **NY054b05.doc**

-or-

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No",

skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete

one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) ☐ Part of the development ☐ 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? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) ☐ Units addressed in a pending or approved demolition application (date submitted or approved: ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ☐ Requirements no longer applicable: vacancy rates are less than 10 percent ☐ Requirements no longer applicable: site now has less than 300 units ☐ Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

5. Number of units affected:
6. Coverage of action: (select one)
☐ Part of the development
☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program
☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)
☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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? 15/06/92

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	71	Self Selection	FSS Office	Section 8
3 Pillar Foundation	187	Self Selection	FSS Office	Both
Individual Development Accounts	63	Self Selection	FSS Office	Both

(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: DD/MM/YY)
Public Housing	0	0
Section 8	15 (originally required 66)	71

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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

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

3. Which developments are most affected? (list below) **Northside and Southview**

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

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

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

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

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) **Onsite police satellite offices**
2. Which developments are most affected? (list below) **All**

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 NY054d05.doc

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management
☒ Development-based accounting
☒ Comprehensive stock assessment
☐ Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

MEMBERS OF RESIDENT ADVISORY BOARD (RAB):

Maria Devan Maguire	**Valerie Wilson**	**Walter Purdoski**	**Dinah**
410-3A Hector St.	**304 Center St.**	**800 S. Plain St., Apt. 703**	**302 Third St.**
Ithaca, NY 14850	**Ithaca, NY 14850**	**Ithaca, NY 14850**	**Ithaca, NY 14850**

A meeting with the RAB members was held on May 12, 2005 and the following RAB members attended: Valerie Wilson and Dinah Maguire. Also present were Executive Director Brenda Westfall, Maintenance Supervisor Jeff Tilton and Doreen Osterman, Executive Secretary. A copy of the Draft Annual Plan was distributed to all parties. The following recommendations were made by the RAB members:

Southview Apartments

- **the back parking lot off Plain St. floods often; recommend it be fixed.**
- **Playground is extremely outdated/obsolete and it is located in a secluded area where it is not visible to residents, which makes it difficult for residents to supervisor their children on the playground. Recommend demolishing community center, which is never used, and position playground in its place so it will be visible to residents.**
- **Install L-shaped picket fences on backside of apartments facing S. Plain St. to help conceal personal belongings in the yard, give residents more privacy, and to improve curb appeal on that block.**
- **Upgrade doors to improve curb appeal and to prevent air coming in from bottom of doors.**
- **Exterior needs fresh paint, and doors need painting.**

Northside Apartments

- **Install remaining door surrounds.**
- **Install more flower planters and repair the flower planters where the**

cement has come loose or have broken.

- **Finish painting exteriors instead of painting every other unit; it looks unfinished.**
- **Repair vinyl siding because it looks like it is loose; some residents grill next to the siding and the siding is destroyed in these areas.**

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

Residents are provided with hand delivered information on how to run for the position as well as the process for voting for a tenant commissioner. This information includes various deadlines along with the detailed procedure. The local Board of Elections assists by overseeing the voting process on election day. The votes are tallied at the close of the vote and the winner is announced immediately.
The two current tenant commissioners are: <u>Don Smith and Dinah Maguire</u>.

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

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☒ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

☒ Any adult member of a resident or assisted family organization

☐ Other (list)

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

☒ Representatives of all PHA resident and assisted family organizations

☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) **New York State, Tompkins County, City of Ithaca**

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

☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below) **Consistency to the Consolidated Plan is evident in the mission of the IHA to provide safe, decent, and affordable housing opportunities and related services to achieve self-sufficiency through IHA Modernization Program, FSS Program and ROSSHomeownership Programs**

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) **The Consolidated Plan supports IHA's Agency Plan in addressing the need to maintain viable communities through the development of decent housing and expanding economic opportunities for low income families which is the population IHA serves**.

D. Other Information Required by HUD

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

<u>Comments from Public Hearing held on September 2, 2005</u>

Attendees: Residents James Sanservino, Don Smith. IHA Exec. Dir. Brenda Westfall

- Sidewalks at Titus are not level and not safe for people in wheelchairs. Specifically, the sidewalks in front of Titus I and to the right of front doors.
- Entry at Titus 2 is dangerous and difficult to get into building. Entire entry needs to be redone and designed to accommodate people with disabilities and wheelchairs.
- Need wheelchair lift on 15-passenger vans.
- Purchase "loaner" motorized scooter to loan to residents as needed.

Comments from Public Hearing held on June 3, 2005 @ 9:00 a.m.

ATTENDEES:

Brenda C. Westfall, Executive Director
Jeff Tilton, Maintenance Supervisor
Doreen Osterman, Executive Secretary
Don Smith, Titus Towers Resident
Deborah Briggs, Titus Towers Resident
Mary Liberatore, Titus Towers Resident

Recommendations that were noted by residents:

a) More trees at Titus Towers
b) Level out the grade in front of Titus II
c) Prevent backflow of City storm drains into Titus Towers parking lots
d) Rid property of standing water which brings mosquitoes and the threat of West Nile Virus
e) Replace carpet in common areas with something that does not spoil easily.
f) Replace metal picnic tables on Titus I rear patio because they are difficult for residents to get in and out of.
g) Remove concrete planters in front of Titus I because people sit on them and pets urinate on them, or at least remove the dead plants from them.
h) Bicycle racks are overloaded with bikes. A roof structure over bike rack would prevent owners from chaining them to the building under shelters to keep them out of the weather.
i) Atrium could be utilized better, such as for office space.
j) Heat exchange unit on connector roof is extremely noisy; suggested some sort of surround to keep the noise down.
k) When a 14-passenger van is replaced, recommend the new one come with a chairlift for handicap persons. Those types of vans are notorious for having over/under inflated tires which could lead to an accident. Maintenance Supervisor Jeff Tilton responded that the vans are serviced four times per year to ensure maintenance and safety.
l) Eventually replaced Titus Towers I and II front entrance doors because they have been damaged over the years by scooters, etc., which could lead to malfunction.
m) Titus Towers desperately needs a case manager for elderly/disabled persons.

Attachments

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

1. Deconcentration Policy (ny054a05.doc)
2. 2005 Annual Plan & 5-year Action Plan (ny054b05.doc)
3. Organizational Chart (ny054c05.doc)
4. Pet Policy (ny054d05.doc)
5. P&E for 2003 CFP (ny054e05.xls)
6. P&E for 2004 CFP (ny054f05.xls)
7. Statement of Progress on meeting the 5-year action plan mission and goals (ny054g05.doc)
8. Description of how the PHA is implementing its Community Services requirement (ny054h05.doc)
9. Criteria for Substantial Deviations and Significant Amendments

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		**Activity Description**						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	Other (describe) *Component 17*
Northside Family NY054001	27 - 3 27 - 4	General Modernization Activities (see Capital Fund Annual Statement: NY054b05.xls)				NA		Site Based Accounting
Titus I Senior NY054001	165 - 1	General Modernization Activities (see Capital Fund Annual Statement: NY054b05.xls)			Elderly Designation Plan			Site Based Accounting
Overlook Terrace NY054002	6 - 2 4 - 3	General Modernization Activities (see Capital Fund Annual Statement: NY054b05.xls)				NA		Site Based Accounting
Northside Hancock NY054004	11 – 2 5 - 3	General Modernization Activities (see Capital Fund Annual Statement: NY054b05.xls)				NA		Site Based Accounting
Southview Apartments NY054005	8 – 2 16 – 3 2 - 5	General Modernization Activities (see Capital Fund Annual Statement: NY054b05.xls)				NA		Site Based Accounting
Titus II NY054006 NY054007	70 - 1	General Modernization Activities (see Capital Fund Annual Statement: NY054b05.xls)			Elderly Designation Plan			Site Based Accounting

Ithaca Housing Authority

Deconcentration Policy

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

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

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

ANNUAL STATEMENT AND 5-YEAR ACTION PLAN

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Ithaca	Capital Fund Program Grant No: NY06P054-501-05 Replacement Housing Factor Grant No:	**2005**

☒ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00			
2	1406 Operations	106,556.00			
3	1408 Management Improvements	2,000.00			
4	1410 Administration	53,278.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	82,794.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	104,995.00			
11	1465.1 Dwelling Equipment—Nonexpendable	119,000.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	25,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	39,159.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collaterization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	532,782.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

ANNUAL STATEMENT AND 5-YEAR ACTION PLAN

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

PHA Name: **Ithaca**		**Grant Type and Number** Capital Fund Program Grant No: NY06P054-501-5 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2005		
Development Number Name/HA-Wide Act.	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	**Revised**	**Funds Obligated**	**Funds Expended**	
HA-Wide	Operations	1406		106,556.00				
HA-Wide Mgmt. Impr	Satellite TV Training Facility	1408		2,000.00				
HA-Wide Admin	Administration	1410		53,278.00				
HA-Wide	A/E Fees – Northside overhangs, surrounds Southview sidewalks, soffets,paint Overlook sidewalks/misc. concrete Titus I grade elevation, storm water Overlook topographic survey Titus II concrete entrance Titus II hallway outlets to generator	1430.1		82,794.00				
HA-Wide	Computer Upgrade-Hdwre/Software	1475		25,000.00				
HA-Wide Reserves	Northside overhangs	1490		39,159.00				
NY054-001 Northside/Titus	Building Exterior: Door surrounds and address plates	1460		5,000.00				
NY054-001 Northside/Titus	Site Improvement: Storm water/grade elevation	1450		17,347.00				
NY054-006/007 Titus Towers II	Site Improvement: Storm water/grade elevation	1450		17,348.00				
NY054-006/007 Titus Towers II	Site Improvement: Concrete Entrance	1450		25,000.00				
NY054-005 Southview	Site Improvement - sidewalks	1450		15,300.00				
NY054-002 Overlook	Site Improvements – sidewalks	1450		30,000.00				
NY054-001 Titus I	Carpet	1460		13,000.00				
NY054-006/007 Titus Towers II	Mechanical and Electrical: Tie hallway outlets into generator	1460		4,000.00				
NY054-006/007 TT II	Dwelling Units: Carpet	1460		7,000.00				
NY054-004 Northside/Hancock	Building Exterior: Door surrounds and address plates	1460		50,000.00				
NY054-005 Southview	Mechanical and Electrical: Soffetts / painting	1460		40,000.00				
			TOTAL	532,782.00				

ANNUAL STATEMENT AND 5-YEAR ACTION PLAN

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

PHA Name: Ithaca	**Grant Type and Number** Capital Fund Program No: NY06P054-501-05 Replacement Housing Factor No:	**Federal FY of Grant:** 2005

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide 1406 Operations 1408 Mgmt. Imprvs. 1410 Administration 1430 A/E fees 1475 Non-dwelling Equip. 1490 Replacement Reserves	 9/30/06 9/30/06 9/30/06 9/30/06 9/30/06 9/30/06						
NY054-001 Northside Family /Titus I	9/30/06						
NY054-004 Northside / Hancock	9/30/06						
NY054-005 Southview	9/30/06						
NY054-006/7 Titus Towers II	9/30/06						
NY054-002 Overlook	9/30/06						

ANNUAL STATEMENT AND 5-YEAR ACTION PLAN

Capital Fund Program Five-Year Action Plan **Part I: Summary**					
PHA Name **ITHACA**				☒**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
NY054-001	Annual Statement	215,000.00	446,530.00	100,000.00	162,504.00
NY054-002		182,504.00	0.00	0	0
NY054-004		25,000.00	0.00	0	0
NY054-005		50,000.00	20,000.00	100,000.00	150,000.00
NY054-006/7		10,000.00	66,252.00	95,278.00	55,000.00
HA-Wide		50,278.00	0.00	237,504.00	165,278.00
CFP Funds Listed for 5-year planning		532,782.00	532,782.00	532,782.00	532,782.00
Replacement Housing Factor Funds					

ANNUAL STATEMENT AND 5-YEAR ACTION PLAN

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	NY054-001 Northside/Titus I	Floors and carpets	15,000.00	NY054-001 Northside/Titus I	Carpets	10,000.00
Annual	NY054-001 Northside/Titus I	Cabinet kitchen & bath	100,000.00	NY054-001 Northside/Titus I	2 boilers – Titus I	200,000.00
Statement	NY054-001 Northside/Titus I	Northside roof structure	100,000.00	NY054-001 Northside/Titus I	Northside roof structure	150,000.00
	NY054-002 Overlook	Parking lot / storage	157,504.00	NY054-001 Northside/Titus I	Titus I elevator upgrades	20,278.00
	NY054-002 Overlook	Cabinet kitchen & bath	25,000.00	NY054-001 Northside/Titus I	Storm water/ grade elevation	33,126.00
	NY054-004 – Northside/Hancock	Cabinet kitchen & bath	25,000.00	NY054-006/7 Titus II	Storm water/ grade elevation	33,126.00
	NY054-005 – Southview	Cabinet kitchen & bath	50,000.00	NY054-001 Northside/Titus I	A/E fees – storm water / grade elevation	33,126.00
	NY054-006/7 Titus II	Carpets	10,000.00	NY054-006/7 Titus II	A/E fees - Storm water / grade elevation	33,126.00
	HA-Wide	Blacktop parking lots	50,278.00	NY054-005 Southview	Primary door replacement	20,000.00
Total CFP Estimated Cost			532,782.00			532,782.00

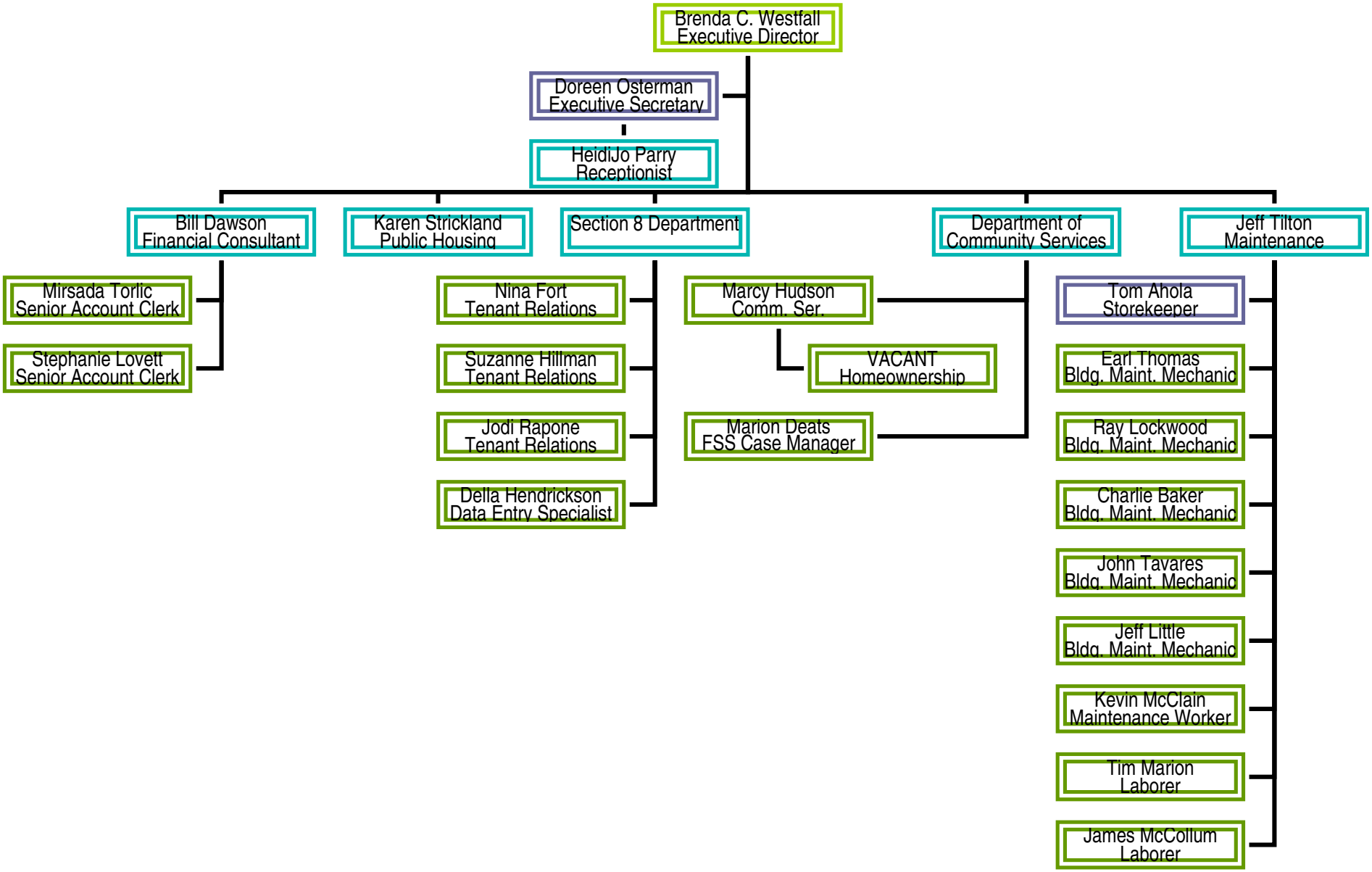
ANNUAL STATEMENT AND 5-YEAR ACTION PLAN

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

Activities for Year : 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
NY054-006/7 Titus II	Carpets	10,000.00	NY054-001 Northside/Titus I	Carpet	5,000.00
NY054-001 Northside/Titus I	A/E Fees – landscaping	50,000.00	NY054-006/7 Titus II	Carpet	5,000.00
NY054-001 Northside/Titus I	Landscaping	50,000.00	NY054-001 Northside/Titus I	Elevator upgrade	100,000.00
NY054-005 Southview	A/E Fees – landscaping	50,000.00	HA-Wide	Security	165,278.00
NY054-005 Southview	Landscaping	50,000.00	NY054-005 Southview	Roof replacement	150,000.00
HA-Wide	Gutters	50,000.00	NY054-006/7 Titus II	Ground floor carpeting	50,000.00
HA-Wide	A/E Fees	32,504.00	NY054-001 Northside/Titus I	Roof Overhangs	57,504.00
HA-Wide	Stove & refrigerator replacement	125,000.00			
HA-Wide	John Deere tractor	30,000.00			
NY054-006/7 Titus II	Generator replacement	85,278.00			
Total CFP Estimated Cost		532,782.00			$532,782.00

Ithaca Housing Authority 2005 Organization Chart

Ithaca Housing Authority 2005 Organization Chart



$ASQNY0542005200510040956-04

Ithaca Housing Authority

PET POLICY – DISABLED/ELDERLY AND GENERAL OCCUPANCY (FAMILY)

[24 CFR Part 960, Subpart G]

[24 CFR Part 5, Subpart C]

INTRODUCTION

PHAs have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy for all developments. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.

The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in all units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities, or to service animals that visit public housing developments.

A. ANIMALS THAT ASSIST, SUPPORT OR PROVIDE SERVICE TO PERSONS WITH DISABILITIES

The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) that assist, support or provide service to persons with disabilities.

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to both service animals and companion animals as reasonable accommodation for persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments.

B. STANDARDS FOR PETS

If an approved pet gives birth to a litter, the resident must remove all newborn pets from the premises.

Persons with Disabilities

To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability; and
- That the animal actually assists the person with the disability.

Types of Pets Allowed

No types of pets other than the following may be kept by a resident. The following types and qualifications are consistent with applicable State and local law.

1. Dogs
   - Maximum number: 1

- Maximum adult weight: 25 pounds
- Must be housebroken
- Must have all required inoculations
- Must be licensed as specified now or in the future by State law and local ordinance

2. Cats
   - Maximum number: 1
   - Must have all required inoculations
   - Must be trained to use a litter box or other waste receptacle
   - Must be licensed as specified now or in the future by State law or local ordinance

3. Birds
   - Maximum number: 5
   - Must be enclosed in a cage at all times

4. Fish
   - Maximum number: 1 tank
   - Maximum aquarium size: 25 gallons
   - Must be maintained on an approved stand

5. Rodents (Rabbit, guinea pig, hamster, or gerbil ONLY)
   - Maximum number: 2
   - Must be enclosed in an acceptable cage at all times
   - Must have any or all inoculations as specified now or in the future by State law or local ordinance

The following are NOT considered "common household pets:"

- Vicious or intimidating pets. Dog breeds including pit bull, rottweiler, chow, boxer, Doberman, Dalmatian, German shepherd are considered vicious or intimidating breeds and are not allowed.
- Animals who are restricted by City code.
- Animals who would be allowed to produce offspring for sale.
- Wild, feral, or any other animals that are not amenable to routine human handling.
- Any poisonous animals of any kind.
- Non-human primates.
- Animals whose climatological needs cannot be met in the unaltered environment of the individual dwelling unit.
- Pot-bellied pigs.
- Ferrets or other animals whose natural protective mechanisms pose a risk of serious bites and/or lacerations.

- Hedgehogs or other animals whose protective instincts and natural body armor produce a risk of serious puncture injuries.
- Chicks, turtles, or other animals that pose a significant risk of salmonella infection to those who handle them.
- Pigeons, doves, mynahs, psittacines, and birds of other species that are hosts to the organisms that cause psittacosis in humans.
- Snakes or other kinds of reptiles.

C. REGISTRATION OF PETS

All pets must be registered with the PHA before they are brought onto the premises. Dogs and cats require proof of registration which includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Execution of a Pet Lease with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Registration must be renewed and will be coordinated with the annual reexamination date. Proof of license and inoculation for cats and dogs will be submitted at least 30 days prior to annual reexamination. Each pet owner must provide two color photographs of their pet(s). Upon request, IHA staff will assist with the use of IHA's digital camera.

Each pet owner must display a "Pet Here" sticker, provided by the PHA, which will be displayed on the front door of the unit at all times.

Approval for the keeping of a pet may be denied unless the above requirements have been met.

Refusal to Register Pets

The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The PHA will refuse to register a pet if:

- The pet is not a *common household pet* as defined in this policy;
- The pet would violate the Pet Lease;
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually;
- The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation. A resident who cares for another resident's pet must notify the PHA and agree to abide by all of the pet rules in writing.

D. PET AGREEMENT

Residents who have been approved to have a pet must enter into a Pet Lease with the PHA.

The Resident will certify, by signing the Pet Lease, that the Resident will adhere to the following rules:

- Agree that the resident is responsible and liable for all damages caused by their pet(s).
- All complaints of cruelty and all dog bites will be referred to animal control or applicable agency for investigation and enforcement.

- All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.
- Tenants are prohibited from feeding stray animals.
- The feeding of stray animals will constitute having a pet without permission of the Housing Authority.
- Residents shall not feed any stray animals; doing so, or keeping stray or unregistered animals, will be considered having a pet without permission.
- No animals may be tethered or chained outside or inside the dwelling unit.
- When outside the dwelling unit, all pets must be on a leash or in an animal transport enclosure and under the control of a responsible individual.
- All fecal matter deposited by the pet(s) must be promptly and completely removed from any common area. Failure to do so will result in a Pet Waste Removal charge of $25. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin designated by the Housing Authority. Litter shall not be disposed of by being flushed through a toilet.
- Litter boxes shall be stored inside the resident's dwelling unit or in animal enclosures maintained within dwelling units AND must be removed and/or replaced regularly. Failure to do so will result in a Pet Waste Removal charge.
- The resident/pet owner shall be responsible for the removal of waste from any animal or pet exercise area by placing it in a sealed plastic bag and disposing of it immediately in containers provided by the PHA.
- The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.
- Mandatory implementation of effective flea control by measures that produce no toxic hazard to humans who may come into contact with treated animals.
- The right of management to enter dwelling unit when there is evidence that an animal left alone is in danger or distress, or is creating a nuisance.
- The right of management to seek impoundment and sheltering of any animal found to be maintained in violation of housing rules, pending resolution of any dispute regarding such violation, at owner's expense. The resident shall be responsible for any impoundment fees, and the PHA accepts no responsibility for pets so removed.
- That failure to abide by any animal-related requirement or restriction constitutes a violation of the "Resident Obligations" in the resident's Lease Agreement.
- Residents will prevent disturbances by their pets that interfere with the quiet enjoyment of the premises of other residents in their units or in common areas. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

E. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

F. PETS TEMPORARILY ON THE PREMISES

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

Residents are prohibited from feeding or harboring stray animals.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the PHA.

State or local laws governing pets temporarily in dwelling accommodations shall prevail.

G. DEPOSITS FOR PETS

Prior to a tenant obtaining a pet, approval by the IHA must be granted and a Pet Lease must be executed. Upon execution of the Pet Lease, a $100 deposit per cat or dog shall be paid to the IHA prior to the date the pet is brought into the apartment.

Pet deposits are not required for fish tanks, rodents (rabbits, guinea pigs, gerbils hamsters), and birds; however, the tenant is responsible for any damage caused by them.

The PHA reserves the right to change or increase the required deposit by amendment to these rules.

The PHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, within a reasonable time after the tenant moves or upon removal of the pet from the unit.

The PHA will credit the Pet Deposit to the tenant's account if the tenant passed away and the pet is removed from the premises, less any damage caused by the pet to the dwelling.

The PHA will provide the tenant with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including, but not limited to:

- The cost of repairs and replacements to the resident's dwelling unit;
- Fumigation of the dwelling unit;
- Common areas of the project if applicable

The expense of flea deinfestation shall be the responsibility of the resident.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge. These charges are due and payable within 30 days of written notification.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet/security deposit. The resident will be billed for any amount that exceeds the pet deposit.

Pet Deposits are not a part of rent payable by the resident.

H. PET WASTE REMOVAL CHARGE

A separate pet waste removal charge of $25 per occurrence will be assessed against the resident for violations of the pet policy.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.

I. PET AREA RESTRICTIONS

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building. The pet must be carried or under control while passing through common areas which are entrances to and exits from the building.

An area of the development grounds has been designated as the area in which to exercise animals and to permit dogs to relieve themselves of bodily wastes.

Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

Designation of Pet-Free Areas

The following areas are designated as no-pet areas:

- PHA playgrounds
- PHA day care centers
- PHA management offices
- PHA community centers
- PHA recreation center areas

J. CLEANLINESS REQUIREMENTS

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a designated trash bin identified by the PHA.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

Removal of Waste from Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in containers provided by the PHA.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

K. PET CARE

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 12 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

L. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

M. INSPECTIONS

The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

The PHA may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit is a violation, or constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

N. PET RULE VIOLATION NOTICE

The authorization for a common household pet may be revoked at any time if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

- Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.
- Lease termination proceedings.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Lease, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

- That the resident/pet owner has 3 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;
- That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
- That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

O. NOTICE FOR PET REMOVAL

If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The Notice shall contain:

- A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;
- The requirement that the resident/ pet owner must remove the pet within 12 hours of the notice; and
- A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

P. TERMINATION OF TENANCY

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

- The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and
- The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

Q. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets who are poorly cared for or have been left unattended for over 12 hours.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

R. EMERGENCIES

The PHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

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

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

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

HA Name: **Ithaca Housing Authority**

Comprehensive Grant Number: **NY06P054-501-03**

FFY of Grant Aproval: **2003**

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no: 4)

☐ Performance and Evaluation Report for Period Ending: **July 31, 2005** ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost	
			Original	Revised	Obligated	Expended
1	Total Non-CFP Funds					
2	1406	Operations	$49,537.00	$99,074.00	$49,537.00	$49,537.00
3	1408	Management Improvements	$1,680.00	$7,213.64	$7,213.64	$7,213.64
4	1410	Administration	$49,537.00	$49,537.00	$49,537.00	$49,537.00
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	$42,160.00	$6,595.57	$1,939.57	$1,939.57
8	1440	Site Acquisition				
9	1450	Site Improvement	$17,665.00	$39,688.70	$39,688.70	$39,688.70
10	1460	Dwelling Structures	$34,489.00	$56,123.51	$29,368.74	$29,368.74
11	1465.1	Dwelling Equipment-Nonexpendable				
12	1470	Nondwelling Structures				
13	1475	Nondwelling Equipment	$5,884.00	$45,097.89	$42,820.00	$42,820.00
14	1480	Demolition				
15	1490	Replacement Reserve	$294,420.00	$192,041.69	$192,041.69	$192,041.69
16	1492	Moving to Work Demonstration				
17	1495.1	Relocation Cost				
18	1499	Development Activities				
19	1501	Collateralization or Debt Service				
20	1502	Contingency				
21	**Amount of Annual Grant: (sum of lines 2-20)**		$495,372.00	$495,372.00	$412,146.34	$412,146.34
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 Compliance					
24	Amount of line 21 Related to Security -- Soft Costs					
25	Amount of line 21 Related to Security -- Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

Signature of Executive Director: X — Date (mm/dd/yyyy): 9/5/2003

Signature of Public Housing Director: X — Date (mm/dd/yyyy):

facsimile form **HUD-52837** (9/98)

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

ı To be completed for the Performance & Evaluation Report

ref Handbook 7485.3

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Ithaca Housing Authority	Capital Fund Program Grant N NY06P054-501-03 Replacement Housing Factor Grant No:	2003

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
54-6/7								
Titus Towers	Software Licenses	1408	1		$7,008.64	$7,008.64	$7,008.64	
	Flooring	1430	1		$69.57	$69.57	$69.57	
	Flooring	1450	1		$24,265.32	$24,265.32	$24,265.32	
	Furnishings	1450	1		$6,880.38	$6,880.38	$6,880.38	
	Bag Compactor	1450	1		$8,543.00	$8,543.00	$8,543.00	
	Flooring	1460	1		$3,642.02	$3,642.02	$3,642.02	
	Furnishings	1460	1		$500.00	$500.00	$500.00	
	New Signs Throughout	1460	1		$6,000.00			
	Powerswing Door openner	1460	1		$19,005.00			
					$75,913.93	$50,908.93	$50,908.93	
Titus Connector	Demolish / New Construction	1490	1		$192,041.69	$192,041.69	$192,041.69	
Northside	Stoop Replacement / Construction	1430	1		$4,656.00			
	Architect	1460	1		$25,226.72	$25,226.72	$25,226.72	
	Sidewalks	1460	1		$1,749.77			
					$31,632.49	$25,226.72	$25,226.72	
Agenct-Wide	License	1408	1		$205.00	$205.00	$205.00	
	Administration	1410			$49,537.00	$49,537.00	$49,537.00	
	CFP Consulting	1430	1		$1,870.00	$1,870.00	$1,870.00	
	Stake Body Truck	1475	1		$25,623.00	$25,623.00	$25,623.00	
	Replace Jeep	1475			$19,474.89	$17,197.00	$17,197.00	
					$96,709.89	$94,432.00	$94,432.00	
	Operations Funds (Txfr)	1406			$99,074.00	$49,537.00	$49,537.00	
	Totals			$495,372.00	$495,372.00	$412,146.34	$412,146.34	

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

Part I: Summary

PHA Name:	Grant Type and Number	Federal FY of Grant:
Ithaca Housing Authority	Capital Fund Program Grant No. NY06PO54502-03 Replacement Housing Factor Grant No:	2003

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no: 3)

☒ Performance and Evaluation Report for Period Ending: June 30, 2005 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost	
			Original	Revised	Obligated	Expended
1	Total Non-CFP Funds					
2	1406	Operations	$9,873.00	$19,745.00	$9,873.00	$9,873.00
3	1408	Management Improvements	$334.00	$477.00		
4	1410	Administration	$9,873.00	$9,873.00	$9,873.00	$9,873.00
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs		$7,727.00		
8	1440	Site Acquisition				
9	1450	Site Improvement				
10	1460	Dwelling Structures	$70,000.00	$60,904.00		
11	1465.1	Dwelling Equipment-Nonexpendable				
12	1470	Nondwelling Structures	$8,646.00			
13	1475	Nondwelling Equipment				
14	1485	Demolition				
15	1490	Replacement Reserve				
16	1492	Moving to Work Demonstration				
17	1495.1	Relocation Cost				
18	1499	Development Activities				
19	1501	Collateralization or Debt Service				
20	1502	Contingency				
21	**Amount of Annual Grant: (sum of lines 2-20)**		$98,726.00	$98,726.00	$19,746.00	$19,746.00
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 Compliance					
24	Amount of line 21 Related to Security -- Soft Costs					
25	Amount of line 21 Related to Security -- Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

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

facsimile form **HUD-52837** (9/98)

1 To be completed for the Performance & Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance & Evaluation Report

ref Handbook 7485.3

Annual Statement /Performance and Evaluation Report
Capital Fund Prog Comprehensive Grant Program (CGP) Part I: Summary
Part II: Supporting Pages

PHA Name:	Grant Type and Number	Federal FY of Grant:
Ithaca Housing Authority	Capital Fund Program Grant N NY06PO54502-03 Replacement Housing Factor Grant No:	2003

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
54-1B Northside	Entranceway Renovations, Stoops	1460	1	$70,000.00				
54-1B Northside	Sidewalk Replacement	1460	1		$7,924.00			
Southview	Sidewalk Replacement	1460	1		$26,500.00			
Hector Street	Sidewalk Replacement	1460	1		$25,580.00			
	Weatherization Audit	1460	1		$900.00			
54-6 / 7 Titus Towers	Connector Architect	1430	1	$8,646.00	$7,727.00			
HA- Agency Wide Admin	Non-Technical Salary Related	1410	1	$9,873.00	$9,873.00	$9,873.00	$9,873.00	
	MS Firewall Warranty	1408	1	$334.00	$477.00			
	Operations Funds	1406	1	$9,873.00	$19,745.00	$9,873.00	$9,873.00	
	Totals			$98,726.00	$98,726.00	$19,746.00	$19,746.00	
Totals						$39,492.00	$39,492.00	

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

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

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

HA Name: **Ithaca Housing Authority**

Comprehensive Grant Number: **NY06P054-501-04**

FFY of Grant Aproval: **2004**

[ ] Original Annual Statement
[ ] Reserve for Disasters/Emergencies
[X] Revised Annual Statement (revision no: **1**)
[X] Performance and Evaluation Report for Period Ending: March 31, 2005
[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost	
			Original	Revised	Obligated	Expended
1	Total Non-CFP Funds					
2	1406	Operations	$57,370.00	$57,370.00		
3	1408	Management Improvements	$2,000.00	$2,000.00		
4	1410	Administration	$57,370.00	$57,370.00	$5,099.00	$5,099.00
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	$50,000.00	$50,000.00		
8	1440	Site Acquisition				
9	1450	Site Improvement				
10	1460	Dwelling Structures	$324,000.00	$324,000.00		
11	1465.1	Dwelling Equipment-Nonexpendable				
12	1470	Nondwelling Structures				
13	1475	Nondwelling Equipment	$43,500.00	$43,500.00		
14	1485	Demolition				
15	1490	Replacement Reserve	$39,456.00	$39,456.00		
16	1492	Moving to Work Demonstration				
17	1495.1	Relocation Cost				
18	1499	Development Activities				
19	1501	Collateralization or Debt Service				
20	1502	Contingency				
21	**Amount of Annual Grant: (sum of lines 2-20)**		$573,696.00	$573,696.00		
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 Compliance					
24	Amount of line 21 Related to Security -- Soft Costs					
25	Amount of line 21 Related to Security -- Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

Signature of Executive Director: X
Date (mm/dd/yyyy): 9/5/2003

Signature of Public Housing Director: X
Date (mm/dd/yyyy):

facsimile

form **HUD-52837** (9/98)
ref Handbook 7485.3

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

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

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

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

HA Name: **Ithaca Housing Authority**

Comprehensive Grant Number: **NY06P054-501-04**

FFY of Grant Aproval: **2004**

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no: **2**)

☒ **Performance and Evaluation Report for Period Ending: July, 2005** ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost	
			Original	Revised	Obligated	Expended
1	Total Non-CFP Funds					
2	1406	Operations	$59,410.00	$57,370.00		
3	1408	Management Improvements	$2,000.00	$2,000.00		
4	1410	Administration	$59,410.00	$57,370.00	$30,259.86	$30,259.86
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	$50,119.00	$50,000.00		
8	1440	Site Acquisition				
9	1450	Site Improvement				
10	1460	Dwelling Structures	$359,000.00	$324,000.00		
11	1465.1	Dwelling Equipment-Nonexpendable				
12	1470	Nondwelling Structures				
13	1475	Nondwelling Equipment	$25,000.00	$43,500.00		
14	1485	Demolition				
15	1490	Replacement Reserve	$39,159.00	$39,456.00		
16	1492	Moving to Work Demonstration				
17	1495.1	Relocation Cost				
18	1499	Development Activities				
19	1501	Collateralization or Debt Service				
20	1502	Contingency				
21	**Amount of Annual Grant: (sum of lines 2-20)**		**$594,098.00**	**$573,696.00**	**$30,259.86**	**$30,259.86**
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 Compliance					
24	Amount of line 21 Related to Security -- Soft Costs					
25	Amount of line 21 Related to Security -- Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

Signature of Executive Director: X — Date (mm/dd/yyyy): 9/5/2003

Signature of Public Housing Director: X — Date (mm/dd/yyyy):

facsimile form **HUD-52837** (9/98)

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

: To be completed for the Performance & Evaluation Report

ref Handbook 7485.3

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Ithaca Housing Authority	Capital Fund Program Grant N NY06P054-501-04 Replacement Housing Factor Grant No:	2004

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
54-6/7								
Titus Towers	Replace Zone Pumps	1460	5	$70,000.00	$70,000.00			
	Carpet Replacement Titus I	1460	25	$13,000.00	$13,000.00			
	Upgrade Hallway Outlets/ Generator	1460	1	$4,000.00	$4,000.00			
	Carpet Titus II	1460	1	$7,000.00	$7,000.00			
Overlook	Misc. Concrete	1460	1		$30,000.00			
				$94,000.00	$124,000.00			
Southview	Soffets / Painting	1460	1	$40,000.00	$30,000.00			
Northside	A/E Fees - Roof Overhangs	1430	1	$50,119.00	$50,000.00			
	Roof Overhangs	1490	1	$39,159.00	$39,456.00			
	Door Surrounds / Hancock	1460	1	$5,000.00	$5,000.00			
	Door Surrounds and Address Plates	1460	1	$100,000.00	$75,000.00			
				$194,278.00	$169,456.00			
Agenct-Wide	Satellite TV Training Facility	1408	1	$2,000.00	$2,000.00			
	Computer Upgrades - Hardware/Softw	1475	1	$25,000.00	$43,500.00			
	Roof Overhangs	1460	1	$120,000.00	$90,000.00			
			1					
	Administration	1410	1	$59,410.00	$57,370.00	$30,259.86	$30,259.86	
				$206,410.00	$192,870.00	$30,259.86	$30,259.86	
	Operations Funds (Txfr)	1406	1	$59,410.00	$57,370.00			
	Totals			$594,098.00	$573,696.00	$30,259.86	$30,259.86	

ATTACHMENT G

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

The Ithaca Housing Authority is meeting its 5-year Action Plan mission and goals as follows:

- Hired two (2) competent Architectural/Engineering firms using a Request for Proposal to assist with future capital improvements
- Pertinent staff reviews the work items frequently to ensure various timelines is met.
- Funds are strategically placed in reserves to fund future expensive capital improvements.
- Established procurement procedures are followed to secure competent contractors to perform the work items.

Description of how PHA Administers its Community Service Requirement

The Ithaca Housing Authority (IHA) administers a community service and self-sufficiency policy. A determination of whether or not a person is required to fulfill a community service requirement is made at initial move-in and at recertifications.

Tenants who are non-exempt and must fulfill the community services requirement are required to comply by participating in any of the following self-sufficiency activities.

- Job readiness programs;
- Job training programs;
- Skills training programs;
- Higher education (junior college or college);
- GED classes;
- Apprenticeships (formal or informal);
- Substance abuse or mental health counseling;
- English proficiency or literacy (reading) classes;
- English as a second language classes;
- Budgeting and credit counseling; and
- Carrying out any activity required by the Public Assistance as part of welfare reform.

Elderly tenants are exempt from community service requirements as well as disabled persons; however, disabled persons are required to provide written documentation of the disability. If the IHA makes a determination that a tenant is not exempt, the tenant may use the PHA's Grievance Procedure to protest the decision.

Each non–exempt tenant must complete eight (8) hours per month of volunteer work or self-sufficiency program activity or a combination of the two. An individual may not skip a month and then double up the following month, unless special circumstances warrant it and is approved by IHA.

IHA provides names and contacts of agencies that can provide volunteer opportunities for residents whom are required to fulfill their community service obligations.

If at the annual re-examination the IHA finds a family member to be noncompliant with community service requirements, the IHA will enter into an agreement with the non-compliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period.

If the tenant still is not in compliance at the next annual re-examination, the IHA will not renew the lease and the entire family will have to vacate, unless the non-compliant member agrees to move out of the unit. The family may use the Authority's Grievance Procedure to protest the lease termination.

Attachment I to 2005 Annual Plan

Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

a. Substantial Deviation from the 5-Year Plan

Substantial deviations are defined as discretionary changes in the plans or policies of PHA that fundamentally change the mission, goals, objectives, or plans of the Agency and which require formal approval of the Board of Commissioners.

b. Significant Amendment or Modification to the Annual Plan

Significant amendments or modifications are defined as discretionary changes in the plans or policies of PHA that fundamentally change the mission, goals, objectives, or plans of the Agency and which require formal approval of the Board of Commissioners.