

Attachments

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

Attachment A

Cortland Housing Authority 2006-2010 Agency Plan Hearing 42 Church Street Public Hearing November 14, 2005 2:00 p.m.

There were 15 attendees at the Public Hearing held in the Theresa Benedick Community Room at 42 Church St.

Cortland Housing Authority Executive Director Glenn M. Goldwyn briefly described the Agency Plan process. The Agency Plan has a key element in the form of the Capital Fund Program, which provides funding for improvements that are needed to maintain the appearance and operations of the developments. Mr. Goldwyn stated the Authority received \$520,192 in Capital Fund money in the last fiscal year. The application for the next year's Capital Funding is based on the amount received for the last year. Once the application for funding is approved, the final amount of the grant will be known. The application approval date can be several months after the Agency Plan is submitted.

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

Goldwyn reviewed the remainder of the projects in detail, which include the following:

42 Church Street

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

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

Furnace/Air conditioning Project- **\$ 60,000.00**

This project is a multi-year project to replace the furnace and upgrade the air conditioning system in the building.

Refrigerator Replacement- **\$ 3,600.00**

This multi-year project involves replacing refrigerators as needed in a number of apartments in the development

Kitchen/Bathroom Renovations

\$ 12,472.00

This multi-year project will begin the upgrade of kitchens and bathrooms in the building

51 Port Watson St.

Corridor/Community Room Improvements-

\$ 5,000.00

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

Thermostatic Controls-

\$ 10,000.00

This project is a multi-year project to change thermostats in the individual apartments in the building.

Door Replacement-

\$ 13,000.00

This project will provide for the replacement of interior doors in apartments in the development.

Refrigerator Replacement-

\$ 3,600.00

This multi-year project involves replacing refrigerators as needed in a number of apartments in the development

Replacement Reserve

\$ 100,000.00

These grant funds will be held until sufficient reserves are built up in order to complete the façade restoration project for this building

Pendleton St. Apartments

Showers and Tubs-

\$ 20,000.00

This project will continue the replacement of the showers and tubs at the family development.

Site Improvements

\$ 5,000.00

This multi-year project involves an improved drainage system at the family development.

Roof Replacement

\$ 45,663.00

This multi-year project involves replacement of the roofs for all 11 buildings in the family development.

Refrigerator Replacement-

\$ 1,600.00

This multi-year project involves replacing refrigerators as needed in a number of apartments in the development

Scattered Sites

Kitchen/Bathroom Renovations

\$15,000.00

This multi-year project will begin the upgrade of kitchens and bathrooms in the scattered site developments.

Carpet/Flooring Improvements-

\$ 15,000.00

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

Exit Enhancements

\$ 1,000.00

This multi-year project will allow the Authority to upgrade the exit areas at the scattered senior sites

Refrigerator Replacement-

\$ 800.00

This multi-year project involves replacing refrigerators as needed in a number of apartments in the development

Scattered Sites

Refrigerator Replacement-

\$ 400.00

This multi-year project involves replacing refrigerators as needed in a number of apartments in the development

In addition to reviewing all of the line items for the upcoming grant, Goldwyn discussed a revision of the previously approved open grants that would include reallocation of funds in several areas. The reallocation is possible due to the costs of previously approved projects being lower than originally anticipated and deferment of other projects in order to address more pressing needs. Goldwyn spoke about each revision. They included fire panel work, roof repairs, carpet/tile replacement and site improvements at the scattered sites. The high rise buildings will have furnace replacement/air conditioning work, community/corridor improvements and asbestos floor tile replacement. The family units on Pendleton St will have additional funding to continue the multi-year project for tub/shower upgrade. Refrigerator replacement will be accomplished at various sites. Management improvements would include two office copiers, a new truck and a building study of the Authority property to determine future needs.

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

Q: Can the lights in the community room be shut off?

A: Goldwyn explained lights are kept on in the community room for security reasons but that the room may have excessive lighting. There was a recently completed energy audit with several energy savings suggestions. These include

recommendations for the Housing Authority to consider changing to more efficient bulbs on a variety of locations throughout the development.

Q: Can we get the electric doors to shut sooner?

A: The doors are set to open and close at a specific speed in order for people to get in and out safely.

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

Cortland Housing Authority 2006-2010 Agency Plan Hearing
51 Port Watson Street Public Hearing December 5, 2005 3:00 p.m.

There were 49 attendees at the Public Hearing held in the Gertrude Goldner Community Room at 51 Port Watson St.

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

In addition to describing the Agency Plan, the Capital Fund projects, the energy audit and the revisions for the open Capital Fund grants as he did at the 42 Church Street Public Hearing, Goldwyn opened the floor for questions.

Q: Why can't everyone get new refrigerators?

A: The Authority is replacing refrigerators on an as needed basis. To replace all refrigerators in the high rise developments alone would cost almost \$100,000. The Authority has other items that require more immediate attention but we are trying to replace the refrigerators as quickly as our finances allow.

Q: Can you appropriate more money so everyone can get new refrigerators?

A: The Authority has the ability to move funding from one grant to another to help cover costs of various projects. At this time, there are more pressing items to work on but if anyone is having problems with their refrigerators or anything else, a call to our maintenance department will rectify any immediate issues.

The Public Hearing ended at 3:30 pm.

Cortland Housing Authority 2006-2010 Agency Plan Meeting
Family Development-Community Room
199 Pendleton St. November 22, 2005 4:00 p.m.

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

Cortland Housing Authority 2006-2010 Agency Plan Meeting
Homer Senior Development-Community Room
River St. Homer November 16, 2005 9:00 a.m.

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

In addition to describing the Agency Plan, the Capital Fund projects, the energy audit, and the revisions for the open Capital Fund grants as he did at the 42 Church Street Public Hearing, Goldwyn opened the floor for questions.

Goldwyn received the following questions and comments:

- Q. Can more work be done outside the building to make the development look nicer? Can the ivy be removed from the front of the building? Can the tree out front be trimmed back?
- A. We currently have a contractor for some of the Authority lawn work and are considering doing that at some of the scattered sites. We have decreased staffing due to the budget constraints and the new maintenance supervisor has been reviewing all tasks to determine whether contracted work or staff assignment is the logical solution.
- Q. Can my bedroom wall be painted?
- A. One of the revisions to the open grants is to complete roof repair at this and other developments. Once the repairs work is done and we know there are no other problems, we will be taking care of the painting and “fix-up” issues. He thanked the tenants for their patience concerning this issue.
- Q. Tenant stated the clothes washer and the paddle on the electric door were not working properly. She also stated the button on the elevator was broken. She asked what could be done about it.
- A. Goldwyn asked if reports had been made to maintenance staff. He encouraged all tenants to contact the Authority with any problems. In order to solve a problem, the Authority needed to be made aware of the issues. He would be sure the maintenance staff was notified about these particular problems.
- Q. Tenant stated the hallways were not clean and lights were being left on in the storage rooms.
- A. Goldwyn said there is a “routine” that is done by staff and he was unaware of these conditions but he would pass the information on to the maintenance supervisor.

Cortland Housing Authority 2006-2010 Agency Plan Meeting
Truxton Senior Development-Community Room
November 16 , 2005 11:00 a.m.

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

In addition to describing the Agency Plan, the Capital Fund projects, the energy audit, and the revisions for the open Capital Fund grants as he did at the 42 Church Street Public Hearing, Goldwyn opened the floor for questions.

Goldwyn received the following questions and comments:

- Q. If there is a door in the community room to the outside porch, why isn't there steps to get off the porch?
- A. Goldwyn stated that door is not a required fire exit. The building meets the code requirements. If we wanted to make it into an exit, we would be required to put in a ramp. We did not anticipate changing the structure at this time. We are aware the sun shines on the deck all day long and we are considering putting a trellis over the deck to minimize that.
- Q. Can we get better lighting near the family apartments?
- A. An energy audit was completed and some suggestions have been made concerning the lighting in Truxton. We will be reviewing their recommendations and will be determining how best to proceed.
- Q. Why is the water from the shower real hot and real cold? There are several of us who are experiencing the same problem.
- A. Goldwyn asked if maintenance had been notified. He reiterated that any time there is a problem that tenants need to report to the office. Once it has been reported, there is a "clock" put on the item. He explained that HUD expects that the Authority be responsive to all problems and we must track the amount of time it takes from the tenant notification until the work order is completed.

Tenants were happy that the paving and striping had been accomplished and were generally satisfied with the appearance of the development

Cortland Housing Authority 2006-2010 Agency Plan Meeting
Marathon Senior Development-Community Room
November 15, 2005 9:00 a.m.

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

In addition to describing the Agency Plan, the Capital Fund projects, the energy audit, and the revisions for the open Capital Fund grants as he did at the 42 Church Street Public Hearing, Goldwyn opened the floor for questions.

Goldwyn received the following comment:

- Q: Tenant mentioned concern with the outside solarium door freezing in the winter. Additionally, she stated there are icicles above the door.
- A: He discussed the upcoming work to be done at several of the scattered sites with regard to roof repairs. Insulation was to be added to prevent heat from escaping to the roof and melting, then refreezing above the doors and along the eaves. He anticipated that once this repair work was done the problem would be resolved. In the meantime, he would be inform maintenance of the existing problem.

Cortland Housing Authority 2006-2010 Agency Plan Meeting
McGraw Senior Development-Community Room
November 15, 2005 9:00 a.m.

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

In addition to describing the Agency Plan, the Capital Fund projects, the energy audit, and the revisions for the open Capital Fund grants as he did at the 42 Church Street Public Hearing, Goldwyn opened the floor for questions.

Goldwyn received the following questions and comments:

- Q: What are you going to do about the condition of the lawn out front?
- A: Now that the siding and brick work has been completed, we intend to landscape the area when the ground is most conducive to planting
- Q: There is a beeping in the furnace room in McGraw.
- A: Part of the revision to the grants will cover fire panel work in the scattered sites.

- Q: Now that you have fewer employees, the work isn't getting done as quickly.
- A: Glenn explained the budget has been reduced by HUD and we are trying to meet all of our obligations under these constraints. We have contracted some lawn work, snow plowing and are looking into painting contracts. These types of solutions are freeing up the employees to do the work orders and renovations that the Authority must complete in a timely fashion.
- Q: The timer for the outside lights and one of the security lights is not working properly.
- A: Goldwyn said he would inform maintenance. Goldwyn reminded the tenants to place work orders for all problems that they have. If we don't know about them, we are not able to fix them. He asked the tenants not to wait for a meeting but to please call when they discover the problems.

Public Comment for the 2006-2010 CHA Agency Plan

With the exception of the public comment received at the Public Hearings and the Public Information Meetings, which are attached to this Agency Plan, there was no other Public Comment received by the Cortland Housing Authority in response to the 2006-2010 Agency Plan during the 45-day Public Comment Period.

CORTLAND HOUSING AUTHORITY

42 CHURCH STREET
CORTLAND, NEW YORK 13045

FRANCIS J. QUINLAN, Chairperson

GLENN M. GOLDWYN, Executive Director
Telephone: (607) 753-1771
Fax: (607) 753-7313

AGENDA AND MEETING NOTICE
Cortland Housing Authority Resident Advisory Board Meeting

**Tuesday, November 1, 2005, 9:30 a.m.,
Theresa Benedick Community Room
42 Church Street Apartment Building, Cortland**

- | | | |
|----|---|---------------|
| 1. | Introduction | Glenn Goldwyn |
| 2. | Purpose of the Resident Advisory Board | Glenn Goldwyn |
| 3. | Overview of the Agency Plan | Glenn Goldwyn |
| 4. | Resolution for Approval of the Draft Plan to submit to the Cortland Housing Authority Board | Glenn Goldwyn |
| 5. | Adjournment | |

PLEASE ALLOW 90 MINUTES FOR THIS MEETING

CORTLAND HOUSING AUTHORITY

42 CHURCH STREET
CORTLAND, NEW YORK 13045

FRANCIS J. QUINLAN, Chairperson

GLENN M. GOLDWYN, Executive Director

Telephone: (607) 753-1771

Fax: (607) 753-7313

Cortland Housing Authority
Resident Advisory Board Meeting Minutes

Tuesday, November 1, 2005 – 9:30 a.m. CHA Conference Room

Present: Shirley Moore, Donna Kelley, Norma Gilbert, Shirley Hall
Absent: Wendy Carr
Staff: Glenn Goldwyn, Margie Lann

The meeting was called to order at 9:30 a.m.

Glenn Goldwyn made introductions. Donna Kelley and Norma Gilbert are two new members of the Resident Advisory Board (RAB) for 2005. They are both Public Housing Program participants. They replace Geri Foster and Amy Mancini members from the 2004 Board who both were unable to continue on the Board. Wendy Carr, a Section 8 participant volunteered to be a member of the 2005 RAB but was unable to attend this meeting due to a school and work conflict.

Goldwyn explained the purpose of the Resident Advisory Board, which is to review and approve the Agency Plan and to develop the Capital Fund Program for 2006-2010. Goldwyn explained there were only minor changes to the plan. Lann and Goldwyn proceeded to review the draft Agency Plan.

Each member was given a copy of the proposed projects in the 2006 plan. Lann reviewed the individual planned projects with the members. Both she and Goldwyn discussed the Capital Fund Program. They reviewed the five year plan for future projects. Lann explained the funding is based on the previous years Capital Fund award. The amount has increased and decreased over the years. Due to fluctuations of the annual grant amounts and actual costs of completed projects, realignment of the timeline and the projects themselves are sometimes necessary.

In addition to discussing the plans for future Capital Fund projects, Lann and Goldwyn talked about revisions to the current open Capital Fund grants. The revisions include the addition of asbestos abatement work at 42 Church St.; furnace and air conditioner at 51 Port Watson/42 Church St; additional carpet and tile funds; refrigerators; tubs and showers; roof replacement and sidewalk improvements throughout the Authority.

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

The following resolution was introduced by Margie Lann, read in full and considered:

**AUTHORIZATION TO SUBMIT 2006-2010 CORTLAND HOUSING AUTHORITY
AGENCY PLAN TO THE BOARD OF DIRECTORS FOR APPROVAL AND PUBLIC
COMMENT**

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

WHEREAS, the CHA is also required to have a Resident Advisory Board to make recommendations and comments regarding the CHA and the Agency Plan, and

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

RESOLVED, that the CHA Resident Advisory Board hereby authorizes the staff of the CHA to submit the 2006-2010 CHA Agency Plan to the Board of Directors for approval and public comment, and

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

The motion to approve the resolution was made by Donna Kelley, seconded by Norma Gilbert and approved unanimously.

AYES

Donna Kelley
Norma Gilbert
Shirley Moore
Shirley Hall

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Glenn M. Goldwyn
Executive Director

Cortland Housing Authority Admission Policy on Deconcentration

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

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

In order to test for deconcentration within our developments, Authority is required to use four benchmarks:

1. The average income for all of the family tenants
2. The average income for each of its family developments
3. The income level that represents 85% of the average incomes
4. The income level that is 115% of the average incomes.

Average incomes by development are reviewed to ascertain where they fall with respect to the 85% minimum and the 115% maximum benchmark income levels.

The 2005 average household income for the three Cortland Housing Authority family developments is as follows:

Pendleton Street 21-3	\$ 16,222. (44 occupied units)	\$ 550 over 115% Level
Scattered Site 21-5	\$ 10,172. (17 occupied units)	\$1,939 below 85% Level
Duplexes 21-6	\$ 12,296. (9 occupied units)	Between 85% and 115%

Authority Average \$ 14,248. for all family occupied units

85% Minimum \$ 12,111.

115% Maximum \$ 15,672.

The Pendleton Street family development (21-3) consists of seventeen (17) three bedroom apartments, twenty-two (22) four bedroom apartments and eleven (11) five bedroom apartments in eleven separate buildings located within several city blocks. The remaining two developments (21-5 and 21-6) which have a total of 30 units are comprised of two and three bedroom apartments located throughout the city of Cortland, villages of Homer, Marathon, McGraw and towns of Truxton and Cincinnatus. These units are not concentrated in a particular geographic area but rather are located over better than a twenty five mile radius.

The Pendleton Street development is the only development that has four and five bedroom apartments. The average income at the development for each bedroom size is as follows:

- 3 bedroom-\$ 14,227
- 4 bedroom-\$ 15,725
- 5 bedroom-\$ 18,491

The average income for the three bedroom unit falls within the 85% to 110% deconcentration framework but the four and five bedroom size apartments do not. There are no other developments owned by the Authority that offers four and five bedroom units, therefore larger size families must be located at the Pendleton Street development regardless of their income.

Based on this information, the Cortland Housing Authority does not require any further deconcentration at this time.

Attachment D

Assessment of Demographic Changes Due to Site-Based Waiting Lists

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

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

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

Attachments

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

PHA Plan Table Library

Attachment E

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

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

Capital Fund Grant Number NY06P02150106 FFY of Grant Approval: (09/2006)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	104038
3	1408 Management Improvements	
4	1410 Administration	52019
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	25000
8	1440 Site Acquisition	
9	1450 Site Improvement	10663
10	1460 Dwelling Structures	181472
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	15000
13	1475 Nondwelling Equipment	32000
14	1485 Demolition	
15	1490 Replacement Reserve	100000
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	520192
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	Operations	1406	104038
PHA Wide	Administration	1410	52019
PHA Wide	A & E Fees	1430	25000
PHA Wide	Management Improvements-computers	1475	10000
PHA Wide	Mgmt Improvements-Inventory Control	1475	12000
PHA Wide	Replacement Reserve	1490	100000
NY06P210001	Kitchen/Bath Renovations	1460	12472
NY06P021001	Corridor /Community Room Imp.	1475	5000
NY06P021001	Furnace/AC Comm Rm	1460	60000
NY06P021001	Refrigerators	1465	3600
NY06P021002	Thermostatic Control s Phase I	1460	10000
NY06P021002	Corridor/Community Room Imp.	1475	5000
NY06P021002	Door Replacement	1460	13000
NY06P021002	Refrigerators	1465	3600
NY06P021003	Showers and Tubs	1460	20000
NY06P021003	Site Improvements	1450	5000
NY06P021003	Refrigerators	1465	1600
NY06P021003	Roof Replacement	1470	45663
NY06P021005	Kitchen/Bath Renovations	1460	15000
NY06P021005	Carpet/Tile	1465	15000
NY06P021005	Exit Enhancements	1470	1000
NY06P021005	Refrigerators	1465	800
NY06P021006	Refrigerators	1465	400

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide-Admin	8/08	8/10
PHA Wide-Oper.	8/08	8/10
PHA Wide-A&E	8/08	8/10
NY021001	8/08	8/10
NY021002	8/08	8/10
NY021003	8/08	8/10
NY021005	8/08	8/10

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cortland		Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/05 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0.00	121,508.00	121,508.00	121,508.00
3	1408 Management Improvements				
4	1410 Administration	60,754.00	60,754.00	60,754.00	60,754.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,300.00	20,300.00	20,300.00	16,875.00
8	1440 Site Acquisition				
9	1450 Site Improvement	123,000.00	47,237.75	47,237.75	47,237.75
10	1460 Dwelling Structures	195,000.00	85,000.00	85,000.00	84,576.41
11	1465.1 Dwelling Equipment—Nonexpendable	32,700.00	33,700.00	33,700.00	33,700.00
12	1470 Nondwelling Structures	0.00	41,254.25	23,767.50	23,856.93
13	1475 Nondwelling Equipment	170,000.00	192,000.00	192,000.00	191,337.49
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

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

PHA Name: Cortland	Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
--------------------	---	---------------------------

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 9/30/05
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	601,754.00	601,754.00	584,267.25	579,845.58
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/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: Ny06P02150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406		121,508.00		121,508.00	121,508.00	Complete
PHA-Wide	CFP Administration	1410		60,754.00		60,754.00	60,754.00	Complete
PHA-Wide	A & E Fees/Consulting	1430		20,300.00		20,300.00	16,875.00	Underway
PHA-Wide	Mgmt Improvements	1475		12,000.00		12,000.00	12,000.00	Complete
NY021001	Comm. Room Upgrade	1475		45,000.00		45,000.00	45,000.00	Complete
	Bathroom Renovations	1450		34,000.00		34,000.00	34,000.00	Complete
	Smoke/Carbon Monoxide Detectors	1460		11,831.20		11,831.20	11,831.20	Complete
NY021002	Comm. Room Upgrade	1475		60,000.00		60,000.00	60,000.00	Complete
	Smoke/Carbon Monoxide Detectors	1460		1,168.80		1,168.80	1,168.80	Complete
NY021003	Smoke/Carbon Monoxide Detectors	1460		7,130.00		7,130.00	7,130.00	Complete
	Parking Upgrade	1470		0.00				Move ahead
	Comm. Room Upgrade	1475		0.00				Move ahead
	Showers and Tubs	1460		5,000.00		5,000.00	5,000.00	Complete
	Site Improvements	1450		5,237.50		5,237.50	5,237.50	Complete
	Drainage Project	1450		0.00				Move Ahead

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: Ny06P02150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NY021005	Smoke/Carbon Monoxide Detectors	1460		11,440.00		11,440.00	11,440.00	Complete
	Carpet and Tile	1465		33,700.00		33,700.00	33,700.00	Complete
	Roof Replacement	1470		9,000.00		9,000.00	9,000.00	Complete
	Window Replacement (Family)	1460		47,000.00		47,000.00	47,000.00	Complete
	Paving Upgrade	1470		19,254.25				Underway
	Site Upgrade	1450		8,000.00		8,000.00	8,000.00	Complete
	Siding and Wall Improvements	1470		13,000.00		13,000.00	13,000.00	Complete
	Platform Lifts	1475		50,000.00				Underway
	Kitchen/Comm. Rm	1475		20,000.00		20,000.00	20,000.00	Complete
	Thermostatic Control	1475		5,000.00		5,000.00	5,000.00	Complete
NY021006	Smoke/Carbon Monoxide Detectors	1460		1,430.00		1,430.00	1,430.00	Complete

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

PHA Name:		Grant Type and Number Capital Fund Program No: NY06P02150102 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA-Wide Admin	5/2004			5/2006				
Fees and Costs	5/2004			5/2006				
PHA-Wide Mgmt	5/2004			5/2006				
NY021001	5/2004			5/2006				
Ny021002	5/2004			5/2006				
NY021003	5/2004			5/2006				
NY021005	5/2004			5/2006				
NY021006	5/2004			5/2006				

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY02150103 Replacement Housing Factor Grant No:	Federal FY of Grant:2003
--------------------------------------	--	--------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 9/30/05 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	46,718.00	93,437.00	93,437.00	93,437.00
3	1408 Management Improvements	93,437.00	0.00	0.00	0.00
4	1410 Administration	46,718.00	46,718.00	46,718.00	46,718.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,000.00	54,000.00	54,000.00	53,100.00
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00	56,718.00	51,626.50	41,314.70
10	1460 Dwelling Structures	78,060.00	79,060.00	56,834.69	49,512.83
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	16,000.00	16,000.00	14,455.47	11,422.47
13	1475 Nondwelling Equipment	131,524.00	121,254.00	118,566.93	114,136.52
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	467,187.00	467,187.00	435,638.59	409,641.52
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/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406		93,437.00	93,437.00	93,437.00	93,437.00	Complete
PHA-Wide	Mgmt Improvements	1408		93,437.00	0.00	0.00		
PHA-Wide	CFP Administration	1410		46,718.00	46,718.00	46,718.00	46,718.00	Complete
PHA-Wide	Fees/Costs	1430		45,000.00	54,000.00	54,000.00	53,100.00	Underway
PHA-Wide	Mgmt Improvements	1475		26,154.00	26,154.00	26,154.00	26,154.00	Complete
NY06P021001	Corridor/Comm.Rm. Improvements	1475		5,000.00	5,000.00	5,000.00	5,000.00	Complete
	Landscape/Outdoor Furniture	1450		10,000.00	10,000.00	4,908.50	4,210.32	Underway
	Window Ledges and Handles	1460		702.00	702.00	702.00	0.00	Underway
	New Washers and Dryers	1475		18,000.00	18,000.00	18,000.00	18,000.00	Complete
	Kitchen Renovations	1460		20,000.00	20,000.00	20,000.00	20,000.00	Complete
	Door Closers	1460		3,000.00	3,000.00	3,000.00	153.83	Underway
NY021002	Corridor/Comm. Rm. Improvements	1475		5,000.00	5,000.00	5,000.00	3,537.94	Underway
	Window Ledges and Handles	1460		701.00	701.00	701.00	0.00	Underway
	Façade Restoration	1460		15,657.00	15,657.00	14,431.69	14,431.69	Underway
	New Washers and Dryers	1475		18,000.00	18,000.00	18,000.00	18,000.00	Complete
	Door Closers	1460		3,000.00	3,000.00	3,000.00	3,000.00	Complete
NY021003	New Showers and Tubs	1460		25,000.00	25,000.00	25,000.00	25,000.00	Complete
	Parking Upgrade	1450		46,718.00	46,718.00	46,718.00	35,284.10	Underway
NY021005	Window Replacement (family)	1460		21,000.00	47,000.00	0.00		
	Playground Equipment Replacement	1475		15,000.00	15,000.00	13,683.55	10,743.03	Underway
	New Washers and Dryers	1475		19,100.00	19,100.00	19,100.00	19,100.00	Complete

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Furnace Replacement	1475		5,000.00	5,000.00	3,629.38	1,949.38	Underway
	Roof Replacement	1470		16,000.00	16,000.00	14,455.47	11,455.47	Underway

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program No: NY06P02150103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA-Wide Operations	9/05			9/07				
PHA-Wide Management	9/05			9/07				
PHA-Wide Administration	9/05			9/07				
PHA_Wide Fees/Costs	9/05			9/07				
PHA_Wide Management	9/05			9/07				
NY021001	9/05			9/07				
NY021002	9/05			9/07				
NY021003	9/05			9/07				
NY021005	9/05			9/07				

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name:	Grant Type and Number Capital Fund Program Grant No: NY06P02150203 Replacement Housing Factor Grant No:	Federal FY of Grant:2003
------------------	--	---------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 9/30/05 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	19,734.00		19,734.00	19,734.00
3	1408 Management Improvements				
4	1410 Administration	9,867.00		9,867.00	9,867.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	37,073.00		37,073.00	35,116.56
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	32,000.00		24,290.00	0.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
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/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:		Grant Type and Number Capital Fund Program No: NY06P02150203 Replacement Housing Factor No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide Operations	2/06			2/08			
PHA_Wide Administration	2/06			2/08			
NY021003	2/06			2/08			
NY021005	2/06			2/08			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/05 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	109,138.00		109,138.00	109,138.00
3	1408 Management Improvements	93,437.00		14,920.00	11,410.00
4	1410 Administration	54,694.00		54,694.00	54,694.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	23,000.00		8,182.49	207.49
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00		0.00	0.00
10	1460 Dwelling Structures	184,557.00		23,957.33	21,078.31
11	1465.1 Dwelling Equipment—Nonexpendable	6,000.00		6,000.00	6,000.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	65,870.00		28,881.18	26,545.37
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
--------------------------------------	---	---------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 9/30/05 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	546,696.00		245,773.00	229,073.17
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/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406		109,138.00		109,138.00	109,138.00	Complete
PHA-Wide	Management Improvements	1408		93,437.00		14,920.00	11,410.00	Underway
PHA-Wide	CFP Administration	1410		54,694.00		54,694.00	54,694.00	Complete
PHA-Wide	Fees/Costs	1430		23,000.00		8,182.49	207.49	Underway
PHA-Wide	Management Improvements	1475		27,113.00		23,881.18	21,840.57	Underway
NY021001	Landscape/Outdoor Furniture	1450		10,000.00		0.00	0.00	
	Window Ledges and Handles	1460		702.00		702.00	0.00	Underway
	Corridor/Comm. Rm. Improvements	1475		5,000.00		5,000.00	5,000.00	Complete
	Door Closers	1460		3,000.00		3,000.00	2,831.00	Underway
NY021002	Corridor/Comm. Rm. Improvements	1475		5,000.00		5,000.00	3,507.44	Underway
	Window Ledges and Handles	1460		701.00		255.33	0.00	Underway
	Façade Restoration	1460		82,000.00				
NY021003	New Showers and Tubs	1460		15,000.00				
	Playground equipment	1475		10,000.00		0.00	0.00	

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NY021005	Playground Equipment Replacement	1475		18,757.00		0.00	0.00	
	Window Replacement	1460		83,154.00		0.00	0.00	
	Carpet/flooring Improvements	1465		6,000.00		6,000.00	6,000.00	Complete

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program No: NY06P02150104 Replacement Housing Factor No:	Federal FY of Grant: 2004
--------------------------------------	--	----------------------------------

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide Operations	9/06			9/08			
PHA Wide Management	9/06			9/08			
PHA Wide Admin	9/06			9/08			
PHA Wide Fees/Costs	9/06			9/08			
PHA Wide Management	9/06			9/08			
NY021001	9/06			9/08			
NY021002	9/06			9/08			
NY021003	9/06			9/08			
NY021005	9/06			9/08			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150105 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	104,038.00		104,038.00	
3	1408 Management Improvements				
4	1410 Administration	52,019.00		52,019.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	18,000.00		0.00	
8	1440 Site Acquisition				
9	1450 Site Improvement	19,663.00		0.00	
10	1460 Dwelling Structures	141,472.00		0.00	
11	1465.1 Dwelling Equipment—Nonexpendable	15,000.00		0.00	
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	70,000.00		0.00	
14	1485 Demolition				
15	1490 Replacement Reserve	100,000.00		0.00	
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
--------------------------------------	---	------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	520,192.00		156,057.00	
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/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide Operations		1406		104,038.00		104,038.00		
PHA Wide Admin		1410		52,019.00		52,019.00		
PHA Wide Fees/Costs		1430		18,000.00		0.00		
PHA Wide Management		1475		10,000.00		0.00		
Replacement Reserve		1490		100,000.00		0.00		
NY021001	Corridor/Community Room Improvements	1475		5,000.00		0.00		
	Efficiency Upgrades	1460		5,000.00		0.00		
	Plumbing/Heating Renovations	1460		1,000.00		0.00		
NY021002	Furnace/ A/C Community Room	1460		30,000.00		0.00		
	Corridor/Community Room Improvements	1475		5,000.00		0.00		
	Door Closures	1460		3,472.00		0.00		
	Plumbing/Heating Renovations	1460		1,000.00		0.00		
NY021003	Playground equipment	1475		5,000.00		0.00		
	Door Replacement	1460		16,000.00		0.00		
	Plumbing/Heating Renovations	1460		2,000.00		0.00		

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NY021005	Emergency Generators	1460		80,000.00		0.00		
	Playground Equipment Replacement	1475		15,000.00		0.00		
	Site Improvements	1450		19,663.00		0.00		
	Intercom System	1460		25,000.00		0.00		
	Carpet/Flooring Improvements	1465		15,000.00		0.00		
	Plumbing/Heating Improvements	1460		8,000.00		0.00		

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program No: NY06P02150105 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	
PHA Wide-Operations	8/07			8/09			
PHA Wide-Administration	8/07			8/09			
PHA Wide Fees/Costs	8/07			8/09			
Replacement Reserve	8/07			8/09			
PHA Wide Management	8/07			8/09			
NY021001	8/07			8/09			
NY021002	8/07			8/09			
NY021003	8/07			8/09			
NY021005	8/07			8/09			

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

ATTACHMENT F

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY021001	42 Church St	16	14	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Corridor/Community Room Improvements			\$30,000	2007
Plumbing/Heating Renovations			\$ 8,000	2007
Kitchen/Bath Renovations			\$75,000	2008
Emergency Generator			\$60,000	2009
Exit Enhancement			\$40,000	2009
Roll-in Showers			\$25,000	2010
Efficiency Upgrades			\$10,000	2010
Refrigerators			\$ 3,600	2010
Total estimated cost over next 5 years			\$251,600.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY021002	51 Port Watson St.	3	2	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Emergency Generator			\$60,000	2007
Thermostatic Controls			\$30,000	2007
Corridor/Community Room Improvements			\$20,000	2007
Plumbing/Heating Renovations			\$ 8,000	2007
Kitchen/Bath Renovations			\$40,000	2008
Exit Enhancement			\$45,000	2009
Roll-in Showers			\$25,000	2010
Refrigerators			\$ 3,600	2010
Total estimated cost over next 5 years			\$231,600.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY021003	Pendleton St. Family Development	11	22	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Kitchen/Bath Renovations			\$45,000	2007
Community Room Upgrade			\$ 5,000	2007
Roof Replacement			\$83,663	2007
Plumbing/Heating Renovations			\$10,000	2007
Site Improvements			\$40,000	2008
Door Replacement			\$25,000	2008
Refrigerators			\$ 2,000	2010
Total estimated cost over next 5 years			\$210,663.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY021005	Scattered Site Developments	7	9	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Exit Enhancement			\$ 2,607	2007
Plumbing/Heating Renovations			\$26,000	2007
Site Improvements			\$35,000	2008
Siding/Wall			\$10,000	2008
Kitchen/Bath Renovations			\$35,000	2008
Carpet/Tile			\$34,135	2008
Roof Replacement			\$20,000	2009
Refrigerators			\$ 2,000	2010
Furnace Replacement			\$ 9,935	2010
Total estimated cost over next 5 years			\$174,677.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY021006	Scattered Site Family	1	10	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements			\$8,000	2008
Total estimated cost over next 5 years			\$8,000.00	

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

PHA Plans

5 Year Plan for Fiscal Years 2006 - 2010
Annual Plan for Fiscal Year 2006

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

**PHA Plan
Agency Identification**

PHA Name: Cortland Housing Authority

PHA Number: NY021

PHA Fiscal Year Beginning: (mm/yyyy) 4/1/2006

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 2006 - 2010
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 85
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- Maintain high standard of voucher management (SEMAP score) **100%**

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

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

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

The 2006-2010 Agency Plan is the seventh Agency Plan that the Cortland Housing Authority has completed since the advent of QHWRA. Along with this year's plan, the previous Agency Plans included a variety of one and five-year goals that the CHA committed to reach during that time period.

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

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

Continuing to modernize the Authority development through the use of Capital Fund money. The CHA **received \$546,696.00** through the Capital Fund program in FY 2004 (CFP 501-04). An additional **\$520,192.00** has been funded for FY 2005 (CFP 501-05). All of this funding is used to meet critical capital improvement needs at the CHA, including both structural and infrastructure improvements and interior improvements that improve the quality of life for our tenants.

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

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

The CHA is continuing to examine a variety of options to better serve the people of Cortland County, including utilizing the Low-Income Housing Tax Credit (LIHTC) to complete a new development in the County, exploring partnerships with private sector developers for additional housing units and continuing to improve the level and type of services offered to our Public Housing tenants and Section 8 participants.

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

Annual PHA Plan
PHA Fiscal Year 2006
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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

The authority is administered by a seven-member Board of Directors, who is appointed by the Mayor of the City of Cortland. The Authority has a staff of 15 persons, including maintenance, administrative and clerical personnel, and functions as a Public Housing and Section 8 provider throughout Cortland County.

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

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.

Table of Contents		<u>Page #</u>
Annual Plan		
i. Executive Summary		1
ii. Table of Contents		

1. Housing Needs	5
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	13
4. Rent Determination Policies	22
5. Operations and Management Policies	27
6. Grievance Procedures	28
7. Capital Improvement Needs	29
8. Demolition and Disposition	31
9. Designation of Housing	32
10. Conversions of Public Housing	33
11. Homeownership	34
12. Community Service Programs	36
13. Crime and Safety	39
14. Pets (Inactive for January 1 PHAs)	40
15. Civil Rights Certifications (included with PHA Plan Certifications)	41
16. Audit	41
17. Asset Management	41
18. Other Information	42

Attachments

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 HUD required forms (Drug Free Workplace, Lobbying, PHA Plan, Consolidated Plan, Certificate of Payments to Influence)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	eradication of pest infestation (including cockroach infestation)	
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:

- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	304		
Extremely low income <=30% AMI	193		
Very low income (>30% but <=50% AMI)	111		
Low income (>50% but <80% AMI)			
Families with children	108		
Elderly families	21		
Families with Disabilities	102		
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	185		
Extremely low income <=30% AMI	109		
Very low income (>30% but <=50% AMI)	54		
Low income (>50% but <80% AMI)	22		
Families with children	102		
Elderly families	83		
Families with Disabilities	4		
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	13		
1 BR	70		
2 BR	49		
3 BR	35		
4 BR	14		
5 BR	4		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	493,376	
b) Public Housing Capital Fund	520,192	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,053,732	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund 501-03	31,549	
Capital Fund 502-03	7,710	
Capital Fund 501-04	300,923	
3. Public Housing Dwelling Rental Income	955,200	
4. Other income (list below)		
Laundry/Vending	30,000	
Interest	6,500	
Verizon	14,400	
4. Non-federal sources (list below)		
Total resources	2,920,206	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
Previous Public Housing/Section 8 as well as for fraud and money owed to other agencies

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
 Veterans and veterans’ families
 Residents who live and/or work in the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

In addition to date and time, there is a preference for elderly families, disabled families, and families with children in Cortland Housing Authority Public Housing.

After these groups, the near elderly are given a preference. Single people are only considered after the aforementioned groups.

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

1 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

Victims of reprisals or hate crimes

Other preference(s) (list below)

2 Elderly Families

3 Disabled Families

2 Families with Children

4 Near Elderly

5 Single people (only considered after the above listed groups)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

The income limits were changed at the scattered site developments from 50% of median income to 80% of median income

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

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

Other (list below)

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

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

List (any applicable) developments below:

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

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

List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
Previous Public Housing/Section 8 as well as for fraud and money owed to other agencies
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
Names and addresses of two previous landlords if known

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other (list below)
Several human service organizations such as Catholic Charities, Cortland County Office for the Aging and Aid to Victims of Violence have applications and distribute them as appropriate

(3) Search Time

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

If yes, state circumstances below:

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

Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial 60 day period. Verification is required

The PHA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the PHA, throughout the initial 60 day period. A completed search record is not required.

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

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

2 Elderly families

2 Disabled families

- 2 Families with children
- 3 Single people (only considered after the above listed groups)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

For specified general occupancy developments

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

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

Other (list below)

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

Market comparability study

Fair market rents (FMR)

95th percentile rents

- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
 1. When adding a household member
 2. Receipt of a benefit where retroactive payment is prior to the last recertification date
 3. Decreases in child care expenses

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

- \$0

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

The Cortland Housing Authority is run by a Board of Directors and administered by a staff of 15 people. The Executive Director is in charge of the CHA staff. There are three other management personnel: the Maintenance Supervisor, who supervises the Maintenance Mechanics, Labors and Assistant to the Supervisor; the Deputy Director who supervises staff and develops plans, grants and special projects, manages purchasing and procurement; the Administrative Assistant who supervises subordinate personnel and assists in the daily operations of the Authority. Public Housing and Section 8 each have a Leased Housing Coordinator and a Tenant Relations Assistant in their offices at 51 Port Watson Street, with a third Tenant Relations Assistant shared between the Public Housing and Section 8 programs. These staff members handle admissions, inspections and all matters related to Public Housing and Section 8 occupancy. Legal counsel is also used by the CHA to assist with occupancy matters on a consulting, as-needed basis.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	379	80

Section 8 Vouchers	306	70
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)	NA	

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)
 - Admissions and Continued Occupancy Policy
 - Procurement Policy
- (2) Section 8 Management: (list below)
 - Section 8 Administrative Policy

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) **Attachment E**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy

and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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 entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

- Client referrals
 Information sharing regarding mutual clients (for rent determinations and otherwise)
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(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		
Section 8		

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)
Informing residents of new policies by mail as appropriate

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

Effective October 1, 2003 the federally mandated Community Service requirement was reinstated for all non-exempt Public Housing residents. The CHA lease contains all the regulatory information for the tenants. All eligible residents are required to perform eight (8) hours of approved community service per month. The Housing Authority seeks to afford residents a wide variety of choices when identifying

community service opportunities. Any residents who do not fulfill the requirements of the regulation may not have their leases renewed.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

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

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

Pendleton Street Family Units (21-3)

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 - Crime Prevention Through Environmental Design
 - Activities targeted to at-risk youth, adults, or seniors
 - Volunteer Resident Patrol/Block Watchers Program
 - Other (describe below)
Upgrade security camera system
1. Which developments are most affected? (list below)
- 42 Church St high rise apartments (21-1)
 - 51 Port Watson St high rise apartments (21-2)

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 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)]

The Cortland Housing Authority Pet Policy is as follows:

In senior and disabled buildings-small dogs, cats and other common household pets are allowed, as long as the cats are spayed or neutered, trained to use a litter box and licensed as required by local ordinance. Dogs can be a maximum of 25 pounds, and

also be housebroken, spayed or neutered. The Authority has designated spots with separate receptacles on Authority property for pet waste.

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

The Cortland Housing Authority requires a pet lease and security deposit of \$200 for dogs and cats. Tenants are permitted to pay the security deposit in one lump sum or in installments over a period of time.

Pets must be maintained properly in order to be kept in the apartment. The Authority reserves the right to require the removal of the pet from the apartment should the terms of the lease not be met.

Seeing-eye and service animals are exempt from the weight, size and development location restrictions.

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

The Authority's complete pet policy is contained in its Admission and Continued Occupancy Policy, and may be updated periodically in order to address changing regulations and needs of tenants.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment B
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (New York State)

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

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

- Other: (list below)

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

The mission of the Cortland Housing Authority 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.

D. Other Information Required by HUD

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

Attachments

Use this section to provide any additional attachments referenced in the Plan

