

**PHA 5-Year and Annual Plan**

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

**OMB No. 2577-0226  
Expires 4/30/2011**

1.0	<b>PHA Information</b> PHA Name: <u>Cortland Housing Authority</u> PHA Code: <u>NY021</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/01/2010</u>				
2.0	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>380</u> Number of HCV units: <u>306</u>				
3.0	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	<b>Mission.</b> 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 for the next five years:  See Attachment A				
5.2	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  See Attachment A				
6.0	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <ul style="list-style-type: none"> <li>• <b>The Cortland Housing Authority Admissions and Continued Occupancy Policy was revised. The Revisions included Grievance Procedures and Violence Against Women Act (VAWA) regulatory changes.</b></li> <li>• <b>A new Procurement Policy was established for the procurement of goods and services as related to the grant funds for the American Recovery and Reinvestment Act (ARRA)</b></li> </ul> (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <b>Copies of the 5-year and Annual Plan and the related documents can be obtained at the main administrative office at 42 Church Street Cortland, NY 13045</b>				
7.0	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable. See attachment A				
8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.				
8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See Attachment B				
8.2	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See attachment C				
8.3	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.				

9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b>See Attachment A</b></p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>See Attachment A</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. <b>See Attachment A</b></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” <b>See Attachment A</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) <b>See Attachment E</b></p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) <b>See Attachment E</b></p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) <b>See Attachment E</b></p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) <b>See Attachment E</b></p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) <b>See Attachment E</b></p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. <b>See Attachment D</b></p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) <b>See Attachment E</b></p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) <b>See Attachment E</b></p>

# PHA Plan

## Annual Plan for Fiscal Year 2010-2011 5 Year Plan for Fiscal Years 2010 - 2014

### Plan Table of Contents

	<u>Page #</u>
i. Table of Contents	1
ii. Executive Summary	2
I. Mission	2
II. Goals and Objectives	2
III. PHA Policies Governing Eligibility, Selection and Admissions	5
IV. Statement of Financial Resources	11
V. PHA Rent Determination Policies	12
VI. Operations and Management	14
VII. Grievance Procedures	15
VIII. Designation of Public Housing	15
IX. Community Service and Self Sufficiency Programs	16
X. PHA Safety and Crime Prevention	17
XI. Pet Policy	18
XII. Civil Rights Certifications	18
XIII. Fiscal Audit	18
XIV. PHA Asset Management	19
XV. Violence Against Women Act (VAWA)	19
XVI. HOPE VI / Public Housing Development and Replacement Activities	20
XVII. Demolition and Disposition	20
XVIII. Conversion of Public Housing to Tenant-Based Assistance	20
XIX. Homeownership Programs	20
XX. Section 8 Tenant Based Assistance	21
XXI. Capital Improvement Needs	21
XXII. Statement of Housing Needs	21
XXIII. Statement of Progress in meeting Five-Year Plan Mission and Goals	26
XXIV. Criteria for Substantial Deviations and Significant Amendments	27
XXV. Resident Board of Commissioners	27
XXVI. Resident Advisory Board	28
XXVII. Statement of Consistency with the Consolidated Plan	28
XXVIII. Supporting Documents	28
XXIX. Attachments	31

# PHA Plan

## Annual Plan for Fiscal Year 2010-2011 5 Year Plan for Fiscal Years 2010 – 2014

### Executive Summary of the PHA 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, five who are appointed by the Mayor of the City of Cortland and two tenant elected representatives. The Authority has a staff of 14 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.

#### I. Mission

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote an adequate supply of safe and affordable housing, economic opportunity and a suitable living environment free from discrimination.

#### II. Goals and Objectives

**The Cortland Housing Authority's Strategic Goals are:**

- 1. To increase the availability of decent, safe, and affordable housing. We will accomplish that goal through the following methods:**
  - A. Expanding the supply of assisted housing:
    - Applying for additional rental vouchers as they become available
    - Employ effective maintenance and management policies to minimize the number of off-line public housing units
    - Reduce turnover time for vacated public housing units
    - Reduce Public Housing vacancies

- B. Improving the quality of assisted housing
- Improve public housing management PHAS score -90%
  - Maintain voucher management SEMAP score -100%
  - Maintain PHAS and SEMAP High Performer Status
  - Increase Customer Satisfaction
  - Concentrate efforts to improve specific management functions such as voucher unit inspections and public housing finance
  - Renovate or modernize public housing units
  - Maintain strong lease enforcement at all public housing sites
- C. Increase assisted housing choices
- Conduct outreach efforts to potential voucher landlords

## **2. Improve community quality of life and economic vitality**

- A. Provide an improved living environment
- Implement public housing security improvements

## **3. Promote self-sufficiency and asset development of families and individuals**

- A. Promote Self-sufficiency and asset development of assisted households
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

## **4. Ensure Equal Opportunity in Housing for all Americans**

- A. Ensure equal opportunity and affirmatively further fair housing
- 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
  - Advise all participants at briefings how to contact Fair Housing offices

## **5. Additional Cortland Housing Authority Goals and Objectives:**

- 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.
- To manage the Public Housing programs in an efficient and effective manner and be recognized again as a high performer in 2010 under PHAS.
- To manage the Section 8 program in an efficient and effective manner and continue to maintain high performer status under SEMAP.
  
- Increase Marketing initiatives for Public Housing and Section 8 Programs
  - To develop marketing tools such as brochures
  - To achieve proper curb appeal for Cortland Housing Authority developments by improving landscaping, maintaining mowing cycles, keeping properties litter-free and any other actions that will improve the quality of life in the surrounding community.

### **III. PHA Policies Governing Eligibility, Selection, and Admissions**

#### **A. Public Housing**

##### **(1) Eligibility**

The PHA verifies eligibility for admission to public housing at the time of interview for admission

The PHA uses the following non-income (screening) factors to establish eligibility for admission to public housing:

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Previous Public Housing/Section 8 for ineligibility, fraud and money owed to CHA as well as other agencies/authorities.
- The PHA requests criminal records from local law enforcement agencies for screening purposes.
- The PHA request criminal records from State law enforcement agencies for screening purposes.
- The PHA accesses FBI criminal records from the FBI for screening purposes either directly or through an NCIC-authorized source.

##### **(2) Waiting List Organization**

The PHA uses the following to organize its public housing waiting list:

Four (4) Site-based waiting lists

Families may be on up to 4 waiting lists simultaneously

Interested persons apply for admission to public housing at the following:

PHA main administrative office -42 Church St. Cortland, NY

PHA satellite occupancy office- 51 Port Watson St. Cortland, NY

##### **(3) Assignment**

Applicants ordinarily given one vacant unit choice before they fall to the bottom of or are removed from the waiting list. This policy consistent across all waiting list types.

#### **(4) Admissions Preferences**

##### a. Income targeting:

- The PHA plans 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 Cortland County median area income.

##### b. Transfer policies:

In the following circumstances, unit transfers will take precedence over new admissions:

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Family need for accessible housing

##### c. Preferences

The PHA has established preferences for admission to public housing program (other than date and time of application).

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

The PHA employs admissions preferences according to the following priority: “1” in the space that represents the first priority; “2” in the box represents the second priority, and so on. If equal weight is given to a preference, the application will have the same priority. The date and time will then determine placement on the waiting list.

- |   |   |
|---|---|
| 1 | Date and Time   |
| 2 | Elderly Families  |
| 2 | Disabled Families   |
| 2 | Families with children  |
| 3 | Near Elderly  |
| 4 | Single people (only considered after the above listed groups) |

Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

**(5) Occupancy**

a. The following reference materials can be used by applicants and residents to obtain information about the rules of occupancy of public housing:

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

b. Residents must notify the PHA of changes in family composition any time family composition changes.

**(6) 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 2009 average household income for the three Cortland Housing Authority family developments is as follows:

Pendleton Street 21-3	\$ 17,599.00 (45 occupied units)
Scattered Site 21-5	\$ 13,357.00(18 occupied units)
Duplexes 21-6	\$ 17,875.00 (4 occupied units)
<b>Authority Average</b>	<b>\$ 16,476.00 for all family occupied units</b>

<b>85% Minimum</b>	<b>\$ 14,005.00</b>
<b>115% Maximum</b>	<b>\$ 18,947.00</b>

The 50 unit Pendleton Street family complex and the 10 unit scattered site development falls within the required deconcentration guidelines. The remaining development is comprised of 20 units which are located throughout the city of Cortland, villages of Homer, McGraw and Towns of Truxton and Cincinnatus. These units are not concentrated in a particular geographic area but rather located over better than a twenty-five mile radius. Based on the widespread area in which these units are situated, the Cortland Housing Authority does not require any further deconcentration at this time.

**(7) 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. Site-based waiting lists exist for developments in Cortland, Truxton, Marathon, Cincinnatus, Homer, McGraw and Marathon. For the efficiency and one-bedroom elderly/handicapped and disabled apartments there are six separate lists. For the two, three, four and five bedroom family apartments there are three separate lists.

The family developments located in Cortland, Homer and McGraw are considered to be close enough for commuting purposes to the employment hub in downtown Cortland to be combined into one site. Whereas, the developments in Truxton and Cincinnatus are between 12 and 26 miles from downtown Cortland and are considered separate markets.

The elderly/handicapped/disabled site based waiting lists are in place to permit this population to live in developments that give greatest accessibility to family, physicians, and services. The developments range in distance from 3 to 26 miles from downtown Cortland.

The use of site-based waiting lists does encourage members of the elderly/handicapped/disabled 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).

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.

## **B. Section 8**

### **(1) Eligibility**

The screening by the PHA of Section 8 applicants consists of the following

- Criminal or drug-related activity only to the extent required by law or regulation
- Previous Public Housing/Section 8 for ineligibility, fraud and money owed to CHA
- The PHA requests criminal records from local law enforcement agencies for screening purposes.
- The PHA request criminal records from State law enforcement agencies for screening purposes.
- The PHA accesses FBI criminal records from the FBI for screening purposes either directly or through an NCIC-authorized source.

The following information is shared with prospective landlords:

- Name and address of two previous landlords, if known.

### **(2) Waiting List Organization**

a. The Section 8 tenant-based waiting list is not merged with any other program waiting lists.

b. Interested persons apply for admission to Section 8 Housing Choice Voucher at the following:

PHA main administrative office -42 Church St. Cortland, NY

PHA satellite occupancy office- 51 Port Watson St. Cortland, NY

### **(3) Search Time**

Extensions on the standard 60-day period to search for a unit 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

The PHA plans 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

The PHA has established preferences for admission to public housing program (other than date and time of application).

In addition to date and time, there is a preference for elderly families, disabled families, and families with children in the Cortland Housing Authority Section 8 Housing Choice Voucher Program. Single people are only considered after the aforementioned groups.

The PHA employs admissions preferences according to the following priority: “1” in the space that represents the first priority; “2” in the box represents the second priority, and so on. If equal weight is given to a preference, the application will have the same priority. The date and time will then determine placement on the waiting list.

- |   |   |
|---|---|
| 1 | Date and Time   |
| 2 | Elderly Families  |
| 2 | Disabled Families   |
| 2 | Families with children  |
| 3 | Single people (only considered after the above listed groups) |

Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

#### **(5) Special Purpose Section 8 Assistance Programs**

The Administrative Plan contains the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained. The PHA would announce the availability of any special purpose section 8 programs to the public through published notices.

**IV. Statement of Financial Resources**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund	659,441.00	
b) Public Housing Capital Fund	533,090.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,104,208.00	
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)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital fund 501-08	110,823.05	Capital improvements
Capital Fund 501-09 ARRA Grant	155,771.57	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,091,016.00	PH Operations
<b>4. Other income (list below)</b>		
Laundry/Vending	30,000.00	PH Operations
Interest	10,500.00	PH Operations
Verizon/Beautician	17,700.00	PH Operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$3,712,549.62</b>	

## **V. PHA Rent Determination Policies**

### **A. Public Housing**

#### **(1) Income Based Rent Policies**

a. Use of discretionary policies:

The PHA employs the following discretionary policy for determining income based rent:

- 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.

b. Minimum Rent for the PHA is \$50

c. Rent re-determinations:

Between income reexaminations, tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent in the following cases:

- Any time the family experiences an income increase
- When adding a household member
- Receipt of a benefit where retroactive payment is prior to the last recertification date
- Decreases in child care expenses

#### **(2) Flat Rents**

In setting the market-based flat rents, the PHA uses the established Fair Market Rent (FMR) for comparability.

## **B. Section 8 Tenant-Based Assistance**

### **(1) Payment Standards**

The PHA's voucher payment standards for assistance are as follows:

- 100% of FMR for zero through three bedrooms
- At or above 90% but below 100% of FMR for four bedrooms or larger. The payment standard is lower than FMR for the four and larger bedroom sizes because the FMRs are adequate to ensure success among assisted families in that segment of the FMR area

The payment standards are reevaluated annually for adequacy. The PHA considers success rates and rent burdens of assisted families when evaluating the adequacy of its payment standard.

### **(2) Minimum Rent**

Minimum Rent for the PHA is \$50.

## **VI. Operations and Management**

### **A. PHA Management Structure**

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 14 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, Laborers 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. All non-management staff are members of CSEA Local 1000 union. Public Housing and Section 8 each have a Leased Housing Coordinator and a Tenant Relations Assistant in their offices at 51 Port Watson Street. These staff members handle admissions, inspections, recertifications and all matters related to Public Housing and Section 8 occupancy. Additionally, Section 8 staff processes all Housing Assistance Payment checks. Legal counsel is also used by the CHA to assist with occupancy matters on a contractual basis. Additionally legal counsel is used by the Authority on labor matters on a consulting, as needed basis.

### **B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	379	80
Section 8 Vouchers	306	70

### **C. Management and Maintenance Policies**

- (1) Public Housing Maintenance and Management:
  - Admissions and Occupancy Policy
  - Procurement Policy
  - American Recovery and Reinvestment Act Procurement Policy
  - Maintenance Policy
- (2) Section 8 Management:
  - Section 8 Administrative Policy

## **VII. PHA Grievance Procedures**

### **A. Public Housing**

The PHA has not established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

Residents of or applicants to public housing can initiate the PHA grievance process at:

- PHA main administrative office-42 Church Street Cortland, NY
- Satellite occupancy office-51 Port Watson St. Cortland, NY

### **B. Section 8 Tenant-Based Assistance**

The PHA has not 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.

Applicants or assisted families can initiate the informal review and informal hearing processes at:

- PHA main administrative office-42 Church Street Cortland, NY
- Satellite occupancy office-51 Port Watson St. Cortland, NY

## **VIII. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

The PHA has not 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. The PHA does not plan to 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.

## **IX. PHA Community Service and Self-sufficiency Programs**

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### **Cooperative agreements:**

The PHA has not 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).

The PHA and TANF coordinate efforts between each agency in the areas of client referrals and information sharing regarding mutual clients (for rent determinations and otherwise)

### **B. Services and programs offered to residents and participants**

#### **Family Self Sufficiency program/s**

The PHA does not participate in any Family Self-sufficiency programs.

### **C. Welfare Benefit Reductions**

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:

- 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.
- Informing residents of new policies by mail as appropriate

### **D. 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.

## **X. PHA Safety and Crime Prevention**

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

1. The need for measures to ensure the safety of public housing residents include problems in the areas of:

- Lower-level crimes
- Vandalism
- Graffiti

2. The PHA used the following to determine the need for PHA actions to improve safety of residents:

- Resident reports
- PHA employee reports
- Police reports

The Pendleton Street Family Development is located in the City of Cortland and is comprised of 50 units of three, four and five bedroom townhouse apartments. This development has historically been the most active development where the Authority has seen incidences of lower level crime, vandalism and graffiti.

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

The crime prevention activities the PHA has undertaken or plans to undertake include the following:

- Landscaping upgrades to increase visibility
- Improved lighting at developments
- Upgrade of security cameras
- Upgrade entry system to high rise buildings
- Upgrade of intercom system

The developments that have been and will be most affected by these improvements are:

- Pendleton Street Apartments (21-3)
- 42 Church Street high rise apartments (21-1)
- 51 Port Watson Street high rise apartments (21-2)
- Scattered site elderly apartments

### **C. Coordination between PHA and the police**

- Police provide crime data to housing authority staff for analysis and action-upon request by PHA for specific incidents
- Police have been available, upon request, to meet with the PHA management

## **XI. Pet Policy**

The Cortland Housing Authority Pet Policy is as follows:

A. **In senior and disabled buildings**-small dogs, cats and other common household pets are allowed. The cats must be spayed or neutered, trained to use a litter box and licensed as required by local ordinance. Dogs can be a maximum of 25 pounds, be housebroken, spayed or neutered and licensed as required by local ordinance. The Authority has designated spots with separate receptacles on Authority property for pet waste.

B. **In our family units**- the Authority allows cats, birds and other common household pets. The cats must be spayed or neutered, trained to use a litter box and licensed as required by local ordinance. Dogs are not permitted in the family developments as 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.

## **XII. Civil Rights Certifications**

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

## **XIII. Fiscal Audit**

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)). The most recent fiscal audit has been submitted to HUD. There were no findings as a result of that audit. The Audit copy is on file at the main office of the Cortland Housing Authority 42 Church St. Cortland, NY.

#### **XIV. PHA Asset Management**

The PHA is not 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.

#### **XV. Violence Against Women Act (VAWA)**

##### **NOTIFICATION TO APPLICANTS**

- The PHA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.
- The notice will explain the protections afforded under the law, inform each applicant of PHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.
- The PHA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA.

##### **NOTIFICATION TO TENANTS**

- The PHA will provide all tenants and participants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination.
- The notice will explain the protections afforded under the law, inform the tenant of PHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.
- The PHA will also include in all PHA lease termination and Section 8 termination notices a statement explaining the protection against termination or eviction provided by VAWA.

##### **NOTIFICATION TO OWNERS AND MANAGERS (SECTION 8)**

- The PHA inform Section 8 property owners and managers of their screening and termination responsibilities related to VAWA
- The PHA will utilize a variety of means to notify owners of their VAWA responsibilities including the following:
  - Day to day interactions with owners and managers.
  - Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters.
  - Mass mailings which include model VAWA certification forms.

**XVI. HOPE VI / Public Housing Development and Replacement Activities (Non-Capital Fund)**

- The PHA has not received a HOPE VI revitalization grant.
- The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.
- The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year.

The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.

**XVII. Demolition and Disposition**

The PHA does not 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.

**XVIII. Conversion of Public Housing to Tenant-Based Assistance**

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

None of the PHA's developments or portions of developments have been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.

**XIX. Homeownership Programs Administered by the PHA**

**A. Public Housing**

The PHA does not administer any homeownership programs 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). The PHA has not applied or does not 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).

**XX. Section 8 Tenant Based Assistance**

The PHA does not 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.

**XXI. Capital Improvement Needs**

**A. Capital Fund Activities**

**(1) Capital Fund Program Annual Statement and Performance And Evaluation (P/E) Statements**

The Capital Fund Program Annual Statement and Performance and Evaluation (P/E) Statements are provided as an attachment to the PHA Plan-**ATTACHMENT B**

**(2) Optional 5-Year Action Plan**

The PHA provides an optional 5-Year Action Plan for the Capital Fund. The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan-**ATTACHMENT C**

**XXII. Statement of Housing Needs**

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Affordability</b>	<b>Supply</b>	<b>Quality</b>	<b>Accessibility</b>	<b>Size</b>	<b>Location</b>
Income <= 30% of AMI		5	5	5	2	2	5
Income >30% but <=50% of AMI		5	5	5	2	2	3
Income >50% but <80% of AMI		3	4	4	2	2	3
Elderly		5	4	4	3	2	3
Families with Disabilities		4	4	4	4	3	4

The PHA used the Consolidated Plan of Cortland County to conduct this analysis

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

<b>Housing Needs of Families on the Section 8 Waiting List</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	230		8
Extremely low income <=30% AMI	197		
Very low income (>30% but <=50% AMI)	33		
Low income (>50% but <80% AMI)	0		
Families with children	100		
Elderly families	20		
Families with Disabilities	70		
Race/ethnicity-white	205		
Race/ethnicity-Black/African American	9		
Race/ethnicity-American Indian	1		
Race/ethnicity-Asian	1		
Race/ethnicity-Hawaiian/Pacific	1		
Race/ethnicity-Mixed	9		
The Section 8 waiting list is not closed.			

<b>Housing Needs of Families on the Public Housing Waiting List</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	181		64
Extremely low income <=30% AMI	123		
Very low income (>30% but <=50% AMI)	42		
Low income (>50% but <80% AMI)	16		
Families with children	83		
Elderly families	38		
Families with Disabilities	48		
Race/ethnicity-white	163		
Race/ethnicity-Black/African American	9		
Race/ethnicity-American Indian	2		
Race/ethnicity-Asian	1		
Race/ethnicity-Hawaiian/Pacific	1		
Race/ethnicity-Mixed	5		
Characteristics by Bedroom Size (Public Housing Only)			
0BR	5		
1BR	93		
2 BR	42		
3 BR	28		
4 BR	7		
5 BR	6		
The Public Housing waiting list is not closed.			

## C. Strategy for Addressing Needs

### (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:**

- 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
- 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 effectively screening Section 8 applicants to increase owner acceptance of program

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

- Apply for additional section 8 units should they become available
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

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

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

- 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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- Apply for special-purpose vouchers targeted to the elderly, should they become available

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- 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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Market the Section 8 program to landlords, service providers and community organizations throughout the county

**Reasons for Selecting Strategies**

The following factors influence the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Influence of the housing market on PHA programs
- Results of consultation with residents and the Resident Advisory Board

## **XXIII.Statement of Progress in Meeting Five-Year Plan Mission and Goals**

The 2010-2014 Agency Plan is the tenth Agency Plan that the Cortland Housing Authority has completed since the advent of Quality Housing and Work Responsibility Act of 1998 (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 \$521,901** through the Capital Fund program in FY 2007 (CFP 501-07) and **\$526,743** has been funded for FY 2008 (CFP 501-08). The CHA was awarded **\$533,090** in a Capital Fund grant for FY 2009. In addition, **\$666,752** in American Recovery and Reinvestment Act grant funds were awarded to the Authority in 2009. 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 be 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.

## **XXIV. Criteria for Substantial Deviations and Significant Amendments**

### **Amendment and Deviation Definitions**

- a. Substantial Deviation from the 5-Year Plan
  - The Cortland Housing Authority will require a full public hearing and HUD review if there are any increases or decreases in the number of housing units under the Annual Contributions Contract (ACC). All other changes will be deemed not to be substantial to the 5 Year Plan.
  
- b. Significant Amendment or Modification to the Annual Plan
  - The Cortland Housing Authority will not require a full public hearing nor HUD review unless there is a proposed increase or decrease in the number of housing units under the Annual Contributions Contract (ACC). In addition, there will not be substantial change in the Capital Fund Program (CFP) unless a new budget line item is included that changes to reflect 50% or more of the total CFP budget. Changes to the plan will be approved by the Board of Directors.

## **XXV. Resident Board of Commissioners**

### **Description of Election process for Residents on the PHA Board**

1. The PHA does not meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937.
2. The residents who serve on the PHA Board are elected by the residents.
3. Description of Resident Election Process
  - a. Nomination of candidates for place on the ballot:
    - Candidates circulate a nominating petition and must have signatures from 25 eligible tenant signatures to have their names on the ballot. Write-in candidates also may appear on the ballot
  - b. Eligible candidates:
    - Any adult recipient who has received PHA assistance (public housing and Section 8 tenant-based assistance) for 90 days or longer

- c. Eligible voters: (select all that apply)
  - All adult recipients of PHA assistance (public housing and Section 8 tenant-based assistance) who have been program participants for 90 days or longer

**XXVI. Resident Advisory Board**

**Resident Advisory Board Recommendations and Public Hearing Information –ATTACHMENT D**

**XXVII. Statement of Consistency with the Consolidated Plan**

Consolidated Plan jurisdiction: (New York State)

The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

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

The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

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.

**XXVIII.Supporting Documents**

Supporting Documents Available for Public Review have a mark in “Applicable a& On Display” column in the appropriate rows. All marked documents are on display and available for review at the main office of the Cortland Housing Authority 42 Church Street Cortland, NY

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	A & O Policy	
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
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
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

## **XXIX. Attachments**

- ATTACHMENT B** Form HUD 50075.1 Capital Fund Program Annual Statement/Performance and Evaluation (P/E) Reports
- ATTACHMENT C** Form HUD 50075.2 Capital Fund Program 5 Year Action Plan
- ATTACHMENT D** Resident Advisory Board Comments and Public Hearing Information
- ATTACHMENT E** Form HUD 50077, PHA Certifications of compliance with the PHA Plans  
Form HUD 50077-CR Civil Rights Certification  
Form HUD 50077-SL Certification of PHA Plans Consistency with the Consolidated Plan  
Form HUD 50070 Certification for a Drug Free Work Place  
Form HUD 50071 Certification of Payment to Influence Federal Transactions  
Form SF-LLL Disclosure of Lobbying Activities  
Form SF-LLL-A Disclosure of Lobbying Activities Continuation Sheet  
Cortland Housing Authority Board Resolution Authorizing Submission of Annual Agency and Five Year Plan

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

Attachment B

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PHA Name:  Cortland Housing Authority	<b>Grant Type and Number:</b> Capital Fund Program Grant No.: NY06P02150110      Replacement Housing Factor Grant No: Date of CFFP: _____	FFY of Grant: 2010 FFY of Grant Approval: _____
---	---	--

**Type of Grant**  
 Original Annual Statement       Reserve for Disasters/Emergencies       Revised Annual statement (revision no: \_\_\_\_\_ )  
 Performance and Evaluation report for Program Year Ending \_\_\_\_\_       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	106,618.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	53,309.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	58,000.00			
10	1460 Dwelling Structures	220,053.00			
11	1465.1 Dwelling Equipment - Nonexpendable	42,610.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	32,500.00			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (sum of lines 2 - 19)	533,090.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>																
PHA Name:  Cortland Housing Authority	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Grant Type and Number:</b></td> <td style="width:20%;"><b>FFY of Grant:</b></td> </tr> <tr> <td>Capital Fund Program Grant No.:</td> <td>NY06P02150110</td> <td>2010</td> </tr> <tr> <td>Replacement Housing Factor Grant No:</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Date of CFFP: _____</td> <td><b>FFY of Grant Approval:</b></td> </tr> <tr> <td colspan="2"></td> <td>2010</td> </tr> </table>	<b>Grant Type and Number:</b>		<b>FFY of Grant:</b>	Capital Fund Program Grant No.:	NY06P02150110	2010	Replacement Housing Factor Grant No:			Date of CFFP: _____		<b>FFY of Grant Approval:</b>			2010
<b>Grant Type and Number:</b>		<b>FFY of Grant:</b>														
Capital Fund Program Grant No.:	NY06P02150110	2010														
Replacement Housing Factor Grant No:																
Date of CFFP: _____		<b>FFY of Grant Approval:</b>														
		2010														
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____ ) <input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report																
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost<sup>1</sup></b>													
		Original	Revised <sup>2</sup>													
		Obligated	Expended													
Signature of Executive Director 		Date	Date													
		10/1/09														
		Signature of Public Housing Director _____														



**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
**Expires 4/30/2011**

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name:  Cortland Housing Authority					Federal FFY of Grant:  2010
Development Number/Name	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
HA Wide	9/2010		9/2012		
operations					
HA wide	9/2010		9/2012		
Administration					
HA Wide	9/2010		9/2012		
A & E					
21-1 AMP 1	9/2010		9/2012		
21-2 AMP 1	9/2010		9/2012		
21-3 AMP 2	9/2010		9/2012		
21-5 AMP 2	9/2010		9/2012		
21-6 AMP 2	9/2010		9/2012		

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>						
<b>PHA Name:</b> Cortland Housing Authority		<b>Grant Type and Number:</b> Capital Fund Program Grant No.: NY06P02150104 Date of CFFP: _____			<b>Replacement Housing Factor Grant No:</b> _____	<b>FFY of Grant:</b> 2004 <b>FFY of Grant Approval:</b> 2004
<b>Type of Grant</b>						
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual statement (revision no: _____)		
<input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____		<input checked="" type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	109,138.00	109,138.00	109,138.00	109,138.00	
3	1408 Management Improvements	18,735.00	18,735.00	18,735.00	18,735.00	
4	1410 Administration (may not exceed 10% of line 21)	54,694.00	54,694.00	54,694.00	54,694.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	8,182.49	8,182.49	8,182.49	8,182.49	
8	1440 Site Acquisition					
9	1450 Site Improvement	25,500.00	79,659.99	79,659.99	79,659.99	
10	1460 Dwelling Structures	199,283.00	59,283.00	59,283.00	59,283.00	
11	1465.1 Dwelling Equipment - Nonexpendable	25,464.00	25,464.00	25,464.00	25,464.00	
12	1470 Non-dwelling Structures	30,000.00	5,840.01	5,840.01	5,840.01	
13	1475 Non-dwelling Equipment	75,699.51	75,699.51	75,699.51	75,699.51	
	1490 Replacement Reserve	0.00	110,000.00	110,000.00	110,000.00	
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant (sum of lines 2 - 19)	546,696.00	546,696.00	546,696.00	546,696.00	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
PHA Name:  Cortland Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: NY06P02150104 Date of CFFP: _____		FFY of Grant: 2004 FFY of Grant Approval: 2004	
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual statement (revision no: _____)	
<input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____		<input checked="" type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>4</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
Signature of Executive Director 		Date 10/11/09		Signature of Public Housing Director  Date	

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: <b>Cortland Housing Authority</b>			Grant Type and Number: Capital Fund Program Grant No.: <u>NY06P02150104</u> CFFP (Yes/No): No Replacement Housing Factor Grant No.:				Federal FY of Grant: <b>2004</b>	
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA Wide	Operations	1406		109,138.00	109,138.00	109,138.00	109,138.00	Complete
HA Wide	Management Improvements	1408		18,735.00	18,735.00	18,735.00	18,735.00	Complete
HA Wide	Administration	1410		54,694.00	54,694.00	54,694.00	54,694.00	Complete
HA Wide	Fees and Costs	1430		8,182.49	8,182.49	8,182.49	8,182.49	Complete
HA Wide	Management Improvements	1475		60,000.00	60,000.00	60,000.00	60,000.00	Complete
HA Wide	Replacement Reserve	1490		0.00	110,000.00	110,000.00	110,000.00	Complete
NY021001	Landscape/Outdoor Furniture	1450		5,000.00	5,000.00	5,000.00	5,000.00	Complete
	Window Ledges and Handles	1460		702.00	702.00	702.00	702.00	Complete
	Corridor/Community Room Improvements	1475		9,600.00	9,600.00	9,600.00	9,600.00	Complete
	Door Closers	1460		3,000.00	3,000.00	3,000.00	3,000.00	Complete
	Asbestos abatement	1460		15,000.00	15,000.00	15,000.00	15,000.00	Complete
	Furnace/airconditioning	1460		40,000.00	0.00	0.00	0.00	
	Refrigerators	1465		2,232.00	2,232.00	2,232.00	2,232.00	Complete
	Efficiency Upgrades	1460		12,880.00	12,880.00	12,880.00	12,880.00	Complete
NY021002	Corridor/Community Room Improvements	1475		6,099.51	6,099.51	6,099.51	6,099.51	Complete
	Window Ledges and Handles	1460		701.00	701.00	701.00	701.00	Complete
	Furnace/airconditioning	1460		70,000.00	0.00	0.00	0.00	Complete
	Refrigerators	1465		2,232.00	2,232.00	2,232.00	2,232.00	Complete
	Roll In shower	1460		2,000.00	2,000.00	2,000.00	2,000.00	Complete
NY021003	New showers/Tubs	1460		25,000.00	25,000.00	25,000.00	25,000.00	Complete
	Carppet/flooring improvements	1465		21,000.00	21,000.00	21,000.00	21,000.00	Complete
NY021005	Roof Replacement	1470		5,840.01	5,840.01	5,840.01	5,840.01	Complete
	Insulation	1460		0.00	0.00	0.00	0.00	
	Site Improvements	1450		74,659.99	74,659.99	74,659.99	74,659.99	Complete

<sup>1</sup> To be completed for the Performance and Evaluation Report or a revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
**Expires 4/30/2011**

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name:				Federal FFY of Grant:	
Cortland Housing Authority				2004	
Development Number/Name	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA Wide	9/2006	9/2006	9/2008	9/2008	
Operations					
PHA Wide	9/2006	9/2006	9/2008	9/2008	
Administration					
NY021001	9/2006	9/2006	9/2008	9/2008	
NY021002	9/2006	9/2006	9/2008	9/2008	
NY021003	9/2006	9/2006	9/2008	9/2008	
NY021005	9/2006	9/2006	9/2008	9/2008	

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Attachment B

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
PHA Name:  Cortland Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: NY06P02150105 Date of CFFP: _____		Replacement Housing Factor Grant No:  FFY of Grant: 2005 FFY of Grant Approval: 2005	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____ <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	104,038.00	104,038.00	104,038.00	104,038.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	52,019.00	52,019.00	52,019.00	52,019.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	18,000.00	0.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	19,663.00	121,002.98	121,002.98	121,002.98
10	1460 Dwelling Structures	171,472.00	74,222.60	74,222.60	74,222.60
11	1465.1 Dwelling Equipment - Nonexpendable	15,000.00	15,000.00	15,000.00	15,000.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	40,000.00	53,909.42	53,909.42	53,909.42
	1490 Replacement Reserve	100,000.00	100,000.00	100,000.00	100,000.00
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (sum of lines 2 - 19)	520,192.00	520,192.00	520,192.00	520,192.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>			
PHA Name:  Cortland Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: NY06P02150105 Date of CFFP: _____	
		Replacement Housing Factor Grant No:	FFY of Grant: 2005
			FFY of Grant Approval: 2005
Type of Grant			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies	
<input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____		<input type="checkbox"/> Revised Annual statement (revision no: _____)	
		<input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	
		Original	Revised <sup>4</sup>
		Total Actual Cost <sup>1</sup>	
		Obligated	Expended
Signature of Executive Director		Date	Signature of Public Housing Director
		10/1/2009	

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

Part II: Supporting Pages								
PHA Name:			Grant Type and Number:				Federal FY of Grant:	
Cortland Housing Authority			Capital Fund Program Grant No.: NY06P02150105		CFFP (Yes/No): No		2005	
Replacement Housing Factor Grant No.:								
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA Wide	Operations	1406		104,038.00	104,038.00	104,038.00	104,038.00	Complete
HA Wide	Administration	1410		52,019.00	52,019.00	52,019.00	52,019.00	Complete
HA Wide	Fees and Costs	1430		18,000.00	0.00	0.00	0.00	
HA Wide	Management Improvements	1475		30,000.00	30,000.00	30,000.00	30,000.00	Complete
HA Wide	Replacement Reserve	1490		100,000.00	100,000.00	100,000.00	100,000.00	Complete
NY021001	Corridor/Community Room Improvements	1475		11,500.00	12,473.67	12,473.67	12,473.67	Complete
	Efficiency Upgrades	1460		5,000.00	1,449.14	1,449.14	1,449.14	Complete
	Plumbing heating upgrades	1460		1,000.00	1,000.00	1,000.00	1,000.00	Complete
	Site Improvements	1450		1,000.00	2,166.98	2,166.98	2,166.98	Complete
NY021002	Air conditioning Comm rm	1460		30,000.00	2,140.46	2,140.46	2,140.46	Complete
	Corridor/Community Room Improvements	1475		11,500.00	8,108.75	8,108.75	8,108.75	Complete
	Door Closers	1460		3,472.00	0.00	0.00	0.00	
	Plumbing heating upgrades	1460		1,000.00	0.00	0.00	0.00	
	Site Improvements	1450		1,000.00	2,280.29	2,280.29	2,280.29	Complete
NY021003	Playground Equipment	1475		5,000.00	3,327.00	3,327.00	3,327.00	Complete
	Door replacement	1460		16,000.00	41,088.82	41,088.82	41,088.82	Complete
	Plumbing heating upgrades	1460		2,000.00	2,000.00	2,000.00	2,000.00	Complete
	Site Improvements	1450		40,000.00	96,892.71	96,892.71	96,892.71	Complete
NY021005	Emergency Generators	1460		40,000.00	0.00	0.00	0.00	Complete
	Site Improvements	1450		19,663.00	19,663.00	19,663.00	19,663.00	Complete
	Intercom System	1460		5,000.00	782.00	782.00	782.00	Complete
	Carpet/tile	1465		15,000.00	15,000.00	15,000.00	15,000.00	Complete
	Plumbing heating upgrades	1460		8,000.00	8,000.00	8,000.00	8,000.00	Complete
	Roof Replacement	1460		0.00	17,762.18	17,762.18	17,762.18	Complete

<sup>1</sup> To be completed for the Performance and Evaluation Report or a revised Annual Statement  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacment Housing Factor and  
 Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
**Expires 4/30/2011**

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name:  Cortland Housing Authority				Federal FFY of Grant:  2005	
Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA Wide Operations	8/2007	8/2007	8/2009	8/2009	
PHA Wide Administration	8/2007	8/2007	8/2009	8/2009	
NY021001	8/2007	8/2007	8/2009	8/2009	
NY021002	8/2007	8/2007	8/2009	8/2009	
NY021003	8/2007	8/2007	8/2009	8/2009	
NY021005	8/2007	8/2007	8/2009	8/2009	
NY021006	8/2007	8/2007	8/2009	8/2009	

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Attachment B

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
PHA Name: Cortland Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: NY06P02150106 Replacement Housing Factor Grant No.: Date of CFFP: _____			FFY of Grant: 2006 FFY of Grant Approval: 2006
Type of Grant <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 Program Year Ending _____ <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	102,819.00	102,819.00	102,819.00	102,819.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	51,409.00	51,409.00	51,409.00	51,409.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00	25,000.00	25,000.00	25,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement	49,999.71	49,424.20	49,424.20	49,424.20
10	1460 Dwelling Structures	192,609.52	191,580.03	191,580.03	191,580.03
11	1465.1 Dwelling Equipment - Nonexpendable	35,328.00	36,933.00	36,933.00	36,933.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	56,933.77	56,933.77	56,933.77	56,933.77
	1490 Replacement Reserve	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (sum of lines 2 - 19)	514,099.00	514,099.00	514,099.00	514,099.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

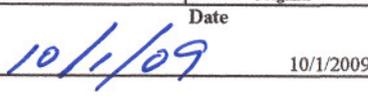
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>			
PHA Name:  Cortland Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: NY06P02150106 Date of CFFP: _____	
		Replacement Housing Factor Grant No:	FFY of Grant: 2006
			FFY of Grant Approval: 2006
Type of Grant			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies	
<input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending _____		<input type="checkbox"/> Revised Annual statement (revision no: _____)	
		<input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	
		Original	Revised *
		Total Actual Cost †	
		Obligated	Expended
Signature of Executive Director		Signature of Public Housing Director	
			
Date		Date	
10/1/09		10/1/2009	

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacment Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

Part II: Supporting Pages								
PHA Name:			Grant Type and Number:				Federal FY of Grant:	
Cortland Housing Authority			Capital Fund Program Grant No.:		NY06P02150106	CFPP (Yes/No): No		2006
			Replacement Housing Factor Grant No.:					
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised *	Funds Obligated *	Funds Expended *	
HA Wide	Operations	1406		102,819.00	102,819.00	102,819.00	102,819.00	Complete
HA Wide	Administration	1410		51,409.00	51,409.00	51,409.00	51,409.00	Complete
HA Wide	Fees and Costs	1430		25,000.00	25,000.00	25,000.00	25,000.00	Complete
HA Wide	Management Improvements	1475		19,498.52	19,498.52	19,498.52	19,498.52	Complete
	Computer/Office Equip/Vehicle and Equip							
HA Wide	Management Improvements-inventory	1475		27,435.25	27,435.25	27,435.25	27,435.25	Complete
HA Wide	Replacement Reserve	1490		0.00	0.00	0.00	0.00	Complete
NY021001	Kitchen/Bath renovations	1460		12,472.00	12,472.00	12,472.00	12,472.00	Complete
AMP 1	Corridor/Community Room Improvements	1475		5,000.00	5,000.00	5,000.00	5,000.00	Complete
	Furnace AC comm rm	1460		85,652.00	21,898.61	21,898.61	21,898.61	Complete
	Refrigerators	1465		5,259.00	6,062.00	6,062.00	6,062.00	Complete
	Building Entry Upgrade	1450		5,075.95	5,075.95	5,075.95	5,075.95	Complete
	Site Improvements	1450		250.34	835.34	835.34	835.34	Complete
NY021002	Thermostatic Controls	1460		0.00	0.00	0.00	0.00	Complete
AMP 1	Corridor/Community Room Improvements	1475		5,000.00	5,000.00	5,000.00	5,000.00	Complete
	Door Replacement	1460		1,330.52	1,330.52	1,330.52	1,330.52	Complete
	Refrigerators	1465		5,258.00	6,060.00	6,060.00	6,060.00	Complete
	Furnace AC comm rm	1460		28,017.00	28,017.00	28,017.00	28,017.00	Complete
	Site Improvements	1450		5,632.96	1,775.45	1,775.45	1,775.45	Complete
	Building Entry Upgrade	1450		2,766.50	2,766.50	2,766.50	2,766.50	Complete
	Façade Restoration	1460		0.00	60,161.22	60,161.22	60,161.22	Complete
NY021003	Showers and Tubs	1460		20,000.00	20,000.00	20,000.00	20,000.00	Complete
AMP 2	Site Improvements	1450		5,000.00	5,546.00	5,546.00	5,546.00	Complete
	Refrigerators	1465		2,600.00	2,600.00	2,600.00	2,600.00	Complete
	Roof replacement	1460		0.00	0.00	0.00	0.00	Complete
	Door Replacement	1460		21,999.18	21,999.18	21,999.18	21,999.18	Complete
	Extraordinary Maintenance	1460		0.00	2,722.22	2,722.22	2,722.22	Complete
NY021005	Site Improvements	1450		8,768.69	8,768.69	8,768.69	8,768.69	Complete
AMP 2	Kitchen/Bath renovations	1460		15,000.00	15,000.00	15,000.00	15,000.00	Complete
	Truxton Entrance	1450		22,505.27	24,656.27	24,656.27	24,656.27	Complete
	Carpet/Tile	1465		19,811.00	19,811.00	19,811.00	19,811.00	Complete
	Exit Enhancements	1470		0.00	0.00	0.00	0.00	Complete
	Refrigerators	1465		1,600.00	1,600.00	1,600.00	1,600.00	Complete
	Roof replacement	1460		4,483.82	4,483.82	4,483.82	4,483.82	Complete
	Intercom System	1460		1,155.00	1,155.00	1,155.00	1,155.00	Complete
	Plumbing/heating	1460		2,500.00	340.74	340.74	340.74	Complete

\* To be completed for the Performance and Evaluation Report or a revised Annual Statement

\* To be completed for the Performance and Evaluation Report.



**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name:  Cortland Housing Authority					Federal FFY of Grant:  2006
Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA Wide Operations	7/2008	7/2008	7/2010	7/2010	
PHA Wide Administration	7/2008	7/2008	7/2010	7/2010	
NY021001 AMP 1	7/2008	7/2008	7/2010	7/2010	
NY021002 AMP 1	7/2008	7/2008	7/2010	7/2010	
NY021003 AMP 2	7/2008	7/2008	7/2010	7/2010	
NY021005 AMP 2	7/2008	7/2008	7/2010	7/2010	
NY021006 AMP 2	7/2008	7/2008	7/2010	7/2010	

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

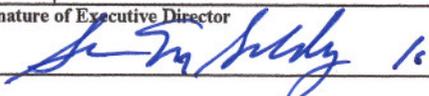
U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>Grant Type and Number:</b>		<b>FFY of Grant:</b>	
PHA Name: Cortland Housing Authority		Capital Fund Program Grant No.: NY06P02150107 Date of CFFP: _____		Replacement Housing Factor Grant No: 2007	
				FFY of Grant Approval: 2007	
<b>Type of Grant</b>					
<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 Program Year Ending 9/30/2009 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	104,380.00	104,380.00	104,380.00	104,380.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	52,190.00	52,190.00	52,190.00	52,190.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	15,625.00	15,625.00	8,875.00
8	1440 Site Acquisition				
9	1450 Site Improvement	86,071.00	63,946.72	63,946.72	61,466.31
10	1460 Dwelling Structures	180,000.00	181,418.59	181,418.59	180,986.37
11	1465.1 Dwelling Equipment - Nonexpendable	27,000.00	27,000.00	27,000.00	27,000.00
12	1470 Non-dwelling Structures	26,472.00	26,472.00	26,472.00	26,472.00
13	1475 Non-dwelling Equipment	25,788.00	50,868.69	50,868.69	50,868.69
	1490 Replacement Reserve	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (sum of lines 2 - 19)	521,901.00	521,901.00	521,901.00	512,238.37
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>			
PHA Name:  Cortland Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: NY06P02150107 Replacement Housing Factor Grant No: Date of CFFP: _____	
		FFY of Grant: 2007 FFY of Grant Approval: 2007	
Type of Grant			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies	
<input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending 9/30/2009		<input type="checkbox"/> Revised Annual statement (revision no: _____)	
		<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	
		Original	Revised <sup>2</sup>
		Total Actual Cost <sup>1</sup>	
		Obligated	Expended
Signature of Executive Director		Signature of Public Housing Director	
			
Date		Date	
10/1/2009			

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

Part II: Supporting Pages								
PHA Name:			Grant Type and Number:				Federal FY of Grant:	
Cortland Housing Authority			Capital Fund Program Grant No.:		NY06P02150107	CFFP (Yes/No): No		2007
			Replacement Housing Factor Grant No.:					
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised <sup>+</sup>	Funds Obligated <sup>+</sup>	Funds Expended <sup>+</sup>	
HA Wide	Operations	1406		104,380.00	104,380.00	104,380.00	104,380.00	Complete
HA Wide	Administration	1410		52,190.00	52,190.00	52,190.00	52,190.00	Complete
HA Wide	Fees and Costs	1430		20,000.00	15,625.00	15,625.00	8,875.00	Underway
HA Wide	Management Improvements	1475		15,788.00	40,868.69	40,868.69	40,868.69	Complete
HA Wide	Computer/Office Equip/Vehicle and Equip							
HA Wide	Replacement Reserve	1490		100,000.00	0.00	0.00	0.00	
NY021001	Kitchen/Bath renovations	1460		5,000.00	5,000.00	5,000.00	5,000.00	Complete
AMP 1	Landscape/Lighting	1450		1,500.00	696.00	696.00	696.00	Complete
	Corridor/Community Room Improvements	1475		5,000.00	5,000.00	5,000.00	5,000.00	Complete
	Building Entry Upgrade	1460		5,500.00	5,500.00	5,500.00	5,500.00	Complete
	Fire Panel Upgrade	1460		10,000.00	994.50	994.50	994.50	Complete
	Extraordinary Maintenance	1460		1,000.00	0.00	0.00	0.00	
	Site Improvements	1450		1,000.00	1,000.00	1,000.00	1,000.00	Complete
	Plumbing Heating renovations	1460		4,000.00	4,000.00	4,000.00	4,000.00	Complete
	Appliances	1465		3,000.00	3,000.00	3,000.00	3,000.00	Complete
NY021002	Kitchen/Bath renovations	1460		5,000.00	5,000.00	5,000.00	5,000.00	Complete
AMP 1	Landscape/Lighting	1450		1,500.00	291.12	291.12	30.00	Underway
	Thermostatic Controls	1460		10,000.00	9,793.59	9,793.59	9,793.59	Complete
	Corridor/Community Room Improvements	1475		5,000.00	5,000.00	5,000.00	5,000.00	Complete
	Building Entry Upgrade	1460		5,500.00	5,500.00	5,500.00	5,500.00	Complete
	Plumbing Heating renovations	1460		4,000.00	4,000.00	4,000.00	4,000.00	Complete
	Extraordinary Maintenance	1460		1,000.00	250.00	250.00	250.00	Complete
	Site Improvements	1450		1,000.00	1,000.00	1,000.00	1,000.00	Complete
	Appliances	1465		3,000.00	3,000.00	3,000.00	3,000.00	Complete
	Façade Restoration	1460		0.00	100,000.00	100,000.00	100,000.00	Complete
NY021003	Site Improvements	1450		72,071.00	47,540.31	47,540.31	47,540.31	Complete
AMP 2	Building Ventilation	1460		25,000.00	25,000.00	25,000.00	24,567.78	Underway
	Roof Replacement	1460		25,000.00	25,000.00	25,000.00	25,000.00	Complete
	Appliances	1465		3,000.00	3,000.00	3,000.00	3,000.00	Complete
	Extraordinary Maintenance	1460		1,000.00	0.00	0.00	0.00	
NY021005	Site Improvements	1450		8,000.00	10,219.29	10,219.29	8,000.00	Underway
	Carpet/Tile	1465		15,000.00	15,000.00	15,000.00	15,000.00	Complete
	Exit Enhancement	1470		1,472.00	1,472.00	1,472.00	1,472.00	Complete
	Plumbing Heating renovations	1460		1,000.00	14,380.50	14,380.50	14,380.50	Complete
	Appliances	1465		2,000.00	2,000.00	2,000.00	2,000.00	Complete
	Extraordinary Maintenance	1460		1,000.00	1,000.00	1,000.00	1,000.00	Complete

<sup>+</sup> To be completed for the Performance and Evaluation Report or a revised Annual Statement  
<sup>+</sup> To be completed for the Performance and Evaluation Report.



**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
**Expires 4/30/2011**

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name:  Cortland Housing Authority				Federal FFY of Grant:  2007	
Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA Wide Operations	9/2009	9/2009	9/2011		
PHA Wide Administration	9/2009	9/2009	9/2011		
NY021001 AMP 1	9/2009	9/2009	9/2011		
NY021002 AMP 1	9/2009	9/2009	9/2011		
NY021003 AMP 2	9/2009	9/2009	9/2011		
NY021005 AMP 2	9/2009	9/2009	9/2011		
NY021006 AMP 2	9/2009	9/2009	9/2011		

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Attachment B

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

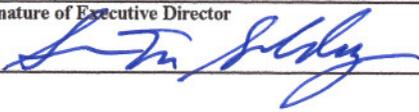
U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>Grant Type and Number:</b>		<b>FFY of Grant:</b>	
PHA Name: Cortland Housing Authority		Capital Fund Program Grant No.: NY06P02150108	Replacement Housing Factor Grant No:	2008	
		Date of CFFP: _____		FFY of Grant Approval: 2008	
<b>Type of Grant</b>					
<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 Program Year Ending 9/30/2009 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	105,348.00	105,348.00	105,348.00	105,348.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	52,674.00	52,674.00	52,674.00	52,674.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	13,000.00	23,500.00	16,735.87	13,825.65
10	1460 Dwelling Structures	288,000.00	277,500.00	179,862.91	179,073.24
11	1465.1 Dwelling Equipment - Nonexpendable	33,390.00	33,390.00	28,192.83	28,192.83
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	34,331.00	34,331.00	34,331.00	33,440.38
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (sum of lines 2 - 19)	526,743.00	526,743.00	417,144.61	412,554.10
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>			
PHA Name: Cortland Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: NY06P02150108 Date of CFFP: _____	
		Replacement Housing Factor Grant No:	FFY of Grant: 2008
			FFY of Grant Approval: 2008
Type of Grant			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies	
<input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending 9/30/2009		<input type="checkbox"/> Revised Annual statement (revision no: _____)	
		<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	
		Original	Revised <sup>2</sup>
		Total Actual Cost <sup>1</sup>	
		Obligated	Expended
Signature of Executive Director		Signature of Public Housing Director	
			
Date		Date	
10/1/2009			

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacment Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number:						Federal FY of Grant:
Cortland Housing Authority		Capital Fund Program Grant No.:		NY06P02150108		CFFP (Yes/No): No		2008
		Replacement Housing Factor Grant No.:						
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>4</sup>	Funds Expended <sup>4</sup>	
HA Wide	Operations	1406		105,348.00	105,348.00	105,348.00	105,348.00	Complete
HA Wide	Administration	1410		52,674.00	52,674.00	52,674.00	52,674.00	Complete
HA Wide	Management Improvements Computer/Office Equip/Vehicle and Equip	1475		34,331.00	34,331.00	34,331.00	33,440.38	Underway
NY021001	Kitchen/Bath renovations	1460		10,000.00	10,000.00	10,000.00	9,210.33	Underway
AMP 1	Exit enhancements	1460		15,000.00	14,000.00	9,949.23	9,949.23	Underway
	Appliances	1465		4,195.00	4,195.00	4,195.00	4,195.00	Complete
	Extraordinary Maintenance	1460		1,000.00	1,000.00	47.78	47.78	Underway
	Site Improvements	1450		1,000.00	4,000.00	4,000.00	2,370.65	Underway
	Plumbing/heating renovations	1460		4,000.00	4,000.00	4,000.00	4,000.00	Complete
	Corridor/Community Room Improvements	1460		5,000.00	5,000.00	1,610.03	1,610.03	Underway
	Emergency Generator	1460		0.00	32,490.00	32,490.00	32,490.00	Complete
NY021002	Kitchen/Bath renovations	1460		10,000.00	10,000.00	8,613.11	8,613.11	Underway
AMP 1	Façade Restoration	1460		100,000.00	27,469.94	27,469.94	27,469.94	Complete
	Exit enhancements	1460		15,000.00	10,500.00	7,550.00	7,550.00	Underway
	Plumbing/heating renovations	1460		4,000.00	5,000.00	4,342.24	4,342.24	Underway
	Extraordinary Maintenance	1460		1,000.00	1,000.00	259.56	259.56	Underway
	Site Improvements	1450		1,000.00	4,000.00	2,664.24	2,493.59	Underway
	Appliances	1465		4,195.00	4,195.00	4,195.00	4,195.00	Complete
	Corridor/Community Room Improvements	1460		5,000.00	5,000.00	1,983.58	1,983.58	Underway
NY021003	Kitchen/Bath renovations	1460		10,000.00	10,000.00	1,541.05	1,541.05	Underway
AMP 2	Tile/carpet replacement	1465		3,000.00	3,000.00	797.10	797.10	Underway
	Window replacement	1460		5,000.00	5,000.00	0.00	0.00	
	Appliances	1465		4,000.00	3,000.00	3,000.00	3,000.00	Complete
	Extraordinary Maintenance	1460		1,000.00	1,000.00	129.82	129.82	Underway
	Site Improvements	1450		5,000.00	6,000.00	5,790.51	4,901.51	Underway
	Door Replacement	1460		5,000.00	5,000.00	5,000.00	5,000.00	Complete
NY021005	Site Improvements	1450		5,000.00	8,500.00	3,439.19	3,233.75	Underway
AMP 2	Kitchen/Bath renovations	1460		70,000.00	70,000.00	4,424.12	4,424.12	Underway
	Carpet/Tile	1465		15,000.00	15,000.00	12,005.73	12,005.73	Underway
	Plumbing/heating renovations	1460		25,000.00	59,040.06	58,487.52	58,487.52	Underway
	Appliances	1465		2,000.00	3,000.00	3,000.00	3,000.00	Complete
	Extraordinary Maintenance	1460		1,000.00	1,000.00	964.93	964.93	Underway
NY021006	Appliances	1465		1,000.00	1,000.00	1,000.00	1,000.00	Complete
AMP 2	Extraordinary Maintenance	1460		1,000.00	1,000.00	1,000.00	1,000.00	Complete
	Site Improvements	1450		1,000.00	1,000.00	841.93	826.15	Underway

<sup>1</sup> To be completed for the Performance and Evaluation Report or a revised Annual Statement  
<sup>4</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacment Housing Factor and  
 Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
**Expires 4/30/2011**

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: <b>Cortland Housing Authority</b>				Federal FFY of Grant: <b>2008</b>	
Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA Wide Operations	6/1/2010		6/1/2012		
PHA Wide Administration	6/1/2010		6/1/2012		
NY021001 AMP 1	6/1/2010		6/1/2012		
NY021002 AMP 1	6/1/2010		6/1/2012		
NY021003 AMP 2	6/1/2010		6/1/2012		
NY021005 AMP 2	6/1/2010		6/1/2012		
NY021006 AMP 2	6/1/2010		6/1/2012		

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

Attachment B

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>Grant Type and Number:</b>		<b>FFY of Grant:</b>	
PHA Name: Cortland Housing Authority		Capital Fund Program Grant No.: NY06P02150109	Replacement Housing Factor Grant No:	2009	
		Date of CFFP: _____		<b>FFY of Grant Approval:</b> 2009	
<b>Type of Grant</b>					
<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 Program Year Ending 9/30/2009 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	106,618.00		0.00	
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	53,309.00		0.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	24,442.00		0.00	
8	1440 Site Acquisition				
9	1450 Site Improvement	84,000.00		0.00	
10	1460 Dwelling Structures	195,121.00		0.00	
11	1465.1 Dwelling Equipment - Nonexpendable	36,600.00		0.00	
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	33,000.00		0.00	
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (sum of lines 2 - 19)	533,090.00		0.00	
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>			
PHA Name:  Cortland Housing Authority	<b>Grant Type and Number:</b> Capital Fund Program Grant No.: NY06P02150109      Replacement Housing Factor Grant No: Date of CFFP: _____		
FFY of Grant: <u>2009</u> FFY of Grant Approval: <u>2009</u>			
<b>Type of Grant</b> <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 Program Year Ending <u>9/30/2009</u> <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>
		Obligated	Expended
Signature of Executive Director 		Date	Signature of Public Housing Director Date
		10/1/09	



**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacment Housing Factor and  
 Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
**Expires 4/30/2011**

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: Cortland Housing Authority					Federal FFY of Grant: 2009
Development Number/Name	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
HA Wide operations	9/2011		9/2013		
HA wide Administration	9/2011		9/2013		
HA Wide A & E	9/2011		9/2013		
21-1 AMP 1	9/2011		9/2013		
21-2 AMP 1	9/2011		9/2013		
21-3 AMP 2	9/2011		9/2013		
21-5 AMP 2	9/2011		9/2013		
21-6 AMP 2	9/2011		9/2013		

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

Attachment B

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary

PHA Name:  Cortland Housing Authority	<b>Grant Type and Number:</b> Capital Fund Program Grant No.: NY06S02150109 Date of CFFP: _____ Replacement Housing Factor Grant No: _____	<b>FFY of Grant:</b> 2009  <b>FFY of Grant Approval:</b> 2009
---	---	---

**Type of Grant**

Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual statement (revision no: \_\_\_\_\_)

Performance and Evaluation report for Program Year Ending 9/30/2009     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>			0.00	
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	66,675.00		66,675.00	34,762.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs			0.00	
8	1440 Site Acquisition				
9	1450 Site Improvement	132,000.00		63,750.00	63,750.00
10	1460 Dwelling Structures	310,477.00		238,459.43	181,895.87
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Non-dwelling Structures	157,600.00		142,096.00	102,610.55
13	1475 Non-dwelling Equipment			0.00	
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (sum of lines 2 - 19)	666,752.00	0.00	510,980.43	383,018.42
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>						
PHA Name:  Cortland Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: NY06S02150109 Date of CFFP: _____			Replacement Housing Factor Grant No: _____	FFY of Grant: 2009  FFY of Grant Approval: 2009
Type of Grant						
<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 Program Year Ending 9/30/2009		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
Signature of Executive Director 		Date 10/1/09		Signature of Public Housing Director Date		





Attachment C

**Capital Fund Program Five-Year Action Plan**

Part I: Summary

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 4/30/2011

<b>Part I: Summary</b>								
PHA Name/Number		Cortland Housing Authority (NY021)	Locality (City/County & State)		Cortland/Cortland New York		<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1	Work Statement for Year 2		Work Statement for Year 3		Work Statement for Year 4	
			FFY	2010	FFY	2011	FFY	2012
							FFY	2013
B.	Physical Improvements	Annual Statement						
	Subtotal			318,721.00		246,221.00		318,721.00
C.	Management Improvements			30,000.00		102,500.00		30,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment							
E.	Administration			52,674.00		52,674.00		52,674.00
F.	Other			20,000.00		20,000.00		20,000.00
G.	Operations			105,348.00		105,348.00		105,348.00
H.	Demolition							
I.	Development							
J.	Capital Fund Financing - Debt Service							
K.	Total CFP Funds			526,743.00		526,743.00		526,743.00
L.	Total Non-CFP Funds							
M.	Grand Total			526,743.00		526,743.00		526,743.00



Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages - Work Activities

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: 2012 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2013 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	HA Wide	Operations	105,348.00	HA Wide	Operations	105,348.00
	HA Wide	Administration	52,674.00	HA Wide	Administration:	52,674.00
	HA Wide	A & E Fees	20,000.00	HA Wide	A & E Fees	20,000.00
	21-1 AMP 1	Kitchen/bath renovations	1,000.00	21-1 AMP 1	Kitchen/bath renovations	1,000.00
		Corridor/community room improvements	5,000.00		Corridor/community room improvements	1,000.00
		Appliances	10,000.00		Appliances	10,000.00
		Site Improvements	10,000.00		Site Improvements	10,000.00
		Plumbing/heating renovations	25,000.00		Plumbing/heating renovations	1,000.00
		Extraordinary Maintenance	1,000.00		Extraordinary maintenance	1,000.00
		Windows	40,000.00		Washers/Dryers	20,000.00
	21-2 AMP 1	Kitchen/bath renovations	1,000.00		Asbestos Abatement	15,000.00
		Corridor/community room improvements	5,000.00		Windows	40,000.00
		Appliances	10,000.00		Security	2,500.00
		Site Improvements	10,000.00	21-2 AMP 1	Kitchen/bath renovations	1,000.00
	Plumbing/heating renovations	25,000.00		Corridor/community room improvements	1,000.00	
	Extraordinary Maintenance	1,000.00		Appliances	10,000.00	
	Doors	15,000.00		Site Improvements	10,000.00	
	Windows	40,000.00		Plumbing/heating renovations	1,000.00	
21-3 AMP 2	Flooring	3,000.00		Extraordinary maintenance	1,000.00	
	Site Improvements	10,000.00		Washers/Dryers	20,000.00	
	Plumbing/heating renovations	3,000.00		Asbestos Abatement	15,000.00	
	Doors	19,221.00		Windows	40,000.00	
	Extraordinary Maintenance	1,000.00		Security	2,500.00	
	Maintenance vehicle/office equip	30,000.00	21-3 AMP 2	Roof Replacement	25,000.00	
21-5 AMP 2	Kitchen/bath renovations	20,000.00		Playground Equipment	2,500.00	
	Site Improvements/Paving	25,000.00		Security	2,500.00	
	Plumbing/heating renovations	3,000.00		Site Improvements	10,000.00	
	Carpet/Flooring	25,000.00		Plumbing/heating renovations	5,000.00	
	Extraordinary Maintenance	1,000.00	21-5 AMP 2	Carpet/flooring	15,000.00	
21-6 AMP 2	Site Improvements	5,000.00		Washers/Dryers	10,000.00	
	Extraordinary Maintenance	1,000.00		Maintenance vehicle/Office Equip	30,000.00	
	Kitchen/bath renovations	2,500.00		Site Improvements	8,721.00	
	Doors	1,000.00	21-6 AMP 2	Roof Replacement	35,000.00	
				Site Improvements	2,000.00	
Total CFP Estimated Cost		526,743.00			526,743.00	

# **CORTLAND HOUSING AUTHORITY**

42 CHURCH STREET

CORTLAND, NEW YORK 13045

WARREN S. EDDY, Chairman

GLENN M. GOLDWYN, Executive Director

Telephone: (607) 753-1771

Fax: (607) 753-7313

## **Attachment D**

# **AGENDA AND MEETING NOTICE**

## ***Cortland Housing Authority Resident Advisory Board Meeting***

**Monday, October 5, 2009, 10:00 a.m.,  
Theresa Benedick Community Room  
42 Church Street Apartment Building, Cortland**

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

**PLEASE ALLOW 90 MINUTES FOR THIS MEETING**

# CORTLAND HOUSING AUTHORITY

42 CHURCH STREET  
CORTLAND, NEW YORK 13045

WARREN S. EDDY, Chairman  
GLENN M. GOLDWYN, Executive Director

Telephone: (607) 753-1771  
Fax: (607) 753-7313

## Cortland Housing Authority Resident Advisory Board Meeting Minutes

**Monday October 5, 2009 – 10:00 a.m. CHA Conference Room**

**Present:** Shirley Moore, Donna Kelley, Donna Decker,  
Martha Diehl  
**Absent/Excused:** Dorothy Colaw, Phyllis Tufts, Patricia Chapman  
**Staff:** Glenn Goldwyn, Margie Lann

The meeting was called to order at 10:00 a.m.

Margie Lann made introductions. All members of the Resident Advisory Board were re-appointed by the Cortland Housing Authority Board of Directors to serve on this year's Resident Advisory Board. Martha Diehl, a Public Housing tenant was also appointed to serve on this years committee, bringing the total membership to seven. Phyllis Tufts, a Section 8 participant and Dorothy Colaw, a Public Housing tenant were absent to the meeting due to prior commitments. Patricia Chapman, a Public Housing tenant was absent due to illness.

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 2010-2011. Goldwyn explained the requirements of the Housing Authority as it relates to the creation and submission of the Annual and Five-Year Plans. Goldwyn stated that the members of this Advisory Board have historically been very helpful in this process. The recommendations received by this Board are discussed and inserted, as necessary, into the upcoming plans for future implementation. Each member was given a copy of the draft Annual and Five-Year Agency Plan with the attachments. Margie Lann proceeded to review the draft Agency Plan in its entirety.

Lann and Goldwyn discussed the upcoming 2010 Capital Fund Program and reviewed the individual planned projects with the members. 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.

Martha Diehl posed a question concerning the upgrading of the antenna roof for tenants to receive digital television channels. Since the change to digital reception, there are a handful of tenants who are unable to receive a signal. She inquired if an upgrade to the system was going to be done. Goldwyn explained that all the apartments in the building were connected to an antenna installed when it was built in the 1960's, providing three channel non-digital television reception. The antennae and the wiring do not support the digital requirements but the solution would require the entire building be rewired at considerable expense. There are alternatives to resolve the problems for the extremely small number of people who have voiced concerns about the situation. Goldwyn has offered to consult with each individual as needed to address the issue.

A discussion was held about a bus shelter being erected on the Church Street side of the high rise at 51 Port Watson. The staff will be making inquiries to the Cortland Transit Company to determine if that is an actual bus stop. If it is a bus stop, the Authority can look into that as a possible future project for the Capital Fund grant.

Martha Diehl asked if the side entrance of 42 Church St. building could have an overhang or covered walkway area directly outside the building for tenants to sit and relax in the shade and out of the summer heat. There is money in the budget for site improvements and the Authority could investigate the possibility that type of improvement for a future grant year.

The Board discussed the funding of outdoor furniture and was pleased to see that the Fiscal Year 2009 grant that was awarded in September has funds for that type of project.

There were no further questions or comments regarding the Capital Fund Program. The resolution for approval was presented and voted on by those members present.

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

**AUTHORIZATION TO SUBMIT 2010-2014 CORTLAND HOUSING AUTHORITY DRAFT AGENCY ANNUAL AND FIVE-YEAR 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 draft Agency Plan, and its minutes and recommendations have been made part of the draft Agency Plan, now therefore be it

RESOLVED, that the CHA Resident Advisory Board hereby authorizes the staff of the CHA to submit the 2010-2014 draft 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 Decker, seconded by Donna Kelley and approved unanimously.

AYES  
Donna Kelley  
Martha Diehl  
Shirley Moore  
Donna Decker

ABSENT  
Dorothy Colaw  
Phyllis Tufts  
Patricia Chapman

The meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Glenn M. Goldwyn  
Executive Director

**Cortland Housing Authority 2010-2014 Agency and Annual Plan Public Hearing**

**42 Church Street Public Hearing November 2, 2009 2:00 p.m.**

There were 33 attendees at the Public Hearing held in the Theresa Benedick Community Room at 42 Church St.

Cortland Housing Authority Executive Director Glenn M. Goldwyn 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 over \$533,000 in Capital Fund money and over \$666,000 in American Recovery and Reinvestment Act (ARRA) Stimulus Grant funds 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.

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

**Cortland Housing Authority 2010-2014 Agency Plan and Capital Fund**

**Agency Wide**

<i>Maintenance Vehicle</i>	<i>\$ 30,000.00</i>
<i>Architectural &amp; Engineering Fees</i>	<i>\$ 20,000.00</i>

**42 Church Street**

<i>Kitchen/Bathroom Renovations</i>	<i>\$ 10,000.00</i>
This multi-year project will continue the upgrade of bathrooms to include the Safeway Step bathtub entry system	

<i>Corridor/Community Room Improvements-</i>	<i>\$ 50,000.00</i>
This project is a continuation of improvements to the corridor and the community room areas of the building.	

<i>Site Improvements-</i>	<i>\$ 5,000.00</i>
This line item will provide for additional site improvements at 42 Church Street	

***Plumbing/Heating Renovations-*** **\$ 45,000.00**  
This multi-year project will repair/replace piping and associated components of the building systems

***Appliances-*** **\$ 8,000.00**  
This ongoing project enables the Authority to purchase replacement appliances on an  
“as needed” basis

***Extraordinary Maintenance-*** **\$ 1,000.00**  
This multi-year line item will make money available to significantly rehabilitate apartments that have been  
damaged beyond “normal wear and tear”

**Cortland Housing Authority 2010-2014**  
**Agency Plan and Capital Fund**

**51 Port Watson St.**

***Kitchen/Bathroom Renovations*** **\$ 10,000.00**  
This multi-year project will continue the upgrade of bathrooms to include the Safeway Step bathtub entry  
system

***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.

***Plumbing/Heating Renovations-*** **\$ 20,000.00**  
This multi-year project will repair/replace piping and associated components of the building systems and  
begin replacement of current apartment thermostats

***Site Improvements-*** **\$ 5,000.00**  
This line item will provide for additional site improvements at 51 Port Watson Street

***Appliances-*** **\$ 8,000.00**  
This ongoing project enables the Authority to purchase replacement appliances on an  
“as needed” basis

***Door Replacement*** **\$ 10,000.00**  
This multi-year project will implement replacement of doors at the site

***Extraordinary Maintenance-*** **\$ 1,000.00**  
This multi-year line item will make money available to significantly rehabilitate apartments that have been  
damaged beyond “normal wear and tear”

***Garage Upgrade*** **\$ 10,000.00**  
This project will upgrade the garage facility to comply with local and/or HUD codes for storage of  
maintenance equipment

**Cortland Housing Authority 2010-2014**  
**Agency Plan and Capital Fund**

**Pendleton St. Apartments**

*Site Improvements/Parking* \$ 20,000.00  
This line item permits continued improvements at the Pendleton Street family sites in the areas of drainage and sewers; erosion control; sidewalk repairs; paving and landscaping.

*Flooring Replacement* \$ 3,000.00  
This ongoing project involves replacement of floor tiles in the 50 family units on an "as needed" basis

*Appliance Replacement-* \$ 4,000.00  
This multi-year project involves replacing appliances as needed in apartments at the site

*Door Replacement* \$ 14,221.00  
This multi-year project continues replacement of interior and exterior doors at the site

*Extraordinary Maintenance-* \$ 1,000.00  
This multi-year line item will make money available to significantly rehabilitate apartments that have been damaged beyond "normal wear and tear"

*Plumbing/Heating Renovations-* \$ 7,832.00  
This multi-year project will repair/replace piping and associated components of the building systems

*Community Room Improvements-* \$ 2,500.00  
This project will upgrade the community room space at the family site.

**Scattered Sites (10 units-family)**

*Appliance Replacement-* \$ 300.00  
This multi-year project involves replacing appliances as needed in a number of apartments in the sites.

*Site Improvements/Paving/Foundations* \$ 8,000.00  
This multi-year project involves a variety of improvements at the various family housing sites

*Extraordinary Maintenance-* \$ 1,000.00  
This multi-year line item will make money available to significantly rehabilitate apartments that have been damaged beyond "normal wear and tear"

**Cortland Housing Authority 2010-2014**  
**Agency Plan and Capital Fund**

**Scattered Sites (80 units-senior and family)**

*Site Improvements/Paving* \$ 20,000.00  
This multi-year project involves a variety of improvements at the various family and senior scattered housing sites

***Carpet/Flooring Improvements-*** ***\$ 17,000.00***  
This project will permit carpet and tile replacement for individual scattered site apartments on a continuing basis.

***Kitchen/Bath Renovations*** ***\$ 7,000.00***  
This multi-year project continues upgrades to kitchens and baths to include the Safeway Step bathtub entry system at the sites.

***Appliance Replacement-*** ***\$ 2,310.00***  
This multi-year project involves replacing appliances as needed in a number of apartments in the various housing sites

***Extraordinary Maintenance-*** ***\$ 1,000.00***  
This multi-year line item will make money available to significantly rehabilitate apartments that have been damaged beyond "normal wear and tear"

***Exit Enhancement Project-*** ***\$ 18,000.00***  
This project will update the entry way area of the buildings. This project also involves creation of a covered exterior stairwell at the Homer Senior site on River Street

***Security Project-*** ***\$ 3,000.00***  
This multi-year project involves adding new technology to the sites in a variety of ways to increase security of the buildings

***Community Room & Kitchen/Corridors and Laundry Rooms*** ***\$ 5,000.00***  
This multi-year project will update these areas of the senior developments as needed

\*\*\*\*\*

After reviewing the proposed projects with those present, questions were posed at the 42 Church Street hearing and answers were given as follows:

- Q. Will the funds allow for replacing the current older model refrigerators? They probably aren't energy efficient and some of the folks have difficulty defrosting them. We would like self-defrosting ones.
- A. The refrigerators are being replaced with Energy Star models on an as needed basis at this time. The Housing Authority is looking into avenues of additional funding for energy saving items that may include refrigerators.
- Q. How is the bathroom vanity replacement being done?
- A. There is a contract in place with EAM Construction under the ARRA Stimulus Funds Grant to replace the bathroom vanities, medicine cabinets and lights. The Contractor is replacing the items by floor and is notifying tenants a couple of days in advance so that they can empty the cabinets prior to starting the job.

There were no other comments or suggestions and the Public Hearing ended at 2:30 p.m.

**Cortland Housing Authority 2010-2014 Agency and Annual Plan Public Hearing**

**51 Port Watson Street Public Hearing December 4, 2009 3:00 p.m.**

There were 28 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.

As he did at the 42 Church Street Public Hearing, Goldwyn described the Agency Plan and the Capital Fund projects. Goldwyn then opened the hearing for questions.

Q. Are the new vanities taller than the other ones?

A. They may be a tad higher and the mirror is longer. The Emergency Cord placement will not be affected by the new vanities.

Q. What is the benefit of new thermostats?

A. The style that is currently in the apartments in this building have a dial with numbers from 1 to 5. On the new thermostats there will be degrees on the control for easier adjustment.

Q. Can we get new windows in the apartments that slide open on both sides?

A. It is not in the plans to replace the upper floor windows, they are double paned and were replaced in the 1990's. We do, however, intend to replace the windows in the Community Room

The Public Hearing ended at 3:25 p.m.

**Cortland Housing Authority 2010-2014 Agency and Annual Plan Meeting**

**Family Development-Community Room  
199 Pendleton St. November 18, 2009 4:00 p.m.**

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

**Cortland Housing Authority 2010-2014 Agency and Annual Plan**  
**Meeting**

**Homer Senior Development-Community Room**  
**River St. Homer November 19, 2009 9:00 a.m.**

There were 8 attendees at the public meeting held in the community room in the Homer Senior Building. The meeting was conducted by Glenn Goldwyn. All of those present received a handout listing the upcoming projects the Authority wanted to accomplish through the Capital Fund.

As Mr. Goldwyn did at the 42 Church Street Public Hearing, he described the Agency Plan and the Capital Fund projects. He then opened the floor for questions.

Q. How long will it take to re-do the parking lot?

A. Prior to doing any physical work, we would have to hire an architect/engineer to review the various possibilities for expansion. In addition, we are right next to the Tioghnioaga River and we would have to see if there is any environmental impact on the area.

Q. What would you do to fix the rear stairwell? Could we get additional lighting in the rear of the building?

A. That would be another project that may be added onto the architect's proposal for services. We would be looking for the best way to combat the deterioration of the cement stairs from the elements. We would be able to address additional lighting also.

Q. When do you replace carpeting?

A. Carpeting is usually done, if needed, at the time when an apartment is vacated.

Q. How do you get on the list for the new bathtub cutout?

A. The system, called the Safeway Step, involves creating a cut out in the middle of the current bathtub that allows people to step-in to the tub. A seat can be placed in the tub and additional grab bars installed if needed. Any tenants interested in having their names put on the list for that project should contact the occupancy office. As funding is made available, that waiting list is used to determine the next group of tenants who would receive the Safeway Step.

**Cortland Housing Authority 2010-2014 Agency and Annual Plan**  
**Meeting**

**Truxton Senior Development-Community Room**  
**November 19, 2009 10:30 a.m.**

There were 2 attendees at the public meeting held in the community room in the Truxton Senior Building. The meeting was conducted by Glenn Goldwyn, Executive Director.

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

As Mr. Goldwyn did at the 42 Church Street Public Hearing, he described the Agency Plan and the Capital Fund projects. Mr. Goldwyn then opened the floor for questions.

The tenants discussed the recently completed furnace replacement project and let Mr. Goldwyn know how pleased they are with the results. The only concern was noise from the pipes that Mr. Goldwyn said he would have maintenance check. There may be air in the pipes or even a break-in period for the new furnace.

After discussion concerning the Safeway Step, two tenants were interested in being placed on the waiting list for the bathtub cutouts. Another tenant, who previously had the cutout installed, told those present how pleased she was with the ease of entry into the tub.

Other than tenants who asked about the tub project and specific work orders for the development, there were no comments or suggestions for the upcoming plan

**Cortland Housing Authority 2010-2014 Agency and Annual Plan**  
**Meeting**

**Marathon Senior Development-Community Room**  
**November 17, 2009 9:00 a.m.**

There were 6 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.

As Mr. Goldwyn did at the 42 Church Street Public Hearing, he described the Agency Plan and the Capital Fund projects. Mr. Goldwyn opened the floor for questions.

Tenants had a great interest in being placed on the waiting list for the Safeway Step bathtub cutout. They were directed to request their name be added for the next round of installations.

There was discussion about the alarm system in the building. Mr. Goldwyn explained that the emergency cords do not go directly to the fire or police but it is a device used to alert neighbors about problems other neighbors may be experiencing. As always, if there is a problem that needs medical attention, people should call 911. Tenants should not try to move people as it can sometimes cause more problems.

Q. Will those of us with manual defrost refrigerators be getting new ones?

A. We replace the refrigerators with Energy Star models on an as needed basis. If anyone is having any trouble with their refrigerator, please call our maintenance office and they will check it out.

Q. Can we get access to the North side building entrance from the outside?  
Currently, we can not get into  
the building from there because there is no keyed lock.

A. That would be something we can look into in the near future as opposed to doing it as a Capital Fund item. We will check with maintenance to see if there are any building code issues that would prevent us from making it usable for all. If not, we will have maintenance resolve the issue.

Several work order requests from tenants for their individual apartments were mentioned but there were no further comments for the meeting.

**Cortland Housing Authority 2010-2014 Agency and Annual Plan**  
**Meeting**  
**McGraw Senior Development-Community Room**  
**November 17, 2009 10:30 a.m.**

There were 4 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.

As Mr. Goldwyn did at the 42 Church Street Public Hearing, he described the Agency Plan and the Capital Fund projects. Mr. Goldwyn opened the floor for questions.

As Mr. Goldwyn discussed the Safeway Step bathtub cutout, tenants expressed interest in being added to the waiting list. He explained it was a very popular item for our tenants as it makes entry and exit from the shower much simpler.

A few tenants discussed individual work orders for their apartments and for the development. Mr. Goldwyn encouraged the tenants to contact the Authority to report items that need repair as they are discovered.

There were no further comments or considerations made for the upcoming grant.

## **Public Comment for the 2010-2014 CHA Agency and Annual 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 no other Public Comments received by the Cortland Housing Authority in response to the 2010-2014 Agency Plan during the 45-day Public Comment Period. None of the comments received required any change to the draft Agency Plan.

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 4/1/10 hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Cortland Housing Authority  
PHA Name

NY021  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2014

Annual PHA Plan for Fiscal Years 2010 - 2011

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Warren S. Eddy	Chairman
Signature	Date
	12/9/09

**Civil Rights Certification**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

**Civil Rights Certification****Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Cortland Housing Authority

NY021

---

 PHA Name

---

 PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Warren S. Eddy

Title

Board Chairman

Signature



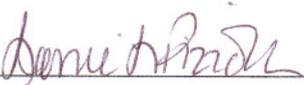
Date 12/09/2009

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Lorrie Pizzola the DHCR Deputy Commissioner certify that the Five Year and  
Annual PHA Plan of the Cortland Housing Authority is consistent with the Consolidated Plan of  
the State of New York prepared pursuant to 24 CFR Part 91.

 12-15-09

Signed / Dated by Appropriate State or Local Official

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Cortland Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

SEE ATTACHED LISTING

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Glenn M. Goldwyn

Title

Executive Director

Signature

X

Date

12/9/2009

## 2. Sites for work performance

Senior Apartments, 42 Church Street, Cortland, NY 13045

Port Watson Street Apartments, 51 Port Watson Street, Cortland, NY 13045

Family Housing, South Pendleton Street, Cortland, NY 13045

Scattered Site Housing. 17, 19, 25, 27 River Street, Homer, NY 13077

5 South Street, 26, 28, 30A and 30B North Street, McGraw, NY 13101

20 ½ and 20A South Avenue, Cortland, NY 13045

109-113 ½ Pendleton St. Cortland, NY 13045

10-12 Pomeroy Street, Cortland, NY 13045

5688 Main Street, 2742 Lower Cincinnatus Road, Cincinnatus, NY 13040

3705-3707 Main Street, Truxton, NY 13158

139A & 139B Port Watson Street, Cortland, NY 13045

37 Galatia St. Marathon, NY 13803

Cortland Housing Authority  
Attachment HUD 50070  
9/30/09

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Cortland Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Glenn M. Goldwyn, Executive Director	Executive Director
Signature 	Date (mm/dd/yyyy)  12/9/2009

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Glenn M. Goldwyn</u> Title: <u>Executive Director</u> Telephone No.: <u>607-753-1771</u> Date: <u>12/9/2009</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

Approved by OMB  
0348-0046

Reporting Entity: Cortland Housing Authority Page 1 of 1

**CERTIFICATE OF RECORDING OFFICER**

I, Glenn M. Goldwyn, the duly appointed, qualified and acting Secretary of the Cortland Housing Authority, do hereby certify that the attached extract from the minutes of the regular meeting of the members of the Cortland Housing Authority, held on December 9, 2009, is a true and correct copy of the original minutes of such meeting on file and of record in so far as they relate to the matters set forth in the attached extract, and I do further certify that each resolution appearing in such extract is a true and correct copy of a Resolution adopted at such meeting and on file and of record.

IN TESTAMENT WHEREOF, I have hereunto set my hand and the seal of Said Authority this 9<sup>th</sup> day of December 2009.

A handwritten signature in cursive script, appearing to read "Glenn M. Goldwyn", is written over a horizontal line.

(seal)

## **EXTRACT FROM MINUTES OF MEETING**

EXTRACT FROM THE MINUTES OF A REGULAR MEETING OF THE BOARD MEMBERS OF THE CORTLAND HOUSING AUTHORITY HELD ON THE 9<sup>th</sup> DAY OF DECEMBER 2009.

The members of the Board of the Cortland Housing Authority met in their regular meeting at 42 Church Street in the city of Cortland, NY at the place, hour and time duly established for the holding of such meeting.

The Chairman called the meeting to order and on roll call the following answered present:

Warren S. Eddy, Chairman

Mary Jane Corey

Martha Diehl

Donna Kelley

The Chairperson declared a quorum present.

**The following resolution was introduced by Glenn Goldwyn, then read in full by Board Members and considered:**

**RESOLUTION NO. 29**

**AUTHORIZATION TO SUBMIT  
2010-2014 CORTLAND HOUSING AUTHORITY AGENCY PLAN  
TO U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Cortland Housing Authority (CHA) is required by HUD to complete an Agency Plan outlining the policies and procedures that the Housing Authority uses, and its planned Capital Fund spending for 2010-2011 and a Five Year Plan for 2010-2014, AND

WHEREAS, the CHA has convened a Resident Advisory Board to assist with the development of the Agency and Five Year Plan, AND

WHEREAS, two Public Hearings and a series of Public Meetings were conducted at CHA development sites to gather tenant input and suggestions for the Agency and Five Year Plan, AND

WHEREAS, input and suggestions from all sources have been noted in the final CHA Agency and Five Year Plan.

NOW THEREFORE BE IT RESOLVED, that the CHA hereby approves its Agency and Five Year Plan for 2010-2014, AND

FURTHER RESOLVED, that the CHA is hereby authorized to submit the Agency and Five Year Plan for 2010-2014 to HUD for final approval.

AYES

NAYS

Warren S. Eddy, Chairman

Mary Jane Corey

Martha Diehl

Donna Kelley

The Chairman Warren S. Eddy thereupon declared said motion carried and said resolution adopted December 9, 2009.