

**ADDRESSING THE NEEDS OF VICTIMS OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, AND STALKING**

In accordance with HUD Regulations, the City of Oswego Rental Assistance Program will comply with the requirements set by the “Violence Against Women Act and Department of Justice Reauthorization Act of 2005”. Section 8(o) (20) prohibits housing agencies from terminating rental assistance subsidies for victims of domestic violence, dating violence, or stalking.

The City of Oswego Rental Assistance Program will not consider an incident of actual or threatened domestic violence, dating violence or stalking as a “serious or repeated violation of the lease” and as “good cause” for termination of the rental assistance subsidy.

The City of Oswego Rental Assistance Program may, however, terminate assistance for the following reasons:

- A household member engages in criminal acts of violence against their family members or others. The rental assistance counselor may review the family’s circumstances and determine that the victims of the violence can continue to participate on the program. The family could not continue to receive assistance if the offender failed to move from the assisted unit or the family moved and allowed the offender to remain as part of the household.
- Other “good cause” not related to the domestic violence, dating violence or stalking.
- If there is an actual or imminent threat to other tenants or those employed at or providing services to the property or housing agency employees if the tenant is not terminated from the program.

The City of Oswego Rental Assistance Program must honor court orders regarding rights of access or control of property.

The housing agency may not deny portability assistance to a family who violated their lease in order to move out of the assisted unit quickly because of fear of domestic violence. The incident of domestic violence must be properly documented and the certification form completed before the housing agency will issue a new Housing Choice Voucher to the family.

The City of Oswego Rental Assistance Program will require that the family complete a certification via a HUD approved certification form that verifies that the individual is a victim of domestic violence, dating violence or stalking. The completed form must be returned to the housing agency within 14 business days from the date of the alleged incident. The housing agency may extend this time period if there are extenuating circumstances. Failure of the family to return the certification form within the deadline would result in termination of assistance. The housing agency will provide the family and landlord with proper notification before the Housing Assistance Payments Contract is terminated and the family will be given an opportunity for an informal hearing if they disagree with the housing agency’s decision.

The certification form must include the name of the victim, the date of the incident, the name of the perpetrator of the violence (if known), and a certification of the violence. The family can provide the housing agency with one of the following:

1. A copy of a police report concerning the incident.
2. A copy of a temporary or permanent restraining order.
3. A copy of a police or court record relating to the violence.
4. A victim service provider, attorney, or medical professional that the family contacted to obtain assistance in addressing the incidence of domestic violence, dating violence or stalking can complete the lower section of the certification form. They would be required to certify, under penalty of perjury, that the incident occurred.

Information shall be retained in confidence. The information involving domestic violence, dating violence or stalking will not be released unless the victim signs a consent form, it is required to be used in eviction proceedings, or is required by law.

The offender will not be allowed to move back into the assisted unit without the housing agency's written consent. If the family allows the offender to move back into the assisted unit without written approval by the housing agency their rental assistance will be terminated. The landlord and family will receive proper written notice before the Housing Assistance Payments Contract is terminated and the family will have an opportunity to request an informal hearing for a review of the housing agency's decision.



<b>1.0</b>	<p><b>PHA Information</b></p> <p>PHA Name: <u>City of Oswego, New York</u> <span style="float: right;">PHA Code: <u>NY027</u></span></p> <p>PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8)</p> <p>PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2010</u></p>
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<b>2.0</b>	<p><b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above)</p> <p>Number of PH units: _____ Number of HCV units: <u>489</u></p>
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<b>3.0</b>	<p><b>Submission Type</b></p> <p><input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input checked="" type="checkbox"/> 5-Year Plan Only</p>
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<b>4.0</b>	<p><b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)</p>
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Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

<b>5.0</b>	<p><b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.</p>
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<b>5.1</b>	<p><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:</p> <p><b><u>The mission of the City of Oswego Housing Choice Voucher Program is the same of the Department of Housing and Urban Development: to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.</u></b></p>
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5.2

**Goals and Objectives.** 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.

The basic goal and objective of the City of Oswego Housing Choice Voucher Program Five Year Plan is to increase the availability of decent, safe and affordable housing in Oswego, NY and to ensure equal opportunity in housing, promote self sufficiency and asset development of families and individuals and improve community quality of life and economic vitality.

The City of Oswego HCV Program will use information from program financial records, internal databases, SEMAP and PIC reports to determine whether there has been progress in obtaining our goals.

**1. Expand the supply of assisted housing**

- Our goal in the past five years was to reduce public housing vacancies by increasing our lease up rate. **A review of our financial records and our SEMAP information shows our lease up rate increased from 96.65% in 2005 to 97.55% in 2008.**
- We also wanted to increase outreach efforts to advertise the program to all interested parties. **Staff members network with other social service agencies to promote the availability of rental assistance subsidies. In addition, a poster was created to increase program visibility in the community. It has been placed in stores, banks, and government offices throughout the community where potential applicants would go.**

**2. Improve the quality of assisted housing.**

- To meet this goal we wanted to concentrate on efforts to improve specific management functions. **Staff has been provided with increased training opportunities. In December 2008 our office contracted with Nan McKay and Associates to have a three day HUD Housing Quality Standards training in Oswego. The three rental assistance counselors attended this training. The FSS Coordinator attended a three day Nan McKay FSS training in Wisconsin in 2008. Staff regularly attends HUD roundtables and other trainings provided by the HUD Buffalo office and other Housing Agencies.**
- To assist families in seeking and maintaining suitable housing we realized that there was a great need for services such as low income child care, food stamps, job training, heating assistance, medical assistance, etc. **To address these needs we have created a network with other social service agencies such as the Department of Social Services, ARISE Child and Family Services, SAF Service to Aide Families, the Office of the Aging, the Oswego County Mental Health and the Oswego County Health Department to refer families to. This information is also provided in the Briefing Packets for voucher holders.**
- Staff promotes safe, decent and sanitary housing by ensuring that HUD Housing Quality Standards are met and landlords and tenants are informed about their responsibilities. **Staff does not enter into HAP Contracts for units which do not meet HUD Housing Quality Standards. For annual recertification inspections, staff will abate the rental assistance subsidies or terminate the HAP Contract if the landlord does not make the necessary repairs so the unit passes inspection.**
- Ensure equal opportunity for all families seeking to rent units within the City of Oswego. Families and landlords are briefed about Fair Housing laws. **Families are encouraged to report problems to rental assistance staff. Staff will assist families in completing discrimination complaint forms and will forward the form to the appropriate agency for investigation.**
- Encourage participants to become self sufficient. Families are encouraged to participate on the FSS Program. **28 families have graduated from the FSS program since its inception. 9 have graduated since 2005.**

**3. Increase assisted housing choices.**

- Provide voucher mobility counseling. All participants are informed about portability. **Staff provide the family with assistance in locating the name, phone number and address of Housing Agencies so they can choose where they want to live. When the family has determined the City or locality, staff will call the HA on their behalf. As reflected in PIC, a number of tenants port from our jurisdiction each year to other agencies nationwide.**
- Conduct outreach efforts to potential voucher landlords. **Staff contacts landlords who have not previously participated on the program and provides them with information. Approximately 10 new landlords are added each year.**
- Promote Small Cities Community Development Block Grant Homeownership Program. **12 FSS Program participants and 3 HCV Program participants have gone on to become homeowners. In the next five years, we anticipate that at least two more FSS families will graduate and become first time homeowners.**

**4. Improve community quality of life and economic vitality.**

- Work in conjunction with the City of Oswego Building and Safety Office to address substandard units in the City of Oswego. **The City of Oswego Building and Safety Office provides HCV Staff with a list of units which cannot be rented due to code violations. Staff will not enter into contracts for these units. Staff promptly addresses complaints received from landlords concerning tenant caused damages. Families are counseled about the impact violations of their Family Obligations will have on their continued eligibility.**
- Work in conjunction with ARISE Child and Family Services to assist families who have members with disabilities. **Staff refers families with disabled members to ARISE for services.**

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

- Maintain a network with other social service agencies to address family problems in achieving self sufficiency. **See number 2 for a list of agencies.**

**6. 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.
  - ✓ Work with the Fair Housing Council of Central New York, Inc. to address housing discrimination complaints.
  - ✓ The City of Oswego HA has developed a Fair Housing and Equal Opportunity Plan to outline its plan to promote and ensure fair housing for all citizens. The HA annually reviews and updates the plan.
  - ✓ HA staff has been trained in Fair Housing Laws. Staff members will assist families in completing and filing HUD form 903.1. The HA will forward these complaints to the proper investigative unit.
  - ✓ The HA staff will brief Housing Choice Voucher owners and program participants about housing discrimination laws.

**\*\*\*PLEASE SEE ATTACHMENT FOR THE CITY OF OSWEGO'S VIOLENCE AGAINST WOMEN ACT POLICIES.**

	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <b>Due to the renovation at Hamilton Homes, the number of Project Based Vouchers was reduced to 13. Depending on future housing needs, the City of Oswego HA may request HUD approval to increase the number of project based units.</b></p> <p>(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.</p> <p><b>The City of Oswego Community Development Office 20 West Oneida St., 3<sup>rd</sup> floor Oswego, NY 13126</b></p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p><b>The City of Oswego Housing Choice Voucher Program has chosen to convert 13 of our vouchers to Project Based Units to increase the number of suitable, affordable rental units. The Project Based Voucher units will be located at Oswego Hamilton Homes, 96 Hamilton St. in Oswego, NY. This is in census tract 216.04. If the Oswego HA decides to increase the number of Project Based Units at a later date, we will contact the Department of Housing and Urban Development for approval.</b></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p> <p><b>Not applicable. The City of Oswego Housing Choice Voucher Program does not own any public housing units.</b></p>
8.1	<p><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.</p> <p><b>Not applicable.</b></p>
8.2	<p><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.</p> <p><b>Not applicable.</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><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.</p> <p><b>Not applicable.</b></p>

**Housing Needs.** 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.

I have reviewed information from the City of Oswego Housing Choice Voucher Program waiting list from July 15, 2009, 2000 Census data from the American Fact Finder website, the Housing Market Report on Oswego Market prepared by Saralinda Hooker on May 15, 2009 which was commissioned by the City of Oswego Community Development Office, and the City of Oswego 2020 Vision Plan, to obtain information about the housing conditions in the City of Oswego. There are many roadblocks which low income families residing in the City of Oswego must face to find affordable housing. There is limited housing for larger families, senior citizens, and disabled individuals. Many landlords choose to rent their larger units to students from the State University College at Oswego because they can demand greater rents than would be allowed under the HCV Program. The three complexes geared toward assisting senior citizens (Simeon Dewitt, St. Luke's Apartments and Pontiac Terrace Apartments) are at full capacity and have long waiting lists. Vacancies only occur through death or when a resident needs to move to an assisted living facility. There are very few apartments in Oswego which are handicapped accessible. ARISE Child and Family Services, the local agency which assists disabled families in our community, has a waiting list of over one year to provide portable ramps for those who are wheel chair bound. The average age of the housing stock in Oswego is pre-1940. Per HUD Regulations, any unit which will house children under six must be free of deteriorated paint surfaces above the de minimis level or our office could not enter into a HAP Contract with the landlord. Families with children under six sometimes have difficulty finding units that are both affordable and well maintained.

Affordability: According to data from the American Fact Finder website, the population of the City of Oswego is approximately 17,954. 3921 people or 23% of the population have an income level that is below the poverty rate. This is substantially higher than the 14.6% rate for New York State. Of the 3501 renter families, income has been determined for 3231 families. 491 of these families or 16% are paying more than 30% of their gross monthly income towards rent, 235 families or 8% are paying between 40-49% of their gross monthly income towards rent, and 942 families or 30% are paying more than 50% of their gross monthly income towards rent. In reviewing information obtained from the July 15, 2009 HCV Program waiting list, I find that 90% of the 369 families who applied to the program are extremely low income, 9.99% are very low income and .01% are low income.

Due to funding constraints, there are a limited number of families that can be assisted by our program. Currently, it takes twelve months for a family on our waiting list to be contacted for eligibility. There are similar wait periods for the other subsidized housing in our community.

**9.0** Supply: The vacancy rate for rental units is 8.7%. All three senior citizen complexes are 100% occupied. There is a shortage of units for the elderly, disabled and large families.

Quality: Census 2000 information on the age of units in the City of Oswego shows that there are 8080 housing units in the City of Oswego. 47.47% (3835) are rental units and 52.53% (4245) are owner occupied units. The vacancy rate for rental units is 8.7% and 2.7% for owner occupied units. Of the 3835 rental units, 684 were built 1970-1999, 877 were built 1940-1969, and 2274 were built before 1940.

The majority of housing available to low income families was built prior to 1970. It can be difficult for families with children under six to find units that do not have deteriorated painted surfaces.

Accessibility: In the City of Oswego there are very few handicapped accessible units. There is a great need for more handicapped accessible units and funding for ramps for families with mobility issues. The three complexes geared towards assisting senior citizens have elevators and accessible units. St. Luke's Apartments have 101 units, Simeon Dewitt has 130 units and Pontiac Terrace Apartments have 70 units. All three complexes are at 100% occupancy and have long waiting lists. Oswego Hamilton Homes, LLC is in the process of renovating their complex. They plan to have a few accessible units in each phase of construction. Phase 1 has been completed and there are four handicapped accessible units. 18.1% of the population of the City of Oswego over the age of five (2950 people) have a disability. Of the 369 families on the 7/15/2009 HCV Program waiting list, 21% have household members with disabilities. 19% of the population of the City of Oswego is elderly. 4% of the applicants on the waiting list are 62 or older.

Size of Units: The breakdown of the approximate 3835 rental units is as follows: 61 are efficiency, 615 are one bedroom units, 1133 are two bedroom units, 1359 are three bedroom units, 559 are four bedroom units, and 108 are five or more bedroom units. Many of the four and five bedroom units are occupied by students from the State University College at Oswego. Landlords can charge more rent to students than would be allowed under the rental assistance program.

Location: The City of Oswego is divided into five Census tracts. Census tract 216.01 is bordered by Lake Ontario, W. First St., Liberty St. (east side), and W. Utica St (north side). Census tract 216.02 is bordered by Liberty St. (west side), Lake Ontario, Byer Rd. and Co. Rt. 7. Census tract 216.03 is bordered by W. First St. (east side), W. Utica St. (south side), Munn St., and Mark Fitzgibbons Drive. Census tract 216.04 is bordered by City Line Rd., E. Albany St. (south side), Churchill Rd., and the Oswego River. Census tract 216.05 is bordered by City Line Rd., Lake Ontario, E. Albany St.(north side), and E. First St (west side). 1790 renters live in Census tract 216.01, 1607 renters live in Census tract 216.02, 1112 renters live in Census tract 216.03, 1861 renters live in Census tract 216.04, and 1582 renters live in Census tract 216.05.

The poverty rate of the City of Oswego is 23% according to the Census 2000 information. Census tract 216.01 has a poverty rate of 34%, Census tract 216.02 has a poverty rate of 31%, Census tract 216.03 has a poverty rate of 13.2%, Census tract 216.04 has a poverty rate of 22.8%, and Census tract 216.05 has a poverty rate of 17.7%. There is a need for more affordable rental units in Census tract 216.03 and 216.05 which have substantially lower poverty rates than the other three Census tracts.

**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

The City of Oswego will use the following methods to address the housing needs of low income families in our jurisdiction:

Affordability – Payment standards will be set at levels which will enable families to rent units throughout the City of Oswego. Staff will review requested rents to ensure that they are reasonable. Participants will be briefed about what their tenant rent will be and encouraged to prepare a monthly budget of their finances and expenses.

Supply – HCV Program staff will market the program to landlords who have not previously participated on the program. The State University College at Oswego is in the process of building a townhouse complex which will house approximately 300 students. This site is scheduled to be completed in 2011. When completed, it should free up rental units for low income families. Landlords who had previously rented to groups of students may be more willing to rent to larger families rather than have vacant units. The City of Oswego HA has committed 13 vouchers for a Project Based Program at Oswego Hamilton Homes. In addition, HCV families rent units within the complex.

Criminal background checks will be conducted to increase owner acceptance of the program. Staff will promptly address landlord complaints concerning violations of Family Obligations. Families who cause damages, owe back rent or have violated their Family Obligations will be denied readmission to the program for a three year period.

Quality – HCV staff has received training through Nan McKay and Associates in HUD Housing Quality Standards. Landlords and tenants are briefed about HQS requirements. Staff does not enter into HAP Contracts for units which fail HUD Housing Quality Standards until the necessary repairs are completed. Staff works with the City of Oswego Building and Safety Office to address substandard units. The Building and Safety Office provides the HCV staff with a list of units which have code violations which prevent them from being rented.

Accessibility – HCV Staff work with agencies such as ARISE Child and Family Services, the Office of the Aging, Oswego County Department of Social Services, and the Mental Health to assist elderly families and families who have members with disabilities. Staff will contract with various organizations to provide services such as, Aurora of Central New York, Inc. for clients who are hearing impaired so these families can fully utilize the program.

9.1

Rental Assistance staff will affirmatively market the program to races/ethnicities that have shown disproportionate housing needs. Translation services are provided, upon request, for non English speaking families.

HCV staff will refer mobility impaired participants to available handicapped accessible units. Oswego Hamilton Homes, LLC is in the process of renovating their apartment complex. They anticipate that there will be handicapped units constructed in each phase of the unit.

Size of Units - The State University College at Oswego is in the process of building a townhouse complex which will house approximately 300 students. This site is scheduled to be completed in 2011. When completed, it should free up rental units in the City of Oswego for low and moderate income families. Landlords who had previously rented to groups of students may be more willing to rent to larger families rather than have vacant units. HCV staff will market the program to landlords who have previously not participated on the program.

The City of Oswego HA has committed 13 vouchers for Project Based Units at Oswego Hamilton Homes, LLC. In addition, HCV families rent units within the complex. Oswego Hamilton Homes, LLC is going through a three phase renovation project which will improve the quality of housing in Oswego. If participants are interested in renting a unit at Oswego Hamilton Homes, LLC, rental assistance staff will contact the manager to see if an appropriate unit is available.

Location – Staff will refer voucher holders to areas of low poverty concentration and will market the program to landlords in those areas.

Staff has created a network with other social service agencies to address housing needs of low income families in our community. Rental Assistance counselors refer families to other agencies such as the Oswego County Department of Social Services for food stamps, heating assistance and cash assistance, the Oswego County Child Care Council for low income child care, ARISE Child and Family Services for families with disabled household members, the Office of the Aging for senior citizens and SAF Service to Aide Families for domestic violence issues.

Every participant is informed about the FSS Program and how it can assist families in becoming self sufficient. Since 2005, nine participants have graduated from the Family Self Sufficiency Program and have received \$33,705.45 in escrow accounts.

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(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.

Mission: To promote adequate and affordable housing, economic opportunity and a suitable environment free from discrimination.

Goals: The basic goal and objective of the City of Oswego Five Year Plan is to increase the availability of decent, safe and affordable housing in Oswego, NY, ensure equal opportunity in housing, promote self sufficiency and asset development of families and individuals, and improving community quality of life and economic vitality.

Expand the supply of assisted housing.

- Lease Up rate increased from 95.65% in 2005 to 97.55% in 2008.
- Staff network with other social service agencies to promote the availability of rental assistance subsidies.

Improve the quality of assisted housing.

- In December 2008, our office contracted with Nan McKay and Associates to come to Oswego and provide a three day HUD Housing Quality seminar. The three rental assistance counselors attended this training. The FSS Coordinator attended three day Nan McKay FSS training in Wisconsin in 2008. Staff regularly attends HUD roundtables and other trainings provided by the HUD Buffalo office and other Housing Agencies.
- We have created a network with other social service agencies such as the Department of Social Services, ARISE Child and Family Services, SAF Service to Aide Families, the Office of the Aging, the Oswego County Mental Health and the Oswego County Health Department, among others, to address family problems in achieving and maintaining suitable housing.
- Staff does not enter into contracts for units which do not meet HUD Housing Quality Standards. For annual inspections, landlords must make necessary repairs or the rental assistance subsidy is abated or the contract is terminated if the landlord refuses to complete repairs by the deadline.
- Families are briefed about Fair Housing and encouraged to report problems to rental assistance staff. Staff will assist families in completed decimation complaint form and will forward form to appropriate agency for investigation.

10.0

Increase assisted housing choices.

- As reflected in 50058 data, a number of clients have chosen to transfer their assistance to other jurisdictions.
- Staff has contacted landlords who have not previously participated on the program and provided them with information about the program. Approximately 10 new landlords are added each year.
- 12 FSS Program participants and three Housing Choice Voucher Program participants have gone on to become homeowners. In the next five years, we anticipate that at least two more FSS families will graduate from the program and become homeowners.

Improve community quality of life and economic vitality.

- Work in conjunction with the City of Oswego Building and Safety Office to address substandard units in the City of Oswego.
- Work in conjunction with ARISE Child and Family Services to assist families who have members with disabilities.

Promote self-sufficiency and asset development of families and individuals.

- The City of Oswego Housing Choice Voucher Program has received funding for a FSS Program Coordinator. The coordinator regularly meets with FSS participants to see what services they need to become self sufficient. 28 families have graduated from the FSS program. Nine have graduated since 2005.

Ensure Equal Opportunity in Housing for all Americans.

- The City of Oswego HA has developed a Fair Housing and Equal Opportunity Plan to outline its efforts to promote and ensure fair housing for all citizens. The HA annually reviews the plan and make updates as needed.
- HA staff is trained in Fair Housing laws. Staff members will assist families in completing and filing HUD form 903. The HA will forward the forms to the appropriate investigative agency.
- HA staff brief HCV owners and program participants about housing discrimination laws.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" The City of Oswego HA's definition of "significant amendment" is any change to our waiting list preferences, admission policies or use of Housing Choice Vouchers which would require approve from the Department of Housing and Urban Development or our Community Housing Assistance Development Agency (CHADA) Board to implement.

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<b>11.0</b>	<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> <ul style="list-style-type: none"> <li>(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)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(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.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### 1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### 2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### 3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### 4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

### 5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

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

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.