

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	PHA Information 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>04/01/2012</u>				
2.0	Inventory (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	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <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	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: See Attachment A				
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. See Attachment A				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: The Section 8 Housing Choice Voucher Program Payment Standard information that was stated in the previous PHA Plan was eliminated from the Plan because it is not a required element of the Plan. The range of payment standards has been and continues to be addressed in the Administrative Plan. (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. 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				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. See attachment A				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. 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	Capital Fund Program Five-Year Action Plan. 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	Capital Fund Financing Program (CFFP). <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	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. See Attachment A				

9.1	<p>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. See Attachment A</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <ul style="list-style-type: none"> (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. See Attachment A (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" See Attachment A
11.0	<p>Required Submission for HUD Field Office Review. 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. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (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) See Attachment E (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) See Attachment E (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) See Attachment E (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) See Attachment E (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) See Attachment E (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. See Attachment D (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) See Attachment E (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) See Attachment E

PHA Plan

Annual Plan for Fiscal Year 2012-2013

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PHA Plan

Annual Plan for Fiscal Year 2012-2013

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 15 persons, including maintenance, administrative and clerical personnel, and functions as a Public Housing and Section 8 provider throughout Cortland County. In addition to owning and operating developments in the City of Cortland, the Authority owns and manages housing in the Villages of Homer, McGraw, Marathon and the Towns of Truxton and Cincinnatus.

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 2011 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 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 2011 average household income for the three Cortland Housing Authority family developments is as follows:

Pendleton Street 21-3	\$ 17,917.00 (47 occupied units)
Scattered Site 21-5	\$ 14,671.00 (17 occupied units)
Duplexes 21-6	\$ 12,949.00 (10 occupied units)

Authority Average \$ 16,497.00 for all family occupied units

85% Minimum	\$ 14,022.00
115% Maximum	\$ 18,972.00

The 50 unit Pendleton Street family complex and the 20 unit scattered site development falls within the required deconcentration guidelines. The remaining development is consists of five duplex townhouses with two 3 bedroom units in each building. Three of the units are scattered throughout the city of Cortland, and one each in the village of Homer and one in the village of McGraw. Based on the fact that these five buildings are

not concentrated in a particular geographic area but are found in three separate municipalities, 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 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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		
a) Public Housing Operating Fund	\$529,266.00	
b) Public Housing Capital Fund	\$495,390.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,134,095.00	
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)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital fund 501-10	\$134,387.00	Capital improvements
Capital Fund 501-11	\$393,908.81	
3. Public Housing Dwelling Rental Income	\$1,131,279.00	PH Operations
4. Other income (list below)		
Laundry/Vending	\$18,300.00	PH Operations
Interest	\$ 6,159.00	PH Operations
Verizon/Beautician	\$30,000.00	PH Operations
4. Non-federal sources (list below)		
Total resources	\$3,872,784.81	

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) 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 15 people. The Executive Director is in charge of the CHA staff. There are three other management personnel: the Maintenance Supervisor, who supervises the Maintenance Mechanics, 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 four staff members report to a Senior Leased Housing Coordinator. They 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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	379	74
Section 8 Vouchers	306	48

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
- Upgraded entry system to high rise buildings in 2010
- 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 and residents at all developments as needed

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).

B. 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.

XX. 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**

XXI. Statement of Housing Needs

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
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

Housing Needs of Families on the Section 8 Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	286		48
Extremely low income <=30% AMI	198		
Very low income (>30% but <=50% AMI)	88		
Low income (>50% but <80% AMI)	0		
Families with children	126		
Elderly families	29		
Families with Disabilities	51		
Race/ethnicity-white	230		
Race/ethnicity-Black/African American	37		
Race/ethnicity-American Indian	3		
Race/ethnicity-Asian	0		
Race/ethnicity-Hawaiian/Pacific	0		
Race/ethnicity-Mixed	16		
The Section 8 waiting list is not closed.			

Housing Needs of Families on the Public Housing Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	207		74
Extremely low income <=30% AMI	126		
Very low income (>30% but <=50% AMI)	63		
Low income (>50% but <80% AMI)	18		
Families with children	83		
Elderly families	51		
Families with Disabilities	24		
Race/ethnicity-white	179		
Race/ethnicity-Black/African American	20		
Race/ethnicity-American Indian	1		
Race/ethnicity-Asian	0		
Race/ethnicity-Hawaiian/Pacific	0		
Race/ethnicity-Mixed	7		
Characteristics by Bedroom Size (Public Housing Only)			
0BR	1		
1BR	123		
2 BR	33		
3 BR	31		
4 BR	13		
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

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

The 2012-2013 Agency Plan is the twelfth 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 \$533,090 through the Capital Fund program in FY 2009 (CFP 501-09) and \$571,431 for FY 2010 (CFP 501-10). The CHA was awarded \$495,390 in a Capital Fund grant for FY 2011. 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.

XXIII. 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.

XXIV. 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

XXV. Resident Advisory Board

Resident Advisory Board Recommendations and Public Hearing Information –ATTACHMENT D

XXVI. 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.

XXVII.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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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

ATTACHMENT A

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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

XXVIII. 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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Grant Type and Number:</td> <td>FFY of Grant:</td> </tr> <tr> <td>Capital Fund Program Grant No.:</td> <td>NY06P02150112</td> <td>2012</td> </tr> <tr> <td>Date of CFFP:</td> <td>_____</td> <td>FFY of Grant Approval:</td> </tr> <tr> <td></td> <td></td> <td>_____</td> </tr> </table>	Grant Type and Number:		FFY of Grant:	Capital Fund Program Grant No.:	NY06P02150112	2012	Date of CFFP:	_____	FFY of Grant Approval:			_____
Grant Type and Number:		FFY of Grant:											
Capital Fund Program Grant No.:	NY06P02150112	2012											
Date of CFFP:	_____	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 ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	99,078.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	49,539.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	2,500.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	22,273.00			
10	1460 Dwelling Structures	256,000.00			
11	1465.1 Dwelling Equipment - Nonexpendable	36,000.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	30,000.00			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
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)	495,390.00			
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				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ 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

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		Grant Type and Number: Capital Fund Program Grant No.: NY06P02150112 Replacement Housing Factor Grant No: Date of CFFP: _____	
		FFY of Grant: 2012 FFY of Grant Approval: 2012	
Type of Grant <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			
Line	Summary by Development Account	Total Estimated Cost	
		Original	Revised ²
		Total Actual Cost ¹	
		Obligated	Expended
Signature of Executive Director 		Date 10/12/11	Signature of Public Housing Director Date

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

Attachment B

Part II: Supporting Pages		Grant Type and Number:				Federal FY of Grant:		
PHA Name:		Capital Fund Program Grant No.: <u>NY06P02150112</u> CFFP (Yes/No):				2012		
Cortland Housing Authority		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 (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA Wide	Operations	1406		99,078.00				
HA Wide	Administration	1410		49,539.00				
HA Wide	A & E	1430		2,500.00				
HA-Wide	Maintenance vehicle/equip/office/computer	1475		30,000.00				
21-1 AMP 1	Site Imp	1450		5,000.00				
	Appliances	1465		5,000.00				
	Corridor comm rm	1460		20,000.00				
21-2 AMP 1	Generator/Plumb/heat/electric	1460		6000.00				
	Corridor	1460		10,000.00				
	Doors	1460		10,000.00				
	Site Improvements	1450		5,000.00				
	Appliances	1465		5,000.00				
21-3 AMP 2	Windows	1460		140,000.00				
	Kitchen and Bath	1460		70,000.00				
	Site Improvements	1450		5,000.00				
	Appliances	1465		5,000.00				
	Flooring	1465		6,000.00				
21-5 AMP 2	Carpet/Tile	1465		13,000.00				
	Appliances	1465		2,000.00				
	Site Improvements	1450		5,000.00				
21-6 AMP 2	Site	1450		2,273.00				

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

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	Grant Type and Number: Capital Fund Program Grant No.: NY06P02150109 Replacement Housing Factor Grant No: Date of CFFP: _____	FFY of Grant: 2009 FFY of Grant Approval: _____
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Type of Grant
 Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual statement (revision no: _____)
 Performance and Evaluation report for Program Year Ending 9/30/2011
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	106,618.00	106,618.00	106,618.00	106,618.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	53,309.00	53,309.00	53,309.00	53,309.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	24,442.00	20,790.00	20,790.00	20,790.00
8	1440 Site Acquisition				
9	1450 Site Improvement	84,000.00	106,754.05	106,754.05	67,142.15
10	1460 Dwelling Structures	195,121.00	179,467.82	179,467.82	171,546.47
11	1465.1 Dwelling Equipment - Nonexpendable	36,600.00	36,151.13	36,151.13	36,151.13
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	33,000.00	30,000.00	30,000.00	30,000.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
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	533,090.00	533,090.00	485,556.75
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				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ 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

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	Grant Type and Number: Capital Fund Program Grant No.: NY06P02150109 Replacement Housing Factor Grant No.: Date of CFFP: _____	FFY of Grant: 2009 FFY of Grant Approval: _____	
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 9/30/2011 <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original Revised ²	Obligated Expended
Signature of Executive Director 	Date 10/12/11	Signature of Public Housing Director	Date

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

Part II: Supporting Pages		Grant Type and Number:						Federal FY of Grant:
PHA Name:		Capital Fund Program Grant No.:				NY06P02150109		CFPP (Yes/No):
Cortland Housing Authority		Replacement Housing Factor Grant No.:						2009
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA Wide	Operations	1406		106,618.00	106,618.00	106,618.00	106,618.00	complete
HA Wide	Administration	1410		53,309.00	53,309.00	53,309.00	53,309.00	complete
HA Wide	A & E	1430		20,790.00	20,790.00	20,790.00	20,790.00	complete
21-1 AMP 1	Maintenance vehicle/equip/office	1475		30,000.00	30,000.00	30,000.00	30,000.00	complete
	Corridor/Community room improvements	1460		57,118.00	55,292.95	55,292.95	55,292.95	complete
	Landscape/Outdoor furn/lighting	1450		10,500.00	10,500.00	10,500.00	10,500.00	complete
	Kitchen/bath renovations	1460		8,000.00	8,000.00	8,000.00	8,000.00	complete
	Appliances	1465		8,000.00	8,000.00	8,000.00	8,000.00	complete
	Site Improvements	1450		8,000.00	8,000.00	8,000.00	8,000.00	complete
	Smoke Detectors	1460		23,379.81	23,379.81	23,379.81	20,292.71	underway
	Plumbing/heating renovations	1460		4000.00	4000.00	4000.00	4000.00	complete
21-2 AMP 1	Kitchen/bath renovations	1460		8000.00	8000.00	8000.00	8000.00	complete
	Corridor/Community room improvements	1460		25,000.00	24,890.60	24,890.60	24,890.60	complete
	Landscape/Outdoor furn/lighting	1450		10,500.00	10,500.00	10,500.00	10,500.00	complete
	Appliances	1465		8,000.00	8,000.00	8,000.00	8,000.00	complete
	Plumbing/heating renovations	1460		30,000.00	29,531.42	29,531.42	29,531.42	complete
	Site Improvements	1450		8,000.00	8,000.00	8,000.00	8,000.00	complete
	Smoke Detectors	1460		4,725.25	4,725.25	4,725.25	276.25	underway
21-3 AMP 2	Doors	1460		3,298.02	3,298.02	3,298.02	3,298.02	complete
	Playground equipment	1475		0.00	0.00			
	Site Improvements/Parking	1450		37,000.00	43,956.63	43,956.63	4,344.73	underway
	Appliances	1465		3,000.00	3,000.00	3,000.00	3,000.00	complete
	Flooring	1465		3,000.00	3,000.00	3,000.00	3,000.00	complete
	Windows	1460		1,384.19	594.38	594.38	594.38	complete
	Extraordinary Maintenance	1460		1,000.00	614.27	614.27	614.27	complete
21-5 AMP 2	Insulation	1460		0.00	0.00			
	Appliances	1465		1,000.00	1,000.00	1,000.00	1,000.00	complete
	Carpet/flooring	1465		13,000.00	12,551.13	12,551.13	12,551.13	complete
	Door replacement	1460		10,000.00	7,070.81	7,070.81	7,070.81	complete
	Extraordinary Maintenance	1460		1,000.00	1,000.00	1,000.00	1,000.00	complete
	Site improvements/paving	1450		25,797.42	25,797.42	25,797.42	25,797.42	complete
	Corridor/Community room improvements	1460		5,955.31	5,955.31	5,955.31	5,570.06	underway
	Exit enhancement project	1460		3,115.00	3,115.00	3,115.00	3,115.00	complete
21-6 AMP 2	Appliances	1465		600.00	600.00	600.00	600.00	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

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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Grant Type and Number:</td> <td>FFY of Grant:</td> </tr> <tr> <td>Capital Fund Program Grant No.:</td> <td>NY06P02150110</td> <td>2010</td> </tr> <tr> <td colspan="2">Date of CFFP: _____</td> <td>FFY of Grant Approval:</td> </tr> <tr> <td colspan="2"></td> <td>_____</td> </tr> </table>	Grant Type and Number:		FFY of Grant:	Capital Fund Program Grant No.:	NY06P02150110	2010	Date of CFFP: _____		FFY of Grant Approval:			_____
Grant Type and Number:		FFY of Grant:											
Capital Fund Program Grant No.:	NY06P02150110	2010											
Date of CFFP: _____		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 9/30/2011
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	114,286.00	114,286.00	114,286.00	114,286.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	57,143.00	57,143.00	57,143.00	57,143.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00	25,000.00	9,750.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	68,000.00	93,000.00	87,381.64	34,876.39
10	1460 Dwelling Structures	231,892.00	206,892.00	119,003.82	69,804.16
11	1465.1 Dwelling Equipment - Nonexpendable	42,610.00	42,610.00	19,262.97	16,535.21
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	32,500.00	32,500.00	30,000.00	30,000.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
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)	571,431.00		436,827.43	322,644.76
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				

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³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ 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

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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Grant Type and Number:</td> <td style="width:20%;">FFY of Grant:</td> </tr> <tr> <td>Capital Fund Program Grant No.:</td> <td>NY06P02150110</td> <td>2010</td> </tr> <tr> <td colspan="2">Replacement Housing Factor Grant No:</td> <td>FFY of Grant Approval:</td> </tr> <tr> <td colspan="2">Date of CFFP: _____</td> <td>2010</td> </tr> </table>	Grant Type and Number:		FFY of Grant:	Capital Fund Program Grant No.:	NY06P02150110	2010	Replacement Housing Factor Grant No:		FFY of Grant Approval:	Date of CFFP: _____		2010
Grant Type and Number:		FFY of Grant:											
Capital Fund Program Grant No.:	NY06P02150110	2010											
Replacement Housing Factor Grant No:		FFY of Grant Approval:											
Date of CFFP: _____		2010											
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: <u> 1 </u>) <input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending <u> 9/30/2011 </u> <input type="checkbox"/> Final Performance and Evaluation Report													
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹										
		Original	Revised ²										
		Obligated	Expended										
Signature of Executive Director 		Date	Date										
		10/12/11											
		Signature of Public Housing Director _____											

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

Attachment B

Part II: Supporting Pages		Grant Type and Number:						Federal FY of Grant:
PHA Name:		Capital Fund Program Grant No.: NY06P02150110				CFPP (Yes/No):		2010
Cortland Housing Authority		Replacement Housing Factor Grant No.:						2010
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA Wide	Operations	1406		114,286.00	114,286.00	114,286.00	114,286.00	Complete
HA Wide	Administration	1410		57,143.00	57,143.00	57,143.00	57,143.00	Complete
HA Wide	A & E	1430		25,000.00	25,000.00	9,750.00	0.00	Underway
HA-Wide	Maintenance vehicle/equip/office	1475		30,000.00	30,000.00	30,000.00	30,000.00	Complete
21-1 AMP 1	Corridor/Community room improvements	1460		61,839.00	22,411.19	0.00	0.00	
	Extraordinary Maintenance	1460		1,000.00	1,000.00	1,000.00	1,000.00	Complete
	Kitchen/bath renovations	1460		10,000.00	10,000.00	4,338.89	3,638.89	Underway
	Smoke Detector/Fire Panel Upgrade	1460		0.00	28,927.81	28,927.81	0.00	Underway
	Appliances	1465		8,000.00	8,000.00	2,076.62	639.62	Underway
	Site Improvements	1450		5,000.00	5,000.00	4,975.45	4,975.45	Underway
	Plumbing/heating renovations	1460		45,000.00	45,000.00	18,348.45	18,073.40	Underway
21-2 AMP 1	Kitchen/bath renovations	1460		10,000.00	10,000.00	4,533.23	4,422.18	Underway
	Corridor/Community room improvements	1460		5,000.00	5,000.00	2,747.42	2,134.57	Underway
	Door replacement	1460		10,000.00	10,000.00	357.00	357.00	Underway
	Appliances	1465		8,000.00	8,000.00	3,254.52	693.37	Underway
	Plumbing/heating renovations	1460		20,000.00	20,000.00	17,395.00	0.00	
	Site Improvements	1450		5,000.00	5,000.00	5,000.00	5,000.00	Complete
	Extraordinary Maintenance	1460		1,000.00	1,000.00	940.15	940.15	Underway
	Garage upgrade	1460		10,000.00	0.00	0.00	0.00	
21-3 AMP 2	Doors	1460		14,221.00	9,721.00	5,666.42	5,666.42	Underway
	Community room upgrade	1475		2,500.00	2,500.00	0.00	0.00	
	Site Improvements/Parking/Lift station	1450		30,000.00	55,000.00	50,378.10	0.00	
	Appliances	1465		4,000.00	4,000.00	3,744.85	3,744.85	Underway
	Flooring	1465		3,000.00	3,000.00	3,000.00	3,000.00	Complete
	Plumbing/heating renovations	1460		7,832.00	7,832.00	6,341.40	6,341.40	Underway
	Extraordinary Maintenance	1460		1,000.00	1,000.00	0.00	0.00	
21-5 AMP 2	Kitchen/bath renovations	1460		7,000.00	7,000.00	7,000.00	7,000.00	Complete
	Appliances	1465		2,310.00	2,310.00	1,647.85	1,647.85	Underway
	Carpet/flooring	1465		17,000.00	17,000.00	5,239.13	5,439.13	Underway
	Kitchen/community room/laundry/corridor	1460		5,000.00	5,000.00	2,428.02	2,428.02	Underway
	Extraordinary Maintenance	1460		1,000.00	1,000.00	595.12	595.12	Underway
	Site improvements/paving	1450		20,000.00	20,000.00	20,000.00	20,000.00	Complete
	Exit Enhancement project	1460		18,000.00	18,000.00	18,000.00	18,000.00	Complete
	Security	1460		3,000.00	3,000.00	0.00	0.00	
21-6 AMP 2	Appliances	1465		300.00	300.00	300.00	300.00	Complete
	Site improvements/paving/foundations	1450		8,000.00	8,000.00	7,028.19	4,793.43	Underway
	Extraordinary Maintenance	1460		1,000.00	1,000.00	384.91	384.91	Underway

* 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**

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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Grant Type and Number:</td> <td>FFY of Grant:</td> </tr> <tr> <td>Capital Fund Program Grant No.:</td> <td>NY06P02150111</td> <td>2011</td> </tr> <tr> <td>Date of CFFP:</td> <td>_____</td> <td>FFY of Grant Approval:</td> </tr> <tr> <td></td> <td></td> <td>_____</td> </tr> </table>	Grant Type and Number:		FFY of Grant:	Capital Fund Program Grant No.:	NY06P02150111	2011	Date of CFFP:	_____	FFY of Grant Approval:			_____
Grant Type and Number:		FFY of Grant:											
Capital Fund Program Grant No.:	NY06P02150111	2011											
Date of CFFP:	_____	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 9/30/2011 Final Performance and Evaluation Report

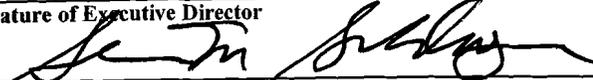
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	99,078.00		49,539.00	49,539.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	49,539.00		49,539.00	49,539.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	2,500.00		0.00	
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000.00		708.19	208.19
10	1460 Dwelling Structures	193,273.00		1,695.00	1,695.00
11	1465.1 Dwelling Equipment - Nonexpendable	33,000.00		0.00	
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	93,000.00		0.00	
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
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)	495,390.00		101,481.19	100,981.19
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				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
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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		Grant Type and Number:		FFY of Grant:
PHA Name: Cortland Housing Authority	Capital Fund Program Grant No.: NY06P02150111	Replacement Housing Factor Grant No:		2011
	Date of CFFP: _____			FFY of Grant Approval: 2011
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 9/30/2011		<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost¹
		Original	Revised²	Obligated
				Expended
Signature of Executive Director 		Date 10/12/11	Signature of Public Housing Director	
			Date	

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund program Replacment Housing Factor (CFP/CFPRHF)

Attachment B

Part II: Supporting Pages

Part II: Supporting Pages		Grant Type and Number:				Federal FY of Grant:		
PHA Name:		Capital Fund Program Grant No.: NY06P02150111				CFPP (Yes/No):		
Cortland Housing Authority		Replacement Housing Factor Grant No.:				2011		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA Wide	Operations	1406		99,078.00		49,539.00	49,539.00	
HA Wide	Administration	1410		49,539.00		49,539.00	49,539.00	
HA Wide	A & E	1430		2,500.00		0.00		
HA-Wide	Maintenance vehicle/equip/office/computer	1475		50,000.00		0.00		
21-1 AMP 1	Corridor/Community room improvements	1460		17,604.00		0.00		
	Extraordinary Maintenance	1460		1,000.00		0.00		
	Kitchen/bath renovations	1460		1,000.00		0.00		
	Appliances	1465		8,000.00		0.00		
	Site Improvements	1450		5,000.00		0.00		
	Plumbing/heating renovations	1460		25,000.00		0.00		
	Pavillion	1475		23,000.00		0.00		
	Office Redesign	1475		2,500.00		0.00		
	Security	1460		3,000.00		0.00		
21-2 AMP 1	Kitchen/bath renovations	1460		1,000.00		0.00		
	Corridor/Community room improvements	1460		17,604.00		0.00		
	Door replacement	1460		10,000.00		0.00		
	Appliances	1465		8,000.00		0.00		
	Plumbing/heating/furnaces	1460		17,002.00		0.00		
	Site Improvements	1450		5,000.00		708.19	208.19	underway
	Extraordinary Maintenance	1460		1,000.00		0.00		
	Office Redesign	1475		15,000.00		0.00		
21-3 AMP 2	Security	1460		2,000.00		0.00		
	Door replacement	1460		500.00		0.00		
	Site Improvements/Parking/Lift station	1450		5,000.00		0.00		
	Appliances	1465		3,000.00		0.00		
	Flooring	1465		6,000.00		0.00		
	Plumbing/heating/furnaces	1460		3,000.00		0.00		
	Extraordinary Maintenance	1460		1,000.00		0.00		
	Kitchen/bath renovations	1460		20,563.00		0.00		
	Playground equipment	1475		2,500.00		0.00		
21-5 AMP 2	Kitchen/bath renovations	1460		5,000.00		0.00		
	Appliances	1465		2,000.00		0.00		
	Carpet/flooring	1465		5,000.00		0.00		
	Kitchen/community room/laundry/corridor	1460		2,500.00		0.00		
	Extraordinary Maintenance	1460		1,000.00		0.00		
	Insulation	1460		1,500.00		0.00		
	Site improvements/paving	1450		10,000.00		0.00		
	Plumbing/heating/furnaces	1460		3,000.00		1,695.00	1,695.00	underway
	Door replacement	1460		3,000.00		0.00		
	Water System Upgrade	1460		50,000.00		0.00		
	Electrical upgrade	1460		2,000.00		0.00		
21-6 AMP 2	Appliances	1465		1,000.00		0.00		
	Plumbing/heating/furnaces	1460		2,000.00		0.00		
	Extraordinary Maintenance	1460		1,000.00		0.00		
	Door replacement	1460		1,000.00		0.00		

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

* To be completed for the Performance and Evaluation Report.

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: <u>2015</u> PHA FY:			Activities for Year: <u>5</u> FFY Grant: <u>2016</u> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	HA Wide	Operations	99,078.00	HA Wide	Operations	99,078.00
	HA Wide	Administration	49,539.00	HA Wide	Administration:	49,539.00
	HA Wide	A & E Fees	8,000.00	HA Wide	A & E Fees	10,000.00
	21-1 AMP 1	Kitchen/bath renovations	10,000.00	21-1 AMP 1	Kitchen/bath renovations	10,000.00
		Landscaping/outdoor furniture	5,000.00		Appliances	8,000.00
		Building entry upgrade			Corridor/community room improvements	8,673.00
		Corridor/community room improvements	19,773.00		Extraordinary maintenance	1,000.00
		Appliances	8,000.00		Site Improvements/Paving	5,000.00
		Extraordinary maintenance	1,000.00		Asbestos Abatement	5,000.00
		Site Improvements	10,000.00		plumbing/heating renovations	10,000.00
		Plumbing/heating renovations	18,000.00		Elevator upgrade	17,500.00
		Windows	20,000.00		Windows	15,000.00
		Security	5,000.00		Security	2,000.00
		Asbestos Abatement	3,000.00	21-2 AMP 1	Landscaping/outdoor furniture	1,000.00
	21-2 AMP 1	Doors	10,000.00		Corridor/community room improvements	5,000.00
		Kitchen/bath renovations	10,000.00		Building entry upgrade	1,000.00
		Landscaping/outdoor furniture	3,000.00		Asbestos Abatement	1,000.00
		Asbestos Abatement	3,000.00		Kitchen/bath renovations	10,000.00
		Corridor/community room improvements	10,000.00		Elevator upgrade	17,500.00
		Plumbing/heating reno/thermostat/generator	18,000.00		doors	5,000.00
		Appliances	8,000.00		plumbing/heating renovations	5,000.00
		Extraordinary Maintenance	1,000.00		Appliances	1,000.00
		Site Improvements	10,000.00		Extraordinary maintenance	1,000.00
		Security	5,000.00		Site Improvements/Paving	5,000.00
	Windows	20,000.00		Security	2,000.00	
21-3 AMP 2	Kitchen/bath renovations	12,000.00		Fire alarm system upgrade	1,500.00	
	Windows	5000		Windows	15,000.00	
	Site Improvements/parking/lift station	10,000.00		Facade restoration	1,000.00	
	Extraordinary maintenance	1,000.00	21-3 AMP 2	Kitchen/bath renovations	1,000.00	
	Flooring	6,000.00		Playground equipment	1,000.00	
	Plumbing/heating renovations/furnace	20,000.00		Community room upgrade	1,000.00	
	Maintenance vehicle/office equip	25,000.00		Site Improvements/Paving	5,000.00	
	Appliances	4,000.00		doors	1,000.00	
21-5 AMP 2	Site Improvements/Paving	5,000.00		Roof Replacement	40,000.00	
	Kitchen/bath renovations	10,000.00		Appliances	6,000.00	
	Carpet/Flooring	10,000.00		Extraordinary maintenance	1,000.00	
	Plumbing/heating renovations	5,000.00		Windows	5,000.00	
	Siding and wall	2,000.00		Security	1,000.00	
	Kitchen/community room/laundry/corridor	1,500.00		plumbing/heating renovations/furnace	5,000.00	
	Extraordinary Maintenance	1,000.00		electrical upgrade	5,000.00	
	Security	1,500.00		flooring	5,000.00	
	Appliances	4,000.00	21-5 AMP 2	Site Improvements/Paving	5,000.00	
21-6 AMP 2	Site improvements/paving/foundations	1,000.00		Siding and wall	5,000.00	
	roof Replacement	10,000.00		Kitchen/bath renovations	5,000.00	
	Extraordinary Maintenance	1,000.00		Plumbing/heating/furnace	5,000.00	
	Plumbing/heating renovations	1,000.00		Kitchen/community room/laundry/corridor	1,000.00	
	Siding and wall	5,000.00		Elevator upgrade	5,000.00	
				Maintenance Vehicle/Office equip	30,000.00	
				Playground equipment	1,000.00	
				flooring	5,000.00	
				Appliances	1,000.00	
				Roof Replacement	25,000.00	
				new dryers	5,000.00	
				doors	2,000.00	
				insulation	5,000.00	
				Extraordinary maintenance	1,000.00	
				electrical upgrade	1,000.00	
			21-6 AMP 2	Site Improvements/Paving	1,000.00	
				Appliances	600.00	
				Extraordinary maintenance	1,000.00	
				plumbing/heating renovations	1,000.00	
Total CFP Estimated Cost			495,390.00	Total CFP Estimated Cost		495,390.00

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

AGENDA AND MEETING NOTICE
Cortland Housing Authority Resident Advisory Board Meeting

**Wednesday, October 5, 2011, 10:00 a.m.,
Teresa Benedick Community Room
42 Church Street Cortland, New York**

- | | | |
|----|---|---------------|
| 1. | Introduction | Glenn Goldwyn |
| 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 | Glenn Goldwyn |
| 5. | Adjournment | |

PLEASE ALLOW 90 MINUTES FOR THIS MEETING

CORTLAND HOUSING AUTHORITY

42 CHURCH STREET
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WARREN S. EDDY, Chairman

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Telephone: (607) 753-1771

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Cortland Housing Authority
Resident Advisory Board Meeting Minutes

Wednesday, October 5, 2011 – 10:00 a.m.

42 Church Street Teresa Benedick Community Room

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

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

Margie Lann made introductions. She informed the members that Dorothy Colaw was unable to attend due to a prior commitment. Nicole Humphrey is the newly appointed member of the Resident Advisory Board (RAB) for 2011. Nicole is a Section 8 participant and she replaces Shirley Nichols did not want to participate in this year's Board. Nicole, who graduated in May 2011 with a Master's Degree from Syracuse University, was also unable to attend the meeting. As of last week, Nicole started a full time job with Family Counseling Services in Cortland.

All new and returning Board members were appointed by the Cortland Housing Authority Board of Directors at their July 2011 meeting.

As all of the Board members attending today were returning Board members, Margie briefly reviewed the purpose of the Resident Advisory Board, which is to review and approve the Annual Agency Plan and to develop the Capital Fund Program for 2012-2016. Goldwyn explained the requirements of the Housing Authority as it relates to the creation and submission of the Annual and Five-Year Capital Fund 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.

ATTACHMENT D

Each member was given a copy of the draft Annual and Five-Year Capital Fund Plan with the attachments. Margie Lann proceeded to review the draft Agency Plan in its entirety.

Lann and Goldwyn discussed the upcoming 2012 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 2011 Capital Fund was approximately \$70,000 less than 2010. Lann stated she was uncertain of the future but the basis for the 2012 grant was the actual amount of grant funding from the previous year. 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.

Pat Chapman posed a question concerning the upgrading of the community room and the furniture in that room. The original grant from 2010 included a little over \$60,000 for community room/corridor renovations. Due to unexpected cost increase in the smoke detector/fire panel upgrade and site improvement costs at the Pendleton Street Apartments, the Housing Authority needed to realign the grant funding for that year. That need created a decrease of approximately \$40,000 in the 42 Church St. community room/corridor renovations line item. It was noted to the Board members that the 2011 capital fund included over \$17,000 and the 2012 grant had \$20,000 earmarked for the community room/corridor work. The Authority plans to request additional fund in each subsequent grant year to continue modernization of the corridors and community rooms. Pat Chapman thanked the Authority for the flashing that was installed at the elevators on each floor of the 42 Church St. building. Goldwyn stated the replacement chairs and furniture are still in the plan, but it is a matter of prioritizing our needs.

Donna Kelley, RAB member and President of the 51 Port Watson St. Tenants Association, thanked the Authority for the beautiful new benches and tables in her building and at 42 Church St. She also gave plaudits to the Authority for the flower boxes/planters at 51 Port Watson St. Goldwyn noted that these items were funded under the Capital Fund program and that hope to continue to improve our "curb appeal" with these types of projects.

When asked, Goldwyn said he recognized there are sometimes heat issues in the high-rises. He explained the intricacies of the heating system to those present. He encouraged everyone to have people report heat issues directly to the staff so a work order can be generated. Most issues are resolved with a work order.

ATTACHMENT D

A short discussion was held concerning the change in the Agency Plan regarding Section 6.0-Agency Plan Update. According to whereby the line was eliminated that referred to the "section 8 Payment Standard as 90% of the Fair Market Rent." Discussion was had with our Buffalo staff Section 8 Administrative Plan concerning the reduction of the Housing Choice Voucher Program Payment Standard from 100% to 90%. The decision to reduce the payment standard was a difficult one. A complete review was done of the impact on the tenants. Approximately one-third of the tenants experienced no change in the rent and a sizable portion of the tenants who did have an increase live in units that are larger than their approved voucher size. The overall average increase was approximately \$24. The end result of the reduction was the ability to maintain the current level of participants in the program as opposed to terminating Housing Assistance Payments Contracts.

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.

ATTACHMENT D

Resolution No. 1

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

AUTHORIZATION TO SUBMIT 2012-2013 CORTLAND HOUSING AUTHORITY DRAFT ANNUAL AGENCY PLAN AND FIVE-YEAR CAPITAL FUND 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 Annual 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 2012-2013 draft CHA Annual Agency Plan and Five Year Capital Fund Plan to the Board of Directors for approval and public comment, and

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

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

AYES
Donna Kelley
Martha Diehl
Donna Decker
Patricia Chapman
Shirley Moore

ABSENT
Dorothy Colaw
Nicole Humphrey

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

Respectfully submitted,
Glenn M. Goldwyn
Executive Director

Cortland Housing Authority 2012-2013
Annual Agency Plan and Five Year Capital Fund Plan
Public Hearing

42 Church Street Public Hearing November 7, 2011 2:00 p.m.

There were 17 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 approximately \$80,000 less in Capital Fund money in the 2011 grant year than they did in the prior 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 2012-2013
Annual Agency Plan and Five Year Capital Fund Plan

Agency Wide

<i>Maintenance Vehicle/Computer Software Upgrade</i>	<i>\$ 30,000.00</i>
<i>Architectural & Engineering Fees</i>	<i>\$ 2,500.00</i>

42 Church Street

<i>Corridor/Community Room Improvements-</i>	<i>\$ 20,000.00</i>
This project is a continuation of improvements to the corridor and the community room areas of the building.	

<i>Appliances-</i>	<i>\$ 5,000.00</i>
This ongoing project enables the Authority to purchase replacement appliances on an "as needed" basis	

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

Cortland Housing Authority 2012-2013
Annual Agency Plan and Five Year Capital Fund Plan

51 Port Watson St.

Corridor/Community Room Improvements- **\$ 10,000.00**
 This project is a continuation of improvements to the corridor and the community room areas of the building.

Generator/Plumbing/Heating Renovations- **\$ 6,000.00**
 This multi-year project will repair/replace piping and associated components of the building systems and begin replace the current apartment thermostats

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

Appliances- **\$ 5,000.00**
 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 interior apartment doors at the site

Pendleton St. Apartments

Site Improvements/Parking/Lift Station- **\$ 5,000.00**
 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- **\$ 6,000.00**
 This ongoing project involves replacement of floor tiles in the 50 family units on an "as needed" basis

Appliances- **\$ 5,000.00**
 This multi-year project involves replacing appliances as needed in apartments at the site

Kitchen/Bath Renovations- **\$ 70,000.00**
 This multi year project will upgrade the kitchen and bathrooms at the family site.

Windows **\$140,000.00**
 This project will replace "slider" style windows with traditional "double-hung" windows at the family site

Cortland Housing Authority 2012-2013
Annual Agency Plan and Five Year Capital Fund Plan

Scattered Sites (80 units-senior and family)

Site Improvements/Paving **\$ 5,000.00**

This multi-year project involves a variety of improvements at the various family and senior scattered housing sites

Carpet/Flooring Improvements- **\$13,000.00**

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

Appliances **\$ 2,000.00**

This multi-year project involves replacing appliances as needed in a number of apartments in the various housing sites

Scattered Sites (10 units-family)

Site Improvements/Paving **\$ 2,273.00**

This multi-year project involves a variety of improvements at the various family scattered housing sites

Goldwyn described prior projects that were made possible with these grant funds. Some of the projects he detailed included community room furniture, outside benches and tables, aging appliances for units at 42 Church Street. 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 we be able to choose the color of the hallways when they are repainted?

A. We can certainly get input from tenants.

Q. Besides painting, what are the plans for the hallways?

A. We are looking into the possibility of some type of wainscoting to prevent damage from the scooters and wheelchairs. WE are hoping to give the hallways are more comfortable, softer look.

There were no other comments or suggestions and the Public Hearing ended at 2:20 p.m.

Cortland Housing Authority 2012-2013
Annual Agency Plan and Five Year Capital Fund Plan
Public Hearing

51 Port Watson Street Public Hearing December 5, 2011 3:00 p.m.

There were 25 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. Will they replace the carpeting in the first floor lounge?

A. We have a contract pending for that improvement and the work should be starting soon.

Q. Will we get replacement trees out in the front of the building?

A. We are looking into that and should have that resolved soon.

The tenants thanked Mr. Goldwyn for the new outdoor furniture and planters.

There were a few specific work order questions asked of Mr. Goldwyn. He encouraged the tenants to contact the Housing Authority as soon as a problem arises.

The Public Hearing ended at 3:20 p.m.

Cortland Housing Authority 2012-2013
Annual Agency Plan and Five Year Capital Fund Plan
Family Development-Community Room
199 Pendleton St. November 9, 2011 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 2012-2013
Annual Agency Plan and Five Year Capital Fund Plan
Homer Senior Development-Community Room
River St. Homer November 10, 2011 9:00 a.m.

There were 6 attendees at the public meeting held in the community room in the Homer Senior Building. The meeting was conducted by Margie Lann. 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, Ms. Lann described the Agency Plan and the Capital Fund projects. She then opened the floor for questions.

Q. Are we able to work on landscaping here?

A. We have money for site improvements at all of our developments to improve the appearance of the buildings and grounds. We do our best to share the capital funds with each site. A large portion of previous capital fund site money was devoted to Homer this past year with the parking lot improvements but we intend to continue to fund site improvements annually with new capital funds.

Q. Can we re-key the relatively newly created storage room so that all the tenants can access it to store items?

A. I will speak with Nick Giamei to see where that stands.

A few specific work order requests from tenants for the community space in the building were mentioned but there were no further comments for the meeting.

Cortland Housing Authority 2011-2012
Annual Agency Plan and Five Year Capital Fund Plan
Truxton Senior Development-Community Room
November 10, 2011 10:30 a.m.

There were 4 attendees at the public meeting held in the community room in the Truxton Senior Building. The meeting was conducted by Margie Lann, Deputy 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, Ms. Lann described the Agency Plan and the Capital Fund projects. Ms. Lann then opened the floor for questions.

ATTACHMENT D

- Q. The hallway carpet is looking bad. Will that be changed out?
- A. We installed tile on one of the floors at our Homer site as a “test”. It appears that this is a good option for all of the senior sites. We are intending to re-do the hallways of the sites, one at a time with Capital Funds. We have included funding for this project over the course of several years.
- Q. Can we have a new picnic table and umbrella for the deck?
- A. We currently have funds for this type of item and we will put it on the list to address in the spring.
- Q. When is the new water system going to be done?
- A. The project has gone out to bid and we are waiting for results to see the actual cost for the project. We are hoping to get that project underway in the near future.

Cortland Housing Authority 2012-2013
Annual Agency Plan and Five Year Capital Fund Plan
Marathon Senior Development-Community Room
November 8, 2011 9:00 a.m.

There were 8 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.

- Q. Can we remove the dead trees from the front of our building?
- A. We put money into the Capital Fund for site improvement which can include removal and replanting of trees.
- Q. Can a railing be placed on both sides of the hallway for tenants to help navigate the halls easier?
- A. We can certainly look into that for tenants.

ATTACHMENT D

- Q. Can anything be done about better handicapped parking at the site? Tenants have to park at the end and walk back across the entire parking lot enter the building. Can we have better access to the door at the end of the building? It is difficult to open the door when you have packages. Is it possible to have an automatic door opener like the front entrance? Is it possible to have a covered shelter at that doorway?
- A. We are required to be code compliant. In order to redo it as a handicapped entrance, we would have to re-do the sidewalk to make sure the ramp meets code requirements. This becomes a larger scope project and can be considered for a future year grant.
- Q. Can we get a no parking sign at the top of the hill by the garage? People are putting their vehicles there and leaving them overnight.
- A. We will look into that without having to wait for Capital Funds.
- Q. Can we get an additional cable outlet in the front sitting area?
- A. We will check with maintenance to see what the installation of a line requires to determine the feasibility.

A few specific work order requests from tenants for the community space in the building mentioned but there were no further comments for the meeting.

Cortland Housing Authority 2012-2013
Annual Agency Plan and Five Year Capital Fund Plan
McGraw Senior Development-Community Room
November 8, 2011 10:30 a.m.

There were 7 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.

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.

Two tenants were interested in adding their names to the Safeway Step list. All tenants were informed that could add their names to the waiting list for the renovation at any time.

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

Public Comment for the 2012-2013
Annual Agency Plan and Five Year Capital Fund 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 2012-2013 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 PHA Plans and Related
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

**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 ___ 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning, 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 20 - 20

Annual PHA Plan for Fiscal Years ~~2012~~ 2013

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 12/14/2011

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)

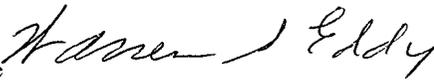
Name of Authorized Official

Warren S. Eddy

Title

Cortland Housing Authority Board Chairman

Signature



Date

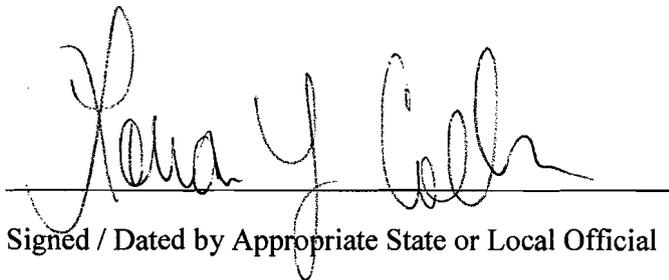
12/14/2011

**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, Lorraine Collins the Policy Advisor 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.


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 Funds

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 List

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

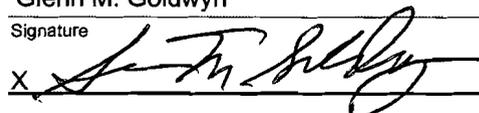
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

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

12/14/11

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
9/30/11

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 Program

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 sub recipients 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)

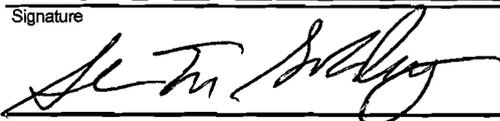
Name of Authorized Official

Glenn M. Goldwyn

Title

Executive Director

Signature



Date (mm/dd/yyyy)

12/13/11

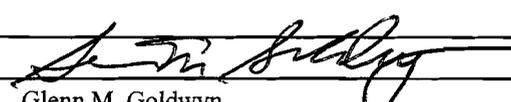
DISCLOSURE OF LOBBYING ACTIVITIES

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.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: ^{4c}	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. 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 ext 223</u> Date: <u>12/14/11</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)