

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

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2008
Annual Plan for Fiscal Year 2003

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

**PHA Plan
Agency Identification**

PHA Name: Cortland Housing Authority

PHA Number: NY021

PHA Fiscal Year Beginning: (mm/yyyy) 04/2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2003 - 2008
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 78
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

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

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

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

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

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

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

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

Other PHA Goals and Objectives: (list below)

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

Annual PHA Plan
PHA Fiscal Year 2003

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Cortland Housing Authority provides Public Housing and Section 8 assistance for over 1,000 Cortland County low-income residents. The Authority has a staff of 21 persons, including maintenance, administrative and clerical personnel, and functions as a Public Housing and Section 8 provider throughout Cortland County. The Authority is administered by a seven-member Board of Directors, who are appointed by the Mayor of the City of Cortland.

In addition to directly owning and operating developments in the City, the Authority owns and manages housing under Development Agreements with the Villages of Homer, Cincinnatus, McGraw and Marathon, and the Town of Truxton. A total of 80 units are owned and managed by the Authority outside the City of Cortland (60 elderly and 20 family). The Authority's units are well-maintained, and have a positive reputation in the community.

The Authority's Section 8 office serves all of Cortland County, with the Authority having 306 Housing Choice Vouchers for use in Cortland County. Cortland HA received 26 additional Housing Choice Vouchers in the Federal Fiscal Year 2000 FairShare Housing competition and 14 more in the 2001 FairShare Housing competition. In both cases, the Cortland Housing Authority was the only Housing Authority in the immediate region to receive additional Housing Choice Vouchers through this competition. The Authority continues to look for additional opportunities to provide subsidized housing, and believes there is additional need in the County for both Housing Choice Vouchers and Public Housing units, and will be applying in the 2003 FairShare competition for an additional quantity of Housing Choice Vouchers.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) and Public Meetings Held
- Other (List below, providing each attachment name)
HUD-Required Forms (Drug-Free Workplace, Lobbying, PHA Plan, Consolidated Plan, Certification of Payments to Influence).

Supporting Documents Available for Review

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

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1999
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	221		
Extremely low income <=30% AMI	133		
Very low income (>30% but <=50% AMI)	88		
Low income (>50% but <80% AMI)	0		
Families with children	96		
Elderly families	17		
Families with Disabilities	76		
Displaced	0		
Singles	32		
Race/ethnicity	0		
Race/ethnicity	0		
As of September 11, 2002			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	6		

Housing Needs of Families on the Waiting List			
1 BR	68		
2 BR	30		
3 BR	51		
4 BR	12		
5 BR	4		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

The Cortland Housing Authority is now tracking waiting list households by income in order to better meet the requirements for admission of Extremely Low Income households into our Public Housing and Section 8 programs. The application information regarding income is confirmed during the admissions interview process.

The Cortland Housing Authority places small display advertisements are placed regularly in the *Cortland Standard* newspaper and the *Cortland Pennysaver*, with Public Housing featured one week, and Section 8 featured the next week. Other marketing efforts, such as crawls on cable television, open houses, mailings to local town and village officials, and contact with local senior centers and service providers, are completed as market conditions warrant.

Applications for the Section 8 Program have been increasing rapidly in recent months, both due to a sluggish local economy and increased marketing and advertising by the Housing Authority. Even as the Section 8 Occupancy Office has been increasing the number of interviews, the waiting list for the Section 8 Program has still continued to remain the same or grow. The current number of people on the Section 8 Waiting List is approximately 220, which is an increase of approximately 70 households in the past 12 months. The number of households receiving Housing Choice Voucher assistance increased by 50 households during the past 12 months, a dramatic increase for a Section 8 Program of our size. The Cortland Housing Authority's allocation of Housing Choice Vouchers is fully utilized, and it is the intent of the CHA to apply for additional Vouchers during the next available FairShare competition for funding as well as through the Designated Housing Plan process should it be implemented.

CHA Public Housing continues to be strongly utilized, with few vacancies. The continuing influx of Ukrainian immigrants to the Cortland area has resulted in increased demand for the CHA's four and five-bedroom apartments, and the CHA has

had a number of documents and flyers translated into Ukrainian in order to more effectively communicate with these residents. Most of the CHA scattered site apartment buildings have also shown increases in occupancy during the past year, and are largely filled. Initiatives such as the addition of more roll-in showers in our senior/disabled buildings, improved services within the buildings, and continued modernization of our units assist the CHA with occupancy by ensuring that CHA units are competitive in our marketplace.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below) Market the Section 8 program to landlords, service providers, and community organizations throughout Cortland County.

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

(2) Reasons for Selecting Strategies

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

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

Cortland County has a significant number of housing needs related to low and moderate income housing. Despite the construction of 380 CHA Public Housing and over 100 units subsidized through the Low-Income Housing Tax Credit and State-financed programs, there is a considerable unmet need for affordable housing in Cortland County. There are

approximately 350 families on the Housing Authority waiting list for Section 8 and Public Housing, and many other families that could conceivably take advantage of our programs if assistance was available in a more timely manner. The 40 new Housing Choice Vouchers that the Authority received in the 2000 and 2001 FairShare housing competitions was an important step in meeting that need, but they have already been absorbed. The CHA will apply for additional Housing Choice Vouchers in future FairShare competitions.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	207,689	
b) Public Housing Capital Fund	601,754	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,023,244	
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 501-01	120,950	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	907,000	
4. Other income (list below)		
Laundry/Vending	24,000	
Interest	12,000	
4. Non-federal sources (list below)		
Total resources	\$2,896,637	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below) DSS, Catholic Charities, COFA, Mental Health

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

1. How many site-based waiting lists will the PHA operate in the coming year?10

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

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? 10

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

The Cortland Housing Authority had 44% of its admissions to Public Housing meet the Extremely Low Income criteria for fiscal year 2001-2002. The CHA anticipates meeting this targeting requirement for 2002-2003, though it is noted that the percentage of Extremely Low Income residents has declined each of the past two years. Should the percentage of Extremely Low Income residents admitted for the first six months of 2002-2003 be below 40%, the CHA will consider affirmative measures in order to meet this guideline.

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

Other than date and time, there is a preference for elderly families, disabled families and families with children in Cortland Housing Authority public housing. After these groups, the near-elderly are given a preference. Single people are only considered after the aforementioned groups.

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

X Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

Other than date and time, there is a preference for elderly families, disabled families and families with children in Cortland Housing Authority public housing. After these groups, the near-elderly are given a preference. Single people are only considered after the aforementioned groups.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable

The Cortland Housing Authority has met the requirements of income targeting for Public Housing each of the past three years without using special preferences. Should the percentage of Extremely Low Income admissions fall below 40% at the mid-point of the fiscal year, then the CHA will consider affirmative measures in order to meet this goal for the entire 2002-2003 fiscal year, which is why the preferences within income tiers box is checked.

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site based waiting lists
If selected, list targeted developments below:
 - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
 - Employing new admission preferences at targeted developments
If selected, list targeted developments below:
 - Other (list policies and developments targeted below): The income limits were changed at our scattered-site developments from 50% of median income to 80% of median income.
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
 - Actions to improve the marketability of certain developments
 - Adoption or adjustment of ceiling rents for certain developments
 - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
 - Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
 - List (any applicable) developments below:

Once the rents were changed to allow higher-income families, they stayed in the developments.

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

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

Deconcentration of poverty within Public Housing in Cortland County is not a major concern. None of our developments have been “ghettoized” and all are in good repair and in decent neighborhoods. Once the income limits were increased for our newer, scattered-size units, the small difference in incomes between our developments was eliminated.

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

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

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

The Cortland Housing Authority has separate waiting lists for Section 8 and Public Housing due to the different eligibility requirements, and differing levels of availability of Public Housing throughout Cortland County. Several human service organizations, such as Catholic Charities, the County Office for the Aging, and Aid to Victims of Violence, also have applications and distribute them as appropriate.

(3) Search Time

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

If yes, state circumstances below: See Section 8 Administrative Plan, Section 8-7.

(4) Admissions Preferences

a. Income targeting

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

While the CHA has received waivers in the past for this requirement of the Section 8 program, it is our intention this year to meet the requirement. Meeting this requirement may mean “skipping” Very Low Income households on the Waiting List in order to reach additional Extremely Low Income households. It is the intention of the CHA to do as little “skipping” as necessary in order to meet this Federal requirement.

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Other than date and time, there is a preference for elderly families, disabled families and families with children in Cortland Housing Authority public housing. Single people are only considered after the aforementioned groups.

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

2 Other preference(s) (list below):

Other than date and time, there is a preference for elderly families, disabled families and families with children in Cortland Housing Authority public housing. After these groups, the near-elderly are given a preference. Single people are only considered after the aforementioned groups.

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

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

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

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

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

- The PHA applies preferences within income tiers
- Not applicable

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

The Cortland Housing Authority believes that Fair Market Rent (FMR) is a reasonable maximum standard for its Public Housing units. Given that the Authority also runs a Section 8 program, and asks the landlords in the Section 8 program to largely accept FMR for private units, FMR seems to be a reasonable maximum rent for CHA units. There are 23 current tenants paying the Flat Rent.

FMR in Cortland County is also a relatively consistent standard for tenants to afford. Operating costs for CHA units may vary considerably due to weather conditions, difference in maintenance costs and other factors that are not directly in the tenant's control. The CHA therefore believes that FMR is a logical maximum standard for our units, and it has worked well in the three years since it was implemented.

Most of the Authority tenants pay less than half of the Fair Market Rent for their apartments, with the average cash rental paid by Housing Authority tenants being just over \$198 per month.

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below) 1) When adding person with income.
 - 2) Receipt of benefit where retroactive payment is prior to the last recertification date.
 - 3) When household begins receiving Public Assistance, the rent is changed to the current Welfare Rent schedule.

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

Currently the CHA's Payment Standard is FMR for one, two and three-bedroom apartments, and 90% of FMR for zero and four-bedroom apartments, which are quite rare in the CHA Section 8 Program. The CHA raised its Voucher Payment Standard for one and two-bedroom apartments twice in Fiscal 2000, going from 90 to 95 to 100 percent of FMR. One increase in the Payment Standard was made in Fiscal 2001, to change three-bedroom apartments from 90 to 100 percent of the Fair Market Rent. No further increases have been made, or are anticipated for the coming year.

Before the changes created by QHWRA, the CHA's Payment Standard was between 80 and 85 percent of FMR. Given the changes in the FMR calculation (the use of gross rent for the Payment Standard instead of contract rent), the old and new percentages are not directly compatible, and the Authority has kept close track of how the Section 8 program is able to effectively serve its clients. With larger three- and four-bedroom units, the 90 percent of FMR for the Voucher Payment Standard appears to be sufficient, as rents for larger apartments in Cortland County outside the SUNY-Cortland area per bedroom rise by less than the \$127 change in Fair Market Rent from

three to four bedrooms. The CHA continues to monitor rents in Cortland County on a regular basis, and further adjustments in the Voucher Payment Standard will be considered if necessary.

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

The Cortland Housing Authority is run by a Board of Directors and administered by a staff of 21 people. The Executive Director is in charge of the CHA staff. There are two other CHA management personnel: the Maintenance Supervisor, who supervises the Maintenance Mechanics and Laborers, and the Deputy Director, who develops plans, grants and special projects and manages purchasing and procurement. The CHA also employs a Principal Account Clerk and Administrative Assistant in its administrative unit. There is also a Tenant Services Coordinator that works directly with senior tenants with the elderly and disabled tenants throughout the CHA, and a Tenant Relations Assistant located in the 42 Church Street. The administrative offices are located in the 42 Church Street building.

Public Housing and Section 8 both have a Leased Housing Coordinator and a Tenant Relations Assistant in their offices at 51 Port Watson Street, with a third Tenant Relations Assistant shared between Public Housing and Section 8. These staff members handle admissions, inspections and all matters related to Public Housing and Section 8 occupancy. Legal counsel is also used by the CHA to assist with occupancy matters on a consulting, as-needed basis.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	380	75
Section 8 Vouchers	306	70
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug		

Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
They are contained in the Admissions and Continued Occupancy Policy.
- (2) Section 8 Management: (list below)
They are contained in the Section 8 Administrative Plan.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below: The CHA written Grievance Procedure is attached to this Agency Plan.

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

The Cortland Housing Authority receives funding annually through the Capital Fund Program (CFP), and has done so since the inception of the CFP. The CHA received \$601,754 from the Fiscal 2002 CFP (501-02), and anticipates receiving a similar amount for Fiscal 2003. The CHA is current in obligating and expending CFP funds.

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

The Cortland Housing Authority is exploring the possibility of designating its two senior/disabled high-rise buildings largely for seniors, with a small percentage of the units available for the physically disabled. In conjunction with this change, the CHA would apply for additional Section 8 Housing Choice Vouchers for disabled people in the community. The CHA believes that this change will not only help with occupancy, but improve conditions for disabled persons in our community as well.

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>

<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p>

- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

The CHA is considering the development of a Section 8 Homeownership Program, but is uncertain whether such a program would be implemented during the coming year.

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below) Informing of new policies by mail as changed.

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents
(select all that apply)

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

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

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

1. Which developments are most affected? (list below)
21-3, Pendleton Street Apartments.

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

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

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

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

C. Coordination between PHA and the police

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

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

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

21-1, 42 Church Street; 21-2, 51 Port Watson Street; 21-3, Pendleton Street Apartments.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2003 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Cortland Housing Authority has had a Pet Policy for many years that allows certain types of pets in its senior/disabled buildings. At the same time, pets have not been allowed in the Authority's family units. The main reason for this has been the relative lack of outdoor space in the family units, which also require playground, parking and walking space for the pets and their needs.

In senior and disabled buildings (which include the two high-rise buildings in Cortland, and senior/disabled developments in Homer, Truxton, Cincinnatus, McGraw and Marathon), small dogs, cats and other common household pets are allowed, as long as the cats are declawed, spayed or neutered, trained to use a litter box and licensed as required by local ordinance. Dogs must be a maximum of 20 pounds, and also be housebroken, spayed or neutered. The Authority has designed separate receptacles and spots on Authority property for these units.

In our family units, the Authority has allowed cats, birds and other common household pets, with the exception of dogs. The Authority does not believe that there is sufficient space on the property for a large number of dogs that will require outside space to be maintained. Cats and other common household pets do not have the same level of concern, so the Authority does not have any difficulties in allowing these kinds of pets in the Authority's family units. These outside needs are minimal, and can easily be accommodated by the Authority. In addition, a member of the Resident Advisory Board thought that cats and birds were much less expensive to maintain and feed than dogs are.

The Cortland Housing Authority requires a security deposit of \$200 for dogs and cats, though tenants are allowed to pay that security deposit in installments over a period of time if it cannot be paid all at once. Pets must be maintained properly in order to be kept in the apartment, and the Authority reserves the right to remove the pet from the apartment should the terms of the lease not be met.

Seeing-eye and service animals are exempt from the Pet Policy.

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 Admissions and Continued Occupancy Policy, and may be updated periodically in order to address the changing needs of its tenants.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list): Resident of Public Housing 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)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: (provide name here)

- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)

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

The City of Cortland has begun the process of creating a long-term Consolidated Plan process. While not an entitlement city, there are several agencies in the City who desire having a Consolidated Plan to assist with planning and grants issues.

The City of Cortland's Consolidated Plan states that the City's housing needs are impacted by the following factors, most notably the age of the housing stock, the large number of renter households, the population density, the presence of the State University, and the relatively low level of income in the City. The City's demographics, finances and sociological indicators result in a need for subsidized housing, competition between students and lower income households for the decent, safe and affordable units; the need to stem the deterioration of aging housing in the City, and a need to promote homeownership efforts given the disproportionate share of renter households in the City.

The Plan also separately identifies rehabilitation of rental properties as a priority along with homeownership assistance and the rehabilitation of owner-occupied housing. In the most recent application for Community Development Block Grant (CDBG) assistance, seven of the 23 structures to be rehabilitated are renter-rehabilitation properties, which is a significant percentage.

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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

Capital Fund Grant Number NY021P03 FFY of Grant Approval: (09/2002)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	60,700
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	45,000
8	1440 Site Acquisition	
9	1450 Site Improvement	42,054
10	1460 Dwelling Structures	404,000
11	1465.1 Dwelling Equipment-Nonexpendable	20,000
12	1470 Nondwelling Structures	0
013	1475 Nondwelling Equipment	30,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	601,754
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA-wide	CFP Administration	.1410	\$60,700
PHA-wide	Architectural/Engineering Fees	.1430	\$45,000
Y06P021001	Window Project for Fire Safety	.1460	\$20,800
Y06P021001	Roll-In Showers Phase II	.1460	\$55,000
Y06P021001	Landscaping/Outdoor Furniture	.1450	\$21,027
Y06P021001	Window Ledges and Handles	.1460	\$ 5,000
Y06P021001	New Washing Machines and Dryers	.1465	\$10,000
Y06P021001	Kitchen Renovations	.1460	\$20,000
Y06P021001	Door Closures	.1460	\$15,000
Y06P021002	Window Project for Fire Safety	.1460	\$62,400
Y06P021002	Roll-In Showers Phase II	.1460	\$60,000
Y06P021002	Landscaping/Outdoor Furniture	.1450	\$21,027
Y06P021002	Thermostatic Controls Phase I	.1460	\$20,000
Y06P021002	Window Ledges and Handles	.1460	\$ 5,000
Y06P021002	Façade Restoration	.1460	\$40,800
Y06P021002	New Washing Machines and Dryers	.1460	\$10,000
Y06P021002	Door Closures	.1460	\$15,000
Y06P021003	New Showers and Tubs	.1460	\$80,000
Y06P021005	Playground Equipment Replacement	.1475	
			\$30,000
Y06P021006	Furnace Replacement	.1460	\$ 5,000

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA-wide admin	3/2005	3/2007
	3/2005	3/2007
Fees and Costs		
PHA-wide mgt.	3/2005	3/2007
NY021001	3/2005	3/2007
NY021002	3/2005	3/2007
NY021003	3/2005	3/2007
NY021005	3/2005	3/2007
NY021005	3/2005	3/2007

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NY6P021001	Cortland High-Rise Senior	5	4%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Window Ledges and Handles		\$5,000	2003-2004
New Washing Machines and Dryers		\$10,000	2003-2004
Kitchen Renovations		\$20,000	2003-2004
Door Closures		\$15,000	2003-2004
Window Project for Fire Safety		\$20,800	2003-2004
Landscaping/Outdoor Furniture		\$21,027	2003-2004
Roll-In Showers		\$55,000	2003-2004
Bathroom Renovations		\$71,054	2004-2005
Main Kitchen Renovations		\$45,000	2004-2005
Roll-In Showers		\$60,000	2004-2005
Roll-In Showers		\$100,000	2005-2006
Bathroom Renovations		\$65,054	2005-2006
Bathroom Renovations		\$73,054	2006-2007
Elevator Improvements		\$20,000	2006-2007
Resurfacing/Repointing Building		\$100,000	2007-2008
Replacement Reserve		\$100,000	2007-2008
Total estimated cost over next 5 years		\$780,989	

(see attached)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY6P02102	Port Watson Senior High-Rise	1	1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Window Project for Fire Safety			\$62,400	2003-2004
Thermostatic Control Upgrade II			\$20,000	2003-2004
Roll-In Showers			\$60,000	2003-2004
Landscaping/Outdoor Furniture			\$21,027	2003-2004
Window Ledges and Handles			\$5,000	2003-2004
Façade Restoration			\$40,800	2003-2004
New Washing Machines and Dryers			\$10,000	2003-2004
Door Closures			\$15,000	2003-2004
Bathroom Renovations			\$40,000	2004-2005
Roll-In Showers			\$60,000	2004-2005
Roll-In Showers			\$100,000	2005-2006
Heating Upgrades			\$15,000	2005-2006
Bathroom Renovations			\$110,000	2005-2006
Sidewalk Improvements			\$20,000	2006-2007
Elevator Improvements			\$20,000	2006-2007
Bathroom Renovations			\$100,000	2007-2008
Total estimated cost over next 5 years			\$699,227	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY6P02103	Pendleton Street Apartments	4	8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
New Showers/Tubs			\$80,000	2003-2004
Exterior Maintenance			\$15,000	2005-2006
Sidewalk Reconstruction			\$25,000	2006-2007
Heating Upgrades			\$150,000	2006-2007
Exterior Maintenance			\$20,000	2006-2007
Landscaping and Resodding Improvements			\$75,000	2007-2008
Siding Improvements			\$91,054	2007-2008
Total estimated cost over next 5 years			\$456,054	

(see attached)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY6P02105	Scattered-Site Senior Apartments	4	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Playground Upgrades			\$30,000	2003-2004
Sidewalk Improvements			\$20,000	2004-2005
Apartment Carpeting/Tile			\$55,000	2004-2005
Emergency Generators (Marathon, McGraw, Homer, Truxton)			\$165,000	2004-2005
Apartment Carpeting and Tile Upgrade			\$38,000	2005-2006
Siding Upgrades			\$48,000	2005-2006
Community Room Upgrades			\$25,000	2005-2006
Apartment Carpeting and Tile Upgrade			\$160,000	2006-2007
Sidewalk Improvements			\$28,000	2006-2007
Total estimated cost over next 5 years			\$569,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NYP602106	Family Scattered-Site	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Furnace Improvements			\$5,000	2003-2004
New Roofs			\$50,000	2007-2008
Total estimated cost over next 5 years			\$55,000	

(see attached)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NY021-all	HA-wide improvement	15	4%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Capital Fund Administration			\$60,700	2003-2004
Architectural and Engineering Fees			\$45,000	2003-2004
Capital Fund Administration			\$60,700	2004-2005
Architectural and Engineering Fees			\$25,000	2004-2005
Capital Fund Administration			\$60,700	2005-2006
Architectural and Engineering Fees			\$25,000	2005-2006
Capital Fund Administration			\$60,700	2006-2007
Architectural and Engineering Fees			\$25,000	2006-2007
Capital Fund Improvements			\$60,700	2007-2008
Architectural and Engineering Fees			\$25,000	2007-2008
Total estimated cost over next 5 years			\$448,500	

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150100 Replacement Housing Factor Grant No:		Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	61733.00		61733.00	60833.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25000.00		25000.00	25000.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	100000.00		100000.00	97112.50
11	1465.1 Dwelling Equipment—Nonexpendable	32500.00		32500.00	32500.00
12	1470 Nondwelling Structures	167500.00		167500.00	152999.98
13	1475 Nondwelling Equipment	233277.00		233277.00	228687.20
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	620010.00		620010.00	597132.68

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 9/30/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	CF Administration	1410		61733.00		61733.00	60833.00	Underway
PHA -WIDE	A & E Fees, Consulting	1430		25000.00		25000.00	25000.00	Complete
NY021001	Roll In Shower Project	1460		100000.00		100000.00	97112.50	Underway
	Elevator Upgrade	1475		150000.00		150000.00	145410.20	Underway
NY021002	Ceiling Light Upgrade	1475		35000.00		35000.00	35000.00	Complete
NY021003	Sprinkler Head Replacement	1470		7500.00		7500.00	7500.00	Complete
	Door Replacement	1465		20000.00		20000.00	20000.00	Complete
NY021005	Platform Lift Installation	1475		48277.00		48277.00	48277.00	Complete
	Sprinkler Head Replacement	1465		12500.00		12500.00	12500.00	Complete
	Roof Replacement- Homer	1470		61000.00		61000.00	47399.98	Underway
	Roof Replacement- Truxton	1470		45000.00		45000.00	44100.00	Underway
NY021006	Roof Replacement	1470		54000.00		54000.00	54000.00	Complete

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program No: NY06P02150100 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE	3/2002	9/2002		3/2003	9/2004		HUD Directive
PHA-WIDE	3/2002	9/2002		3/2003	9/2004		HUD Directive
NY021001	3/2002	9/2002		3/2003	9/2004		HUD Directive
NY021002	3/2002	9/2002		3/2003	9/2004		HUD Directive
NY021003	3/2002	9/2002		3/2003	9/2004		HUD Directive
NY021005	3/2002	9/2002		3/2003	9/2004		HUD Directive
NY021006	3/2002	9/2002		3/2003	9/2004		HUD Directive

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 9/30/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	62010.00	62010.00	62010.00	62010.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25000.00	25000.00	25000.00	21949.20
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	60000.00	21455.63	4822.01	4822.01
11	1465.1 Dwelling Equipment—Nonexpendable	12700.00	12700.00	9750.57	4694.47
12	1470 Nondwelling Structures	368000.00	402344.37	335244.37	334494.17
13	1475 Nondwelling Equipment	105000.00	109200.00	77797.59	57869.36
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	632710.00	632710.00	514624.54	485839.21
22	Amount of line 21 Related to LBP Activities				

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 9/30/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	CFP Administration	1410		62010.00	62010.00	62010.00	62010.00	Complete
PHA-WIDE	A & E Fees Consulting	1430		25000.00	25000.00	25000.00	21949.20	Underway
NY021001	New Roof	1470		125000.00	125000.00	125000.00	125000.00	Complete
	Parking Lot Upgrade	1470		40000.00	40000.00	40000.00	40000.00	Complete
NY021002	New Roof	1470		125000.00	92744.37	92244.37	92244.37	Underway
	Corridor Renovations	1475		45000.00	45000.00	45000.00	44373.57	Underway
	Parking Lot Upgrade	1470		40000.00	40000.00	40000.00	40000.00	Complete
NY021003	Tile Replacement	1460		10000.00	1184.98	1184.98	1184.98	Complete
	Door Replacement	1460		20000.00	0.00	0.00	0.00	
	Trim Painting	1460		30000.00	20270.65	3637.03	3637.03	Underway
NY021005	Homer Parking Resurfacing	1470		38000.00	38000.00	38000.00	38000.00	Complete
	Replacement of Play Equipment	1475		60000.00	19148.00	12745.59	12745.59	Underway
	Carpet Replacement	1465		12700.00	12700.00	9750.57	4694.47	Underway
NY021001	9 th & 10 th Floor Tile Replacement	1470		0.00	3300.00	0.00	0.00	
NY021001/002	Asbestos Removal	1470		0.00	38300.00	0.00	0.00	
NY021001	Air Handling Equipment	1475		0.00	12500.00	0.00	0.00	
NY021002	Air Handling Equipment	1475		0.00	12500.00	0.00	0.00	
NY021001/002	Smoke Detector Upgrade	1475		0.00	20052.00	20052.00	0.00	
NY021002	Grade Level Upgrade	1470		0.00	25000.00	0.00	0.00	

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program No: NY06P02150101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE ADMIN	9/2003	6/2003		9/2004	6/2005		HUD Directive
Fees & Costs	9/2003	6/2003		9/2004	6/2005		HUD Directive
PHA-WIDE MGMT	9/2003	6/2003		9/2004	6/2005		HUD Directive
NY021001	9/2003	6/2003		9/2004	6/2005		HUD Directive
NY021002	9/2003	6/2003		9/2004	6/2005		HUD Directive
NY021003	9/2003	6/2003		9/2004	6/2005		HUD Directive
NY021005	9/2003	6/2003		9/2004	6/2005		HUD Directive
NY021006	9/2003	6/2003		9/2004	6/2005		HUD Directive

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	60754.00		0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20300.00		8500.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	123000.00		1912.50	0.00
10	1460 Dwelling Structures	195000.00		28945.77	28945.77
11	1465.1 Dwelling Equipment—Nonexpendable	32700.00		0.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	170000.00		110236.48	66198.99
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	601754.00		149594.75	95144.76

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Cortland Housing Authority		Grant Type and Number Capital Fund Program Grant No: NY06P02150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	CFP Administration	1410		60754.00		0.00	0.00	
PHA-WIDE	A & E Fees Consulting	1430		20300.00		8500.00	0.00	Underway
NY021001	Community Room Upgrade	1475		45000.00		20236.48	4265.35	Underway
	Bathroom Renovations	1460		60000.00		28945.77	28945.77	Underway
NY021002	Community Room Upgrade	1475		45000.00		45000.00	17200.64	Underway
NY021003	Parking Upgrade	1450	5	30000.00		0.00	0.00	
	Community Room Upgrade	1475		15000.00		0.00	0.00	
	Showers and Tubs	1460		25000.00		0.00	0.00	
	Site Improvements	1450		20000.00		1912.50	0.00	
	Drainage Project	1450		10000.00		0.00	0.00	
NY021005/006	Carpet and Tile	1465		32700.00		0.00	0.00	
	Window Replacement (Family)	1460		60000.00		0.00	0.00	
	Paving Upgrade	1450		35000.00		0.00	0.00	
	Site Upgrade	1450		28000.00		0.00	0.00	
	Siding and Wall Improvements	1460		40000.00		0.00	0.00	
	Platform Lifts	1475		45000.00		45000.00	44733.00	Underway
	Kitchen/Community Room Improve.	1475		20000.00		0.00	0.00	
	Thermostatic Control	1460		10000.00		0.00	0.00	

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

PHA Name: Cortland Housing Authority	Grant Type and Number Capital Fund Program No: NY06P02150102 Replacement Housing Factor No:	Federal FY of Grant: 2002
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE ADMIN	5/2004			5/2006			
Fees & Costs	5/2004			5/2006			
PHA-WIDE MGMT	5/2004			5/2006			
NY021001	5/2004			5/2006			
NY021002	5/2004			5/2006			
NY021003	5/2004			5/2006			
NY021005	5/2004			5/2006			
NY021006	5/2004			5/2006			

Cortland Housing Authority Resident Advisory Board
Friday, September 13, 2002 – 2 p.m., Theresa Benedick Conference Room
42 Church Street Building

- | | | |
|----|-----------------------------------------|-------------------------|
| 1. | Introductions | Karl Heck |
| 2. | Purpose of 2002 Resident Advisory Board | Karl Heck |
| 3. | Overview of Agency Plan | Karl Heck/Glenn Goldwyn |
| 4. | Discussion of Designation of Buildings | Karl Heck/Glenn Goldwyn |
| 5. | Schedule of Meetings for Season | Karl Heck |
| 6. | Adjournment | |

Please allow 90 minutes for this meeting.

Cortland Housing Authority Resident Advisory Board
Friday, September 13, 2002 – Theresa Benedick Conference Room

Members Present: Geri Foster, Sharon Garrett, Eleanor McCaskill, Linda Spencer

Staff Present: Karl Heck, Margie Lann

The meeting was called to order at 2:05 p.m.

Karl Heck made introductions. Sharon Garrett is the one new member of the Resident Advisory Board (RAB) for 2002, replacing Jane Nutkins, who left the RAB due to back surgery this year.

Mr. Heck explained the purposes of the Resident Advisory Board, which are primarily to review and approve the Agency Plan, and develop the Capital Fund Program for 2003-2008. It was noted that there are several changes for 2003-2008, though the major proposed change that the CHA is investigating is obtaining the ability to designate large portions of our high-rise buildings for seniors, with a small portion of the buildings designated for the young disabled. The young disabled are disabled persons under the age of 62.

Under designation, no current tenants would be required to move, but new tenants would be limited based on the approved formulas. If there are not enough elderly to fill their portion of the apartments, “near-elderly” people between the ages of 55 and 61 would be admitted. The CHA would not be required to admit additional young disabled in order to fill its apartments. The schedule of meetings and events for the Agency Plan were also reviewed. The CHA would also seek additional Section 8 Housing Choice Vouchers to better serve the Young Disabled population. Linda Spencer noted that many single, non-disabled individuals in Cortland fall through the cracks and are unable to receive any assistance because they “fall through the cracks” of the various eligibility requirements.

Karl Heck then reviewed the draft 2003-2008 Agency Plan, noting that a new version would be produced for the next meeting that corrected a number of things that CHA staff had discovered. Specific issues discussed in greater detail were the new ability of the CHA to conduct FBI background checks on individuals applying for Public Housing and Section 8 Housing Choice Voucher assistance, the explanation of current and proposed future preferences for the Waiting List and changes to the Section 8 Homeownership Program that may make it easier for the CHA to implement homeownership in the near future.

The U.S. Department of Housing and Urban Development (HUD) has requirements that a minimum of 40% of all new admissions for Public Housing and 75% of all new admissions for the Section 8 Housing Choice Voucher program be Extremely Low Income (less than 30% of median income). The CHA has always been able to meet this requirement on the Public Housing side, though it has become more difficult with each year to do so. On the Section 8 side, the CHA has never met the 75% Extremely Low Income requirement and has requested waivers of the requirement from the HUD Field Office that were granted. For the current Fiscal Year, the CHA will meet this requirement.

One change that is proposed for the 2003-2008 Agency Plan is to allow CHA Occupancy personnel to skip higher-income people on the Waiting List in order to reach enough Extremely Low Income people in order to meet the HUD requirements.

Karl Heck also went over the Capital Fund Program, which outlines how monies that HUD provides for building improvements are to be spent. It was noted that the Draft Capital Fund Program shown in the tables will be revised and discussed in greater detail at the next meeting of the Resident Advisory Board on September 27. Recent projects that have been completed using Capital Fund Program monies include new platform lifts for the scattered-site senior buildings, new roofs for the high-rise and two senior apartment buildings, and elevator modernization in the two high-rise buildings.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Karl Heck
Deputy Director

Cortland Housing Authority Resident Advisory Board
Friday, September 27, 2002 – 2 p.m., Theresa Benedick Conference Room
42 Church Street Building

1. Approval of Minutes of September 13 Meeting Karl Heck
2. Discussion of 2003-2007 Agency Plan All
3. Discussion of 2003 Capital Fund Program Karl/All
4. Discussion of Designated Housing Plan Karl/All
5. Other Topics and Questions All

Please allow 90 minutes for this meeting.

Cortland Housing Authority Resident Advisory Board

Friday, September 27, 2002 – Theresa Benedick Conference Room

Members Present: Geri Foster, Sharon Garrett, Eleanor McCaskill

Staff Present: Karl Heck

The meeting was called to order at 2:10 p.m.

I. Approval of Minutes of September 13, 2002 Meeting.

The minutes of the September 13, 2002 meeting of the Resident Advisory Board were Moved by Eleanor McCaskill, seconded by Geri Foster and approved unanimously.

II. Discussion of Capital Fund Program for 2003-2007.

Karl Heck began the discussion with a description of the Capital Fund Program and how it works. Mr. Heck noted that the Capital Fund Program provides the monies for the repair and renovation of the CHA and its properties. The amount of funding varies from year to year, and in the most recent year (Federal Fiscal Year 2002), the Cortland Housing Authority received \$601,754. This amount was an approximately \$31,000 decline from the year before, but is one of the highest amounts received by the CHA.

The Capital Fund Program will be discussed in greater detail at the next meeting of the Resident Advisory Board, but major projects that are being proposed for 2003 include a continuation of the bathroom renovations for the high-rise senior buildings. The tile in many of the bathrooms is reaching the end of its anticipated life, and also contains asbestos, so its removal is encouraged. At the same time, it is advantageous to the CHA to replace all of the other bathroom fixtures and update the look and utility of the bathrooms as long as the floor must be removed. Some of the new bathrooms will include the roll-in showers that were successfully implemented this year, and other of the bathrooms will have a traditional tub. Another goal is to have a design template for each type of apartment in the two high-rise buildings so that they can be completed in future years without substantial additional design.

Other major projects mentioned for the 2003 Capital Fund Program include the replacement of many of the tubs and showers at the Pendleton Street family apartments, and the repointing of the cement portions of the exterior of the Port Watson Street building. Another smaller project mentioned was the replacement of the washers and dryers in the laundry rooms in the senior developments throughout the CHA. Geri Foster mentioned that one "big boy" or large-capacity washing machine would be welcome for people in the senior buildings in order to wash comforters, blankets and coats. Karl Heck said that the CHA was considering such an addition to the laundry facilities.

Other items noted by members of the Resident Advisory Board included putting the pads on the elevators in order to keep the new panels from being scratched, building a plexiglass or other canopy off the front entrance toward the street, and installing a grate or tile at the front door to kick off more of the dirt and snow from people's shoes before they get into the building. Eleanor McCaskill said that the new wax finish on the floors in the community room looked great, but that the large crowd for the Band would scuff up the floors and they would look scratched in short order.

Karl Heck said that the CHA is considering the purchase of an automatic scrubber in order to make the job of waxing the floors easier and less time-consuming. Mr. Heck also said that the canopy idea is part of the Agency Plan, but likely would have to be deferred until 2004 in order to complete other, structural improvements to the buildings. The canopy or wind-breaker would be added to the front entrance of both senior buildings.

The Resident Advisory Board meeting ended at 3:20 p.m.

Respectfully submitted,

Karl Heck
Deputy Director

Cortland Housing Authority Resident Advisory Board
Tuesday, October 8, 2002 – 2 p.m., Theresa Benedick Conference Room
42 Church Street Building

1. Approval of Minutes of September 27 Meeting Karl Heck
2. Discussion of 2003 Capital Fund Program CHA Staff
3. Approval of 2003-2007 Agency Plan Draft Karl Heck
for Public Comment

**RESOLUTION: AUTHORIZATION TO SUBMIT
2003-2007 CORTLAND HOUSING AUTHORITY
AGENCY PLAN TO THE BOARD OF DIRECTORS
FOR APPROVAL AND PUBLIC COMMENT**

4. Adjournment

Please allow 90 minutes for this meeting.

Cortland Housing Authority Resident Advisory Board
Tuesday, October 8, 2002 – Theresa Benedick Conference Room

Members Present: Geri Foster, Eleanor McCaskill, Linda Spencer

Staff Present: Karl Heck

The meeting was called to order at 2:05 p.m.

I. Approval of Minutes of September 27, 2002 Meeting.

The minutes of the September 27, 2002 meeting of the Resident Advisory Board were Moved by Eleanor McCaskill, seconded by Geri Foster and approved unanimously.

II. Discussion of Capital Fund Program for 2003

Karl Heck presented the Capital Fund Program for 2003. This is the first year of a five-year plan that is continuing to be developed. Key projects for the 2003 Capital Fund Program include the continuation of the roll-in showers for both senior high-rise buildings, the replacement of windows in the first three floors of each senior high-rise building in order to meet the National Fire Code, restoration of the façade at 51 Port Watson Street and new showers and tubs for the Pendleton Street Apartments. A complete proposed budget is attached to the agenda, and is part of the Agency Plan. The Cortland Housing Authority is required to prepare its Capital Fund Program based on the \$601,754 that HUD provided for the Cortland Housing Authority in 2002, though the actual amount of funding will likely change once the Federal budget is passed.

There were no further questions regarding the Capital Fund Program.

**III. Resolution: AUTHORIZATION TO SUBMIT 2003-2008
CORTLAND HOUSING AUTHORITY DRAFT AGENCY PLAN TO THE BOARD OF
DIRECTORS FOR APPROVAL AND PUBLIC COMMENT**

The resolution authorizing the submission of the 2003-2008 Cortland Housing Authority Draft Agency Plan to the Board of Directors for approval and public comment was moved by Eleanor McCaskill, seconded by Linda Spencer and passed unanimously.

**RESOLUTION NO. 1 – AUTHORIZATION TO SUBMIT 2003-2008
CORTLAND HOUSING AUTHORITY AGENCY PLAN TO THE
BOARD OF DIRECTORS FOR APPROVAL AND PUBLIC COMMENT**

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

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

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

RESOLVED, that the CHA Resident Advisory Board hereby authorizes the staff of the CHA to submit the 2003-2008 CHA Agency Plan to the Board of Directors for approval and public comment, and

RESOLVED, further, that all members of the Resident Advisory Board will be provided with a complete copy of the Agency Plan once the final plan

is approved by the Board of Directors and submitted to HUD.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Karl Heck
Deputy Director

Cortland Housing Authority Admission Policy on Deconcentration

As part of the requirements that the U.S. Department of Housing and Urban Development (HUD) places on Public Housing Authorities, the Housing Authority is required to determine whether there are concentrations of poverty in certain 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.

Under the deconcentration rules, the Housing Authority is required to determine the average income for all of its family tenants, and the average income for each of its family developments. The Housing Authority is also required to determine the income level that is 85% of the average income, and the income level that is 115% of the average income. If the Housing Authority developments are all within that range, they are considered to be deconcentrated.

The 2001 average income for the three Cortland Housing Authority family developments is as follows:

Pendleton Street (21-3)	\$ 13,419 (46 units)
Scattered Site (21-5)	\$ 10,841 (19 units)
<u>Duplexes (21-6)</u>	<u>\$ 10,999 (9 units)</u>
Authority Average	\$ 12,463
85% Minimum	\$ 10,593
115% Maximum	\$ 14,332

Therefore the Cortland Housing Authority family developments are all within the Established Income Range and do not require further deconcentration at this time.

Assessment of Demographic Changes Due to Site-Based Waiting Lists

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

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

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

Description of Implementation of Community Service Requirements

The Cortland Housing Authority is just beginning to implement the Community Service requirements for Public Housing Authorities outlined in the Quality Housing and Work Responsibility Act (QHWRA). We anticipate that approximately 20 households will be required, in whole or in part, to complete the community service requirements. Several of these households are ones where one spouse is working and the second spouse stays home with children. These households often require more coordination in order to make the community service requirements work, as oftentimes the working spouse is not working a consistent shift.

The CHA also applied for, but did not receive funding, a ROSS Grant for the 2001 cycle that will include an on-site volunteer component for our Pendleton Street family apartments, which are the largest concentration of family apartments that the Housing Authority has in its portfolio.

The CHA also has a listing of human service agencies and schools to provide to people required to perform community service activities. It is hoped that through these referrals and guides, the CHA will not have any problems with people not meeting their community service requirements.

Since the Community Service requirements have been suspended by HUD, the CHA has not continued with the enforcement of these requirements.

Information on Pet Policy

[24 CFR Part 903.7 9 (n)]

The Cortland Housing Authority has had a Pet Policy for many years that allows certain types of pets in its senior/disabled buildings. At the same time, pets have not been allowed in the Authority's family units. The main reason for this has been the relative lack of outdoor space in the family units, which also require playground, parking and walking space for the pets and their needs.

In senior and disabled buildings (which include the two high-rise buildings in Cortland, and senior/disabled developments in Homer, Truxton, Cincinnatus, McGraw and Marathon), small dogs, cats and other common household pets are allowed, as long as the cats are declawed, spayed or neutered, trained to use a litter box and licensed as required by local ordinance. Dogs must be a maximum of 20 pounds, and also be housebroken, spayed or neutered. The Authority has designed separate receptacles and spots on Authority property for these units.

In our family units, the Authority has proposed allowing cats, birds and other common household pets, with the exception of dogs. The Authority does not believe that there is sufficient space on the property for a large number of dogs that will require outside space to be maintained. Cats and other common household pets do not have that problem, so the Authority does not have any difficulties in allowing these kinds of pets in the Authority's family units. These outside needs are minimal, and can easily be accommodated by the Authority. In addition, a member of the Resident Advisory Board thought that cats and birds were much less expensive to maintain and feed than dogs are.

The Cortland Housing Authority requires a security deposit of \$200 for dogs and cats, though tenants are allowed to pay that security deposit in installments over a period of time if it cannot be paid all at once. Pets must be maintained properly in order to be kept in the apartment, and the Authority reserves the right to remove the pet from the apartment should the terms of the lease not be met.

Seeing-eye and service animals are exempt from the Pet Policy.

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 Admissions and Continued Occupancy Policy, and may be updated periodically in order to address the changing needs of its tenants.

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

The 2003-2008 Agency Plan is the fourth Agency Plan that the Cortland Housing Authority has completed since the advent of QHWRA. Along with this year's plan, the previous 2000-2005, 2001-2006 and 2002-2007 Agency Plans include a variety of one and five-year goals that the CHA committed to reaching during that time period.

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

Receiving 26 additional FairShare Vouchers in the FY 2000 competition and 14 additional FairShare Housing Choice Vouchers in the FY 2001 competition for funding. These Vouchers were the second additions to our Housing Choice Voucher program since 1991. While the CHA was not eligible to compete for additional Vouchers in the FY 2002 competition due to a utilization rate below 97%, the CHA anticipates being eligible for the FY 2003 FairShare competition and submitting a competitive application.

Beginning to implement a variety of the new 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 monies. The CHA received a record \$632,710 through the Capital Fund program in FY 2001 (CF 501-01), and an additional \$601,754 in FY 2002 (CF 501-02). All of this funding is meeting 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.

Beginning to work on implementation of the Section 8 Homeownership Program. Local capacity at the lending level needs to improve before the Homeownership Program can be fully implemented, but the CHA remains interested in implementing this Program.

Increasingly the visibility of the Section 8 Housing Choice Voucher Program. All of the program changes that have recently occurred, along with the regular turnover in landlords and agency staff in our community, require regular outreach. The Housing Authority is continuing to work to integrate marketing into all of its activities and programs. In addition to being able to service more participants through increased numbers of Vouchers, the Waiting List has grown by almost 100 households in the past 12 months.

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 are 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, attempting to meet the County's need for a "safe house" for victims of violence through the Section 8 Housing Choice Voucher program, and continuing to improve the level and type of services offered to our Public Housing tenants and Section 8 participants.

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

The CHA has received a waiver for the requirement of 75 percent Extremely Low Income households to be served by the Section 8 Housing Choice Voucher program in past years, but is attempting to implement this requirement for the 2002-2003 fiscal year. The CHA has also reached record utilization with 295 Housing Choice Vouchers in use during August 2002. The current utilization rate of nearly 97% is sufficient to allow the CHA to apply for additional Housing Choice Vouchers once a new competition is available.

Cortland Housing Authority 2003-2008 Agency Plan Hearings and Meetings
51 Port Watson Street Public Hearing, Monday, November 4, 2002, 3:30 p.m.

There were approximately 45 tenants present at the Public Hearing.

Cortland Housing Authority Executive Director Glenn Goldwyn briefly described the Agency Plan process. The Agency Plan includes a key element for the Capital Fund Program, which provides funding for large improvements or “big-ticket” items that are needed so that the developments continue to be modern in appearance and function. Mr. Goldwyn said the CHA received \$601,754 in Capital Fund Program monies last year, and that the CHA is asked to plan for that same amount each year over a five-year period.

CHA Deputy Director Karl Heck discussed the policies and procedures involved with the Agency Plan. One change that was implemented in 2002 was the institution of FBI criminal background checks for all new tenants that apply for Public Housing or Section 8 assistance. This change in policy was made in order to better track a much more mobile population, and replaces the previous system of local background checks combined with checks in previous addresses provided by the tenant. The new system has already resulted in a number of people being denied admission. Mr. Heck gave a brief review of the proposed projects in the Capital Fund Program for 2003. These projects are the following:

51 Port Watson Street Building (21-2)

Window Project **\$ 62,400**

This project is to meet the National Fire Code to ensure escape access for tenants living on the first three floors of the building. The CHA is required to have a functioning window in each dwelling room of each apartment.

Roll-In Showers Phase II **\$ 60,000**

This project is a continuation of the roll-in shower project, when the bathtub and fixtures in the bathrooms are replaced with roll-in showers that are handicapped-accessible, and new toilets and fixtures that are easier to use for seniors.

Landscaping/Outdoor Furniture **\$ 21,027**

This project is to replace the outdoor furniture at the development, much of which is 30 years old. Landscaping improvements to the exterior lawn will also occur.

Thermostatic Controls Phase I **\$ 20,000**

This project will begin the replacement of the original thermostatic controls in this building with new controls that will accurately read the temperature.

Window Ledges and Handles **\$ 5,000**

This project is to replace the window ledges and handles in the building, many of which have broken or are stripped from the window.

Façade Restoration **\$ 60,800**

This project will repoint and replace the façade at the 51 Port Watson Street building, which has been identified as being in need of repair.

New Washing Machines and Dryers **\$ 10,000**

This project would replace the current washers and dryers with new, energy-efficient models

Door Closures **\$ 15,000**

This project will add door closures to the apartment doors in order to make them easier to handle and reduce the amount of noise when the doors close.

Comments from the public included a positive comment regarding the FBI background checks, several comments about the current and future availability of roll-in showers at 51 Port Watson Street (including the ability of current tenants to receive or transfer into units with roll-in showers), and the number and type of washing machines to be replaced in the laundry room.

Responses to the concerns were that more roll-in showers would be installed at 51 Port Watson Street in unoccupied units, but that current tenants would be able to transfer into them on a space-available basis.

The CHA said it would consider the dollar bill changers, and that one large-capacity washer would be installed in each building, but that the number of machines would remain the same.

Cortland Housing Authority 2003-2008 Agency Plan Hearings and Meetings
Pendleton Street Apartments Community Room, Wednesday, November 6, 2002, 7:00 p.m.

CHA Executive Director Glenn Goldwyn and Deputy Director Karl Heck were the only attendees for this meeting. Despite a mailing, no residents attended the meeting.

Cortland Housing Authority 2003-2008 Agency Plan Hearings and Meetings
Homer Senior Citizens Building Community Room, Thursday, November 14, 2002, 9:00 a.m.

A total of eight residents attended the Homer senior building meeting. CHA Executive Director Glenn Goldwyn presented the list of Capital Fund Program items for 2003. Mr. Goldwyn noted while only one project is directly proposed for the 21-5 scattered site senior developments, a number of expensive projects have been completed in recent years, including the new roof and elevator in 2002. Another project that will have some impact on the scattered site developments is the CHA-wide replacement of washers and dryers that are reaching the end of their life cycle. Mr. Goldwyn mentioned that the dryer vents at Homer may be re-channeled to improve the efficiency of the units.

The one project for 2003 is new playground equipment for the 21-5 scattered-site family playgrounds, which would benefit from upgrading.

Mr. Goldwyn mentioned a few projects that are currently ongoing that are funded with Capital Fund Program monies, including new carpeting for the hallways in both floors, and replacing the worn Community Room carpeting with tile.

Tenant concerns included a number of questions about tenant storage, including the replacement of the tenant storage area lost when the new elevator was installed, addition of locks for the outside door of the library that is currently being used for tenant storage, the addition of shelving in tenant storage, and inquiring regarding the use of a portion of the mechanical room for tenant storage. Mr. Goldwyn said that the CHA would look into possible improvements in tenant storage.

One resident asked about having a bird feeder outside her apartment, and other tenants asked about planting flowers to replace the vines along the sides of the building. Mr. Goldwyn noted that the vines were planted as low-maintenance shrubbery that would add to the development's appearance, but said that if people were willing to help maintain plantings, the CHA could look into flowers as a spring project for Homer.

The Homer tenants also had several concerns relative to safety and security. Several tenants said that kids congregate behind the building at night, and that the addition of motion-detecting security lights to the back of the building would be an effective deterrent for this problem. Tenants also reported concerns with outside dogs and their owners walking over the river on the foot trail, and having their dogs "do their duty" on or near CHA property where it is very unpleasant for tenants to sit and smell. Mr. Goldwyn said that the CHA would consider adding lighting, and contact the Village of Homer regarding any dog ordinance and measures that could be taken in order to assist with the dog problem.

While tenants generally thought that the new elevator in the Homer building was an improvement, more than one tenant reported that the elevator door sticks and has to be closed more than once in order to work. One tenant said that he was stuck in the elevator "once a week," but said that while he had called Victory Lifts, he had not called the CHA Maintenance office to report these incidents. The tenants were encouraged to contact the CHA Maintenance Office should there be a problem with the elevator.

Several tenants said that adding a phone line for the elevator would help, which Mr. Goldwyn said he would consider. Mr. Goldwyn also stated that it is not a Code requirement that elevators that size are required to have a phone installed in them. Mr. Goldwyn said that the phones in the larger elevators at the two high-rise buildings do have phones that connect to the CHA main office for dispatch to Maintenance and/or the

elevator service company. Mr. Goldwyn urged tenants to call Maintenance when these situations occurred, and noted that the elevator has a one-year warranty so now is the time to get these start-up service problems fixed.

Another area of tenant interest was the installation of the trim for the elevator, and the installation of a new railing for the stairway now that the chair lift has been removed. Mr. Goldwyn noted that the CHA was able to complete additional projects due to the use of CHA labor instead of outside contractors, but that their time is limited.

Two tenants that have handicapped lights in their apartments noted that they do not work all the time. It was said that CHA Maintenance Supervisor Mike Carroll has looked at the lights, and the electrical service seems to be fine. If the problem re-occurs, then Maintenance will look at other solutions. One tenant asked if the trees that have grown up to the windows at the Community Room on the second floor, and another tenant asked if the landscaping could be re-done and the lawn furniture replaced.

Mr. Goldwyn noted that the light poles needed to be painted, and that the CHA would consider lighting improvements around the perimeter of the development. Additional signage would also be considered. A tenant reported that a State Police officer had difficulty finding the family apartments on River Street, and that the senior apartments did not have a sign or marking indicating the number of the building.

The Public Information Meeting ended at 10:15 a.m.

Cortland Housing Authority 2003-2008 Agency Plan Hearings and Meetings

Truxton Senior Building Community Room, Thursday, November 14, 2002, 11:00 a.m.

Two residents attended the meeting, and a third tenant provided written comment.

CHA Executive Director Glenn Goldwyn explained the 2003 Capital Fund Program budget, and the playground improvements at the family units are the only improvement scheduled for Truxton. Mr. Goldwyn said that the new roofs and platform lifts recently completed were substantial portions of the CHA Capital Fund Program.

Additional improvements that are already budgeted include the replacement of the carpeting in the hallways on both floors, and the replacement of carpeting in the Community Room. Another scheduled improvement is the installation of common area thermostats to better regulate heat. At the time of the Public Meeting, three Community Room windows were open in order to reduce the heat in the room.

Mr. Goldwyn also said that the light posts would be painted and made operational, and that other Community Room tables were planned. The Truxton building common areas are also planned to be painted, and all of the specific areas that were damaged by leaks due to the new roof installation would also be re-painted and cleaned up.

Tenant concerns included the level of cleanliness in the building (the tenant caretaker was unable to attend the meeting because he was in the hospital), the installation of new medicine cabinets that have been stored on site for several months, the condition of the carpeting in the hallways, and the clarity of the water from the on-site, CHA-maintained water supply. It was noted that the Truxton building could use a new vacuum cleaner, and that there were good-sized holes in the parking lot near the entrance door that should be filled with cold patch for the winter as they were hazards.

Mr. Goldwyn noted that re-surfacing the parking lots at the scattered-site buildings was already in the 2002 Capital Fund Program budget, but that a short-term remedy could be made for this parking lot. A new vacuum cleaner could also be purchased easily, and the CHA would do so in the near future.

In regards to safety and security, a tenant said that one of the family tenants was a member of the Fire Department and Emergency Squad. It was also said that Truxton had started a Neighborhood Watch program, but it was not known if any of the senior tenants were members of the Neighborhood Watch. Tenants reported no safety concerns at the Public Meeting

The Public Meeting ended at 11:40 a.m.

Cortland Housing Authority 2003-2008 Agency Plan Hearings and Meetings
42 Church Street Public Hearing, Monday, November 18, 2002, 2:00 p.m.

There were 14 tenants present for the Public Hearing in the Theresa Benedick Community Room of 42 Church Street. No outside persons were present at the Public Hearing, which was advertised in the *Cortland Standard* newspaper.

CHA Executive Director Glenn Goldwyn discussed the Capital Fund Program for 2003, and outlined the specific projects that are budgeted for the 42 Church Street building. These projects for 42 Church Street are as follows:

42 Church Street Building (21-1)

Window Project for Fire Safety \$ 20,800

This project is to meet the National Fire Code to ensure escape access for tenants living on the first three floors of the building. The CHA is required to have a functioning window in each dwelling room of each apartment.

Roll-In Showers Phase II \$ 55,000

This project is a continuation of the roll-in shower project, when the bathtub and fixtures in the bathrooms of certain units are replaced with roll-in showers that are handicapped-accessible, and new toilets and fixtures that are easier to use for seniors.

Landscaping/Outdoor Furniture \$ 21,027

This project is to replace the outdoor furniture at the development, much of which is 30 years old. Landscaping improvements to the exterior lawn will also occur.

Window Ledges and Handles \$ 5,000

This project is to replace the window ledges and handles in the building, many of which have broken or are stripped from the window.

New Washing Machines and Dryers \$ 10,000

This project would replace the current washers and dryers with new, energy-efficient models.

Kitchen Renovation \$ 20,000

This project would create proper venting and storage in the Community Room kitchen, and also replace appliances and equipment as appropriate.

Door Closures \$ 15,000

This project will add door closures to the apartment doors in order to make them easier to handle and reduce the amount of noise when the doors close.

CHA Deputy Director Karl Heck mentioned that the CHA had recently changed its policy to require FBI background checks on all new incoming tenants. The FBI background checks use a nationwide database for crimes committed since 1952, and has much more reach than the previous system of local background checks using addresses provided by tenants. Since this

change was made during the 2002-2003 fiscal year, it is reflected in this year's Agency Plan as a material change to our Occupancy Policy and Agency Plan.

Tenant questions during the meeting, along with CHA answers, were as follows:

Q: How would the new Community Room kitchen be renovated, and could the space be made larger or more efficient?

A: The CHA has no plans to make the Community Room kitchen larger. The project will replace the appliances and any other equipment that needs to be replaced, and improve the air handling system in the Kitchen.

Q: The landscaping and outdoor furniture improvements are valued by tenants. Will there be a tenant group allowed to review the improvements before they are completed?

A: It is the intent of the CHA to get input from tenants before completing these improvements.

Q: Can a smoking shelter be constructed outside the building? Particularly when there is Bingo night, a number of smokers congregate in the space between the two doors and smoke, and the smoke blows back into the building.

A: It is not the belief of the CHA that a smoking shelter is necessary. During normal business hours, the CHA staff enforces the no-smoking rule for the interior of the building, and tenants are encouraged to remind fellow tenants regarding smoking during hours when the CHA staff is not present.

Q: Will all of the units have roll-in showers in the future, and can the roll-in shower design be configured in order to have additional storage space?

A: It is the intent of the CHA to have a good percentage, but not all, of the units in the building to have roll-in showers. The CHA is open to examining the plans to try and find ways to increase the amount of storage space in these bathrooms in the future.

Q: Who owns the Cortland Housing Authority, and does the CHA receive funding from State and local government?

A: The CHA is a municipal corporation with a seven-member Board of Directors formed to provide low-income housing. Five of the members are appointed by the Mayor of the City of Cortland, and two members are elected by the tenants. The CHA corporation owns and manages all of the developments.

The CHA receives operating and capital funding assistance from the U.S. Department of Housing and Urban Development (HUD), which is a Federal government agency. The CHA does not currently receive funding support from State or local government.

Q: Would the washer and dryer replacement include at least one "big boy" washing machine?

A: It is the intent of the CHA to include one large washing machine in the laundry room in the future.

Q: Is the CHA renovating apartments too slowly to meet demand?

A: The CHA renovates apartments in order to meet the demand for them in the community. There may be times when an apartment is vacant that it is used for CHA storage, but that is only when an apartment is not needed to meet basic occupancy. There are also times when an apartment is down for a period of time for substantial modernization.

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

Cortland Housing Authority 2003-2008 Agency Plan Hearings and Meetings
Marathon Seniors Public Meeting, Tuesday, November 19, 2002, 9:00 a.m.

Eight residents attended the Marathon Senior Citizens Building meeting on the Agency Plan and 2003 Capital Fund Program budget.

CHA Executive Director Glenn Goldwyn mentioned a variety of improvements that are currently budgeted or scheduled at the Marathon Senior Building. They include new carpeting for the two floor hallways, improvements for the Community Room, and the recently-completed elevator. It was also said that while this year's Capital Fund Budget included only the new washers and dryers, the CHA had made a number of significant improvements to the building in recent years.

Suggestions from tenants for future improvements include repainting of the yellow strips on the stairs in front of the buildings and in the parking lot, extending the roof to cover more of the patio area behind the Community Room, removal of the old picnic table on the patio, slowing down the new elevator gate to make it easier to get in and out of the elevator, and a general painting of the common areas to improve its appearance.

The CHA responded that it would consider painting the common areas and finish the railing improvements when maintenance staff became available to finish those tasks, and that the outside stripes would be repainted in the spring at the first available opportunity. The CHA would look into the gate on the elevator to see if it could be slowed down, and would remove the old picnic table from the patio as quickly as possible.

The CHA asked residents if they had any safety concerns in the building, and several residents reported that they were quite pleased with the building and reported no safety concerns. CHA Deputy Director Karl Heck noted that one change in the Agency Plan for 2002 is that criminal background checks are now being performed on all new tenants using a FBI national database for all crimes. The goal is to limit the ability of career criminals and undesirable tenants to have access to public housing. Most residents stated that this was a good improvement that should improve the safety of the building.

The Public Meeting ended at 9:30 a.m.

Cortland Housing Authority 2003-2008 Agency Plan Hearings and Meetings
McGraw Seniors Public Meeting, Tuesday, November 19, 2002, 11:00 a.m.

Four residents attended the McGraw senior apartments public meeting.

CHA Executive Director Glenn Goldwyn described the Agency Plan process and the Capital Fund Program for 2003. It was noted that while some years are slower than others for improvements at the 21-5 scattered site senior buildings, a number of improvements for McGraw were already scheduled or budgeted. These improvements include new siding and brick facing for the bottom portion of the building, a new wall to

divert water and improve the landscaping, and new washing machines and dryers. The recently-completed elevators and carpeting were another significant improvement to the building.

Questions from McGraw residents included repair or replacement of the water softener in the building, problems with the doors and locks in some of the apartments, and placing a phone in the elevator to avoid emergency calls where people are trapped for a long time. CHA management responded that they were considering putting a phone in the elevator, and were addressing the door issues in the McGraw building as they occur. The CHA would look into the water softener situation and find a solution to make it work.

CHA management then addressed the issue of safety in the buildings. The CHA has received lower than average scores for safety from the most recent HUD survey, and is using these meetings as an opportunity to ask tenants directly about any safety concerns that they had. Generally people said that they were quite pleased with the building and its security, and that “the residents generally look out for one another,” as one tenant said.

CHA Deputy Director Karl Heck stated that one change in the Agency Plan that had been made this year was the institution of criminal background checks for newly-admitted tenants. The CHA’s goal is to limit access to public housing for undesirable tenants or career criminals that maybe likely to cause difficulties for the other tenants, and this change has been made by an increasing number of Housing Authorities in recent years. One tenant asked if it was possible for someone who had committed crimes in the past but straightened their life out to be admitted. Mr. Heck and Mr. Goldwyn said that there was an appeal process with some discretion in those situations should applicants desire a hearing.

The Public Meeting ended at 11:30 a.m.

Public Comment for the 2003-2008 CHA Agency Plan

With the exception of the public comment received at the Public Hearings and Public Information Meetings, which is attached to this Agency Plan, there was no other Public Comment received by the Cortland Housing Authority in response to the 2003-2008 Agency Plan during the 45-day Public Comment Period.