

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

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# PHA Plans

5 Year Plan for Fiscal Years 2001- 2006

Annual Plan for Fiscal Year 2001- 2002

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

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

## PHA Plan Agency Identification

**PHA Name:** Cortland Housing Authority

**PHA Number:** NY-21

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2001

### 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 2001 -2006**

[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 the 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) 72**
  - 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)

X PHA Goal: Increase assisted housing choices

Objectives:

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

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

X 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:
- X 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:
- X 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**

X 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 in Cortland County.

**Annual PHA Plan**  
**PHA Fiscal Year 2001-2002**

[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, the members of which 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 **292** Housing Choice Vouchers for use in Cortland County. Cortland received 26 additional Housing Choice Vouchers in the Federal Fiscal Year 2000 FairShare Housing competition, being the only Housing Authority in the immediate region to receive additional 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 2001 FairShare competition for an additional quantity of Housing Choice Vouchers.



### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.79 (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:

X FY 2001 Capital Fund Program Annual Statement 52

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

X FY 2001 Capital Fund Program 5 Year Action Plan 55

- Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) 61
- Other (List below, providing each attachment name)
- HUD Required Forms (Drug-Free Workplace, Lobbying, PHA Plan, Consolidated Plan, Certification of Payments to Influence) 73

### 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 2/199 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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 type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents including policies for the prevention or 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
	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
X	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79 (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.

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
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. **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	144		55
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	40		
Elderly families	18		
Families with Disabilities	86		
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
IBR			

Housing Needs of Families on the Waiting List			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? X 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			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	175		70
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	61		
Elderly families	100		
Families with Disabilities	14		
Race/ethnicity			
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	57		
2 BR	36		
3 BR	21		
4 BR	7		
5 BR	3		
5+ BR			
Is the waiting list closed (select one)? X 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			

(also three zero bedrooms)..The Cortland Housing Authority does not track waiting list households by income because the income information provided is often inaccurate and unverified. Information regarding the actual incomes of tenants is provided below.

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

- X Apply for additional section 8 units should they become available.
- X Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X 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

- X 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
- X **Other: (list below) Request waiver of 75% ELI for Section 8 Housing Choice Vouchers with HUD due to composition of Section 8 participant base and low level of Voucher Payment Standard in Cortland County.**

**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
- X 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
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X 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

- X Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the Section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**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:

- X 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
- X 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
- X Results of consultation with local or state government
- X 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 300 families on the waiting list for Section 8 and Public Housing through the Housing Authority, and many other families that could conceivably take advantage of our programs if assistance was available in a more timely manner. The 26 new Housing Choice Vouchers that the Authority received in the 2000 FairShare competition was an important step in meeting that need, though more needs to be done. **The CHA is applying for 14 additional Housing Choice Voucher in the 2001 FairShare competition.**

## **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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	\$ 319,623	
b) Public Housing Capital Fund	\$ 620,010	
c) HOPE VI Revitalization	\$ 0	
d) HOPE VI Demolition	\$ 0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 1,109,569	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 0	
g) Resident Opportunity and Self-Sufficiency Grants	\$ 0	
h) Community Development Block Grant	\$ 0	
i) HOME	\$ 0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Comp Grant 707	\$ 200,000	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Capital Fund 501	\$ 520,010	
<b>3. Public Housing Dwelling Rental Income</b>	\$ 882,000	
<b>4. Other income (list below)</b>		
Interest on General Fund	\$ 22,390	
Other Income	\$ 30,000	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$ 2,488,000</b>	

### **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) – one month away

When families are within a certain time of being offered a unit: (state time)

X Other: (describe): *at the time of admission*

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

X Criminal or Drug-related activity

X Rental history

X 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 d.

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? ***Depends on family situation. The Cortland Housing Authority has different units for elderly/disabled, and families, so one person cannot apply for all of the waiting lists at the same time.***

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)

The Cortland Housing Authority also makes applications and information available at a variety of agencies, including Catholic Charities, the Cortland County Community Re-Entry Program, and Cortland County Department of Social Services.

**(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?

Based on current admissions, the Cortland Housing Authority believes that at least 40% of new admissions to Public Housing will be to families under 30% of income (the Extremely Low Income limit) without special targeting.

b. Transfer policies:

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

- Emergencies
- Overhoused

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

c. Preferences

1.  Yes X 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**

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)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority,



and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

## 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X Not applicable: ***The pool of applicant families ensures that the PHA will meet income targeting requirements at the present time. Substantially more than 40 percent of the Cortland Housing Authority’s tenants are below 30 percent of median income. A high proportion of CHA Public Housing tenants receive almost all of their income from Social Security, and therefore fall below the ELI maximums for Cortland County.***

The Cortland Housing Authority eliminated the former Federal preferences when given the opportunity to do so under QHWRA. By eliminating these preferences, it became possible to provide housing assistance to a variety of people who were income-eligible, but could not demonstrate preferences. Housing Authority staff generally believes that almost all of our clients are rent-burdened in some way, and that differentiation is quite difficult between them.

As a result, the Waiting List for Public Housing and Section 8 flows quite smoothly now, and it is far easier for staff to explain the program and the amount of time needed before assistance can be given to the client.

**(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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X 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)

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

**(6) Deconcentration and Income Mixing**

a.  Yes X 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. X 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:

X Other (list policies and developments targeted below): ***Request for all sites to be placed at 80% of median (low-income) standard. Current Housing Authority standards require that pre-1981 buildings use HUD low-income limits, while post-1981 buildings use HUD very-low-income limits, which are substantially lower. (this was adopted as part of the 2000 AgencyPlan).***

d. X 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)

- X Additional affirmative marketing
- Actions to improve the marketability of certain developments
- X 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)

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

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

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

The Cortland Housing Authority does not have a substantial problem with concentrated poverty in its developments, within the context of HUD definitions of low-income housing. While the majority of tenants in the senior high-rises meet the definition of extremely low income, they tend to require less income than family tenants, and therefore may not be as impoverished as their income statistics may indicate.

In addition, the Authority housing has a good reputation in the community, and less of a stigma than some other Housing Authorities may experience for rental of its units to “higher-income” low-income people. In our family units, a recent influx of immigrants from the Ukraine has raised the total population, and the general income level of the family development. This influx has also created additional need for after-school and school-based

programming at our Pendleton Street family apartment, which the Authority will likely apply for ROSS Grant funding for in the next round of applications.

## 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 or 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): ***Prospective current and previous landlords for tenants for the past two years.***

### (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)

X PHA main administrative office

Other (list below)

The Cortland Housing Authority maintains separate waiting lists for the Public Housing and Section 8 Housing Choice Voucher Programs. Section 8 and Public Housing have different income standards, and somewhat different coverage areas (Section 8 covers the whole County, while Public Housing is in several County locations, but is not located in all parts of the County). Ironically, the Section 8 population in Cortland County is more concentrated in the Cortland-Homer area than the Public Housing population, even though the Section 8 Certificates and Vouchers are designed to be more mobile than Public Housing.

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

a. X 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 X 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?

The Cortland Housing Authority is requesting a waiver for this requirement from HUD as part of this Agency Plan, for the following reasons:

- 1) Approximately half of new admissions to the Section 8 Housing Choice Voucher program are single, non-elderly, disabled adults. Much of this population does not meet the Extremely Low Income maximum for Cortland County (currently \$9,050), while they do meet the Very-Low Income

requirement in Section 8. This is true even when the disabled adults have only disability and SSI payments, and no earned income.

- 2) The Authority's Public Housing stock is not well-suited to hosting the Population described in #1 above. Much of this population does not desire to live in the senior high-rise buildings, and the Authority has no other one-bedroom handicapped accessible units. Therefore the Section 8 program is the prime resource for this very needy group.
- 3) Welfare reform has increased the working population in Cortland County, especially for the low-income population. Most families with a working parent, even working at or near the minimum wage, will have income above the Cortland County Extremely Low Income standard.
- 4) Most senior tenants in Cortland County prefer the senior high-rise and Scattered-site buildings that the Authority rents under the Public Housing program. As a result, the senior population in our Section 8 Housing Choice Voucher program is far lower than in Public Housing. In Cortland County, low-income seniors are the most reliable source of Extremely Low Income tenants available.

Currently, approximately 62% of CHA Section 8 tenants are below 30% of Cortland County median income, and that percentage has been shrinking. It will be extremely difficult for the CHA to meet the requirements of QHWRA in the future given the population that utilizes the Section 8 program in Cortland County. The Authority's Public Housing tenants tend to be poorer than the Section 8 tenants because a higher percentage of them are elderly.

The Cortland Housing Authority will continue to monitor new admissions to the Section 8 Program to see what percentage of Section 8 admissions are meeting the Extremely Low Income standard, and make efforts to ensure the highest possible percentage of Extremely Low Income households are admitted. It does not appear, though, that the 75% standard is realistic for Cortland County.

b. Preferences

1.  Yes X 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)

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

1      Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

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

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

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

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

- Through published notices**
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**



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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

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

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

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

- X **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)  
 95<sup>th</sup> 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 is a reasonable maximum standard for its Public Housing units. Given that the Authority runs a Section 8 program as well, and asks the landlords in the Section 8 program to accept below FMR rents for some of its units and Fair Market Rent for other units, FMR seems to be a reasonable maximum rent for Authority units. Six current tenants are at the Flat Rent.

FMR in Cortland County is also a relatively constant standard for tenants to meet. Operating costs for the Authority units may vary considerably due to weather conditions and other factors that may be outside the tenant’s control. Therefore, the Authority believes that FMR is a logical maximum standard for our units.

The Authority does not believe that rents below 30% of income are not necessary to maintain occupancy of units, with the exception of ceiling (flat) rents, on a permanent basis. The Authority did inquire to HUD about the possibility of offering a one-month free rent incentive for our efficiency units at 42 Church Street, which HUD denied. The Authority is also examining the possibility of providing other incentives, such as additional transportation, for its Truxton senior units that have been difficult to rent. The differences in the units available to seniors/disabled and families are not sufficient to create an incentive for tenants to rent one kind of unit or another. Should Fair Market Rents and market rents change considerably, then the Authority will reconsider this policy.

One area that the Authority asked for assistance in 2000 is making the income policy the same for all of the units that the Authority owns. Currently, our older units in the City of Cortland use the pre-1981 HUD standard of 80 percent of median income, while the newer units in the scattered site development use the post-1981 standard of 50 percent of median income. Therefore, the newer units that would be more attractive to retain higher-income tenants cannot legally house such tenants. Also, the very rural areas where some of the scattered-site developments are located have a very limited market and are harder to rent than apartments in more urban locations. Expanding the market for these units by increasing the income limits for these units.

One change that the Authority made in 2000 was to standardize its rents for all of its Public Housing units. Previously, its older Cortland units were under the “traditional” standard of 80 percent of median income, while the “scattered-site” units in the most rural communities were under the post-1981 standard of 50 percent of median income. With this change,

occupancy levels have improved at the scattered site units, with the Cincinnatus units being completely rented for the first time in seven years.

There are only two current tenants of Public Housing who are impacted by the flat rent at the present time. Most of the Authority tenants pay less than half of the Fair Market Rent for their apartments.

f. Rent re-determinations:

1. Between income re-examinations, 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): Income decreases are to be reported.

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 100% of FMR for one and two-bedroom apartments, and 90% of FMR for three and four-bedrooms. The Cortland Housing Authority raised its Voucher Payment Standard for one and two-bedroom apartments twice in 2000, going from 90 to 95 to 100 percent of Fair Market Rent.

Before the changes created by QHWRA, the CHA's Payment Standard was between 80 and 85 percent of FMR. Given the changes in FMR due to QHWRA (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 serve its clients. With larger three- and four-bedroom units, the 90 percent of FMR Payment Standard seems to be sufficient, as rent in Cortland per bedroom seems to rise by less than the \$120 change in the Payment Standard for each bedroom. The Housing Authority will continue to monitor the rental situation, and further adjustments in the Payment Standard may be forthcoming.

Our neighboring Housing Authorities in Tompkins County use a 90 percent of FMR standard for all units, though it should be noted that their 90 percent standard is higher in actual dollars than Cortland's 100 percent standard for one and two-bedroom apartments.

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)

The Payment Standard was recently raised to 100 percent of FMR for one and two-bedroom apartments in order to allow clients to access housing while paying less than 40 percent of their income to rent. The three and four-bedroom Payment Standard remains at the 90 percent of FMR level, which also has been sufficient for rental success.

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)

They will be tested annually. The Payment Standard was adjusted twice in 2000 to meet local corners, and we anticipate reviewing the Voucher Payment Standard every October from this point forward.

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 903.79 (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 Authority staff. There are two other Authority management personnel: the Maintenance Supervisor, who supervises the Maintenance Mechanics and Laborers, and the Deputy Director, who develops plans, grants and special projects. The Authority 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 Authority. The administrative offices are located in the 42 Church Street building.

Public Housing and Section 8 both have two admissions personnel in their offices at 51 Port Watson Street, with a Keyboard Specialist shared between the two units. These staff members handle admissions, inspections and all matters related to Public Housing and Section 8 occupancy. Legal counsel is also used by the Authority 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	380	70
Section 8 Vouchers	292	55
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	

Public Housing Drug Elimination Program (PHDEP)	0	
Other Federal Programs(list individually)	0	

**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)

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- X PHA main administrative office
- PHA development management offices
- Other (list below)



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

1. X 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)
- X PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.79 (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:

- X 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. X 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:

X 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 through the Capital Fund Program, and the Housing Authority received \$620,010 in the FY 2000 program. Annual appropriations to the Capital Fund Program have typically been in the \$450,000 to \$620,000 range, and it is anticipated that the FY 2001 allocation will be in the same range. The 2001-2006 Capital Fund activities are attached to this document.

**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 X 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 X 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 X 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:

It is unknown. The Authority is considering its options regarding the expansion of the low-income housing stock in Cortland County.

Yes X 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 903.79 (h)]

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

1.  Yes X 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.)

The Authority has a relatively young housing stock, and has no units that are targets for demolition or disposition. The Authority is looking for opportunities to expand its housing stock, and will take them as they become available.

### 2. Activity Description

Yes X 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.)

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes X 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 Authority's two high-rise apartment buildings in the City of Cortland are open to the elderly and disabled. There are no plans for the Authority to further limit admission to these apartment buildings.

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.

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

submission. PHAs completing streamlined submissions may skip to component 11.)

The Cortland Housing Authority has a relatively new housing stock, and does not see a current need for revitalization of its housing other than regular Capital Fund programming.

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.

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

Yes X 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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
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)
- Part of the development
- Total development

## B. Section 8 Tenant Based Assistance

1. X 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: The Cortland Housing Authority is currently developing a Homeownership Program in accordance with the new Section 8 Homeownership guidelines. Within Cortland County, there is an active Homeownership Program in the City of Cortland, but not outside the City. The City of Cortland and the Cortland Housing Assistance Council have both received funding for City-wide Homeownership programs. The Cortland Housing Authority will work with those programs, along with any other potential providers, in order to develop homeownership opportunities for our Section 8 participants. The Housing Authority has not submitted a Homeownership Plan for approval to the Authority Board of Directors. When the Plan is developed, it will be reviewed by the Resident Advisory Board and the Board of Directors for approval and implementation.

### a. Size of Program

- X 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)

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

### b. PHA-established eligibility criteria

- Yes X 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:

Most of the eligibility criteria will be the same as specified in the HUD Section 8 Homeownership regulations. The Housing Authority will be working with other providers to



determine the best conditions for a Cortland County Homeownership Program that can work effectively with other local programs.

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

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

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

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

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

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

(select all that apply)

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

The Cortland Housing Authority is not currently an active participant in the Family Self-Sufficiency Program. While the Authority is interested in promoting opportunities for its residents to gain economic self-sufficiency, the scale of the need in the family development is not sufficient to hire staff to implement FSS. The Authority is attempting a partnership to apply for a ROSS Grant for these units, which may encompass some of the aspects of the FSS program.

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)
<i>none</i>				

**(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	0	0
Section 8	0	0

- 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:  
Not applicable.

### 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
  - X Informing residents of new policy on admission and reexamination
  - X 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)

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

## **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)

The Cortland Police Department has stated that the Pendleton Street apartments, which are the largest concentration of family housing that the Authority owns and manages, have no greater incidence of crime than the general community. Our senior/disabled units have very little crime.

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

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

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

### 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
- X Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

### D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes X No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes X No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes X No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. 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 25 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.

## **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. X 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. X Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes X 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. X 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
- X Development-based accounting
- X Comprehensive stock assessment
- Other: (list below)
3.  Yes X 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. X 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)X  
Attached at Attachment (File name) Resident Advisory Board Meeting Minutes
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- X 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 X 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. X 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)

- X 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
- X Other (list) member of tenants association

c. Eligible voters: (select all that apply)

- X 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) State of New York
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.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X 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)

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

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 NY06P2150201 FFY of Grant Approval: (09/2001)

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	62,010
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	25,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	60,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	368,000
13	1475 Nondwelling Equipment	105,000
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>620,010</b>
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	CGP Administration	1410	62,010
PHA-wide	A&E Fees, Consulting	1430	25,000
Y06P021001	New Roof for Building	1475	125,000
Y06P021001	Parking Lot Upgrade	1450	40,000
Y06P021002	New Roof for Building	1475	125,000
Y06P021002	Corridor Renovations	1470	45,000
Y06P021002	Parking Lot Upgrade	1450	40,000
Y06P021003	Tile Replacement (four units)	1460	10,000
Y06P021003	Door Replacement (16 units)	1460	20,000
Y06P021003	Trim Painting (30 units)	1460	30,000
Y06P021005	Homer Parking Lot Resurfacing	1450	38,000
Y06P021005	Replacement of Play Equipment	1475	60,000

**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	9/2003	9/2004
	9/2003	9/2004
Fees and Costs		
PHA-wide mgt.	9/2003	9/2004
NY021001	9/2003	9/2004
NY021002	9/2003	9/2004
NY021003	9/2003	9/2004
NY021005	9/2003	9/2004
<i>NY021005</i>	<i>9/2003</i>	9/2004



## 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 (see below):

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NY6P021001	Cortland High-Rise Senior	7	6%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Community Room Upgrade			\$45,000	2002-2003
New Entranceway for Main Entrance			\$45,000	2002-2003
Bathroom Tile Upgrade			\$10,000	2002-2003
Emergency Generator			\$95,000	2003-2004
Main Kitchen Renovations			\$45,000	2003-2004
Roll-In Showers			\$100,000	2004-2005
Bathroom Tile Upgrade			\$6,000	2004-2005
Roll-In Showers			\$100,000	2005-2006
Elevator Improvements			\$20,000	2005-2006
Bathroom Tile Upgrade			\$6,000	2005-2006
<b>Total estimated cost over next 5 years</b>			<b>\$472,000</b>	

(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 (see below):

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NY6P02102	Port Watson Senior High-Rise	1	1%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
New Entranceway Improvements			\$45,000	2002-2003
Community Room Upgrade			\$45,000	2002-2003
Emergency Generator			\$95,000	2003-2004
Lounge Upgrades			\$20,000	2004-2005
Roll-In Showers			\$100,000	2004-2005
Thermostatic Control Upgrade			\$168,000	2004-2005
Heating Upgrades			\$15,000	2004-2005
Roll-In Showers			\$100,000	2005-2006
Elevator Improvements			\$20,000	2005-2006
Bathroom Tile Upgrade			\$6,000	2005-2006
<b>Total estimated cost over next 5 years</b>			<b>\$614,000</b>	



## 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 (see below):

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>NY6P02103</b>	<b>Pendleton Street Apartments</b>	<b>4</b>	<b>8%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Parking Upgrade</b>			<b>\$30,000</b>	<b>2002-2003</b>
<b>Community Room Upgrade</b>			<b>\$25,000</b>	<b>2002-2003</b>
<b>New Showers/Tubs</b>			<b>\$60,000</b>	<b>2002-2003</b>
<b>Playground Access Improvements</b>			<b>\$10,000</b>	<b>2003-2004</b>
<b>Sidewalk Reconstruction</b>			<b>\$25,000</b>	<b>2005-2006</b>
<b>Heating Upgrades</b>			<b>\$30,000</b>	<b>2005-2006</b>
<b>Exterior Maintenance</b>			<b>\$15,000</b>	<b>2005-2006</b>
<b>Total estimated cost over next 5 years</b>			<b>\$195,000</b>	

(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 (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	6	7%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Apartment Carpeting and Tile Upgrades			\$35,000	2002-2003
Unit Tile Upgrades			\$65,000	2002-2003
Sidewalk and Paving Upgrades			\$35,000	2002-2003
Siding Upgrades			\$30,000	2002-2003
Sewer System Upgrade			\$33,000	2002-2003
Painting Light Fixtures			\$10,000	2002-2003
Emergency Generators			\$210,000	2003-2004
Apartment Carpeting and Tile Upgrade			\$38,000	2003-2004
Siding Upgrades			\$50,000	2003-2004
Apartment Carpeting and Tile Upgrade			\$38,000	2004-2005
Siding Upgrades			\$20,000	2004-2005
Retaining Wall Renovations			\$20,000	2004-2005
Lighting and Community Room Improvements			\$10,000	2004-2005
Apartment Carpeting and Tile Upgrade			\$38,000	2004-2005
Siding Upgrades			\$50,000	2004-2005
Sidewalk Improvements			\$20,000	2004-2005
Community Room Upgrades			\$25,000	2004-2005
Water System Upgrade			\$33,000	2004-2005
Total estimated cost over next 5 years			\$760,000	

## 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 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 (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)
Siding Upgrades			\$20,000	2002-2003

<b>Siding Upgrades</b>	<b>\$20,000</b>	<b>2003-2004</b>
<b>Siding Upgrades</b>	<b>\$25,000</b>	<b>2004-2005</b>
<b>Total estimated cost over next 5 years</b>	<b>\$65,000</b>	

(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.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NY021	HA-wide improvement	18	5%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Capital Fund Administration			\$62,010	2002-2003
Architectural and Engineering Fees			\$25,000	2002-2003
Capital Fund Administration			\$62,010	2003-2004
Architectural and Engineering Fees			\$25,000	2003-2004
Capital Fund Administration			\$62,010	2004-2005
Architectural and Engineering Fees			\$25,000	2004-2005
Capital Fund Improvements			\$62,010	2005-2006
Architectural and Engineering Fees			\$25,000	2005-2006
<b>Total estimated cost over next 5 years</b>			<b>\$348,040</b>	

# **Cortland Housing Authority Resident Advisory Board** ***Wednesday, November 1, 2000 – Apartment #403, 42 Church Street***

Present: Eleanor McCaskill, Jane Nutkins, Audrey Walberger

Staff: Glenn Goldwyn, Karl Heck, Margie Lann

The meeting started at 10:10 a.m.

## **I. Approval of Meeting Minutes from October 4, 2000 Meeting**

The Minutes of the October 4, 2000 meeting were Moved by Eleanor McCaskill, seconded by Jane Nutkins and approved unanimously.

## **II. Update on Programs**

Karl Heck provided an update on various programs that the Authority has considered implementing. The Pet Policy regulations have not changed, and HUD has not as of yet had a problem with the no-dog policy for our family apartments. HUD has also asked that stay-at-home mothers complete the new community service requirements, even if they have a working spouse. This will increase the number of people required to perform community service to just over 20 in the Authority public housing units.

HUD's new Lead-Based Paint requirements have new regulations and goals coming down virtually every month. Our implementation of the regulations will begin next May, as New York State requested a six-month extension as provided for in the Lead-Based Paint regulations. The main goal of these regulations is to ensure that there is no peeling paint in Section 8 units, and the Authority will be working with landlords to ensure that units to be inspected have this potential defect in order.

Section 8 now allows homeownership opportunities. We have had contact with the Syracuse Housing Authority and Tompkins Community Action regarding this program, and may implement at some point. The key issue is the availability of a lender for the program, which is currently unavailable at the present time. The most likely scenario is to have a lender who is running a mortgage program State-wide or nationally, where there is sufficient volume to justify administration. The ROSS Grant proposal remains on track for 2001. BOCES is very interested in expanding their programming at Pendleton Street, and the large number of immigrant families (over 10 percent of Authority residents are now foreign-born, and rising quickly) makes certain types of programming quite attractive at Pendleton Street.

The resumption of breakfast at the senior high-rise buildings was greatly discussed. Breakfast was once prepared five days a week, and then three days a week after that. It is considered a popular and useful activity, as it provided a good opportunity to get people up and going at the beginning of the day. Finding volunteers to cook breakfast

has been a challenge in recent months, given that it is required to be working at 6 a.m., and the long-term nature of the commitment once started. Once breakfast becomes regularized, attendance is normally 30-35 people.

HUD has recently announced as part of the Federal Fiscal Year (FFY) 2001 budget that \$25 per unit per year will be provided for "tenant activities." While the Authority has not yet seen the definition, hiring a cook for the breakfast in the morning would presumably be an eligible activity for this money. This is an area where the Resident Advisory Board unanimously agrees would be a significant improvement for the tenants. Hiring a person for breakfast was another related issue regarding the provision of breakfast, as well as the number of days breakfast would be provided.

### **III. Discussion of Draft Agency Plan**

With much of the discussion of the Draft Agency Plan coming in the previous sections, there was relatively little discussion here. It was stated by Karl Heck that the 2001 Template for the Agency Plan has not been released by HUD as of yet, so the 2000 Template was used instead. If the 2001 Template is not released soon, HUD will likely ask Housing Authorities with fiscal years beginning April 1 like Cortland to use the 2000 Template. HUD has already asked October 1 and January 1 Housing Authorities to use the 2000 Template.

If the 2001 Template is released before the end of November, it may be possible that a different version of the Agency Plan will have to be approved.

### **IV. Resolution Approving 2001 Cortland Housing Authority Agency Plan for Public Comment**

The resolution approving the Agency Plan for Public Comment was Moved by Eleanor McCaskill, seconded by Jane Nutkins and approved unanimously.

### **V. Discussion of Public Comment Process**

The Public Comment Period for the Agency Plan this year will include the Public Comment for the Capital Fund Program, as the application for the Capital Fund is contained within the Agency Plan. Therefore, there will be two Public Hearings, one at Church Street (which the Advisory Board thought a night hearing would be better-attended than a daytime meeting) and the other either at Pendleton Street or in Homer. Turnout at Pendleton Street has been quite low for any event in the past, but it is our third largest development. All of our meetings will take place after Thanksgiving and before Christmas, and a schedule will be released soon.

### **VI. Adjournment**

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Karl Heck  
Deputy Director

**Cortland Housing Authority Resident Advisory Board**  
*Wednesday, November 1, 2000 – Apartment #403, 42 Church Street*

**AGENDA AND MEETING NOTICE**

1. Approval of Meeting Minutes from October 4 Meeting Karl Heck
2. Update on Programs Karl Heck
3. Discussion of Draft Agency Plan All
4. **RESOLUTION: Approval of 2001 Cortland Housing Authority Agency Plan for Public Comment** Karl Heck
5. Discussion of Public Comment Process All
6. Adjournment

**Please allow 90 minutes for this meeting.**

**RESOLUTION NO. 1 – APPROVAL OF 2001 CORTLAND HOUSING  
AUTHORITY PLAN FOR PUBLIC COMMENT**

WHEREAS, the Cortland Housing Authority is required by U.S. Department of Housing and Urban Development (HUD) regulations to complete an Agency Plan each year, and have a Resident Advisory Board review and endorse the Agency Plan for public comment, and

WHEREAS, the Cortland Housing Authority has created a Resident Advisory Board, met with its members, and developed an Agency Plan in conjunction with the Resident Advisory Board, and

WHEREAS, the Resident Advisory Board has reviewed the material in the Agency Plan,  
Now therefore be it

RESOLVED, that the Cortland Housing Authority Resident Advisory Board hereby approves the 2001 Cortland Housing Authority Agency Plan, and sends this Agency Plan to the Board of Directors of the Authority for authorization to be Released for public comment.



To: Cortland Housing Authority Board of Directors  
Cortland Housing Authority Resident Advisory Board Members

From: Karl Heck, Deputy Director

Date: October 23, 2000

Re: HUD Template for 2001

HUD has stated that there will be a new template (the form that is used to complete the Agency Plan) will be released for 2001. However, this Template has not been released by HUD as of yet, so we have been advised to use the 2000 Template until such time as the 2001 Template is released to the field by HUD. As we need to take the Agency Plan out to the public in November in order to meet the public comment requirements, we are using the 2000 Template in order to complete the Agency Plan. We may need to return for approval with changes to the Template, should there be any once the 2001 Template is received.

Therefore, this Template is the 2000 Template and the cover and main headings changed to 2001 (I did not change the footers for identification purposes). When the 2001 Template arrives, we will make any appropriate changes.

Thank you for your review of the Agency Plan, and should you have any questions regarding the Agency Plan process, do not hesitate to ask.

# **Cortland Housing Authority Resident Advisory Board**

***Wednesday, October 4, 2000 – Apartment #403, 42 Church Street***

Present: Eleanor McCaskill, Debra Hover, Jane Nutkins, Audrey Walberger

Staff: Glenn Goldwyn, Karl Heck, Margie Lann

The meeting started at 10:05 a.m.

## **I. Approval of Minutes from September 20, 2000 Meeting**

The minutes of the September 20, 2000 meeting were Moved by Audrey Walberger, seconded by Debra Hover and approved unanimously.

## **II. Discussion Topics**

### ***a) Pet Policy***

One of the changes that HUD has made in the past year is new requirements regarding pets for most tenants. In the past, the Housing Authority had discretion regarding allowing pets into their buildings. The Cortland Housing Authority allowed elderly/disabled tenants to have a single pet, but did not allow pets in our family units, primarily due to the congestion that already existed at the family sites. Most of our current family apartment sites are small and relatively crowded already.

Under the new policy, all tenants in public housing have the right to have pets, though the Housing Authority has the right to make reasonable restrictions regarding pets at the sites. Any such restrictions do not apply to service animals. The Cortland Housing Authority has elected to allow animals with the exception of dogs in its family apartments, and allow dogs in our elderly/disabled apartments that weigh under 25 pounds. All pets are required to be registered with the Housing Authority, be current with shots, and the tenant is required to place a \$200 security deposit with the Housing Authority for the pet.

The Housing Authority has located pet waste areas where there are needed. There are designated garbage cans at the 42 Church Street and 51 Port Watson Street buildings, and a designated pet waste area at the Truxton units. There has not been any call for such an area at our other scattered site locations. The Housing Authority would install such an area should there be demand in the future.

### ***b) Community Service Requirements***

Beginning in 2001, certain of our Public Housing tenants will be required to perform eight hours of community service per month in order to remain in Public Housing. Public Housing leases are being converted to a renewable 12-month lease that will not be renewed by the Housing Authority if the community service requirements are not met. Karl Heck asked if there are community resources available that we could provide tenants to direct them regarding community service opportunities. Jane Nutkins suggested RSVP would have an extensive listing that could be copied for the tenants, and Karl said he would look into it further. Sharon Stevans at the Office for the Aging is another resource for this kind of information.

*c) Lead-Based Paint*

This is a new Section 8 requirement, as the Public Housing operated by the Housing Authority does not have lead-based paint. Families with children under six (currently there are about 20 such families on the Section 8 program) are required to have their apartments in a state where lead-based paint is not a hazard. As part of the current Housing Quality Standards (HQS) inspection, the inspector is required to perform a Visual Assessment of the property, and note any paint problems that may be considered a hazard in buildings constructed before 1978.

Margie Lann reported that a “small percentage” of landlords, maybe around five percent, were turned off to the Section 8 program because of the regulatory requirements. More landlords in the area were willing to participate, though, because of the guaranteed payment for the Housing Authority that the landlord receives, it is worth it for many landlords to continue to participate in the Section 8 program. Ms. Lann also noted that the Section 8 program standards are parallel to the Cortland County Health Department is if an elevated blood level is found in a child under six living in one of their buildings.

In response to a question, Ms. Lann noted that landlords have 30 days to remediate any problems found in a Housing Quality Standards (HQS) inspection. Some of the potential remediations include wallpapering or carpeting the affected spaces in order to cover the hazards, and not full-scale removal of the lead-based paint. It was noted that lead pipes in buildings are not regulated by HUD, nor is radon gas at the present time.

**I. Potential New Programs**

a) Section 8 Homeownership

HUD has released new regulations allowing Section 8 recipients to receive Housing Choice Voucher subsidies in order to become first-time homebuyers. Under the rules, people participating in the Homeownership Program will receive the same subsidy as they would to rent an apartment, and they can receive this subsidy for up to 15 years. The homes must be passed by two inspectors, and the tenants must be working and have a minimum income of \$10,300 (except for elderly and disabled tenants). Potential buyers must receive housing counseling from a HUD-approved counseling agency, and work with a participating lender in order to provide mortgage funds. The tenant must provide a minimum down payment of three percent of the purchase price, with one percent coming from their own funds.

Karl Heck said the Homeownership Program is one new program that the Housing Authority would like to include in the Agency Plan for 2001, though it cannot be implemented at the present time due to the lack of a participating lender, and the time it will take to interpret and develop a local program from the regulations. It may well be possible, though, that one of the “national” type banks in Cortland will be the first to offer mortgages through this program as part of a national or regional program they may provide.

b) ROSS Grant and Pendleton Street

The Housing Authority applied for money in 1999 to provide an expanded program for our tenants in Public Housing at the Pendleton Street apartment complex. The grant was not funded in the national competition, but Karl Heck noted that they are ways to improve the application. Also, the mix of tenants at Pendleton Street has continued to change, with more Ukrainian tenants locating in the complex. It is

believed that the changing population is one aspect of life at Pendleton Street is one area that can be written well in a new application.

The first step toward applying for funds through the ROSS program is to include it in the Agency Plan for 2001. There was no objection to doing so.

c) Senior Programs – Public Housing and Section 8

Karl Heck stated that this section was added to the agenda not because of a specific new program, but in order to see if there were items that people may be interested in exploring. Glenn Goldwyn said that one area he would like to be restored to the Authority are the regular breakfasts that were held in the 42 Church Street building for several years. These breakfasts had a volunteer or stipended cook, and about 30-35 residents of the building attended, paying fifty cents to one dollar for their breakfast. The money is fairly incidental, but the breakfasts did provide a focal point for the day, and got many people out of their apartments and moving, which likely improved their health as well. Mr. Goldwyn said that the Authority would consider operating funds in the future, and would continue to explore ways on bringing breakfast back.

Eleanor McCaskill said that Green Thumb and the Senior Center had been approached for volunteers without success.

**I. Date and Time for the Next Meeting**

The next meeting of the Resident Advisory Board will be on Wednesday, November 1, 2000 at 10:00 a.m. in Apartment #403 of the 42 Church Street building. The main topic will be the review and approval of the 2001 Agency Plan.

Respectfully submitted,

Karl Heck  
Deputy Director

# **Cortland Housing Authority Resident Advisory Board**

***Wednesday, October 4, 2000 – 10 a.m.***

Theresa Benedick Conference Room, 42 Church Street

1. **Approval of Minutes from September 20 Meeting** Karl Heck
  
2. **Discussion Topics** Karl Heck
  - a) *Pet Policy*
  - b) *Community Service Requirements*
  - c) *Lead-Based Paint*
  
3. **Potential New Programs** Board
  - a) Section 8 Homeownership
  - b) ROSS Grants and Pendleton Street
  - c) Senior Programs/Public Housing and Section 8
  - d) Other Ideas
  
4. **Meeting Date/Time for Next Meeting** Karl Heck
  
5. **Adjournment**

**Please allow 90 minutes for this meeting.**

# **Cortland Housing Authority Resident Advisory Board**

*Wednesday, September 20, 2000 – 10 a.m.*

*Theresa Benedick Conference Room, 42 Church Street*

## **MEETING MINUTES**

**Present:** Audrey Walberger, Jane Nutkins, Eleanor McCaskill, Debra Hover

**Staff:** Glenn Goldwyn, Karl Heck, Margie Lann

### **I. Introduction and Orientation**

Karl Heck provided an introduction for the four Resident Advisory Board members, two members are Public Housing tenants and two members are Section 8 residents. Debra Hover, a Section 8 tenant, is the only new member of the Resident Advisory Board for 2000-2001.

After introduction, Mr. Heck reviewed a package of materials prepared on the Housing Authority and its various program. The package included the applications used for the Section 8 and Public Housing Programs, orientation materials for both programs, a copy of the current Agency Plan and supporting materials, and a profile of the Housing Authority prepared by staff.

The current Agency Plan is the second one prepared by the Housing Authority. The 1999-2000 Agency Plan addressed a number of new requirements, as the Agency Plan was not previously required by HUD. The Agency Plan, though, does include several program elements that were previously required, including the Comprehensive Grant Program, the Public Housing Occupancy Policy, and the Section 8 Administrative Plan.

Information from the original Agency Plan was used to assist the Housing Authority in order to apply for and receive 26 additional Housing Choice Vouchers in the competition for additional vouchers held this year. Cortland was the only area Housing Authority to receive these additional Housing Choice Vouchers in the competition. These Housing Choice Vouchers are a permanent addition to the low-income housing stock in Cortland County.

Other areas addressed by the Resident Advisory Board last year include marketing, community service and pet policy. Some of these issues are back again this year, due to further changes in HUD policy. Several of the documents that the Housing Authority provides for its customers have also been changed as a result of changes that HUD has made in the past year.

### **II. Discussion of Authority Activities for 2000-2001**

One positive change created by the changes in HUD policy was an increase in the Capital Fund for Public Housing (this program was formerly known as the Comprehensive Grant Program). The Housing Authority received an increase from \$571,733 to \$620,010, and will be able to complete additional projects in the coming year due to this increase in allocation.

Other issues that the Housing Authority would like to continue through the Resident Advisory Board include pet policy, lead-based paint, community service requirements, and the possibility of using Section 8 assistance for homeownership. The Resident Advisory Board was also asked to think of topics for the next meeting that they wished to consider.

### **III. Questions and Comments**

A suggestion was made to have pictures of all the Housing Authority developments so that people and prospective tenants can easily see the various buildings. The FoodSense program was discussed, which provides the opportunity for people to purchase delivered food at a lower than average cost. Along with this discussion, the possibility of using the Housing Authority and its facilities for additional programming was something the Advisory Board was interested in.

### **IV. Scheduling Next Meeting**

The next meeting of the Resident Advisory Board is scheduled for Wednesday, October 4 at 10 a.m. in the Theresa Benedick Community Room at the 42 Church Street building.

Respectfully submitted,

Karl Heck  
Deputy Director

# **Cortland Housing Authority Resident Advisory Board**

*Wednesday, September 20, 2000 – 10 a.m.*

*Theresa Benedick Conference Room, 42 Church Street*

1. Introduction and Orientation Karl Heck
2. Discussion of Authority Activities for 2000-2001 Karl Heck
3. Questions and Comments All Members
4. Schedule Next Meeting

Please allow 90 minutes for this meeting



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

Eleanor McCaskill, 42 Church Street #801, Cortland, NY 13045

Audrey Walberger, 42 Church Street #807, Cortland, NY 13045

Debra Hover, 41 Charles Street #2N, Cortland, NY 13045

Jane Nutkins, 5011 McDonald Road, Homer, NY 13077

## Cortland Housing Authority Admission Policy on Deconcentration

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

All of our developments are currently within the Established Income Range as calculated using the rules in the Final Rule promulgated in the Federal Register on December 22, 2000. The 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)
Duplexes (21-6)	\$ 10,999 (9 units)
<b>Authority Average</b>	<b>\$ 12,463</b>
<b>85% Minimum</b>	<b>\$ 10,593</b>
<b>115% Maximum</b>	<b>\$ 14,332</b>

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

It should be noted that as part of the 2000 Agency Plan process, the Cortland Housing Authority raised the income limits for the 21-5 and 21-6 development from the Very Low Income level of 50 percent of median income to the Low Income level of 80 percent of median income. One result has been that higher-income households have been able to be attracted and retained in the 21-5 and 21-6 developments, raising their overall income levels. The Cortland Housing Authority believes that over time, the relative income levels of the 21-5 and 21-6 developments will continue to move closer to the 21-3 average.

## **Assessment of Demographic Changes Since 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.

Therefore, the Cortland Housing Authority 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 15 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 is also working on 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 . It is hoped that if funded, several of the people required to perform community service would be able to participate in this activity.

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. The CHA has not yet completed a 12-month community service cycle with any tenant, as the cycle for community service began in December 2000.

## **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 25 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 2001-2006 Agency Plan is the second one that the Cortland Housing Authority has completed since the advent of QHWRA. Both the 2000-2005 and 2001-2006 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:

- 1) Receiving 26 additional FairShare Housing Choice Vouchers in the FY 2000 competition for funding. These Vouchers were the first additions to our Housing Choice Voucher program since 1991.
- 2) Beginning to implement a variety of the new QHWRA regulations, including community service, rent exemptions to encourage work, and increased tenant participation in the activities of the Housing Authority.
- 3) Continuing to modernize the Authority development through the use of Capital Fund monies. The CHA received a record \$620,010 through the Capital Fund program in FY 2000 (CF 501), and anticipates even more funding to be available in FY 2001 (CF 502). All of this funding is meeting critical capital needs at the CHA.
- 4) 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.
- 5) 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.
- 6) Implementing the Resident Advisory Board, which includes tenant representatives from Public Housing and the Section 8 Housing Choice Voucher program.

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 did not have any significant change in the number or type of people on its waiting list during the past 12 months, but if economic conditions deteriorate during the coming year, it is quite likely that the CHA will see increases in demand for both Section 8 and Public Housing, especially for its family units that are more economically sensitive than the elderly/disabled units. The Section 8 Housing Choice Voucher program is quite flexible, so it could service some of the demand created by poor economic conditions.

The CHA is in the process of applying for a waiver for the requirement of 70 percent Extremely Low Income households to be served by the Section 8 Housing Choice Voucher program.