

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 2000 - 2004  
Annual Plan for Fiscal Year 2000

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

**PHA Plan  
Agency Identification**

**PHA Name:** Huntingburg Housing Authority

**PHA Number:** IN02801

**PHA Fiscal Year Beginning:** 01/2000

**Public Access to Information**

Main administrative office of the PHA....located at 1102 Friendship Village

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at:  
Main administrative office of the PHA

PHA Plan Supporting Documents are available for inspection at:  
Main business office of the PHA

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

The PHA's mission is:

**The mission of the Huntingburg Housing Authority (HHA) is to provide adequate & affordable housing, economic opportunity, and a suitable living environment without discrimination to the citizens of this area.**

**We will provide and maintain a decent, safe and sanitary living environment. It is the intent of this agency to be considered a valued part of the local community.**

**B. Goals**

*As a Public Housing Authority our basic goals are to (1) assist in making available decent, safe & affordable housing; (2) ensure equal opportunity in housing for all individuals; (3) promote self-sufficiency & asset development of families/individuals; and (4) improve the quality of life and economic quest within the community. The following goals & objectives have been adopted for the next five years to ensure that our Mission Statement is upheld.*

**Goal One:**      Sustain a PHMAP score as a "high performer"

**Objectives:**

1. HHA will ensure that the vacancy rate will continue to average at 98%+ on an annual basis.
2. HHA will work cooperatively with the residents to provide assistance with budgeting to ensure that rent is paid monthly and provide rent- payment plans in situations as deemed necessary to ensure that write-offs meet PHMAP "high performer" standards.
3. Work orders will meet the "high performer" timeliness standards for Emergency, Non-Emergency, and Preventative Maintenance.
4. Annual inspections will be conducted per the standards set at 100% compliance.

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**Goal Two:**      Maintain the premises in such a manner that it is highly regarded in the community as a respectable neighborhood in which to reside..

**Objectives:**

1. Apply for funding/grants as the need arises to ensure the units meet technical requirements as set by HUD's inspection standards.

2. Do annual inspections of all apartments to ensure tenants are abiding by the cleanliness provisions of HUD's inspection standards.
3. Provide each tenant with a copy of HHA's & HUD's "Cleaning Standards" to enable them to satisfy lease & inspection regulations.

**Goal Three:** Provide a safe and secure living environment for our residents.

**Objectives:**

1. Monitor the Security Services Program to ensure the amount of time allotted to the Security Officer is sufficient to fulfill protective needs.
2. Apply for PHDEP Grants and budget inclusions to preserve the continuation of the Security Services Program.
3. Manage the educational/instructional curriculum to assure it meets the requests and needs of the residents.

**Goal Four:** Provide opportunities and information to the residents of HHA concerning higher education and job training.

**Objectives:**

1. Contact local schools/colleges to furnish course and GED information.
2. Local employment agencies will be approached to provide sign-up and informational sessions for the tenants in a convenient location.
3. The local factories and other employers will be appealed to about providing job requirements and applications for tenant utilization.

*HHA's Annual Plan is fundamental in the process to accomplish our goals and objectives which will ensure the progression to successfully meet and maintain our Mission Statement.*

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
 [24 CFR Part 903.7]

**i. Annual Plan Type:**

**Streamlined Plan:**

- ~ High Performing PHA
- ~ Small Agency (<250 Public Housing Units)

## **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

The Huntingburg Housing Authority (HHA) has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD stipulations in accordance to the Federal Register dated February 18, 1999.

*As a Public Housing Authority our basic goals are to (1) assist in making available decent, safe & affordable housing; (2) ensure equal opportunity in housing for all individuals; (3) promote self-sufficiency & asset development of families/individuals; and (4) improve the quality of life and economic quest within the community. The following goals & objectives have been adopted for the next five years to ensure that our Mission Statement is upheld.*

*HHA's Annual Plan is fundamental in the process to accomplish our goals and objectives which will ensure the progression to successfully meet and maintain our Mission Statement.*

The policies, Management Plan, resolutions, timely completion of all HUD mandated reports, monthly board meetings, current lease, ACOP, Newsletters/Memos-to-Tenants, along with the security programs, etc. are all components of our Annual Plan. The attainment of fulfilling these targets provides our Housing Authority with the capacity to comply with all portions of the Agency Plan.

### II.

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**NOTE:** *Copies of any information not physically included with this document can be reviewed in the Administrative Office of the Huntingburg Housing Authority.*

III.  
**EXECUTIVE SUMMARY**

The Huntingburg Housing Authority (HHA) has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD stipulations in accordance to the Federal Register dated February 18, 1999.

HHA has adopted the following Mission Statement as a guide in providing services to our residents and the community.

- \* **The mission of the Huntingburg Housing Authority (HHA) is to provide adequate & affordable housing, economic opportunity, and a suitable living environment without discrimination to the citizens of this area. We will provide and maintain a decent, safe and sanitary living environment. It is the intent of this agency to be considered a valued part of the local community.**

*As a Public Housing Authority our basic goals are to (1) assist in making available decent, safe & affordable housing; (2) ensure equal opportunity in housing for all individuals; (3) promote self-sufficiency & asset development of families/individuals; and (4) improve the quality of life and economic quest within the community. The following goals & objectives have been adopted for the next five years to ensure that our Mission Statement is upheld.*

**Goal One:** Sustain a PHMAP score as a "high performer"

**Objectives:**

5. HHA will ensure that the vacancy rate will continue to average at 98%+ on an annual basis.

6. HHA will work cooperatively with the residents to provide assistance with budgeting to ensure that rent is paid monthly and provide rent- payment plans in situations as deemed necessary to ensure that write-offs meet PHMAP "high performer" standards.
7. Work orders will meet the "high performer" timeliness standards for Emergency, Non-Emergency, and Preventative Maintenance.
8. Annual inspections will be conducted per the standards set at 100% compliance.

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**Goal Two:** Maintain the premises in such a manner that it is highly regarded in the community as a respectable neighborhood in which to reside..

**Objectives:**

4. Apply for funding/grants as the need arises to ensure the units meet technical requirements as set by HUD's inspection standards.
5. Do annual inspections of all apartments to ensure tenants are abiding by the cleanliness provisions of HUD's inspection standards.
6. Provide each tenant with a copy of HHA's & HUD's "Cleaning Standards" to enable them to satisfy lease & inspection regulations.

**Goal Three:** Provide a safe and secure living environment for our residents.

**Objectives:**

4. Monitor the Security Services Program to ensure the amount of time allotted to the Security Officer is sufficient to fulfill protective needs.
5. Apply for PHDEP Grants and budget inclusions to preserve the continuation of the Security Services Program.
6. Manage the educational/instructional curriculum to assure it meets the requests and needs of the residents.

**Goal Four:** Provide opportunities and information to the residents of HHA concerning higher education and job training.

**Objectives:**

4. Contact local schools/colleges to furnish course and GED information.
5. Local employment agencies will be approached to provide sign-up and informational sessions for the tenants in a convenient location.
6. The local factories and other employers will be appealed to about providing job requirements and applications for tenant utilization.

*HHA's Annual Plan is fundamental in the process to accomplish our goals and objectives which will ensure the progression to successfully meet and maintain our Mission Statement.*

The policies, Management Plan, resolutions, timely completion of all HUD mandated reports, monthly board meetings, current lease, ACOP, Newsletters/Memos-to-Tenants, along with the security programs, etc. are all components of our Annual Plan. The attainment of fulfilling these targets provides our Housing Authority with the capacity to comply with all portions of the Agency Plan.

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## The Huntingburg Housing Authority's Five-Year Plan

### MISSION STATEMENT

The mission of the Huntingburg Housing Authority (HHA) is to provide adequate & affordable housing, economic opportunity, and a suitable living environment without discrimination to the citizens of this area. We will provide and maintain a decent, safe and sanitary living environment. It is the intent of this agency to be considered a valued part of the local community.

### FIVE-YEAR GOALS

The following goals and objectives adopted for the next five years are:

**Goal One:** Sustain a PHMAP score as a "high performer"

**Objectives:**

1. HHA will ensure that the vacancy rate will continue to average 98%+ on an annual basis.
2. HHA will work cooperatively with the residents to provide assistance with budgeting to ensure that rent is paid monthly and provide rent- payment plans in situations as deemed necessary to ensure that write-offs satisfy PHMAP "high performer" standards.
3. Work orders will comply with the "high performer" timeliness standards for Emergency, Non-Emergency, and Preventative Maintenance tasks.
4. Annual inspections will be conducted with 100% compliance.

**Goal Two:** Maintain the premises in such a manner that it is a highly regarded neighbor in the community.

**Objectives:**

1. Apply for funding/grants as the need arises to ensure the units meet technical requirements as set by HUD's inspection standards.
2. Do annual inspections of all apartments to ensure tenants are practicing the cleanliness provisions of HUD's inspection standards.

3. Provide each tenant with a copy of HHA's & HUD's Cleaning Standards to enable them to meet lease & inspection regulations.

2-a

**Goal Three:** Provide a safe and secure living environment for our tenants.  
**Objectives:**

1. Monitor the Security Services Program to ensure the amount of time allotted to the Security Officer is sufficient to fulfill protective needs.
2. Apply for PHDEP Grants and budget inclusions to preserve the continuation of the Security Services Program.
3. Manage the educational/instructional curriculum to ensure it meets the requests and needs of the residents.

**Goal Four:** Provide opportunities and information to the residents of HHA concerning higher education and job training.

**Objectives:**

1. Contact local schools and colleges to provide training sessions and GED information.
2. Local employment agencies will be approached to provide sign-up and informational sessions for the tenants.
3. The local factories and other employers will be solicited about supplying job requirements and applications for tenant expedience.

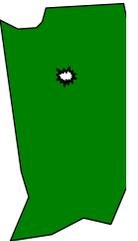
## The Huntingburg Housing Authority's Five-Year Plan

Per the requirements of the Quality Housing and Work Responsibility Act of 1998, housing authorities must set forth in their Annual Plans a "Needs Assessment" describing the housing needs of our community and waiting list. HHA must state how it intends to address these needs.

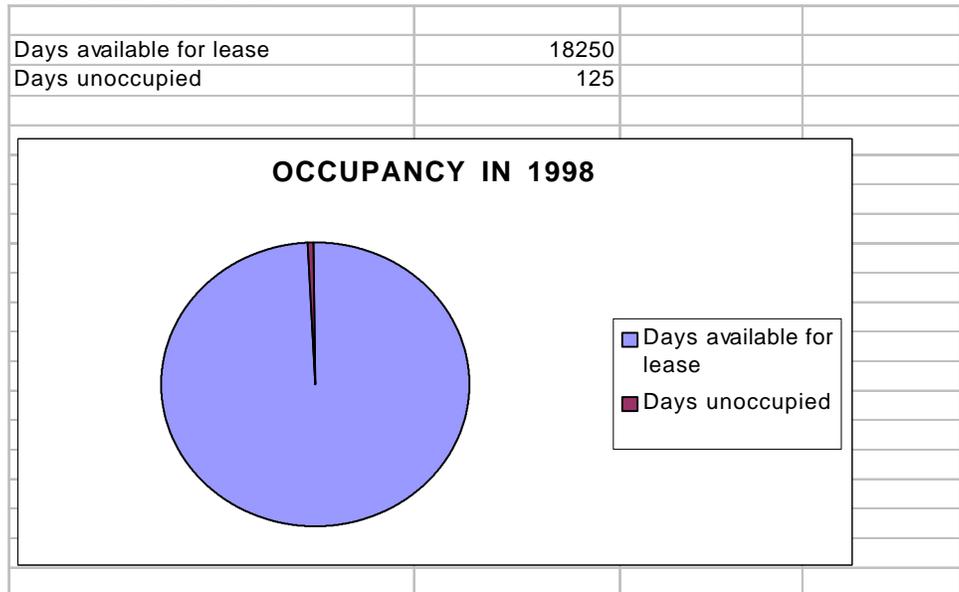
This section contains the "Housing Needs" portion of our Consolidated Plan. It shows the need for additional affordable family housing resources in our community. The data and analysis from our waiting list has been the basis for this observation. An "undocumented" source is provided by the Executive Director of HHA who notes that an average of 3 inquiries per week are received requesting housing for families living in this area who are currently homeless or about to be homeless.

Huntingburg Housing Authority statistics:

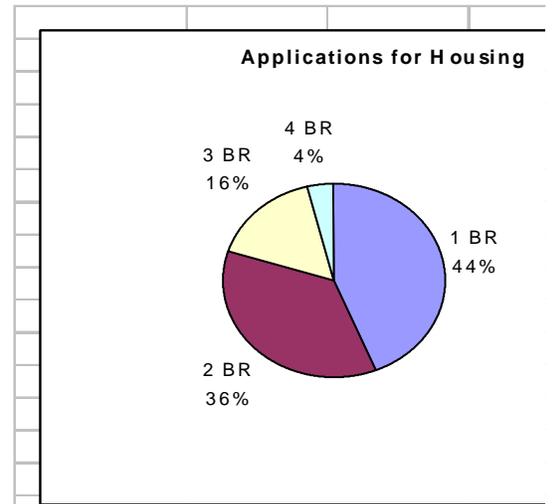
- HHA is located in Dubois County in the Southwestern Section of Indiana.
- The average income of current tenants = \$7,590.50
- HHA has a total of 50 units
  1. Friendship Village consists of 30 elderly/disabled single level units.
  2. League Circle Apartments is made up of 20 family town-house units.
- The average monthly occupancy for 1998 was 100%.



Sheet1!R128C1:R147C4

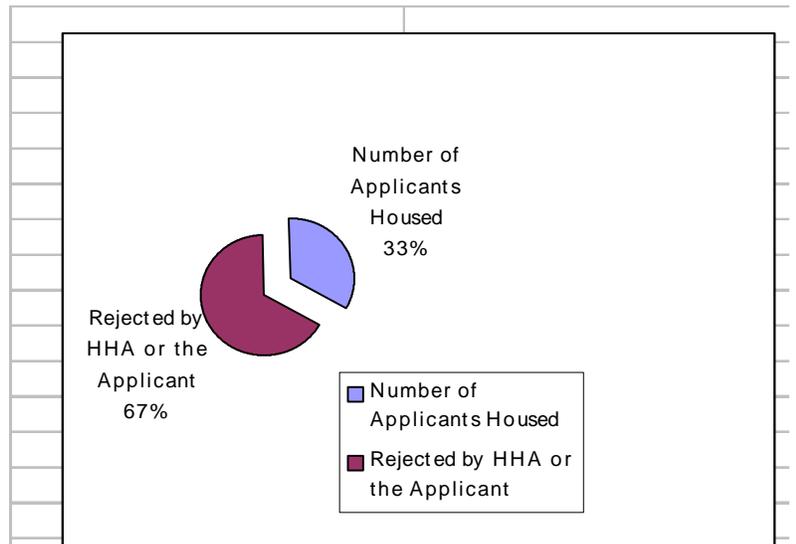


- The information documented in HHA's computerized Applicant Module (installed 9/97) provides the following information:
  2. A total of 50 applications were entered into the program.



Sheet1!R7C1:R22C5

3. Sixteen (16) applicants were housed to date (7/99).



Sheet1!R7C8:R22C9

*These results show that only 1/3 of the applicants were housed leaving 2/3 of those asking for residency possibly still homeless or living in sub-standard conditions in Dubois and surrounding areas.*

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**FY 1999 State Consolidated Plan - Section 3 "Housing & Community Development Needs**

Survey Respondents Data concerning "housing" issues:

- ◆ The Southern Region of the State = 5.7% of the respondents;
- .. Most had household income between \$25,000 and \$34,999 (NOTE: average income of HHA adult residents is 7590.50);
- .. The age range of the respondents was between 21 and 44 (NOTE: average age of HHA adult residents is 50);
- .. Racial classification - 85% white, 11% African-American, less than 2% other races (NOTE: 97% of adult residents are white, 3 % are Hispanic, 0% other);
- ◆ Home-owners = 59%, while 31% rented & 9% was unknown;
- .. Top housing issues from the respondents at 7 forums were (1) affordable rental housing & starter homes and (2) job training & workforce development. However, one county ranked the two top issues as (1) housing for the very low income and (2) housing for the special needs population (NOTE: HHA adult residents, from our past discussions, indicate that affordable rent and livable wages as their highest concerns.
- ◆ A telephone survey included in the Consolidated Plan indicated that 9.5% had been discriminated against because of their race, 21.7% because of income, 14.7% due to family size, 3.2% because of gender and 16.2% due to age related to housing discrimination (NOTE: there has never been a discrimination suit of any kind filed against HHA).
- .. Housing problems are defined as overcrowding, substandard conditions and/or cost burden i.e. more than 30% of income for housing (NOTE: in Huntingburg the major problem is lack of affordable housing for low-income families as indicated by the waiting list & frequent calls from homeless or about-to-be-homeless families).

Survey Respondents Data concerning "community" issues:

- The number one concern outside of housing issues, especially in the southern portion of the state, dealt with job availability (NOTE: this is a concern in this area - even though we have several furniture factories, most low-income individuals lack the proper education and job training to gain employment)
- Fifty-four percent (54%) of those respondents in the southern sector compared to the central (42%) and 37% from the north consider job training a large factor to community problems (NOTE: this is a major issue for Dubois County.).

The information above shows data from the 1999 Consolidated Plan for the State of Indiana in comparison to the Huntingburg Housing Authority. These facts were taken into consideration as we prepared our Agency Plan which supports our Mission Statement. In order for HHA to assist our area in reducing the housing and community insufficiencies, our Five-Year Plan will address these deficiencies. However, we understand that there is not enough resources available to eliminate such problems in their entirety. Neither the housing authority, the city, the county, the State or the Federal government can meet all these deficiencies all at once. ***But, little steps advance the upward rise to resolutions.***

2-e

## **NEEDS ASSESSMENT** **for** **The Huntingburg Housing Authority & Community**

Current "Waiting List" statistics:

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PHA Identification Section, Page 10

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

- ⇒ Three (3) individuals in need of single bedroom elderly/disabled units,
- ⇒ Four (4) families need two bedroom apartments,
- ⇒ One family is currently seeking a three bedroom dwelling, plus
- ⇒ One household required a four bedroom residence.

All individuals and families who contact the housing authority are encouraged to fill out the application & verification forms in order to be eligible for the waiting list *however, most of those who call do not follow through with this advice.* Because of the number of calls HHA receives each week - an average of 3 per week - the need for housing is great. (NOTE: our turnover rate is less than 1% (0.83%) for the past seven months. With our turnover rate so low, the demand for dwellings is even greater The following reasons are given by individuals and families who call seeking shelter:

- a) Can't afford the rent where they are now living,
- b) Being evicted for nonpayment of rent,
- c) Spouse/significant other kicked him/her & the children out of the house,
- d) Lost job, no money for rent,
- e) Been sick & off work, no money coming in rent, wasn't paid & being evicted.
- f) Can no longer live with family members,
- g) Living in sub-standard conditions, etc.

United States Census Bureau statistics:

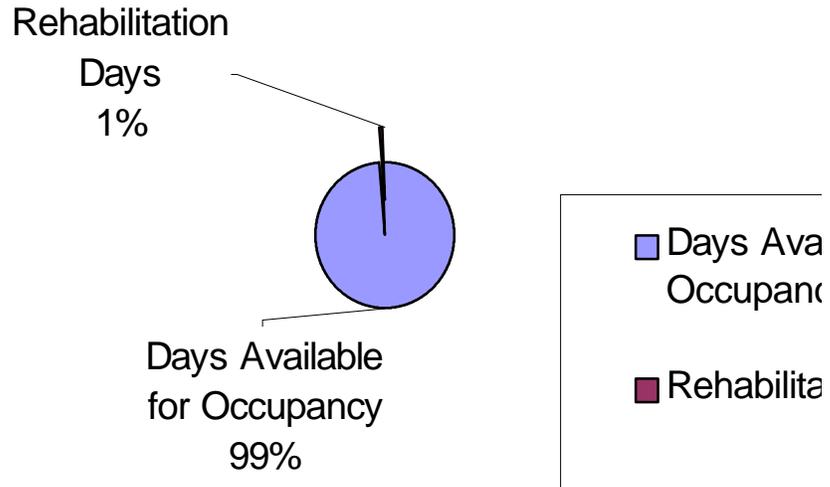
- \* 1990 Population of Dubois County = 36,616 (Huntingburg has about 3,000);
- \* Dubois County contains 430.1 square miles;
- \* Population per square mile = 85.1;
- \* Poverty level as of 1997 shows that 8.6 % of the population was at poverty level;
- \* The U.S. median income was \$37,303 in 1986 & dropped to \$37,005 in 1997;
- \* Indiana's median income as of 1997 = \$36,667 which is below the national avg.;
- \* Per HUD information the median income level for Dubois County, as of 12/27/96 = \$46,400 with very low-income = \$13,650 & low-income = \$21,850;
- \* All applicants & tenants are below 80% of median income for Dubois County.  
*The average income for current HHA tenants is \$7,590.50*

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**50 Units available x 365 Days per year = 18250 available lease days.**

There were only 125 days when the units were unavailable for occupancy.

## HHA Occupancy Data



3-b

### **UNIT AVAILABILITY (see chart)**

3-c

## COMMUNITY NEEDS ASSESSMENT CHART

### Needs of Specific Families in the Community

	<b><u>EXTREMELY LOW-INCOME</u></b>	<b><u>ELDERLY/ DISABLED</u></b>	<b><u>RACIAL/ETHNIC CLASSIFICATION</u></b>
<b>Affordability</b>	This is the only low-income HUD	There seems to be a	The flow of Hispanics into this area is

<b>Issues</b>	housing authority in this area. There are some Section 8 vouchers/certificates available, but there are just not enough family units available for the population.	sufficient supply of elderly/disabled quality housing in this area.	growing each year (their population has increased 500% in the past 10 years.
<b>Supply of Housing</b>	The needs will increase considerably over the next 5 years.	Sufficient for the next 5 years.	The housing need for large families is huge & still growing.
<b>Quality of Housing</b>	The existing "inadequate" supply of rental units in the Dubois County area are in satisfactory repair. The homes they can afford to buy are of poor quality.	All area rental housing is of acceptable quality.	The Hispanic population needs homes that are in good repair. They are currently renting & attempting to buy homes. But, the homes they can afford to buy are in inferior condition.
<b>3 Bedroom or Larger</b>	Very short supply of affordable units of this size.	N/A	Extended families make the demand for the large units a necessity.
<b>Location of Housing</b>	Affordable housing complexes are located either in Jasper or in Huntingburg. The rest of Dubois County primarily contains zero housing sites for families/households.	Housing for the elderly & disabled are located in all small communities in the County.	There are not sufficient affordable housing in this city or throughout the County.

## PUBLIC HOUSING NEEDS ASSESSMENT CHART

### *Needs of Specific Families on the Waiting List*

	<b><u>EXTREMELY LOW-INCOME</u></b>	<b><u>ELDERLY/ DISABLED</u></b>	<b><u>RACIAL/ETHNIC CLASSIFICATION</u></b>
<b>Affordability Issues</b>	This is the only low-income HUD subsidized Public Housing Authority in Dubois County. Other subsidized low-income agencies in the area also have waiting lists.	There seems to be a sufficient supply of elderly/disabled quality housing in this County.	With the number of Hispanics increasing by 500% every 10 years, the need for affordable housing is monumental & is not being met.
<b>Supply of Housing</b>	The supply needs to be increased considerably over the next 5 years to meet the demand.	Sufficient for the next 5 years.	The housing demand for extended families is huge & still growing.

<b>Quality of Housing</b>	HHA installed central air-conditioning, new roofs, new porch roofs, etc. during 1998 from CIAP Grant. Our units are in very good condition.	Air-conditioning, new roofs, plus 3 units were made totally accessible in 1998 with CIAP funds at HHA.	Discrimination is not a factor at our housing sites, all groups are housed equally based on need.
<b>3 Bedroom or Larger</b>	Out of 50 units HHA has two 4 bedroom units and 8 three-bedroom units. The demand for 3 bedroom units is increasing.	N/A	League Circle does not have enough 3 & 4 bedroom units to accommodate the demand.
<b>Location of Housing</b>	This is the only public housing authority in the County with only 20 units available for families. The need for more multiple bedroom units is essential to accommodate the need.	Friendship Village with 30 single bedroom units for elderly/disabled.	League Circle with 20 town-house units for families. The City of Huntingburg will not allow additional units to be built at this site.

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## FINANCIAL RESOURCES

### Statement of Financial Resources as of 7/03/99

Type of Receipts	Amount of Receipts
Tenant Receipts	\$ 9,134.00
Total Washer/Dryer Receipts	\$ <u>100.50</u> \$ 18.00 reimbursed to Petty Cash & Change Box \$ 82.50 deposited
Petty Cash Reimbursement & Rent Change	\$ 50.00 & \$ 25.00
Misc. Income	\$ 179.50 (sale of used smoke detectors & fluorescent hall lights)

Type of Receipts	Amount of Receipts
Receipts from Copy Machine	\$ 0.00
HUD Subsidy Amount	\$ 0.00
<b>TOTAL INCOME =</b>	<b>\$ 9,489.00</b>

BANK ACCOUNTS	AMOUNT IN EACH ACCOUNT
Low Income Balance as of 06-30-99	\$ 8,592.67
Money Market Balance as of 06-30-99	\$ 91,684.10
Section 8 Balance as of 07-03-99	\$ 6,885.48
Certificates of Deposit as of 07-03-99	\$ 28,220.07
<b>TOTAL MONIES =</b>	<b>\$135,382.32</b>

4-a

**PETTY CASH REPORT**

Starting Balance =	\$ 50.00 + 25.00
Amount Spent =	\$ 18.00 (see receipts & Petty Cash Log)
Amount reimbursed from Washer/Dryer funds =	\$ 18.00
Ending Balance =	\$ 50.00 + 25.00

***MONEY MARKET ACCOUNT***

Date	Transaction	Pmt/Withdrawal	Deposit/Interest	Balance
05-30-99	Starting Balance			\$91,382.91
	Less		\$0.00	\$91,382.91
	Deposit	\$0.00	\$0.00	\$91,382.91
06-30-99	Interest Earned		\$301.19	\$91,684.10

**SECTION 8 CHECKING ACCOUNT**

Date	Transaction	Pmt/Withdrawal	Deposit/Interest	Balance
06-02-99	Starting Balance			\$ 6,872.91

06-02-99	Transfer from HUD		\$0.00	\$ 6,872.91
06-02-99	The Martin Group	\$0.00		\$ 6,872.91
06-30-99	Interest		\$12.57	\$ 6,885.48
06-30-99	Transfer from HUD		\$0.00	\$ 6,885.48
06-30-99	The Martin Group	\$0.00		\$ 6,885.48

### CERTIFICATES OF DEPOSIT

<i>Date of Issue / Redemption Date</i>		<i>Account # &amp; CD #</i>		<i>Interest Earned as of</i>	<i>Interest Earned</i>	<i>Current Value</i>
04-17-95	04-17-00	3157	3101843	04-17-99	\$113.91	\$9,353.07
12-15-96	09-15-00	4733	2440482	06-01-99	\$107.20	\$8,769.08
12-15-96	09-15-00	4734	2440504	06-01-99	\$ 61.72	\$5,048.96
12-15-96	09-15-00	4735	2440490	06-01-99	\$ 61.72	\$5,048.96
Balance as of 06-01-99 =						\$28,220.07
Previous Balance =						\$27,986.43

Finance Report For Board Meeting 7/07/99

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## **ELIGIBILITY, SELECTION & ADMISSIONS**

### **Response**

The policies that control eligibility, selection and admissions at the Huntingburg Housing Authority are found in Section 5, Operation and Management of the Annual Plan. The title of this policy is the Admissions and Continued Occupancy Policy (ACOP). It has always been the intention of HHA to be non-discriminatory in all aspects, which includes providing housing to individuals with a wide scope of income ranges, when selecting tenants for our authority. In the past 2 years, we have gone from having 6 employed households (30%) to 12 wage earning households (60%) with income ranging from \$2,868.00 to \$21,850.00.

## RENT DETERMINATION Response

The Huntingburg Housing Authority has set the following policies for determining how rent is calculated for the leaseholders at Friendship Village and League Circle Apartments.

### DEFINITION OF INCOME AND ASSETS:

I. The anticipated total income from all sources for a 12 month period of time following the effective date of the evaluation is used to determine eligibility and to determine the 3% medical deduction.

- A. Income of every family member who is on the lease shall be considered in the anticipated annual income.
- B. Monthly income is one twelfth (1/12) of annual income.

II. Assets includes, but, is not limited to lump sum amounts such as inheritances, insurance settlements, savings accounts, checking accounts, stocks, bonds, money market funds, equity in real estate properties, disposed assets for less than fair market value during the two years preceding exam/re-exam, etc.

- A. The following would not be included as assets: personal property, assets not accessible by the family, assets that are part of an active business/farming operation, etc.

III. Verification of information on the applicants statement concerning income and assets will be confirmed by written statements to the PHA by the applicant and/or household members.

- IV. Adjusted income is computed by taking the applicant/tenant's annual income less authorized deductions.

### TENANT PAYMENTS:

I. Total tenant payment shall be the higher of 30% of adjusted annual income or 10% of annual gross income.

A. The HHA has adopted a late charge of \$20.00 for delinquent rents in order to encourage tenants to fulfill their financial obligation in a timely manner under their lease to be used at the discretion of the Executive Director.

B. There is a minimum monthly base rent of \$50.00 and will be levied until a legislative change is enacted.

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II. When there is a change in family income, the following will go into effect:

- A. For a rent decreases, the adjustment will be effect the first day of the following month.
- B. If the rent increases, the adjustment will be effective the first day of the second month.
- C. If the rent increase results from a finding of intentional mis-representation of the lease or if any member of the family becomes a recipient of public assistance, the effective date will be the first of the following month.
- D. If the decrease in income is due to a lay-off, written verification of the lay-off & duration of the lay-off from the company is required from the employer.
- E. HHA will be released from any obligation to adjust the tenant's rent if any report of decrease in income in not reported within 30 days.
- F. Any increase in income by any household member must reported within five (5) working days of the increase. Failure to ~~rep~~ an increase timely may be grounds for non-renewal/cancellation of the lease.

Utility Allowances for League Circle leaseholders:

- 2 Bedroom Apartment.....\$21.00
- 3 Bedroom Apartment.....\$24.00
- 4 Bedroom Apartment.....\$27.00

These allowance will be deducted from the gross month base rent.

Charges that affect the net monthly rent which are subject to change by either a Board vote and/or any rate increase on a utility or expenditure imposed on the authority. Currently there is a TV cable fee of \$5.50 monthly, an excess usage fee of \$10.00 monthly at Friendship Village, an excess sewage charge of \$10.00 monthly at League Circle & a trash dumpster fee of \$5.00 monthly at League Circle.

As required by Section 402-a of the Continuing Resolution, which became law on January 26, 1996 (Public Law No. 104-99), rental programs must pay a monthly "minimum rent".

The Total Tenant Payment must be the greatest of:

- a. thirty percent (30%) of family monthly adjusted income
- b. ten percent (10%) of family monthly income;
- c. welfare rent, in "as-paid" states; or
- d. \$50.00 minimum monthly rent.

NUMBER OF BEDROOMS	FLAT/CEILING RENT
1	\$290.00
2	\$300.00
3	\$320.00
4	\$340.00

# OPERATION AND MANAGEMENT Response

## INDEX OF HHA POLICIES

- 1) Affirmative Action/Non-discrimination Policy
- 2) Agency Management Plan
- 3) Applicant/Application Waiting-List Policy
- 4) Disposition Policy
- 5) Drug Free Policy for Employees and Tenants
- 6) Employee Health Insurance Resolution
- 7) Grievance Policy
- 8) Investment Policy
- 9) Legal Services
- 10) Maintenance Policy and Plan (including pest control plan)
- 11) Marketing and Outreach Policy
- 12) Minority Business Enterprise (MBE) Policy
- 13) Management Information System (MIS) Policy for (EDP)
- 14) Occupancy Policy
- 15) Personnel Policy
- 16) Pet Policy
- 17) Procurement Policy
- 18) Rent/Accounts Receivable Policy and Procedures
- 19) Rent "Write-Off" Policy
- 20) Resident Initiative Policy
- 21) Sexual Harassment Policy

Copies of these policies can be found in the Huntingburg Housing Authority office and/or at the HUD Indianapolis Field Office.

This authority operates one Public Housing Program located at two scattered sites:

Friendship Village

designed for elderly & disabled individuals  
30 one bedroom units  
8 single level buildings  
contains 3 handicap accessible units

League Circle Apartments

designed as a multi-family project  
20 town-house units  
5 two story buildings  
contains 2 four-bedroom units + 8 three-bedroom units + 10 two-bedroom units

**HUNTINGBURG HOUSING AUTHORITY**  
**as of July 8, 1999**

**Organizational/Staffing Chart**

**BOARD OF COMMISSIONERS**

**Kim Doty.....Chairperson**  
**Rob Hamilton.....Vice-Chairperson**  
**Jack Amos**  
**Jerry Altstadt**  
**Valerie Morris**

**EXECUTIVE DIRECTOR**

**Gayle Dugas**

**CLERICAL**

**Hilda Small, Accounting Coordinator**

**MAINTENANCE**

**Terry Zink, Maintenance Manager**  
**Ron Drew, Maintenance Assistant**  
**Dorothy Hendrix, Cleaning Asst.**

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## **GRIEVANCE PROCEDURES**

### **Response**

As a "High Performer" the Huntingburg Housing Authority is not required to address this section in our annual plan.

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## **CAPITAL IMPROVEMENT**

## Response

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires housing authorities set forth in their Annual Plan a Capital Improvement Plan. However, after completing our 1997 CIAP Grant of \$425,693.00 in December, 1998, there are no major improvements needed at the Huntingburg Housing Authority. Another grant will be sought if the need arises, but, the high standards of HHA can now be maintained through the regular annual budget.

Sheet1!R5C16:R45C19

<b>C.I.A.P. Grant</b>			
<b>Expenditure of Funds Completed in 1998</b>			
PROJECT	STARTING BALANCE	COST	CURRENT BALANCE
<b>BEGINNING BALANCE</b>	\$425,693.00		\$425,693.00
Roofs & Shutters at FV & LCA	\$425,693.00	(\$78,580.00)	\$347,113.00
CIAP Contract Coord. Wages & Supplies	\$347,113.00	(\$10,874.13)	\$336,238.87
Ceiling fans for FV & LCA	\$336,238.87	(\$1,499.50)	\$334,739.37
Signs & Posts for FV & LCA	\$334,739.37	(\$1,830.80)	\$332,908.57
Sidewalk from LCA to 9th Street	\$332,908.57	(\$4,180.76)	\$328,727.81
Walks at #14 & 16 LCA & added spaces	\$328,727.81	(\$1,779.39)	\$326,948.42
Accessibility at FV	\$326,948.42	(\$96,695.65)	\$230,252.77
Outside lights at FV & LCA	\$230,252.77	(\$2,052.83)	\$228,199.94
Mailboxes at FV	\$228,199.94	(\$270.00)	\$227,929.94
Replacement windows at FV	\$227,929.94	(\$1,205.49)	\$226,724.45
Replace main sewer lines at FV	\$226,724.45	(\$16,500.00)	\$210,224.45
New boiler room doors at FV	\$210,224.45	(\$5,650.00)	\$204,574.45
Snowblower	\$204,574.45	(\$999.99)	\$203,574.46
Smoke alarms at FV	\$203,574.46	(\$260.27)	\$203,314.19
School bus stop at LCA	\$203,314.19	(\$1,881.24)	\$201,432.95
Sidewalk at north end of FV	\$201,432.95	(\$610.00)	\$200,822.95
Pave parking lot at FV	\$200,822.95	(\$42,365.00)	\$158,457.95
Posts for privacy fence at FV	\$158,457.95	(\$53.50)	\$158,404.45
Up-grade copier for office	\$158,404.45	(\$5,810.00)	\$152,594.45
Computer & Software	\$152,594.45	(\$15,996.96)	\$136,597.49
Playground improvements at LCA	\$136,597.49	(\$13,042.41)	\$123,555.08
Landscaping done by B & B Landscaping	\$123,555.08	(\$6,771.00)	\$116,784.08
Landscaping & Site Improvements at FV & LCA	\$116,784.08	(\$10,427.51)	\$106,356.57
Maintenance Truck	\$106,356.57	(\$14,541.25)	\$91,815.32
Air-conditioning for FV & LCA	\$91,815.32	(\$69,437.67)	\$22,377.65
Gazebos for FV	\$22,377.65	(\$4,871.40)	\$17,506.25
Snow Plow for Maintenance Truck	\$17,506.25	(\$2,863.00)	\$14,643.25
Costs paid through HHA Low-Income Checking	\$14,643.25	\$17,800.00	\$32,443.25
Install accessible shower in #19 FV	\$32,443.25	(\$625.00)	\$31,818.25
New printer for computer system	\$31,818.25	(\$895.00)	\$30,923.25
Shelves for Maintenance Building	\$30,923.25	(\$359.91)	\$30,563.34
Re-paint LCA parking lot spaces	\$30,563.34	(\$45.80)	\$30,517.54
Misc. Site & Renovation Improvement Costs	\$30,517.54	(\$3,109.54)	\$27,408.00
	\$27,408.00	\$0.00	\$27,408.00
Administrative Wages & Costs	\$27,408.00	(\$27,408.00)	\$0.00

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## DEMOLITION AND/OR DISPOSITION

PHA Identification Section, Page 23

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

## **Response**

The Huntingburg Housing Authority has no plans to demolish or dispose of any public housing property in the next year.

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## **DESIGNATED HOUSING Response**

The Huntingburg Housing Authority has no plans to designate any of our public housing property in the next year for the exclusive use of either the elderly or people with disabilities that are not already designated at Friendship Village. This decision is consistent with our Needs Assessment and the Consolidated Plan.

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**PUBLIC HOUSING CONVERSION**  
**Response**

As a "High Performer" the Huntingburg Housing Authority is not required to address this section in our annual plan.

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**HOMEOWNERSHIP**  
**Response**

As a "High Performer" the Huntingburg Housing Authority is not required to address this section in our annual plan.

13-a

**COMMUNITY SERVICE & SELF-SUFFICIENCY**  
**Response**

As a "High Performer" the Huntingburg Housing Authority is not required to address this section in our annual plan.

## **SAFETY AND CRIME PREVENTION**

### **Response**

In accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA) the Huntingburg Housing Authority has established Security Services Program. A portion of the program is currently being paid out of our regular budget, however, we have applied for a PHDEP Grant to expand our services. To date we have not been awarded the grant.

#### Summary of Program Activities:

1. Hire one security person to work approximately 10 hours per week, primarily evenings & weekends, to be conspicuous resulting in tenants feeling more secure at home.
2. Build public relations between the security person & tenants to increase trust for all law enforcement personnel.
3. Provide educational opportunities on the dangers of using and abusing alcohol/drugs.
4. Discuss crime and the punishment received for breaking the law, as well as, the respect attained from being honorable.
5. On-site counseling for those recovering from drug/alcohol abuse; on home detention; doing community service; & how to cope without turning to drugs/alcohol.

#### Our comprehensive plan includes the following components:

- (1) providing a security person who will be highly visible to all tenants reinforcing the "safe & secure" living environment expected;
  - (2) educational opportunities that will teach adults and children how to avoid or stop drug/alcohol use;
- and

- (3) reduce crime by reinforcing the fact that there is punishment for committing offenses against people and/or property.

Approximately 10 hours per week will be devoted to the presence of the security officer at the sites with other professionals providing instructional workshops on the dangers of drug and/or alcohol abuse and the resulting punishments for the crimes committed by those involved with such activities. The elements of this plan will be evident at both Friendship Village (30 single-level units for elderly/disabled residents) and League Circle Apartments (20 family townhouse units). All aspects of this program will benefit the 31 elderly/disabled residents, as well as, the 63 household members currently residing in our family units.

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SECURITY SERVICES OFFICER

Job Description

REPORTS TO: Executive Director

ISSUED May, 1999

BY: Huntingburg Housing Authority (HHA)

BASIC PURPOSE AND PHILOSOPHY: The Security Officer is responsible for ensuring a safe, secure and orderly living environment for the residents of FV & LCA. This position will work cooperatively with all tenants, employees & staff of HHA under the supervision of the Director and/or the Board of Commissioners.

QUALIFICATIONS: Must have prior and/or current experience as a law enforcement officer. The qualified individual will have a personality well oriented to people plus possess excellent communication skills. This position requires effective interaction with people of varied ethnic, religious, cultural backgrounds without prejudice. This designate must recognize the confidentiality of the position.

RESPONSIBILITIES: including, but not limited to:

1. Will work 10 to 15 hours per week as needed to ensure the safe, secure and orderly living environment of Friendship Village (FV) and League Circle Apartments (LCA).
2. The hours worked will be varied and designed to maximize the effectiveness of the assignment in order to augment the monies invested.
3. Routine "walk-thru" visits will be done at each site using these visitations as an opportunity to converse and build relationships with the tenants/guests/visitors.
4. Regular "drive-thru" tours at FV & LCA will provide the visibility of a "law enforcement" figure will encourage their compliance with HHA rules and regulations.
5. Accurate and timely completion of required paperwork is mandatory.
6. Will provide educational opportunities for tenants and their household in the physical and mental consequences of drug & alcohol abuse.
7. Will provide educational opportunities for tenants and their households on the consequences of participating in crime on or off HHA premises.
8. Ensure that tenants' social & physical living environments are not violated by others.
9. Assist the Executive Director and/or Board to ensure the effective operation of HHA.
10. Keep the Executive Director and Board apprised of all information.
11. Other duties/assignments as required by the Director and/or Commissioners.

It is the policy of HHA to provide a safe, peaceful and healthy environment for of it's employees and tenants. Each HHA employee is obligated to observe safe practices and obey all safety rules. Each HHA employee must be able to perform the essential functions of the job, which includes bending, reaching, lifting, pulling, grasping, able to climb stairs, and is generally insurable. This job description is not intended to be all inclusive. Therefore, the employee may be requested to perform other reasonable related duties assigned by the Executive Director and/or Board of Commissioners as required. HHA reserves the right to revise or to change job duties and/or hours as business requirements dictate. It is mutually agreed that the job description

does not constitute a written or implied contract of employment. It is understood that HHA reserves the right to change work schedules as required, including overtime.

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Staff Assigned to Implement Security Services Program and Designated Funds:

Gayle Dugas, Executive Director who currently supervises all activities, both financial and administrative, for the Huntingburg Housing Authority (HHA). This Director has a BS in Business Administration; 30 years of supervisory and financial experience; 11 years experience working with individuals who are developmentally disabled; successfully expedited a \$425,693 CIAP Grant for HHA in less than 18 months; sustained a HUD Administrative Review in 1998 correcting all findings within 60 days (some which had not been addressed by previous directors since 1990), as well as, passing the Public Housing Manager's training with all "high" ratings.

Grant duties will include but not limited to:

- ◆ Monitoring the budget;
- ◆ Meeting all reporting deadlines;
- ◆ Complying with all regulations;
- ◆ Hiring security personnel;
- ◆ Supervise hours & job performance of security personnel;
- ◆ Monitor all educational/training curriculum; and
- ◆ Other responsibilities that arise as the program evolves.

\_\_\_\_\_, Security Officer, will have previous experience in security/law enforcement. He/She will be able to communicate successfully with all individuals no matter their age, beliefs, cultural background, race, sex, or financial status. This person will work cooperatively with management and uphold all rules, regulations and legalities as set by HHA and HUD, as well as, local, State and Federal authorities. Duties will include but not be limited to:

- ◆ Doing "walk-thru" visitations at both sites;
- ◆ Doing "drive thru" visitations at both sites;
- ◆ Record times and activities of each routine visit;
- ◆ Notify Executive Director of all incidents;
- ◆ Complete incident report for each occurrence;
- ◆ Keep time sheet on a weekly basis for bi-weekly compensation;
- ◆ Arrange educational programs for residents with Executive Director's approval;
- ◆ Organize meetings with tenants on a regular basis for a "question & answer" discussion;
- ◆ Be available to take calls concerning misconduct at the sites if Executive Director is not available;
- ◆ Other duties that arise as program develops.

NOTE: Just in the short period of time this program has been in effect (Since May, 1999) there has been a noticeable reduction in vandalism by outside teens, physical encounters between the youth that live at the family site, altercations between the adults at the family site, consuming of alcoholic beverages out doors in front of the children, plus loitering by unwanted "visitors" to the site. Parking "illegally" has also stopped almost entirely.

## **OWNERSHIP OF PETS**

### **Response**

According to the instructions of the Interim Rule on preparing the Agency Plan, published 2/18/99, in the Federal Register, this section does not have to be submitted until HUD completes its rulemaking process. However, the Huntingburg Housing Authority is submitting the current Pet Policy being used.

#### **PET POLICY (Approved July 21, 1987)**

Section 227 of the Housing and Urban Rural Recovery Act of 1983 provides for the ownership of pets in Federally assisted rental housing built exclusively for the occupancy by the elderly and/or handicapped. The local Housing Authority can no longer have a set ban on common household pets but may set up reasonable rules.

If the residents elect to allow pets in the project, the HHA will enforce the following rules:

Common household pets: cats, dogs, fish, and caged birds for elderly/disabled tenants.

No rodents (i.e. rabbits, hamsters, mice, rats, etc) or reptiles (i.e. snakes, lizards, alligators, etc.) are allowed.

Residents are limited to one pet.

Proof of compliance with vaccination and licensing will be needed at the time of move-in and at the time of tenant recertification.

Pets must be provided with a proper diet, exercise and medical attention.

Pet owners are responsible for the care of the pet when the owner is not present.

An animal security deposit of \$100.00 will be charged for cats and dogs.

All owners of dogs and cats will be responsible for any cost incurred in dealing with a flea, tick, and/or insect infestation due to the animal.

Birds must be caged at all times.

Aquarium size is limited to a 10 gallon tank.

Cats must be spayed/neutered, have proof of annual check-up & all required shots, front paws must be de-clawed, litter box must be plastic or stainless steel, there must be no litter odor, used/soiled litter must be disposed of in air-tight containers.

Dogs must be spayed/neutered, have current township license, adult weight cannot exceed 20 pounds, have proof of annual check-up and required shots, when walking/exercising the animal all fecal matter must be picked up & disposed of in air-tight containers in the trash, it must be bathed/groomed on a regular basis, if noise becomes an issue the HHA may require removal of animal or loss of tenancy.

Pets are to be kept in the units....they are not to run/roam free or be chained outside.

This policy will not apply to pets at Friendship Village before 7/21/87.

HHA may require the removal of pets whose conduct or condition is duly determined to constitute a nuisance or a threat to the health or safety of the other residents or the community. HHA will require the removal of any additional pets if more than one pet is in residence.

## **CIVIL RIGHTS CERTIFICATION**

## Response

The Huntingburg Housing Authority does hereby agree and certify that it will carry out this Agency Plan (both the Five-Year Plan and the Annual Plan) in compliance with applicable civil rights requirements and will affirmatively further fair housing. We will comply with the Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the American with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition.

Signature: \_\_\_\_\_  
Gayle Dugas, Executive Director

Date: \_\_\_\_\_

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## **ANNUAL AUDIT** **Response**

In compliance with the instructions of the Interim Rule on preparing the Agency Plan (published 2/18/99 in the Federal Register), our annual audit is not being submitted with this document.

The Indianapolis HUD Field Office already has a copy of the last audit done for the Huntingburg Housing Authority in their possession. We are currently in the midst of an annual audit which will be finalized in the near future. When the auditor returns her report to this office a copy will be forwarded to the Field Office for their files.

18-a

## **ASSET MANAGEMENT**

### **Response**

The Huntingburg Housing Authority characterizes asset management as the administration of equity in a manner that maximizes its worth that best fulfills the mission of the authority in providing services to the residents and the community.

Along with following the Investment Policy which ensures the safety and growth of the financial assets of HHA, the property and equipment will be maintained with a method of quality assurance to ensure that the value will not depreciate.

### **INVESTMENT POLICY**

The Huntingburg Housing Authority shall invest all available funds in those investment securities approved by HUD and State law to maximize the investment income of HHA and to avoid penalties for early withdrawal of investments caused by insufficient cash flow.

The use of Money Market Accounts and Certificates of Deposits will be utilized as a safe and profitable source of investment income. The Executive Director, Chairman and Vice-Chairman of the Board of Commissioners will be authorized to execute approved investment transactions for the Huntingburg Housing Authority.

A monthly report to the Board of Commissioners will chronicle the interest income from all investments and will be used as documentation for the reporting of income to HUD as required in annual budget and year-end submissions.

The Certificates of Deposit will be kept in a lock-box located at the First Bank of Huntingburg and will renew annually. The Money Market account is balanced monthly and is maintained at the First Bank of Huntingburg. All transactions in and out of this account is reported monthly to the Board of Commissioners by the Executive Director.

As approved by Resolution 10-98, this investment police is adopted with unanimous approval by the Board of Commissioners on October 7, 1998.

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## **RESIDENT & PUBLIC COMMENTS**

### **Response**

The Huntingburg Housing Authority established a Resident Advisory Board to assist the Executive Director and the Board of Commissioners in compiling the Agency Plan. The members are:

- ⇒ Ms. Camilla Huff, Representative for the family units located at League Circle Apartments. Ms. Huff is an active tenant who always responds to questionnaires and requests for input for Grant Applications. She is the mother of two children and is a long-time resident at LCA.
- ⇒ Ms. Sandra Lents is the Representative for the individuals who are disabled and living at Friendship Village. She is an ardent participant in all activities provided who has lived here since 1989.
- ⇒ Ms. Evelyn Mathies represents the senior population that lives at Friendship Village. Always an involved member of our little community, she provides a thoughtful voice to all proceedings.

20-a

1102 Friendship Village  
Huntingburg, IN 47542  
812-683-2513 (phone & fax)  
[huntha@psci.net](mailto:huntha@psci.net)

## Huntingburg Housing Authority (HHA)

July 13, 1999

Mayor Gail N. Kemp  
Huntingburg City Hall  
P. O. Box 10, 503 East Fourth Street  
Huntingburg, IN 47542

RE: 1999 Agency Plan

Dear Mayor Kemp;

In accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA) the Huntingburg Housing Authority has drafted our Agency Plan. This Plan consists of a Five-Year Plan and an Annual Plan.

These Plans will provide the framework HHA will follow to ensure compliance with HUD's requirements and meet the principles set forth in the State Consolidated Plan. Since you are familiar with the Consolidated Plan which all cities the size of Huntingburg must emulate.

Enclosed please find a copy of the Huntingburg Housing Authority's Agency Plan for your approval. It is imperative to the success of this undertaking that our plan is consistent with the State Consolidated Plan. *Your certification that HHA's plan meets all the criteria set forth is essential.*

**Your signature below will acknowledge that the Huntingburg Housing Authority's 1999 Agency Plan is consistent with the State Consolidated Plan in your best judgement.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Mayor Gail N. Kemp

Sincerely,

Gayle Dugas  
Executive Director.

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## CONSOLIDATED PLAN CERTIFICATION

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### Response

In addition to certification from the Mayor of Huntingburg, IN, a copy of Huntingburg Housing Authority's 1999 Agency Plan has been forwarded to Sheryl Sharpe at the Indiana Housing Finance Authority for certification.

A copy of the 1999 Agency Plan has also been made available to local social service agencies and citizen organizations.

The following schedule has been established to ensure the timeliness deadlines are met, per QHWRA, for housing authorities whose year-end date is December<sup>31</sup>

Agency Plan completed by July 15, 1999;  
First meeting with Resident Advisory Board 7/15/99;  
Media notification of schedule by 7/15/99;  
Public posting of 30 day viewing availability by 7/15/99;  
45 Day Notification of public hearing by 8/15/99;  
Public hearing set for October 6, 1999 at 6 PM; and  
Deadline date October 15, 1999 for Agency Plan to HUD Field Office in Indianapolis.

**NOTE:**

***Written certification was received September 7, 1999, from Sheryl M. Sharpe, Development Manager, IHFA (OMB Approval No. 2577-0226).***

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**RESIDENT ADVISORY BOARD MEETING**

July 15, 1999

11:30 AM

Community Room of HHA Administration Building  
1102 Friendship Village  
Huntingburg, IN

**MINUTES**

Members present: Ms. Evelyn Mathies, Representative for Elderly Residents  
Ms. Camilla Huff, League Circle Apartments Representative  
Ms. Gayle Dugas, Executive Director

Absent: Ms. Sandra Lents, Representative for the Disabled Residents

The members of the Resident Advisory Board were provided with copies of the first draft of the 1999 Agency Plan. Each person present read the plan and noted grammatical and wording inaccuracies which will be corrected by the Executive Director.

The Advisory Board members indicated that the Plan was comprehensive and did not make any changes in the subject matter.

However, it was unanimously agreed upon that the shortage of affordable housing for families in this area was of major importance. The members hoped that others in the community-at-large would be willing to work harder in assisting low-income individuals and families in acquiring satisfactory living conditions.

Minutes taken and recorded by Gayle Dugas.

