

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

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**

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Angola

PHA Number: IN36P039001

PHA Fiscal Year Beginning: 01/2000

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 2000 - 2004

[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.

X The PHA's mission is:

The mission of the Angola Housing Authority is to provide adequate, affordable Housing for the families and individuals we serve, and to promote economic opportunity and a suitable living environment for our residents, without discrimination.

B. Goals

Goal One: Apply housing authority resources to the efficient and effective management and operation of public housing programs, taking into account changes in federal funding.

Objectives:

1. HUD shall recognize the Angola Housing Authority as a high performer by December 31, 2004.
2. The Angola Housing Authority shall make our public housing units more marketable in the community as evidenced by an increase in advertising of both facilities we operate.
3. The Angola Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Goal Two: Reduce vacancies at our hi-rise facility, Elliott Manor

Objectives:

1. The Angola Housing Authority shall attain an occupancy percentage of at least 90% at Elliott Manor by December 31, 2004.
2. The Angola Housing Authority shall develop an aggressive marketing strategy for Elliott Manor using radio, public television and other media.

3. The Angola Housing Authority shall conduct a resident survey at Elliott Manor to solicit input for programs and amenities desired by our residents, and use the results to implement positive changes,

Goal Three: Promote Economic Opportunity for our residents by seeking problem solving partnerships with residents, community and government leadership.

Objectives:

1. The Angola Housing Authority shall establish at least one new program or partnership with a community-based agency or entity by December 31, 2004.
2. The Angola Housing Authority shall conduct a resident survey at Northlake Manor to determine what types of self-sufficiency programs the residents want and in which they will actively participate.
3. The Angola Housing Authority shall explore available resources for implementing self-sufficiency programs for our residents, and make application for at least two grants to fund such programs by December 31, 2004.

Annual PHA Plan PHA Fiscal Year 2000

[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)]

The Angola Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

We have adopted four local preferences-for applicants that live or work in Angola, for working families (seniors and people with disabilities automatically get this preference), a broad range of income preference to balance applicants of relatively higher incomes with those whose income is less than 30% of our area median income, and a veteran's preference.

We are developing an aggressive screening program for public housing to ensure to the best of our ability that new admissions will be good neighbors. Our screening practices will meet all fair housing requirements.

Applicants will be selected from the waiting list by preference and in order of the date and time they applied.

We have established a minimum rent of \$25.00

We are planning to adopt optional income disregards for residents who are employed full-time.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

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
Yes	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes	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
Yes	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
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Yes	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
Not applicable	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Public housing rent determination policies, including the methodology for setting public housing flat rents X <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Yes	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Not applicable	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Yes	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
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Not applicable	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Yes	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
Yes	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Yes	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
Not applicable	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
Not applicable	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Not applicable	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Not applicable	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
Not applicable	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Not applicable	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Not applicable	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Not applicable	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Not applicable	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

Table Library

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Not applicable	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Yes	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1995 State Plan; 1998 DRAFT
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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	42	100%	56.75
Extremely low income <=30% AMI	26	62%	

Housing Needs of Families on the Waiting List			
Very low income (>30% but <=50% AMI)	14	33%	
Low income (>50% but <80% AMI)	2	5%	
Families with children	33	78%	
Elderly families	9	21%	
Families with Disabilities	2	5%	
Race/ethnicity	1-Black	2%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)	42		
1BR	9	21%	
2 BR	18	43%	
3 BR	15	36%	
4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

We do **not** have a strategy for addressing our community's housing needs in the upcoming year.

We lack the resources to address our housing needs. Neither the Angola Housing Authority

nor the Federal Government has the resources necessary to accomplish our objective. The only practical thing we can do is to apply for the grant opportunities made available by the US Department of Housing and Urban Development over the course of the next year. Whenever possible, within the realm of our **limited** staff ability and resources, we will respond to HUD NOFA's (Notices Of Funding Availability) to increase the amount of available housing in Angola.

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

- Lack of time and resources to conduct a thorough needs assessment in the limited time available to meet our plan submission deadline.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	Unknown	
b) Public Housing Capital Fund	Unknown	
c) HOPE VI Revitalization	None	
d) HOPE VI Demolition	None	
e) Annual Contributions for Section 8 Tenant-Based Assistance	None	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	None	
g) Resident Opportunity and Self-Sufficiency Grants	None	
h) Community Development Block Grant	None	
i) HOME	None	
Other Federal Grants (list below)		
1999 Public Housing Operating Subsidy (obligated)	113,125	Public Housing Operations
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing Capital Fund 1999	298,825	Public Housing Operations
3. Public Housing Dwelling Rental Income	354,987	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
Investment Income	15,220	Pub. Hsg. Operations
Entrepreneurial Activities	5,660	Pub. Hsg. Operations
4. Non-federal sources (list below)		
Total resources	787,808	Pub. Hsg. Operations

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. The policies governing eligibility, selection, and admission in the Angola Housing Authority's Public Housing Program are found in section 5, Operations, of this Annual Plan. They contain all the relevant policies required under this Section of the Annual Plan. The title of this policy is the Admissions and Continued Occupancy Policy (ACOP).

(1) Eligibility

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

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

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

Other: (describe)

Non-financial eligibility factors such as credit references, rental history, and household composition are verified at application. Income eligibility is verified within approximately one month of being offered a unit, and other eligibility factors are reaffirmed at that time.

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

Criminal or Drug-related activity

Rental history

- Housekeeping
- Other (describe)
Credit References

- 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)

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

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

0

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?

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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.

2 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)

- 1 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 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
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

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

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

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

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).

WE DO NOT ADMINISTER SECTION 8

(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)
- 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)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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.

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. The Angola Housing Authority administers the Public Housing Program.

(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.

We are retaining the calculation of rent payment at greater of 30% or adjusted monthly income, 10% of monthly income, or shelter rent.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly

income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

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

We are allowing a hardship exemption for persons who provide verification of a medical condition/situation.

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)

- 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:

X Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

1. 7.65% deduction for household members employed full-time (full-time

defined as 35 hours or more per week employment)

- 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)
 1. For child support paid by a household member for a child/children not living in the assisted unit.
 2. Medical insurance premiums in excess of 3% of gross income paid by household members who are employed full-time.

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____

X Other (list below)

Any time a family experiences an income increase that will result in a rent increase of \$25.00 or more.

g. Yes **X** 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
- X** Other (list/describe below)
Section 8 Fair Market Rents for our jurisdiction

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).**

WE DO NOT ADMINISTER SECTION 8 TENANT BASED ASSISTANCE.

(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)

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

As a small, non-troubled housing authority, we are not required to complete this section of the Annual Plan according to the February 18, 1998 Interim Rule.

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:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance (NOT APPLICABLE)

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-OR-

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

Table Library

Component 7

Capital Fund PHA Plan

Program Annual Statement

Parts I, II, and II

Annual Statement

Table Library

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number **IN36P03990699** FFY of Grant Approval: 08/1999

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	298,825.00
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	298,825.00
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

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
HA-Wide	Public Housing Operations	1406	298,825

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)
HA-Wide	06/30/2001	12/31/2002

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

- 1. Development name:
- 2. Development (project) number:
- 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.79 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (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 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.)

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:

<p>2. Designation type:</p> <p>Occupancy by only the elderly <input type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)</p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
--

1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <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 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.)

As a small, non-troubled housing authority we are not required to complete this section of the Annual Plan according to the February 18, 1999 Interim Rule.

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:
(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

Part of the development

Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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.

As a small, non-troubled housing authority we are not required to complete this section of the Annual Plan according to the February 18, 1999 Interim Rule.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

(select all that apply)

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

As a small, non-troubled housing authority not participating in PHDEP we are not required to complete this Section of the Annual Plan according to the February 18, 1999 Interim Rule.

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? N/A
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 903.79 (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.

As a small, non-troubled housing authority, we are not required to complete this Section of the Annual Plan according to the February 18, 1999 Interim Rule.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.79 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name) Agency Plan Comments.doc

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- X Other (list)Not Applicable-No Volunteers came forward

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: State of Indiana

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)

- X 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)
1. Certification from the Indiana Housing Finance Authority is included in our plan, and a paper copy will be submitted to our Local HUD Office.
- Other: (list below)

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

- a. Certification of consistency with the State's consolidated plan.

D. Other Information Required by HUD

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

1. Definition of Substantial Deviation and Significant Amendment or Modification: Substantial deviations or significant amendments or

modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

Attachments

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

ATTACHMENT A: Resident Comments

ATTACHMENT B:

Table Library

Component 7

Capital Fund PHA Plan

Program Annual Statement

Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number **IN36P03990699** FFY of Grant Approval: 08/1999

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	298,825.00
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	298,825.00
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

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
HA-Wide	Public Housing Operations	1406	298,825

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)
HA-Wide	06/30/2001	12/31/2002

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IN 039	PHA-WIDE	15	8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Technical assistance to prepare specifications and administer work progress			N/A	2000-2004
Computer Equipment and software upgrades			N/A	2000
Telecommunications equipment upgrade			N/A	2001
Total estimated cost over next 5 years			N/A	

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management	
Development Identification	Activity Description

Name,
Number,
and
Location

Number
and
Type of
units
Capital
Fund
Program
Parts II and
III

*Component
7a*
Developme
nt

Activities
*Component
7b*
Demolition
/

disposition
*Component
8*

Designated
housing
*Component
9*

Conversion

*Component
10*

Home-
ownership
*Component
11a*

Other
(describe)
Component

Table Library

AGENCY PLAN
PUBLIC COMMENTS AND RESPONSE

The following are comments made concerning our Agency Plan and the housing authority's response to those comments:

1. Comment: Cable TV should be installed as an option for tenants.
Response: Board will not allow cable tv to be installed at its property. This is a luxury, not a necessity.
2. Comment: Would like to see the dead shrubs and old shrubs removed, and replaced with flowers, and mulch around the bushes.
Response: We will try to address this in the spring with any available resources.
3. Comment: I wish Ivywood Court could be kept just for adults.
Response: Ivywood Court is located in a family development, and we can NOT discriminate. Families must be housed in any available unit in conformance to family sized. We will **not** segregate any portion of our housing developments.
4. Comment: Would like to have kitchen countertops replaced at Northlake Manor, and new sink and drain fixtures to replace rusty ones.
Response: Replacement of countertops is in our capital improvement plan for fiscal year 2000. Kitchen and bathroom fixture replacement are in the capital improvement plan for year 2000.
5. Comment: New ranges and kitchen sink faucets at Elliott Manor are needed. (4 comments)
Response: These items are included in the Capital Improvement Plan for 2000.
6. Comment: Replace caulking where needed.
Response: This is being done as units turn over, and as work orders are placed by tenants in possession.
7. Comment: Air conditioning in the hallways at Elliott Manor (6 comments)
Response: This has been investigated in the past and cost was prohibitive! Will investigate the possibility of adding a "chiller" to the present air handler as an alternative, depending on cost and available resources.
8. Comment: Repaint apartments for tenants after they have lived here a long time.
Response: Our goal is to repaint apartments every seven years. However, lack of help has been an ongoing problem. We will consider as a goal in

- our annual plan next year trying to improve in this area.
9. Comment: Don't see a need for carpet replacement at Elliott Manor, but do need to replace flooring in the elevators.
Response: We replaced the elevator flooring in 1999.
10. Comment: Rental lockers for garden tools and supplies at Elliott Manor, and Improve the garden soil (2 comments).
Response: There is no space for rental lockers, and only two tenants have this need. Space has been provided in the refuse room to store these items.
11. Comment: Build a gazebo or pavilion on the west side of the building at Elliott Manor for cookouts.
Response: This is a luxury, not a necessity. We may consider it at a later date if funds are available after necessary improvements are made at both of our facilities.
12. Comment: Improve "curb appeal" at both properties (two comments).
Response: This is a goal in our annual plan, for marketing our properties.
13. Comment: A new Resident Directory in the lobby at Elliott Manor would be helpful to visitors.
Response: The current directory may be improved. This is not as high priority as other items , but may be considered in future years.
14. Comment: Chairs in the dining room at Elliott Manor need to be repaired or Replaced.
Response: This is certainly needed and will be considered if funds remain from other work items slated for 2000. If we can not do this in 2000, we will add it to priority items for 2001 capital improvements.
15. Comment: Install fluorescent lighting under kitchen cabinets and in bathrooms.
Response: Fluorescent lighting is included in our capital improvement plan over the next five years.
16. Comment: Do something about the trash room at Elliott Manor:
Response: Replacement of the trash compactor is in our capital improvement plans within the next five years.
17. Comment: Replace all electric motors in boiler room at Elliott Manor.
Response: The boiler room pumps and motors were repaired and replaced in 1991, and are inspected regularly. Replacement is not necessary at this time.

18. Comment: Run the Generac Generator four times per year, so that diesel fuel does not turn to sludge.
- Response: The generator is programmed to run once per week, and is working properly. Annual maintenance is performed as well by a qualified contractor.
19. Comment: Pipe soft music into the dining room and foyer at Elliott Manor during the noon hour.
- Response: This is a luxury and while it is a nice idea, money is needed more for other improvements.

ANGOLA HOUSING AUTHORITY

GRIEVANCE PROCEDURE

1. Applicability

- A. The Angola Housing Authority (AHA) grievance procedure is applicable to all individual grievances between the resident and the AHA. It excludes any grievance concerning an eviction or termination of residency based upon a resident's creation or maintenance of a threat to the health or safety of other residents or AHA employees, or any drug-related criminal activity on or near the AHA's public housing premises.
- B. The AHA grievance procedure is not applicable to disputes between, nor is it intended as a forum for initiating or negotiating policy changes between, a group or groups of residents and the AHA's Board of Commissioners. This grievance procedure is not applicable to disputes not involving the AHA, or involving class grievances.

2. Requirements

These regulations shall be made a part of all residents' dwelling lease.

3. Definitions

For the purpose of this grievance procedure, the following definitions apply:

- A. "Grievance" shall mean any dispute that a resident may have with respect to AHA action or failure to act in accordance with the individual resident's lease or AHA regulations that adversely affect the individual resident's rights, duties, welfare or status.
- B. "Complainant" shall mean any resident whose grievance is presented to the Angola Housing Authority's office.
- C. "Elements of Due Process" shall mean an eviction or termination of tenancy in a state of local court in which the following procedural safeguards are required:
 - (1) Adequate notice to the resident of the grounds of terminating the tenancy and for eviction;
 - (2) Opportunity for the resident to examine all relevant documents, records,

and regulations of the AHA prior to the trial for the purpose of preparing a defense;

- (3) Right of the resident to be represented by counsel;
- (4) Opportunity for the resident to refute the evidence presented by the AHA, including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have; and
- (5) A decision on the merits.

D. “Hearing Officer” shall mean a person selected to hear grievances and render a decision.

E. “Hearing Panel” shall mean a panel selected to hear grievances and render a decision.

F. “Resident” shall mean any adult person(s) other than live-in aide who resides in the unit and who executed the lease with the AHA as lessee of the dwelling unit, or if no such person now resides in the unit, the remaining head of household of the tenant family now residing in the dwelling unit.

4. Informal Settlement of Grievance

Any grievance can be presented personally, either orally or in writing to the Angola Housing Authority office, within (10) ten days from the date of the occurrence causing the grievance, so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within the (10) working days and one copy shall be given to the resident and one retained in the AHA’s resident file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons, and shall specify the procedures by which a hearing may be obtained if the complainant is not satisfied.

5. Procedure to Obtain a Hearing

A. Request for Hearing: The complainant shall submit a written request for a hearing to the Executive Director of the AHA within five (5) calendar days after receipt of the summary of discussion. The written request shall specify:

- (1) The reason for the grievance, and
- (2) The action or relief sought.

- B. Selection of Hearing Officer or Hearing Panel: Grievances shall be presented before a hearing officer or hearing panel. A hearing officer or hearing panel shall be selected as follows:

The hearing officer shall be an impartial, disinterested person selected jointly by the AHA and the complainant. If the AHA and the complainant cannot agree on a hearing officer, they shall each appoint a member of the hearing panel; these appointed members shall select a third member. If the members appointed by the AHA and the complainant cannot agree on a third member, such member shall be appointed by an independent arbitration organization or by other third party agreed upon by the AHA and the complainant.

- C. Failure to Request a Hearing: If the complainant does not request a hearing in accordance with this paragraph, then the AHA's disposition of the grievance shall become final, provided that failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the AHA's action in disposing of the complainant in an appropriate judicial proceeding.
- D. Hearing Prerequisite: All grievances shall be presented personally, either orally or in writing, pursuant to the informal procedure outlined above as a prerequisite to a formal hearing. If the complainant can show good cause why he/she failed to follow the informal procedure, it may be waived by the hearing officer or hearing panel.
- E. Escrow Deposit: Before a hearing is scheduled in any grievance involving the amount of rent the AHA claims is due, the complainant shall pay to the AHA the amount of rent due and payable as of the first of the month Proceeding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by the decision of the hearing officer or hearing panel. These requirements may be waived by the AHA in extenuating circumstances. Unless so waived, the failure to make such payments shall result in a termination of the grievance.
- F. Schedule of Hearings: Upon complainant's compliance with paragraphs (A), (D) and (E) of this section, a hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the complainant and the AHA. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and the appropriate AHA official.

6. Procedure Governing the Hearing

- A. The hearing shall be held before a hearing officer or hearing panel, as appropriate.
- B. The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:
 - (1) The opportunity to examine and copy, at complainant's expense, all documents, records and regulations of the AHA that are directly relevant to the hearing;
 - (2) The right to be represented by counsel or other person chosen as his/her representative, and to have such person make statements on his/her behalf;
 - (3) The right to a private hearing unless the complainant requests a public hearing;
 - (4) The right to present evidence and arguments in support of his/her complaint, to controvert evidence relied on by the AHA or project management, and to confront and cross-examine all witnesses on whose testimony or information the AHA relies; and
 - (5) A decision based solely and exclusively upon the facts presented at the hearing.
- C. The hearing officer or hearing panel may render a decision without proceeding with the hearing, if the hearing officer or hearing panel determines that the issue has been previously decided in another proceeding.
- D. If the complainant fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for a period not to exceed five (5) business days or may make a determination that the party has waived his/her right to a hearing. Both the complainant and the AHA shall be notified of the determination by the hearing officer or hearing panel, provided that a determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest the AHA's disposition of the grievance in an appropriate judicial proceeding.
- E. At the hearing, the complainant must first make a showing of an entitlement to

the relief sought; the AHA must sustain the burden of justifying the AHA action or failure to act, against which the complaint is directed.

- F. The hearing shall be conducted informally by the hearing officer or hearing panel and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer or hearing panel shall require the AHA, the complainant, counsel, and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
- G. The complainant or the AHA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

7. Decision of the Hearing Officer or Hearing Panel

- A. The hearing officer or hearing panel shall prepare a written decision together with reasons within two weeks after the hearing. A copy of the decision shall be retained in the resident folder. A copy of the decision with all names and identifying references deleted, shall also be maintained on file by the AHA and made available for inspection by a prospective complainant, his representative, or the hearing panel or hearing officer.
- B. The decision of the hearing officer or hearing panel shall be binding on the AHA which shall take all actions or refrain from any actions necessary to carry out the decision, unless the AHA Board of Commissioners determines within 30 days and promptly notifies the complainant of its determination that:
 - (1.) The grievance does not concern AHA action or failure to act in accordance with or involving the complainant's lease or AHA regulations which adversely affect the complainants rights, duties, welfare or status; or
 - (2) The decision by the hearing officer, hearing panel is contrary to applicable Federal, State or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and AHA.
- C. A decision by the hearing officer, hearing panel, or Board of Commissioners in favor of the AHA which denies the relief requested by the complainant may have the right to a trial "de novo" or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

8. AHA Eviction Actions

When the AHA is required to afford the tenant the opportunity for a hearing under the AHA's grievance procedure for a grievance concerning the lease termination, the tenancy of the complainant shall not terminate, even if any notice to vacate under State or local law has expired, until the time for the tenant to request a grievance hearing has expired, and if a hearing was **timely** requested by the tenant, the grievance process has been completed. If the hearing officer or hearing panel upholds the AHA action to terminate the tenancy, the AHA shall not begin an eviction in a State or Local court until it has served a notice to vacate on the resident. Such notice to vacate must be in writing and specify that if the tenant fails to vacate the premises within the applicable statutory period or on the termination date stated in the notice of termination, whichever is later, appropriate action will be brought against him/her. Complainant may be required to pay court costs and attorney fees for such action.

**ADMISSIONS AND CONTINUED OCCUPANCY
POLICY
FOR
THE HOUSING AUTHORITY
OF THE
CITY OF ANGOLA**

Revised 10-1-99
Effective 11-1-99

PART 1. DEFINITIONS

1. Adjusted Income: Annual Gross Income Less:
 - a. \$480 for each Dependent, (Refer to definition #8)
 - b. \$400 for any Elderly Family, (Refer to definition #13)
 - c. Medical expenses in excess of three percent of Annual Income for any Elderly Family. (Refer to definition #24)
 - d. Child Care Expenses, (Refer to definition #5)
 - e. Child Support paid for a minor child not in the household
 - f. Social Security tax deducted from Wage Income of 7.65% for persons employed full-time (refer to definition #19)
 - g. Health Insurance premiums paid for household members in excess of three percent of Annual Income for persons employed full-time (refer to definition # 19)

2. Alien: Reserved

3. Annual Income:
 - A. Annual Income is the anticipated total income from all sources received by the Family head and spouse (even if temporarily absent) and by each additional member of the Family, including all net income derived from assets, for the 12-month period following the effective date of initial determination or reexamination of income, exclusive of income that is temporary, non-recurring or sporadic as defined in paragraph (C.1) of this section, and exclusive of certain other types of income specified in paragraph (C. 2, 3, 4) of this section.

 - B. Income includes, but is not limited to:
 1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
 2. The net income from operation of a business or profession (for this purpose, expenditures for business expansion or amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine net income from a business);
 3. Interest, dividends, and other net income of any kind from real or personal property (for this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). Where the Family has Net Family Assets in excess of \$5,000, Annual income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate as determined by HUD;
 4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment other than social security or SSI;
 5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay;
 6. Welfare Assistance.
 - a. If the Welfare Assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare

Assistance agency in accordance with the actual cost of shelter and utilities, the amount of Welfare Assistance income to be included as income shall consist of:

- (i.) the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus,
- (ii.) the maximum amount the Welfare Assistance agency could in fact allow the Family for shelter and utilities. If the Family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (B)6.(ii) shall be the amount resulting from one application of the percentage;

b. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

c. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.

7. Periodic and determinable allowance, such as alimony and child support payments, and regular contributions and gifts received from persons not residing in the dwelling;

8. All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the Family, spouse, or other person whose dependents are residing in the unit,

C. Annual Income does NOT include:

1. Temporary, non-recurring or sporadic income such as the following:
 - a. Casual, sporadic or irregular gifts;
 - b. Amounts that are specifically received for, or in reimbursement of, the cost of Medical Expenses;
 - c. Lump-sum additions to family assets, such as inheritances, insurance payments, (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal property losses. (See definition #28; although these are not counted as income, some may be counted in determining Net Family Assets and income derived thereof.)
 - d. Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the Government to a veteran for use in meeting the costs of tuition, fees, books, and equipment. Any amounts of such scholarships, or payments to veterans, not used for the above purposes that are available for subsistence are to be included in income; and
 - e. The hazardous duty pay to a Family member in the Armed Forces away from home and exposed to hostile fire.
2. Income from employment of children (including foster children) under the age of 18 years;
3. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
4. Adoption assistance payments in excess of \$480 per adopted child;
5. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
6. Income of a live-in aide;

7. Amounts received under training programs funded by HUD;
8. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
9. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
10. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
11. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
12. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
13. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 USC 1437t), or any comparable Federal, State or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
 - a. Comparable Federal, State or local law means a program providing employment training and supportive services that :
 - i. Is authorized by a Federal, State or local law;
 - ii. Is funded by the Federal, State or local government;
 - iii. Is operated or administered by a public agency, and
 - iv. Has as its objective to assist participants in acquiring employment skills.
 - b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
 - c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
14. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. This exclusion (paragraph 15) will not apply for any family who concurrently is eligible for exclusion #14. Additionally, this exclusion is only available to the following families:
 - a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
 - b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
 - c. Families who are or were, within 6 months, assisted under a State TANF program.

15. Amounts received by the family in the form of refunds or rebates under a State or local law for property taxes paid on the dwelling unit;
16. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
17. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the 1937 Act. The following types of income are subject to such exclusion:
 - a. Relocation payments made under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4621-4993);
 - b. Payments to volunteers under the Domestic Volunteer Service Act of 1973 (42 USC 4951-4993);
 - c. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 USC 2011-2029);
 - d. Payments received under the Alaska Native Claims Settlement Act (43 SC 1626(a));
 - e. Income derived from certain submarginal land of the United States that is held in trust for certain Indian Tribes (25 USC 1552 (b));
 - f. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 USC 8621-8629);
 - g. Payments received from the Job Training Partnership Act (29 USC 1552 (b));
 - h. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504); and
 - i. The first \$2000.00 of per capita shares received from judgement funds awarded by the Indian Claims Commission or the Court of Claims (25 USC 1407-1408), or from funds held in trust for an Indian Tribe by the Secretary of the Interior (25 USC 117);
 - j. Amounts of scholarships awarded under Title IV including Work Study;
 - k. Payments received under the Older Americans Act of 1965;
 - l. Payments from Agent Orange Settlement;
 - m. Payments received under the Maine Indian Claims Act;
 - n. The value of child care under the Child Care and Developmental Block Grant Act of 1990; or
 - o. Earned income tax credit refund payments;
 - p. Payments for living expenses under the Americorps Program.
18. Permissive income inclusions adopted by Angola Housing Authority Board
 - a. Child Support paid for minor children not in household;
 - b. Social Security tax deducted from wage income of 7.65% for persons employed full-time (refer to definition #19);
 - c. Health Insurance premiums paid for household members in excess of 3% of gross annual income for persons employed full-time (refer to definition #19).

If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a re-determination at the end of the shorter period.

4. Ceiling Rent: The concept of Ceiling Rents is to provide a "cap" or maximum rent for higher income families. The intention is to attract and retain higher income families in order to create a broad range of incomes and more diverse tenant body. Ceiling Rents will be the tenant rent based on unit size and equal to the HUD Fair Market Rents established for our locality

5. Child Care Expense: Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to be gainfully employed or to further his or her education. The amount deducted shall reflect reasonable charges for child care, and in the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

6. Citizenship/Eligibility Status: To be eligible each member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 USC 1436a(a)).
 - A. Family eligibility for assistance:
 1. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
 2. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance, if all of the conditions below are met:
 - a. The family was granted continuation of assistance before November 29, 1996;
 - b. The family's head or spouse has eligible immigration status, and
 - c. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.
 3. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

7. Community Service: Community Service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, or/and increase the self-responsibility of the resident within the community in which the resident resides. Political activity excluded. Our community is defined as the City of Angola.

Exempt individuals from Community Service are an adult who is:

 - A. 62 years or older;
 - B. Is a person with vision impairment or other person with disabilities, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1);1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;
 - C. Is engaged in a work activity as defined under section 407(d) of the Social Security Act (42 U.S.C. (d), as in effect on and after July 1, 1997);
 - D. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or
 - E. Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program

8. Dependent: A member of the Family household (excluding foster children) other than the Family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a full-time student.

9. Disabled Person: A person under a disability as defined in Section 223 of the Social

Security Act (42 USC 423) or in Section 102 of the Developmental Disabilities Services Facilities Construction Amendments of 1970 (42 USC 2691 (1)). Section 223 of the Social Security Act defines disability as:

- A. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
- B. In the case of an individual who has attained the age of 55 and is blind (within the meaning of “blindness” as defined in Section 416 (I) (1) of this Title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.

Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines Disability as:

...a disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of Health Education and Welfare to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen, which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual.

- 10. Displaced Family: A displaced family is a family in which each member, or whose sole member has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- 11. Economic Self Sufficiency Program: Any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, employment training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).
- 12. Effective Date: The “effective date” of an examination or reexamination refers To: (a) in the case of an examination for admission, the effective date of initial occupancy, and (b) in the case of reexamination of an existing tenant, the effective date of the re-determined Total Tenant Payment.
- 13. Elderly Family: A family whose head or spouse (or sole member) is a person who is Elderly, Disabled or Handicapped Person. It may include one or more such persons living with another person who is determined to be essential to his or her care.
- 14. Elderly Person: A person who is at least 62 years of age.
- 15. Extremely Low-Income Family: A Family whose Annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 30 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high

or low family incomes.

16. Family: “Family” means: (A) two or more persons who are either related by blood, marriage, or operation of law, and whose income and resources are available to meet the family’s needs, or (B) an Elderly Family, or Single Person as defined in this part, or (C) the remaining member of a tenant family who is capable of upholding the provisions of the lease other than a minor, or (D) a Displaced Person. Children *temporarily* absent from the home due to placement in foster care are considered family members. Unborn children and children in the process of being adopted are considered family members for the purposes of determining bedroom size but are not considered family members for determining income limit.
17. Flat-Rent: A flat rent is the amount of tenant rent based on the market value of the unit, as determined by the PHA. The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient. Flat rents based on unit size will be equal to the HUD Fair Market Rents established for our locality.
18. Fraud: “Fraud” means false statements and/or misrepresentations made by an applicant, tenant, or member of tenant’s household regarding income, assets, benefits, family composition, or any other factor that affects eligibility for subsidized housing, which results in the tenant’s paying less rent, or the PHA’s overpaying rental assistance or utility allowance. Fraud includes any fraud as defined under any Federal or State civil or criminal statute as well as any deliberate misrepresentations to the PHA by the applicant, tenant, or member(s) of the tenant’s household.
19. Full-Time Employment: Full-time employment is defined work that average 30 hours per week or more, for which wages are received that are countable under the definition of annual income (refer to definition #1).
20. Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school as well as an institution offering college degree.
21. Handicapped Person: A person having a physical or mental impairment that (1) is expected to be of long-continued and indefinite duration, and (2) substantially impedes his ability to live independently, and (3) is of such nature that such ability could be improved by more suitable housing conditions (All three conditions must be met).
22. Head of Household: The head of the household is the person who assumes legal and moral responsibility for the household.
23. Low-Income Family: A Family whose Annual Income does not exceed 80 Percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than the 80 percent of median income for the area on the basis of its finding that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes.
24. Medical Expenses: Those medical expenses, including medical insurance premiums that are anticipated during the period for which Annual Income is computed, and that are not covered or reimbursed by any insurance.

(Medical expenses are allowed **only** for elderly, disabled or handicapped households. The amount allowable as a deduction is the amount that exceeds 3 percent of annual income).

25. Minimum-Rent: “Minimum Rent” refers to minimum total tenant payment and not a minimum tenant rent. Our Housing Authority has established a minimum total tenant payment of \$25.00. For families paying their own utilities a utility allowance will subtracted from the \$25.00 minimum rent to calculate the tenants actual tenant rent.
26. Monthly Adjusted Income: One-twelfth of Annual Income. (Refer to definition #3).
27. Monthly Income: One twelfth of Annual Income. (Refer to definition #3)
28. Near-Elderly Family: A near-elderly family is a family whose head, spouse or sole member is a person who is at least 55 years of age but below the age of 62, or two or more persons who are at least 55 years of age but below the age of 62, living together and related by blood, marriage or operation of law, or one or more person who is at least 55 years of age but below the age of 62, living with one or more live-in aides.
28. Net Family Assets: Value of equity in real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income under Section 912.10

In determining Net Family Assets, the PHA shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not a foreclosure or bankruptcy sale) during the **two years** preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received thereof. In the case of a disposition as a part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.
29. Non-Immigrant Student Alien: Reserved
30. Public Housing Agency (PHA): Any state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families. As used in this part, PHA includes an Indian Housing Agency. The Housing Authority of the City of Angola is a PHA
31. Rent Burden Preference: Repealed.
32. Serviceman: Person in military or naval forces of the United States who served therein during World War II, or who have had active service therein on and after June 27, 1950, and prior to the final cessation of hostilities as proclaimed by proper federal authority.

33. Single Person: “Single Person” means a person living alone or intending to live alone and who does not qualify as an Elderly Family or displaced person, or a Disabled Person as defined in this section or as the remaining member of a tenant family.
34. Spouse: The husband or wife of the Head of the Household.
35. Substandard Housing: Repealed.
36. Tenant Rent: The amount payable monthly by the Family as rent to the PHA. Where all utilities (except telephone) and other essential housing services are supplied by the PHA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the PHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance. (Refer to definitions #37 and #38)
37. Total Tenant Payment: The monthly amount calculated under Federal Regulation Section 913.107. Total Tenant Payment does not include charges excess utility consumption or other miscellaneous charges.
38. Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Tenant Rent but is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment. (See Appendix B)
39. Utility Reimbursement: The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.
40. Very Low-Income Family: A Family whose Annual Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.
41. Veteran: The term “Veteran” means any person honorably discharged from The Armed Forces of the United States who served in World War I between April 6, 1917 and November 11, 1918, both dates inclusive, or in World War II on or after December 7, 1941 until final cessation of all hostilities or in the Korean Conflict, Lebanon Crisis, Berlin Crisis, Quemoy and Matsu, Taiwan Straits, Cuban Crisis, the Congo, the Dominican Republic and Vietnam, “Veteran” does not include a person enlisted and accepted for active training only for a period of six months or less.
42. Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or Local governments.

PART II

ELIGIBILITY REQUIREMENTS

A. To be eligible for admission, an applicant must qualify as a family. A family consists of:

1. Two or more persons who are related by blood, marriage, or operation of law. (Unborn children and children in the process of being adopted are considered family members for the purposes of determining bedroom size but are not for determining income limit).
2. A single person who is:
 - a. An Elderly Person, or eligible, by age, to receive an old age benefit under Title II of the Social Security Act, or
 - b. Handicapped within the meaning of Section 202 of the Housing Act of 1959, or
 - c. Disabled within the meaning of either Section 223 of the Social Security Act or Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970, or
 - d. Displaced by governmental action, or by a formally recognized disaster, or
 - e. A Near-Elderly Family, or
 - f. The remaining member of a tenant family capable of upholding the terms of the lease, other than a minor.

B. Income Limits for Admission

To be financially eligible, the applicant family must provide adequate evidence that Annual Income for the twelve-month period following occupancy is not anticipated to exceed the Income Limits for Admission as published by HUD.

Where the family has Net Family Assets in excess of \$5000.00, Annual Income for eligibility and rent shall include the greater of the actual net income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD.

C. Non-Economic Eligibility Criteria:

In determining eligibility for admission/continued occupancy, the following factors shall apply:

1. Whether the conduct of the applicant in present or prior housing has been such that admission to the program would adversely affect the health, safety, or welfare of other residents, or the physical environment, or the financial stability of the project.
2. Whether the applicant(s) are capable of upholding the terms of the lease.
3. In determining eligibility for admission, the PHA shall rely upon sources of information, which may include, but are not limited to, PHA records, personal interviews with the applicant or tenant, home visits, interviews with previous landlords, employers, family social workers, parole or probation officers, criminal and court records, credit bureaus, clinics, physicians, law enforcement agencies and/or officers, and social service agencies. This will be done in order to determine whether the individual attributes, prior conduct, and behavior of a particular applicant or tenant is likely to interfere with other tenants in such a manner as to diminish their enjoyment of the premises by affecting adversely their health, safety, or welfare or by adversely affecting the physical environment or the

financial stability of the PHA's low-income housing program.

4. In the event of the receipt of unfavorable information with respect to an applicant consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects.

D. Admission Restrictions:

1. Admission restrictions include the denial of participation for:
 - a. Failing to repay previous debt owed in connection with any housing assistance program;
 - b. Committing fraud in connection with any HUD program, or failing to disclose Previously committed fraud in connection with any HUD program.
 - c. Unsuitability for tenancy, taking into consideration past performance such as:
 - (i) Previous eviction for nonpayment of rent or other obligations such as utilities, or breach of lease;
 - (ii) Use of assisted housing unit for illegal activities;
 - (iii) A record of disturbance of neighbors, destruction of property, or poor living or housekeeping habits; or;
 - (iv) A history of criminality, physical violence, drug-related criminal activity, alcohol or substance abuse or other acts which would adversely affect the health, safety or welfare of other residents, or the physical environment, or the financial stability of the project.
 - (v) A lifetime registration under a State Sex Offender registration program. This constitutes a lifetime denial of admission.
 - d. Tenant/applicant non-cooperation, including but not limited to refusing or failing to complete requested forms or supply requested or required information in a timely manner.
 - e. Applicants who appear on HUD's List of Suspensions, Debarments, and Limited Denials of Participation.
 - f. Applicants who are not capable (with assistance) of upholding the terms of the lease.
2. Each applicant determined to be ineligible shall be promptly notified by the PHA in writing of such determination with the reasons thereof and of his/her right upon request within a reasonable time to an informal hearing on the determination.

- E. Prior to the execution of any lease between the PHA and the applicant, the PHA will certify in writing that the family meets all conditions governing eligibility.

F. Eligibility for Continued Occupancy/Annual Re-examinations:

Eligibility for continued occupancy shall be determined once each year in accordance with an established re-examination schedule. (Refer to Part X for additional information about eligibility for continued occupancy.)

PART III

VERIFICATIONS

The PHA will verify all income and asset information for admission and continued occupancy. All applicants or tenants must complete required forms and supply requested information timely. "Timely" means the number of days specified in any correspondence or notice to applicants or tenants requesting information or requesting the applicant or tenant to contact the PHA. For example, "please sign and return in 10 days", or "please contact this office within 10 days to set a date to meet". Repeated requests need not be granted by the PHA over 15 days. Applicants and tenants are responsible for supplying complete and accurate information.

Verifications requested by the PHA will be written inquiries which will include a statement of the purpose of the inquiry and a statement signed by the applicant or tenant permitting the source to release information to the PHA.

When an applicant or tenant reports annual income that appears to be less than adequate for the family's needs or present lifestyle, or the family reports zero income, or if the family appears to be eligible for income that is not reported to be received, (i.e., AFDC, welfare, unemployment compensation, child support, etc.) the absence of such income will be verified.

All verifications will be obtained within 90 days of initial lease date and for all subsequent re-examinations to ensure that current and accurate data are being used in calculating rents and eligibility.

All decreases reported in income which affect rent between admission and re-examination will be verified in accordance with above provisions.

Tenant files will contain documentation of all verifications.

- A. Applicants/tenants must furnish or provide authorization in a timely manner for the PHA to obtain verification from a third party of all statements regarding income, assets, and allowances. Certification by signing the Application for Continued Occupancy will normally be considered sufficient verification of family composition.
- B. All income, assets, and each applicable deduction or exemption will be verified at the time of admission, and at each subsequent re-examination. For families who have chosen to pay flat rents, see PART X (E). Income will be verified by third party verification. If third party written verification is not possible, a review of documentation provided by the family such as benefit checks, income tax returns, benefit award letters, savings and checking account statements, estimated market value of real estate from tax documents may be accepted. In cases where third party verification is not possible, the Authority will document the reason why another method was used. (United States Treasury checks will not be photocopied).
- C. The following statements will also be verified and documented in the tenant file;
 1. Age of family members when the sole factor determining eligibility is age, or to support exemptions claimed for minors
 - a. For persons who claim disability but who are not recipients of benefits under Section 223 of the Social Security Act or Section 102 (b) (5) of the Developmental Disabilities Services and Facilities Construction Amendment of 1970, a Doctor's Certification as to the degree and anticipated length of such disability shall be

required. The receipt of veterans' benefits for disability, either service-incurred or otherwise, does not automatically establish eligibility by disability.

2. Full-time student status, or enrollment in an educational, training, economic self-sufficiency program, or welfare-to work program.
4. Non-economic selection criteria when information provides the basis for denial of eligibility based on the past conduct of the applicant or members of his or her family. (See Part II, C & D – eligibility requirements.)
5. Assets that have been assigned, conveyed, transferred or otherwise disposed of prior to certification or re-certification without fair consideration received. Such assets will have income computed at passbook savings percentage for a period of two years in computing tenant's rent.
6. Whether adult family members are subject to or exempt from Community Service and Economic Self-sufficiency requirements.

PART IV

SELECTION OF APPLICANTS FOR ADMISSION

A. Governing Conditions:

1. This Authority will not, on account of race, sex, color, creed or national origin, deny to any family the opportunity to apply for admission, nor deny an eligible applicant the opportunity to lease a dwelling unit suitable to its needs in any project of the Authority on account of race, sex, color, creed or national origin.
2. A central application pool will be maintained by unit size and type, local preference and date and time of application. Tenants will be selected for appropriate size units in accordance with preferences set forth herein.
3. Tenant selection shall be in compliance with state, local and federal laws and regulations including all requirements of Title VI of the Civil Rights Act of 1964, and in compliance with the Annual Contributions Contract.

B. Preference in Selection of Tenants:

Applicants determined to be eligible will be given preference in selection as follows:

1. Applicant provides verification he/she is eligible for a Local Preference. The local preferences are:
 - a. Broad Range of Income: In public housing, a PHA must attain, to the maximum extent feasible, a tenancy with a broad range of income in each of its projects. Eligible applicants with relatively higher incomes may receive a selection preference to allow the PHA to attain its broad range of income goals; However, the PHA by law must assure that 40% of annual admissions are families whose income is at or below 30% of the area median income.
 - b. Preference for Working Families: The head or spouse of the applicant's Family is employed, and has been employed for at least six months, and income from that employment is countable under HUD's definition of "Annual Income" (refer to Part I, definition #3), or the head, spouse or sole member of the applicant's household is age 62 or older or is receiving social security disability,

supplemental security income disability benefits, or any other payments based on the individual's inability to work.

- c. Residency Preference: The applicant is a resident of Steuben County, Indiana, or applicant is employed in Steuben County, Indiana, or has been notified that they are hired to work for an employer in Steuben County, Indiana;
- d. Handicapped applicants will be given preference for units specifically designed for handicapped persons;
- e. Elderly persons will be given preference for units specifically built or designated for elderly families; and
- f. Veterans or servicemen of the Military Forces of the United States will be given preference over another applicant having the same application date.

2. Date and Time of Application.

3. Denial of selection preferences for those evicted for drugs: If an applicant has been evicted from housing assisted under the U.S. Housing Act because of drug-related criminal activity (drug use or drug distribution) by any member of the applicant family, the applicant may not be given **any** tenant selection preference for three years from the date of that eviction.
4. Applicants who are already adequately housed in assisted units in the community shall be given the lowest priority for selection, except that such applicant will not be denied the benefit of any local preferences for which the applicant qualifies.

C. Tenant Selection and Assignment Plan:

Applicants will be selected for tenancy and assigned to dwelling units as they become available for occupancy in the following manner:

1. Each applicant will be assigned their appropriate place on the waiting list in sequence based upon qualification for local preference, type and bedroom size of the available units, and date and time of application.
2. When vacancies occur, the unit will be offered to the eligible applicant first in sequence as determined by #1 above.
3. If the applicant refuses to accept the offered vacant unit on any grounds, he/she shall retain their position on the waiting list; but if the applicant rejects suitable vacancies on the next occasion a vacant unit is offered, the applicant shall be moved to the last position on the waiting list (except in cases of hardship as determined by the Executive Director or his/her designee).
4. Housing projects are designed for family or elderly occupancy, and some units are designed specifically for handicapped persons. Selections and assignments for projects and units are made on the basis of the applicant's qualifications for family or elderly or handicapped occupancy. However, exceptions may be made in special circumstances when deemed necessary by the Executive Director or his/her designee.
5. By federal law, 40% of annual admissions to the authority's programs must be households whose income is at or below 30% of the area median income.

- 6. The Authority uses Local Preferences to select among applicants. Applicants who qualify for Local Preferences may be selected **ahead** of applicants with an earlier date and time of application.
- 7. Current tenants may be transferred to a vacant unit ahead of applicants on the waiting list when it is deemed advisable or necessary by the Executive Director or his/her designee (for example, to avoid overcrowding or underhousing).

PART V

OCCUPANCY STANDARDS

- A. Dwellings should be assigned so that, except possibly in the case of infants and very young children, the parent has a separate bedroom.
- B. The age, sex, and relationship of the members of the family will be taken into Consideration in assigning unit sizes. In any case, minors of the opposite sex six years or age or older will not be required to share the same bedroom.
- C. Units will be assigned so that the living room is not used for sleeping purposes. In order to prevent underutilization of space and permit efficient and economical use of scarce housing resources, the following standards will determine the number of bedrooms required to accommodate a family of a given size:

<u>Number of Bedrooms</u>	<u>Number of Persons</u>	
	<u>Minimum</u>	<u>Maximum</u>
0	1	1
1	1	2
2	2	4
3	3	6

Such standards may be waived when a vacancy problem exists and it is necessary to achieve or maintain full occupancy by temporarily assigning a family to a larger size unit than is required. Such family should be transferred to the proper size unit as soon as one becomes available.

In special circumstances, the established maximums may be waived or exceeded as deemed necessary by management.

PART VI

WAITING LIST

- A. A “waiting list” will be maintained for all low rent projects. The waiting list will consist of apparently eligible applicants, based upon the type and size of unit required, eligibility for preference, and date and time the application was received. Application forms will be completed to the extent that all factors of eligibility are included and a determination can be made by the PHA on the eligibility status of the applicant. Applicants who do not meet eligibility requirements at the time they are offered a vacant unit may not be admitted.
- B. Contact will be made with eligible persons on the waiting list from time to time, but at least annually, to keep a current list of those remaining interested in, and eligible for, housing. Applicants on the waiting list must keep the PHA informed of where they can be contacted to remain active on the waiting list. Inability to contact the applicant may cause the family to be removed from the waiting list.

PART VII

SCHEDULE OF RENTS

- A. For all tenants admitted on or after August 1, 1982, the Total Tenant Payment shall be the higher of the following, rounded to the nearest whole dollar:
1. 30 percent of Monthly Adjusted Income; or
 2. 10 percent of Monthly Annual Income.
 3. Minimum Rent of \$25.00.
- B. A Ceiling Rent, equal to the Fair Market Rent (FMR) for our locality, has been adopted. If the rent calculation (30% or 10%) is more than the FMR, the rent charged will equal the FMR, or Ceiling Rent (instead of the higher amount calculated).
- C. For applicants admitted on or after October 1, 1999, and current tenants recertified after October 1, 1999, the tenant shall be offered a choice of rent payment . Tenants may choose to pay the rental amount calculated in (B) above, or a flat rent amount established by the authority. The Flat Rent shall be equal to the Fair Market Rents as published by HUD for the authority's locality.

PART VIII

ADDITIONAL CHARGES

A. Security Deposit:

Each tenant is required to pay a security deposit in an amount determined by the Authority. Such payment must be made prior to occupancy, unless other arrangements are made in writing with the Authority. The security deposit will be returned to the tenant within 30 days after move-out if the following conditions are met:

1. There is no unpaid rent or other charges for which the tenant is liable.
2. The apartment and all equipment are left reasonably clean and all trash, debris and personal belongings are removed by the Tenant.
3. There is no breakage or damage to the unit, appliances or common areas beyond that expected from normal use.
4. All keys issued to the tenant are turned into the Management Office when the tenant vacates the unit.
5. All property belonging to the Authority provided with the rental unit is left in the unit and is free of damage beyond normal wear and tear.

The security deposit may not be used to pay charges during occupancy. The amount of the Security Deposit required is stated in the lease and may be requested from the Management Office.

B. Excess Utility Consumption:

Where utilities are included in the contract rent, the Authority will charge each tenant for utility usage in excess of the necessary amounts, as for air conditioning units and food freezers. These charges will be determined by the PHA and posted on a "Schedule of Charges for Use of Tenant Supplied Major Appliances" at the Management Office. Such schedule of charges will be provided to the tenant upon request.

C. Damages:

Tenants may be charged for any damages to his/her premises, appliances, buildings, facilities or common spaces of the development caused by Tenant, his household members or guests. Such damages shall be due and payable within fourteen days from the date the tenant is billed by the PHA for such charges. A "Schedule of Maintenance Charges" is posted in the Management Office, and is available to the tenant upon request.

D. Penalties:

Rent is due on the first of each month, with a four day grace period for which no late charges shall be incurred. Unless prior arrangements are made in writing and approved by Management, a late charge penalty of \$1.00 per day will be added to the rent, up to a maximum of \$10.00 for the month. Failure to pay rent plus penalty in accordance with the lease will result in a notice of lease termination being sent as stated in Part XII, Section B (1).

PART IX

LEASING

- A. Prior to admission a lease shall be signed and dated by the head of the household and spouse and by the designee of the Authority. The head of the household is the person who assumes legal and moral responsibility for the household, other than a minor.
- B. The lease is to be current at all times and must be compatible with Authority policies as well as federal and state law.
- C. Notices of Rent Adjustments will be issued to amend the dwelling lease in respect to monthly rental charges and effective dates of changes to monthly rental charges; this procedure will provide formal acknowledgement of the rent change. Documentation will be included in the tenant file to support proper notice.
- D. Schedules of special charges for services, repairs and utilities, and rules and regulations that are required to be incorporated in the lease by reference shall be publicly posted in a conspicuous manner in the project office and shall be furnished to applicants and tenants upon request. Such schedules, rules and regulations may be modified from time to time, provided that at least thirty days written notice is given to each affected tenant setting forth the proposed modification (s), the reasons therefore, and providing the tenant an opportunity to present written comments which shall be taken into consideration prior to the proposed modifications becoming effective. A copy of such notice shall be:
1. Delivered directly or mailed to each tenant, or
 2. Posted in a conspicuous places within each structure or building in which the affected dwelling units are located, or in at least two conspicuous places at the project office, if any; or if none, a similar central business location within the project.

- E. Any modifications of the lease other than modifications in monthly rental charged must be accomplished by a written rider to the lease signed by both parties.

PART X

REEXAMINATION OF TENANT ELIGIBILITY AND RENTAL ADJUSTMENTS

- A. As required by the law the Authority will annually reexamine the status of each tenant family relating to eligibility for continued occupancy, whether adult family members are subject to or exempt from the community service and self-sufficiency requirements, the size of the apartment required, and for families paying income based rent, the rental charge.
- B. The Authority will require a written application for continued occupancy from each family, signed by the head of household or spouse which will set forth in adequate detail all data and information necessary to enable the Authority to determine:
 - (1) whether the family meets the requirements of eligibility for continued occupancy;
 - (2) the rent to be charged; and
 - (3) the size of the apartment required.
- C. Tenants who, at the time of application for continued occupancy, are deemed ineligible by failure to meet the continued occupancy requirements shall be notified in writing of such ineligibility and the reason therefore, and be advised of their right to request a hearing in accordance with the Authority's "Grievance Procedure".
- D. For families choosing to pay income based rents, income will be reviewed at the time of the annual reexamination and, if appropriate, the rent will be changed to conform to the approved Rent Schedule. (See Part VII, Schedule of Rents.) Tenants who choose to pay flat rent will be required to have an annual examination of their family composition and community service status, but income will only be re-examined every three years.
- E. Once rent is established at examination or reexamination, such rental rate shall remain in effect until the next annual reexamination, special reexamination or an interim rent adjustment for an unanticipated change in income or family composition. any time any of the following circumstances occur, rent and income will be reviewed and rent adjusted in accordance with the approved Schedule of Rents:
 - 1. A decrease in family income is reported which would lower the rent in accordance with the approved Schedule;
 - 2. A change in family composition which would raise or lower the rent in accordance with the approved Schedule; or
 - 3. A tenant reports zero income, unstable income, or when circumstances will be known to change such as start of benefits, marriage, new employment, etc.. The PHA may stipulate the frequency of special or interim reexaminations it determines necessary depending upon the circumstances reported.
 - 4. A tenant family requests to switch from flat rent to income based rent because of a

financial hardship. Tenants who pay flat rent may switch back to income based rent at annual reexamination, or request a switch once because of financial ship.

- F. Increases in rent resulting from rent reviews are effective the first of the second month following the occurrence of the change which resulted in the rent increase.
- G. Decreases in rent are effective the first of the month following the month in which the change is reported.
- H. If, upon reexamination, it is found that the size or composition of a family or household has changed so that the apartment occupied by the family contains a number of bedrooms less than or greater than necessary to provide decent, safe and sanitary accommodations as described in the occupancy standards in Part V of these policies, the Authority shall give notice of at least 30 days to the tenant that the tenant will be required to move to another unit.
- I. If upon reexamination it is found that a non-exempt family member has failed to comply with the community service and self-sufficiency requirements, the lease of the family in which the non-compliant member resides may not be renewed, unless the non-compliant adult moves from the unit or the family enters into a written agreement to cure the non-compliance.
- J. If it has been determined that a tenant has misrepresented to Management the facts upon which the rent is based, so that the rent paid is less than should have been charged, the increase in rent shall be made retroactive to the date the change in rent should have been made. If management determines that the tenant has gained admission or remained in occupancy in the Housing Authority's project through the tenant's willful misrepresentation of income, assets, or family composition, Management shall notify the tenant that the lease is being terminated, and shall advise the tenant that he/she has 15 days to find other housing and vacate the lease premises.

PART XI

PHA'S COMMITMENT TO INVESTIGATE FRAUD AND PURSUE REMEDIES

Tenant and members of Tenant's household shall not commit any fraud in connection with any federal housing assistance program. Commission of fraud by any member of the household violates the lease and is grounds for termination of tenancy.

Allegations, complaints, or other observations that indicate a family is receiving more benefits than it is entitled to receive will be investigated by the Authority. False statements that result in the tenant's paying less rent, or the PHA's over paying rental assistance will be vigorously pursued by the PHA. After verification of these misrepresentations, the PHA will take all necessary steps to recover the unentitled payments including administrative actions, or civil or criminal court actions, or judgements, as deemed appropriate.

PART XII

LEASE TERMINATIONS

- A. The tenant may terminate the lease by providing the Authority with fifteen (15) days written notice as defined in the lease agreement.

- B. The lease may be terminated by the Authority at any time by the giving of written notice for good cause such as, but not limited to, chronic rent delinquency, failure to pay service charges, serious or repeated interference with the rights of other tenants or neighbors, serious or repeated damage to the leased premises, creation of physical or health hazards, drug-related criminal activity, failure to fulfill tenant obligations set forth in the lease, or for serious or repeated violations of the terms of the lease or for other good cause.

If the Authority terminates the lease, written notice will be give as follows:

1. At least fourteen (14) days prior to termination in the case of failure to pay rent or damage charges;
 2. At least fifteen (15) days in the case of tenant's willful misrepresentation of family size, income, employment, receipt of public assistance, or other income assets or benefits;
 3. A reasonable time prior to termination commesurate with the urgency of the situation in the case of creation or maintenance of a threat to the health or safety of other tenants or Authority employees or the safety of the premises; or
 4. At least thirty (30) days prior to termination in all other cases.
- C. Notice of termination to tenant shall state reasons for the termination, shall inform the tenant of his/her right to make such reply as he/she may wish and of his/her right to request a hearing in accordance with the Authority's grievance procedure.
- D. Grievances or appeals concerning the obligations of the tenant or the Authority under the provisions of the lease shall be processed and resolved in accordance with the Grievance Procedure of the Authority which is in effect at the time such grievance or appeal arises, which procedure is posted in the Management Office at each facility and incorporated herein. The Authority is not required to provide for a grievance hearing when the tenant owes any outstanding rent or other charges to the Authority unless the grievance concerns the amount of such rent or charges, and such amount is placed in escrow as required by the Grievance Procedure of the Authority.

PART XIII

GRIEVANCE PROCEDURE

1. Applicability
 - A. The Angola Housing Authority (AHA) grievance procedure is applicable to all individual grievances between the resident and the AHA. It excludes any grievance concerning an eviction or termination of residency based upon a resident's creation or maintenance of a threat to the health or safety of other residents or AHA employees, or any drug-related criminal activity on or near the AHA's public housing premises.
 - B. The AHA grievance procedure is not applicable to disputes between, nor is it intended as a forum for initiating or negotiating policy changes between, a group or groups of residents and the AHA's Board of Commissioners. This grievance procedure is not applicable to disputes not involving the AHA, or involving class grievances.
2. Requirements

These regulations shall be made a part of all residents' dwelling lease.

3. Definitions

For the purpose of this grievance procedure, the following definitions apply:

- A. "Grievance" shall mean any dispute which a resident may have with respect to AHA action or failure to act in accordance with the individual resident's lease or AHA regulations which adversely affect the individual resident's rights, duties, welfare or status.
- B. "Complainant" shall mean any resident whose grievance is presented to the Angola Housing Authority's office.
- C. "Elements of Due Process" shall mean an eviction or termination of tenancy in a state of local court in which the following procedural safeguards are required:
 - (1) Adequate notice to the resident of the grounds of terminating the tenancy and for eviction;
 - (2) Opportunity for the resident to examine all relevant documents, records, and regulations of the AHA prior to the trial for the purpose of preparing a defense;
 - (3) Right of the resident to be represented by counsel;
 - (4) Opportunity for the resident to refute the evidence presented by the AHA, including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have; and
 - (5) A decision on the merits.
- D. "Hearing Officer" shall mean a person selected to hear grievances and render a decision.
- E. "Hearing Panel" shall mean a panel selected to hear grievances and render a decision.
- F. "Resident" shall mean any adult person(s) other than live-in aide who resides in the unit and who executed the lease with the AHA as lessee of the dwelling unit, or if no such person now resides in the unit, the remaining head of household of the tenant family now residing in the dwelling unit.

4. Informal Settlement of Grievance

Any grievance can be presented personally, either orally or in writing to the Angola Housing Authority office, within (10) ten days from the date of the occurrence causing the grievance, so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within the (10) working days and one copy shall be given to the resident and one retained in the AHA's resident file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons, and shall specify the procedures by which a hearing may be obtained if the complainant is not satisfied.

5. Procedure to Obtain a Hearing

A. Request for Hearing: The complainant shall submit a written request for a hearing to the Executive Director of the AHA within five (5) calendar days after receipt of the summary of discussion. The written request shall specify:

- (1) The reason for the grievance, and
- (2) The action or relief sought.

B. Selection of Hearing Officer or Hearing Panel: Grievances shall be presented before a hearing officer or hearing panel. A hearing officer or hearing panel shall be selected as follows:

The hearing officer shall be an impartial, disinterested person selected jointly by the AHA and the complainant. If the AHA and the complainant cannot agree on a hearing officer, they shall each appoint a member of the hearing panel; these appointed members shall select a third member. If the members appointed by the AHA and the complainant cannot agree on a third member, such member shall be appointed by an independent arbitration organization or by other third party agreed upon by the AHA and the complainant.

C. Failure to Request a Hearing: If the complainant does not request a hearing in accordance with this paragraph, then the AHA's disposition of the grievance shall become final, provided that failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the AHA's action in disposing of the complainant in an appropriate judicial proceeding.

D. Hearing Prerequisite: All grievances shall be presented personally, either orally or in writing, pursuant to the informal procedure outlined above as a prerequisite to a formal hearing. If the complainant can show good cause why he/she failed to follow the informal procedure, it may be waived by the hearing officer or hearing panel.

E. Escrow Deposit: Before a hearing is scheduled in any grievance involving the amount of rent the AHA claims is due, the complainant shall pay to the AHA the amount of rent due and payable as of the first of the month Proceeding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by the decision of the hearing officer or hearing panel. These requirements may be waived by the AHA in extenuating circumstances. Unless so waived, the failure to make such payments shall result in a termination of the grievance.

F. Schedule of Hearings: Upon complainant's compliance with paragraphs (A), (D) and (E) of this section, a hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the complainant and the AHA. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and the appropriate AHA official.

6. Procedure Governing the Hearing

A. The hearing shall be held before a hearing officer or hearing panel, as appropriate.

B. The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:

- (1) The opportunity to examine and copy, at complainant's expense, all documents, records and regulations of the AHA that are directly relevant to the hearing;
 - (2) The right to be represented by counsel or other person chosen as his/her representative, and to have such person make statements on his/her behalf;
 - (3) The right to a private hearing unless the complainant requests a public hearing;
 - (4) The right to present evidence and arguments in support of his/her complaint, to controvert evidence relied on by the AHA or project management, and to confront and cross-examine all witnesses on whose testimony or information the AHA relies; and
 - (5) A decision based solely and exclusively upon the facts presented at the hearing.
- C. The hearing officer or hearing panel may render a decision without proceeding with the hearing, if the hearing officer or hearing panel determines that the issue has been previously decided in another proceeding.
- D. If the complainant fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for a period not to exceed five (5) business days or may make a determination that the party has waived his/her right to a hearing. Both the complainant and the AHA shall be notified of the determination by the hearing officer or hearing panel, provided that a determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest the AHA's disposition of the grievance in an appropriate judicial proceeding.
- E. At the hearing, the complainant must first make a showing of an entitlement to the relief sought; the AHA must sustain the burden of justifying the AHA action or failure to act, against which the complaint is directed.
- F. The hearing shall be conducted informally by the hearing officer or hearing panel and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer or hearing panel shall require the AHA, the complainant, counsel, and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
- G. The complainant or the AHA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.
7. Decision of the Hearing Officer or Hearing Panel
- A. The hearing officer or hearing panel shall prepare a written decision together

with reasons within two weeks after the hearing. A copy of the decision shall be retained in the resident folder. A copy of the decision with all names and identifying references deleted, shall also be maintained on file by the AHA and made available for inspection by a prospective complainant, his representative, or the hearing panel or hearing officer.

B. The decision of the hearing officer or hearing panel shall be binding on the AHA which shall take all actions or refrain from any actions necessary to carry out the decision, unless the AHA Board of Commissioners determines within 30 days and promptly notifies the complainant of its determination that:

(1.) The grievance does not concern AHA action or failure to act in accordance with or involving the complainant's lease or AHA regulations which adversely affect the complainants rights, duties, welfare or status; or

(2) The decision by the hearing officer, hearing panel is contrary to applicable Federal, State or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and AHA.

C. A decision by the hearing officer, hearing panel, or Board of Commissioners in favor of the AHA which denies the relief requested by the complainant may have the right to a trial "de novo" or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

8. AHA Eviction Actions

When the AHA is required to afford the tenant the opportunity for a hearing under the AHA's grievance procedure for a grievance concerning the lease termination, the tenancy of the complainant shall not terminate, even if any notice to vacate under State or local law has expired, until the time for the tenant to request a grievance hearing has expired, and if a hearing was **timely** requested by the tenant, the grievance process has been completed. If the hearing officer or hearing panel upholds the AHA action to terminate the tenancy, the AHA shall not begin an eviction in a State or Local court until it has served a notice to vacate on the resident. Such notice to vacate must be in writing and specify that if the tenant fails to vacate the premises within the applicable statutory period or on the termination date stated in the notice of termination, whichever is later, appropriate action will be brought against him/her. Complainant may be required to pay court costs and attorney fees for such action.

APPENDIX "B"

NORTHLAKE MANOR

UTILITY ALLOWANCES (Effective 5-1-1999)

1 Bedroom	1 Person	76.00
	2 Persons	78.00
2 Bedroom	2 Persons	84.00

One-Story Apartment	3 Persons	86.00
	4 Persons	88.00
2 Bedroom	2 Persons	92.00
Townhouse apartment	3 Persons	94.00
	4 Persons	96.00
3 Bedroom	3 Persons	102.00
One-Story Apartment	4 Persons	104.00
	5 Persons	106.00
	6 Persons	108.00
3 Bedroom	3 Persons	108.00
Townhouse apartment	4 Persons	110.00
	5 Persons	112.00
	6 Persons	114.00

SECURITY DEPOSITS

(All Developments)

Effective 11-1-99

One Bedroom \$ 100
Two Bedroom 150
Three Bedroom 200

Pet Deposit(Elliott Manor) 500

