

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

Small PHA Plan Update
Annual Plan for Fiscal Year: **2001**

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

**PHA Plan
Agency Identification**

PHA Name: ANGOLA HOUSING AUTHORITY

PHA Number: IN36P039001

PHA Fiscal Year Beginning: 01/2001

PHA Plan Contact Information:

Name: Diane M. Kiles, Executive Director

Phone: 219-665-9741

TDD: 219-665-2755

Email (if available): aha39001@bright.net

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

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
- Main administrative office of the local, county or 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)

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Onl

Annual PHA Plan Fiscal Year 2001

[24 CFR Part 903.7]

i. Table of Contents

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

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

[24 CFR Part 903.7 9 (r)]

ii. Executive Summary of the Annual PHA Plan

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 continuing our development of 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 have adopted optional income disregards for residents who are employed full-time.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

For the upcoming year, we are planning to apply for "Energy Performance Contract" proposals, to fund a comprehensive, commercial grade energy audit at both of our facilities, and contract for energy improvements as recommended. Should we be successful in soliciting this contract, we will be able to use our Capital Fund Program grant for non-energy improvement items. Because of this, we have delayed the purchase of new ranges at Elliott Manor from our 1999 CIAP funding. Depending upon our success in negotiating an Energy Performance Contract, we may substantially revise our plan for using our CFP grant. We anticipate replacing the intercom system at Elliott Manor with our Capital Funds if we succeed in obtaining an Energy Performance Contract. The present time, the intercom/door release is not working, and we

have repaired the current system several times without success. This is a safety and security concern for our residents, and is now a high priority need that should be addressed this year. In addition to this, we will consider any improvements recommended in the energy audit for funding under the Energy Performance Contract program

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 307,192

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment A

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if “yes”, complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>

Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7.9 (k)]

A. 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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ NONE

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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 Attached at Attachment (F)

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

The PHA changed portions of the PHA Plan in response to comments

A list of these changes is included

Yes No: below or

Yes No: at the end of the RAB Comments in Attachment _____.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment F.

Other: (list below)

B. 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)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

- Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

The following criteria will be a "Substantial Deviation" from the 5-Year Plan:

1. The addition or deletion of any Goal or Objective stated in the current HUD-approved 5-Year Plan.
2. Any change to the "Mission Statement" of the housing authority.

B. Significant Amendment or Modification to the Annual Plan:

The following criteria will be a "Significant Amendment" to the Annual Plan:

1. Any new Capital Improvement Fund item, with a projected cost greater than \$5,000, that was not included in the current 5-Year Plan or Annual Statement previously approved by HUD.
2. Changes in the Admissions, Occupancy or Rent Policies of the housing authority that affect applicant or tenant eligibility for our programs.
3. New or additional programs awarded to, or adopted or implemented by the authority, (e.g. Resident Opportunity & Self Sufficiency Program, Development, etc.)

7.

Attachment A

Supporting Documents Available for Review

PHAs are to 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	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	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
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	The results of 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)	(specify as needed)

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: ANGOLA HOUSING AUTHORITY	Grant Type and Number Capital Fund Program: IN36P03950100 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
23	Amount of line 20 Related to Security	0	0		
24	Amount of line 20 Related to Energy Conservation Measures	0	0		

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

PHA Name: ANGOLA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: IN36P03950100 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406	1	307,192	12,792	06/30/2002	12/31/2003	
39-2 Northlake Manor	Architect & Engineering Fees & Costs	1430	1		16,600	12/31/2000	12/31/2003	Contract awarded
39-2 Northlake Manor	Comprehensive site improvement including curb replacement, sidewalk repair & replacement, tree & shrub removal & replacement, landscaping improvements around all units, and playground improvements	1450	1		230,000	06/30/2002	12/31/2003	Specification in progress
39-2 Northlake Manor	Playground equipment and picnic tables	1475	3		47,800	06/30/2002	12/31/2003	Specification in progress

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IN039-001 IN039-002	PHA-WIDE	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Technical Assistance to administer modernization specifications & work 2. Telecommunications Upgrade	125,000 25,000	2001-2004 2001
Total estimated cost over next 5 years	180,000	

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IN039-001	Elliott Manor	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Replacement of Intercom/door release system	10,000	2001
2. Update the air handler unit, add a "chiller unit" if feasible	50,000	2002
3. Trash compactor update or replacement	50,000	2003
5. Plumbing Access/Plumbing replacement/engineering study	30,000	2001
6. New Carpeting on 2 nd , 3 rd and 4 th floor hallways	75,000	2002
7. Boiler/Mechanical room update or replacement	150,000	2004
8. Parking lot re-sealing	45,000	2002
9. Replace kitchen countertops in 108 apartments	43,200	2001
10. Replace maintenance equipment/tools	5,000	2001
11. Kitchen sink faucet replacement if no Energy Performance contract	50,000	2003
12. Electric range replacement if no Energy Performance contract	10,000	2001
13. Completion of garbage disposal replacement	7,000	2003
14. Replace carpet in 108 apartments	84,800	2004
Total estimated cost over next 5 years	610,000	

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IN039-002	Northlake Manor	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Kitchen and bathroom fixture replacement	120,000	2002
2. Kitchen cupboard & countertop replacement	230,000	2002
3. Maintenance Tool replacements	5,000	2002
4. Parking Lot re-sealing	70,000	2002
5. Storm Door Replacement	40,000	2003
6. Apartment Window Replacement (begin in phases- 25% now)	70,000	2004
7. Aluminum Siding Replacement (begin in phases-25% now)	36,250	2004
Total estimated cost over next 5 years	571,250	

Required Attachment D: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 03/31/2001

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Hon. Mayor Edwin W. (Bill) Selman, Mayor of the City of Angola

Required Attachment E: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Doris Alter

Robert Butz

June Hawthorne

Rosemary Schmetzer (resigned in 1/2000)

Deborah Kimpel (moved out of housing/resigned in 2000)

ATTACHMENT F
COMMENTS OF RESIDENT ADVISORY BOARD
& EXPLANATION OF PHA 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 at Northlake Manor.
Response: We have contacted the cable company and are pursuing this issue.

2. Comment: Would like to see the dead shrubs and old shrubs removed, and replaced with flowers, and mulch around the bushes.
Response: This work is included in specifications for site work at Northlake Manor which will be let to bid shortly.

3. 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 2001. Kitchen and bathroom fixture replacement are in the capital improvement plan for year 2001-2004.

4. Comment: New ranges and kitchen sink faucets at Elliott Manor are needed.
Response: These items were included in the Capital Improvement Plan for 2000. We have modified the Capital Improvement plan because we are soliciting proposals for an Energy Performance Contract, which will include replacements of many items that affect energy usage, including ranges.

5. Comment: Replace caulking where needed.
Response: This is being done as units turn over, and as work orders are placed by tenants in possession.

6. Comment: Air conditioning in the hallways at Elliott Manor (6 comments)
Response: This has been investigated in the past and cost was prohibitive! We are pursuing the possibility of adding a "chiller" to the present air handler as an alternative, depending on cost and available resources.

7. 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.

8. Comment: The present cleaning service at Elliott Manor and Northlake Manor is not doing a very good job.
Response: We have hired a part time janitorial employee to clean the buildings.
9. 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.
10. Comment: Improve "curb appeal" at both properties (two comments).
Response: This is a goal in our annual plan, for marketing our properties.
11. 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.
12. Comment: Chairs in the dining room at Elliott Manor need to be repaired or Replaced.
Response: This is certainly needed and has been included as a budget line item in the 2001 Operations Budget.
13. 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
14. 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.
15. 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.
16. Comment: Replace the intercom and door release system at Elliott Manor.
Response: We have included this item as a substantial deviation from the 5-Year Plan, and a revision to our Capital Improvement Plan, to include this replacement during 2001.

ATTACHMENT G
IMPLEMENTATION OF COMMUNITY SERVICE AND
PET OWNERSHIP REQUIREMENTS

A. Community Service

As instructed by the Department of Housing and Urban Development (HUD), the PHA's Community Service requirements will become effective at the beginning of our next fiscal year, January 1, 2001.

To implement Community Service requirements the property managers will determine for each public housing family which family members are subject to or exempt from the community service requirements. Verifications will be obtained within 90 days of the initial lease date. For current tenants, this will be done at the time of the annual recertification. Property managers will approve the resident's planned activity to fulfill the requirement and monitor compliance. For all subsequent re-examinations, a review and determination of compliance with the requirements will be completed at least 30 days before the lease term expires. At this time the PHA will also determine any changes to each adult family member's exempt or non-exempt status.

All verifications will be written inquiries to and certification by an authorized third party representing the agency or entity where the resident participated in any activity to meet the requirements. This includes, but is not limited to, written documentation and certification from welfare agency caseworkers, officials at educational institutions, substance abuse treatment counselors, non-profit agency directors, social security administration officials, and employers. For community service activities performed at the public housing development where the resident family lives, participation in community service activities will be written certifications by properly authorized, designated staff members. Documentation of community service participation or exemption will be retained in the resident's file.

B. Pet Ownership

To comply with legislative requirements as instructed by HUD, the authority has developed a Pet Ownership Policy for families residing in our public housing development, which will become effective on **January 1, 2001.**

Pet ownership will be allowed with *written* pre-approval of the Angola Housing Authority. Residents must request approval on the "Authorization for Pet Ownership" form before the

authority will approve the request. Only common household pets, such as a domesticated dog, cat, bird, fish in aquarium or a turtle will be allowed in units. Residents will be responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. A refundable \$500.00 pet security deposit will be required, and must be paid prior to the pet occupying the unit. Tenants who own a pet will also be charged a non-refundable fee of \$20.00 per month in addition to their rent to defray the cost to the housing authority related to allowing pets on our property.

Residents will assume full responsibility and liability for their pet and agree to hold the Angola Housing Authority harmless from any claims caused by an action or inaction of the pet. Pet owners will be required to secure and keep in force a policy of insurance that provides for liability coverage and medical payments to others.

All dogs and cats must be spayed or neutered before they become six months old. Only one (1) pet per unit will be allowed. No animal may exceed twenty-five (25) pounds in weight *projected to full adult size*. Any animal deemed potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed. In order to be registered, pets must have all current inoculations prescribed by state and/or local ordinances. They must comply with all other state and local laws, including any licensing requirements. A certification signed by a licensed veterinarian or state or local official must be filed with the Angola Housing Authority to attest to the inoculations.

Residents must give the housing authority a picture of the pet so it can be identified if it is running loose.

Pets must be kept in the owner's apartment or on a leash at all times when outside the unit. No outdoor cages will be allowed. Pets will be allowed only in designated areas on the grounds or property, and pet owners must clean up after their pets and dispose of pet waste according to the housing authority's instructions. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas. Pets must not make noise continuously, incessantly or intermittently so as to cause a disturbance or nuisance to other residents. Pets will not be allowed in the community room, community building, public playgrounds, kitchen, public bathrooms, hallway, lobby or office in any of our sites. Visiting pets are prohibited on the Angola Housing Authority's property.

Other miscellaneous rules include a prohibition against breeding, restraint of the animal when PHA staff must enter the pet owner's unit to conduct business, and limitations on leaving pets unattended in the unit for long periods of time. All of the rules related to pet ownership are fully described in the Family Pet Policy. Pet owners who violate any conditions of this policy may be required to remove his/her pet from the development, and the pet owner may be subject to termination of his/her lease. The housing authority's grievance procedure shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.