

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

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# PHA Plans

5-Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2002

**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:** The Housing Authority of the City of New Albany,  
Indiana

**PHA Number:** IN0012

**PHA Fiscal Year Beginning: (mm/yyyy)** 04-2002

### 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: Beechwood Court; Crystal/Vance Court; Parkview/Broadmeade Terrace (Central Office; Parkview Towers; Riverview Towers; Riverside Terrace; Mark Elrod Towers)
- 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)  
New Albany City County Building; Planning Commission Office; Main Administrative Office of the City of New Albany

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)  
Beechwood Court; Crystal/Vance Court; Parkview/Broadmeade Terrace (Central Office; Parkview Towers; Riverview Towers; Riverside Terrace; Mark Elrod

Towers; New Albany City County Building; Planning Commission Office; Main  
Administrative Office of the City of New Albany

**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.
- The PHA's mission is: (state mission here)  
Promoting and sustaining our community's vitality through safe, affordable housing and creative economic development.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
    - NAHA will apply for an additional 150 vouchers by 3/31/03. In FY 2001, NAHA was awarded an additional 309 vouchers under the Fair Share (20), Designated Housing (200), Family Unification (50), and Enhanced (39) voucher programs.
  - Reduce public housing vacancies:
    - Attain a 5% average monthly vacancy rate or lower by 3/31/03
    - Enhance the standards for interiors of units to make them more marketable
    - Enhance the appearance of all public housing developments
    - Increase the number of positive articles about public housing communities
    - Increase marketing to broader population
    - Enhance screening of applicants and current residents

- Enhance the safety and security within each of the developments
  - Leverage private or other public funds to create additional housing opportunities:
    - Establish a CDC in 2002 to develop home ownership opportunities consistent with Objectives 2A and 3A through 3D of the Strategic Plan using a mixed finance approach.
  - Acquire or build units or developments:
    - Objectives 3B and 3C of the Strategic Plan emphasize the acquisition and rehabilitation of units to be offered to working families under a home ownership program utilizing a variety of financing mechanisms.
  - Other (list below)
    - See the Five Year Strategic Plan at Tab 1 and Progress Update at Tab 2
  
- PHA Goal: Improve the quality of assisted housing Objectives:
  - Improve public housing management: (PHAS score) Not Available Individual Scores have been received but the composite PHAS score is not available. NAHA seeks to maintain its status as a Higher Performer or equivalent or better under PHAS.
  - Improve voucher management: (SEMAP score) Not Available SEMAP Data has been submitted to HUD as of 5/2001 indicating attaining 130 or 135 points possible not including a 5 point bonus for deconcentration.
  - Increase customer satisfaction: Objective 2F of the Strategic Plan states that NAHA will identify, track and make progress in addressing resident needs and dissatisfactions. Based on annual results of the Resident Satisfaction Surveys conducted by HUD, NAHA will develop and implement a variety of strategies aimed at meeting resident concerns, such as:
    - Work more closely with the Resident Advisory Board in planning NAHA programs and activities
    - Quarterly dialogues with residents regarding concerns and issues they may have
    - Customer relations training for its staff
    - Quality control measures for management and maintenance
    - Implement Crime Prevention Through Environmental Design strategies to reduce fear of and experience with crime on or near NAHA properties
    - Lighting assessment, particularly of parking lots
    - Activities to improve the appearance of the developments
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Goals 8, 9 and 10 of the Strategic Plan list the following objectives
- a) Institute new property management and maintenance systems which incorporate private sector principles and procedures;
  - b) Implement energy performance contracting;
  - c) Design and implement a performance evaluation system for employees;
  - d) Design and develop a comprehensive staff development system linked to the performance evaluation system;
  - e) Develop and implement a vendor/subcontractor performance measurement system and quality control;
  - f) Increase the percentage of rents collected through implementation of new policies; and,
  - g) Identify and implementing cost savings programs.

- Renovate or modernize public housing units:
- Goal 3A of the 5-year Strategic Plan states that NAHA shall substantially renovate or fully replace at least 100 family housing units at Riverview Terrace by 3/31/05. Renovations of the most distressed units will begin during FY 2002.
  - Apply for HOPE VI Grant in FY 2002 for Broadmeade Terrace, Parkview Terrace and Parkview Towers.
  - Implement a renovation schedule for units at Crystal Courts and Vance Courts while preparing a HOPE VI application for FY 2004.

- Demolish or dispose of obsolete public housing:
- NAHA plans to apply for a HOPE VI Grant for FY 2002 to remove obsolete, outdated, distressed public housing units at Broadmeade Terrace, Parkview Terrace and Parkview Towers
  - In FY 2004, NAHA will apply for HOPE VI funding for Crystal Courts and Vance Courts.

- Provide replacement public housing:
- NAHA will seek a FY 2002 HOPE VI grant to provide replacement mixed-income housing for the units/development to be demolished at the targeted sites.

Provide replacement vouchers:

Other: (list below)

- a. NAHA will develop plans in concert with the City of New Albany to convert Valley View, a non-public housing single-family rental community owned by NAHA, to the Section 8 Homeownership Program.
- b. To further the availability of affordable housing, NAHA in partnership with the City of New Albany will seek to acquire and renovate older single family housing stock for homeownership under the Family Self-Sufficiency Program

and the Section 8 Homeownership Program (Goal 3C, 5-Year Strategic Plan)

- b. Establish a homeownership program in conjunction with the City's program designed to assist residents in all phases of homeownership with a specific goal of assisting 20 families to gain homeownership by 2005 (Goal 2C, 5-Year Strategic Plan).

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
  - NAHA is working with neighboring PHA's to provide mobility counseling. MOA's have been signed with other voucher providers in southern Indiana, Lexington (KY) and Louisville/Jefferson County (KY). A copy of the MOA is available at Tab 15.
- Conduct outreach efforts to potential voucher landlords:
  - A copy of the landlord outreach program for NAHA is located at Tab 13.
- Increase voucher payment standards:
  - NAHA has increased its payment standard to 110% and has incorporated this increase into its Section 8 Administrative Plan (attached at Tab 13).
- Implement voucher homeownership program:
  - NAHA will apply directly to the Indiana Housing Authority for HOME funds to operate a lease-purchase program under the Section 8 voucher home ownership program.
  - A full HUD-approved Voucher Home-Ownership Program will be developed in FY 2002.
- Implement public housing or other homeownership programs:
  - NAHA will complete a MOA with the City of New Albany to participate in the Home Ownership Counseling Program.
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

- NAHA will apply for HOPE VI grants in FY 2002 targeting Broadmeade/Parkview Terrace/Parkview Towers and in FY 2004 targeting Vance and Crystal Courts.
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - The ACOP sets this a goal and assures that every family has equal access to all developments managed or assisted by NAHA.
- Implement public housing security improvements:
  - NAHA will contract with the New Albany Police Department for patrol services
  - NAHA will implement a neighborhood watch/resident patrol program in all of its development
  - NAHA will undertake a Crime Prevention Through Environmental Design analysis and develop a short-range, mid-range and long-range security improvement plan to increase security at each of its developments during FY 2002.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities):
  - NAHA has adopted and implemented a Designated Housing Plan (Tab 3).
  - NAHA received 200 Designated Housing Choice Vouchers for non-elderly persons with disabilities and will apply for additional vouchers in FY 2002.
- Other: (list below)
  - Build a Central Administrative Office and Regional Recreation/Community Services Center located within easy access to a majority of assisted housing residents
  - Develop and implement plans for converting 10-20 units in at least two high-rise developments to assisted-living units to provide for transition for those residents who are aging in place.

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:

- This goal is implemented in the ACOP and 5-Year Strategic Plan (Objectives 2B and 2G). NAHA has also implemented a voluntary FSS program with 41 families participating.
  - Provide job-training programs within NAHA to give residents the experience required to obtain more permanent employment. The training programs will be linked with existing structured job training and course work to ensure compatibility of the experience to other positions.
- Provide or attract supportive services to improve assistance recipients' employability:
- NAHA has an EDSS grant (Tab 17); ROSS grant (Tab 17); FSS Program (Tab 16), and MOA with the TANF and Parks and Recreation Programs (Tab 15).
  - NAHA will expand and strengthen these supportive services during FY 2002
- Provide or attract supportive services to increase independence for the elderly or families with disabilities:
- Case management for the Elderly is provided under a FY 2000 ROSS grant.
  - The Parks and Recreation Department also provides weekly senior activities at each of the high-rise developments.
  - Twelve support agencies provide assistance to 200 persons with disabilities who have special needs vouchers through NAHA. (Tab 15)
- Other: (list below)
- Expand access to healthcare, employment training, and transportation.
  - Develop MOA's with the Southern Indiana Transit Authority, Step Ahead, and the Southern Indiana Workforce Investment Board.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- 200 families/persons with disabilities hold vouchers in conjunction with Medicaid Waivered services and other assistive arrangements.

- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - NAHA is a core participant in the Southern Indiana Housing Initiatives Coalition. This Coalition is dedicated to advocacy, education and capacity building to ensure suitable living environments for all families living in assisted housing (See Objective 7C of the 5-Year Strategic Plan at Tab 1).
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - NAHA has conducted an accessibility survey to identify the type and extent of modifications needed to ensure accessible housing. These needs are being implemented into the Capital Fund Plan for each funding year.
- Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**The 5-Year Strategic Plan adopted in 2000 lists the following broad objectives to be achieved by 2005. The full plan is located at Tab 1.**

Objective 1D: At least 30 site-based specific improvements across all properties, in accord with “neighborhood” plans

Objective 2B: NAHA will have a full Family Self-Sufficiency Program. More residents will be employed; family incomes will increase.

Objective 2D: Increased effective use of community resources by residents. NAHA staff does more in an outreach, information and referral mode.

Objective 2E: Design a new Assisted Living operation in one or more elderly high-rise development.

Objective 2F: Annual research with residents: needs, progress and life change, satisfaction, etc.

GOAL 3: New construction of rental units, of houses for home ownership; renovation also; at least 40 units accommodate people with special needs (physical disability)

Objective 4B: May build a new recreational complex

Objective 4C: Improve and then maintain at least 33% of property infrastructure: beautification, sidewalks, etc.

Objective 4D Maintain or exceed standards of property care and cleanliness

Objective 7A: All employees are “marketers” of NAHA, informing people of our Values, vision, etc., our focus on People, Home, Neighborhood and Community, the things we are currently doing or developing; employee training in customer service, customer relations.

Objective 8A: Upgrade all organizational and operational policies and systems: There could be a new maintenance system (Work order tracking and monitoring, etc.), new safety procedures, new personnel policies, new accounting policies and systems, new expectations and procedures, for example interaction with and services to residents...

Objective 8B: All employees will gain and use technology well; new equipment and its proper use to enhance work and performance

Objective 8C: Fully implement and enforce a new, complete vendor/subcontractor performance policy

Objective 8D: Operate programs and services to keep a “high performer” status with HUD.

Objective 8H: All our units will be in compliance with or exceed the New Albany Housing Code

Objective 9A: Implement GAAP Accounting procedures.

Objective 9C: Improve management and resource efficiencies. Example: Energy conservation changes and improvements

Objective 10: NAHA Work Culture: Required and elective staff tr./development; regular use of customer relations/service skills and competencies; CQI approach to staff performance and space & improve work area cleanliness

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
 [24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The NAHA Annual Plan focuses on upgrading both the physical properties and services offered residents. Key activities for FY 2002 include development of policies and procedures governing daily operations, implementation of a comprehensive Physical Security (CPTED) analysis of all properties, streamlined maintenance procedures, implementation of homeownership programs, and submission of a HOPE VI application for Broadmeade Terrace, Parkview Terrace and Parkview Towers.

**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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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 in ACOP..... TAB 3
- FY 2000 Capital Fund Program Annual Statement ..... TAB 4
- 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 ..... TAB 5
- 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)..... TAB 6
- 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X TAB 8	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X TAB 9	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X TAB 10	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	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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.	
X TAB 11	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X TAB 12	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X TAB 3	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X TAB 13	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X TAB 3	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X TAB 3	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
X TAB 13	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	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 TAB 3	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X TAB 13	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X TAB 5	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	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
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	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
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	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 <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X TAB 15	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X TAB 16	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X TAB 17	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 for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X TAB 18	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
X TAB 19	Other supporting documents (optional) PHA Activities Consistent with Consolidated Plan	Annual Plan: Certifications
X TAB 1	NAHA 5-Year Strategic Plan	Annual Plan: Goals and Objectives
X TAB 2	NAHA 5-Year Strategic Plan Progress Report	Annual Plan: Goals and Objectives

# 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	1829	5	4	4	3	5	4
Income >30% but <=50% of AMI	1107	4	4	4	4	4	4
Income >50% but <80% of AMI	513	3	4	3	4	4	3
Elderly	872	5	5	4	4	2	4
Families with Disabilities	1187	5	5	4	4	3	4
Race/Ethnicity (1)	1106	4	3	3	3	4	3
Race/Ethnicity (2)	217	4	3	3	3	4	4
Race/Ethnicity (3)	67	4	3	3	3	4	4
Race/Ethnicity (4)	56						

\*Estimate (Pop=37603/2.36 PPH=15959 HH/8.5% RD=1,356)

- 1 African American
- 2 Hispanic, All Races
- 3 Asian-Pacific Islander.
- 4 Native American-Eskimo-Aleut

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: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset for 1999
- American Housing Survey data  
Indicate year: 1999, 2000, 2001
- Other housing market study  
Indicate year: 1995 Housing Needs of People with Disabilities, City of New Albany

Indicate year: 1996 Report on Analysis of Impediments to Fair Housing  
Choice, City of New Albany  
Indicate year: 1999 Indiana (Rental) Housing, Statewide Market Survey  
Indicate year: 1999 Self-Sufficiency Standard for Indiana, Floyd County  
Indicate year: 1999 Southern Indiana “Continuum of Care” Update  
Indicate year: 1999 Comprehensive Plan, City of New Albany  
Indicate year: 2000 Housing Affordability: It’s All Relative, Metropolitan  
Housing Coalition  
Indicate year: 2000 Community Capacity Plan for Individuals with a Disability;  
Clark and Floyd County Step Ahead Councils

Other sources: (list and indicate year of information)  
2000 Census Report Table DP-1, Profile of General Demographic  
Characteristics: 2000, New Albany City, Indiana, US Census Bureau, Census  
2000

## 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 type="checkbox"/> Public Housing			
<input checked="" 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	224		261
Extremely low income <=30% AMI	164	73	
Very low income (>30% but <=50% AMI)	54	24	
Low income (>50% but <80% AMI)	6	3	
Families with children	175	78	
Elderly families	49	22	
Families with Disabilities	63	28	
Race/ethnicity (White)	170	76	
Race/ethnicity (Black)	51	23	
Race/ethnicity (Hispanic)	3	0.01	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)	# of families	% of total families	Annual Turnover
1BR	58	50	38
2 BR	32	27	134
3 BR	19	16	66
4 BR	8	7	22
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  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**

#### **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:
- NAHA is in the process of initiating new policies, procedures and training to improve the inspection, preventive maintenance and tracking of work orders. We will develop standard operating procedures for all tasks during the next year.
  - NAHA will hire and train staff as Inspectors to hold contractors, subcontractors and vendors to the highest quality standards and to ensure that all work meets and exceeds contract specifications.
- Reduce turnover time for vacated public housing units:
- NAHA has designated specialized unit turnaround teams to concentrate on reducing the turnover time for vacant units. This includes a triage approach to determine how much work will be

required to complete each unit before assigning staff to the renovation tasks.

- 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: NAHA has increased the payment standard to 110% of FMR's to attract landlords. We are also collecting data to substantiate a waiver to make Floyd County a rent exception area and increase the payment standard to 120%.
- 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)
  - Provide training for staff and key resident natural helpers in information and referral to ensure that residents and applicants obtain necessary assistance in making housing choices.
  - Participate in the NA/FC CHDO goals and activities.
  - Participate in a 29 member Southern Indiana Housing Initiative, Metropolitan Coalition, and other area Housing Coalitions focused on creating and maintaining the supply of affordable housing.

**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:
  - NAHA will seek HOME funding for a lease-purchase homeownership program with the goal of building or renovating 5 units per year for participants in the program.
- Other: (list below)
  - Establish a non-profit community development corporation dedicated community development, economic development, and to increasing the quantity and quality of affordable housing.

- Research, analyze, and evaluate existing PHA properties as the initial phase of a long-term strategy focused on increased affordable housing with a mix of rental and home-ownership and a mixed income design, in the overarching context of neighborhood revitalization.

**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: Preferences are incorporated into the ACOP.
- Adopt rent policies to support and encourage work: NAHA has incorporated rent set asides, escrow accounts and family support services to encourage work and economic self-sufficiency activities.
- 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)
  - Provide supportive services to families who are working
  - Coordinate childcare opportunities through Providence Self-Sufficiency Ministries.

**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: NAHA obtained Designated Housing Status for each of the elderly high-rise communities in June 2000.
- Apply for special-purpose vouchers targeted to the elderly, should they become available: Although NAHA has received a recent award of special purpose vouchers for non-elderly persons with handicaps; NAHA will continue to apply for such vouchers when available.
- Other: (list below)

- ❑ NAHA will undertake a site analysis to determine the feasibility of converting some units in its high-rise buildings to Assisted Living Units.
- ❑ NAHA has 26 vacant 0-bedroom units located in Parkview Towers that can't be rented due to demand for 1-bedroom units. If NAHA fails to pursue and obtain a HOPE VI grant for the Broadmeade, Parkview and Parkview Towers complexes in the next year, NAHA will seek to convert the 26 0-bedroom units to 13 1-bedroom units using Capital Funds Accounts.
- ❑ NAHA will apply for funding under the ROSS grant to increase funding for elderly services.
- ❑ NAHA will develop a MOU with the Area Agency on Aging and other service providers to increase services available for elderly residents.

**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: NAHA is in the process of developing a procedure for identifying resident needs and modifying units on a highest need basis.
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available: NAHA recently received 200 Designated Housing Vouchers and will continue to seek such vouchers when they become available.
- Affirmatively market to local non-profit agencies that assist families with disabilities: NAHA has recently entered into MOA's to formalize relationships with a variety of supportive service agencies. These MOA's are listed in Tab 15.
- Other: (list below)
  - Formally establish collaborative services capacity: Participate in NA-FC CHDO goals and activities, and capacity building.
  - Actively participate in Southern Indiana Housing Initiative, Metropolitan Housing Coalition, area PHA collaborations, and the county-based Welfare Reform Local Planning Council; Consolidated Plan "annual plan"/funds allocation process.

**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: NAHA has entered into an MOA with the City of New Albany to provide this counseling along with "Good Neighbor Counseling."
- Market the section 8 program to owners outside of areas of poverty /minority concentrations: NAHA has initiated a full, regular landlord outreach program which is described in the Section 8 Administrative Plan at Tab 13
- 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)  
Result of needs assessment and GAP analysis

## **2. Statement of Financial Resources**

[24 CFR Part 903.79 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	2.3 Million	
b) Public Housing Capital Fund	2.077 Million	
c) HOPE VI Revitalization	In Preparation	
d) HOPE VI Demolition	In Preparation	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1.1 Million	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	37,500	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
EDSS	90,000	Supportive Services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CF 101 Capital Funds	623,220	Operations and Capital Improvements
FY 2000 Capital Funds	1.4 Million	Operations and Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
Dwelling Rental Income	1.7 Million	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest on General Fund Investments	91,250	Public Housing Operations
Other Operating Receipts	265,908	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		
None	N/A	
<b>Total resources</b>	<b>\$9,684,930</b>	<b>Overall operations on the public housing agency</b>

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) At the time of full application

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)
- NAHA has contracted with a private agency to conduct screening of residents for pending civil cases

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? NAHA has implemented the "State of Indiana Limited Criminal Check" managed by the Indiana State Police to determine if an applicant has an out of area criminal history applicable under Federal housing law.

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 (169 Woodland only)
  - 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?  
None
  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)  
Central Office located at 169 Woodland Drive

**(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)
- NAHA is considering a policy that will permit residents to transfer to another site or unit based for reasons other than above if they pay the cost of renovating both the unit they are transferring into and the one they transferred from.
- Other: (list below)
- Providing Law Enforcement with information about criminal activities in their current development if requested by the law enforcement agency for the family's protection.

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.

1      Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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)  
Newsletters

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).**

### **(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. NAHA complies with the "State of Indiana Limited Criminal Check" for each applicant prior to admission to any housing program.
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
  - Rental History Information
  - NAHA has contracted with a private agency to conduct national and regional screening of residents for pending civil cases

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)  
Rental History Information

**(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)  
Central Office, 169 Woodland Drive, New Albany, IN

**(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:  
Medical and other emergencies

**(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.

1      Date and Time

Former Federal preferences

- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1      Victims of domestic violence
- 2      Substandard housing

- 2 Homelessness
- 3 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)  
Established Rental Records

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)  
Designative Housing Vouchers (200 Vouchers)  
Family Unification Vouchers (50 Vouchers)

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

Through published notices

Other (list below)

Information meetings for case management staff

Outreach activities through other non-profits

Outreach activities directly to consumers

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

\$0

\$1-\$25

\$26-\$50

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

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

See the ACOP attached at Tab 3

“13.3 A. A hardship exists in the following circumstances:

1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
3. When the income of the family has decreased because of changed circumstances, including loss of employment;
4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
5. When a death has occurred in the family.”

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

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

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:

See ACOP at Tab 3.

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

See ACOP at Tab 3.

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)  
Within 5 days of the date the household income/composition changes.

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

## **(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR: NAHA has implemented 110% of FMR to deconcentrate low-income participants and to increase the number of rent-eligible housing and apartments in non-impacted areas.
- Above 110% of FMR (if HUD approved; describe circumstances below)  
For persons receiving a Designated Housing Voucher, NAHA will apply to HUD for an increase above the 110% rent standard on a case-by-case basis to encourage landlords to make units accessible to the voucher holder.

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)  
To increase the stock of available housing, decrease concentration of low income families, and encourage landlords to make existing units accessible.

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)

See Section 8 Administrative Plan Attached:

1. A hardship exists in the following circumstances:
  - a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
  - b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
  - c. When the income of the family has decreased because of changed circumstances, including loss of employment;
  - d. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
  - e. When a death has occurred in the family.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1085	261
Section 8 Vouchers	159	31
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	200 Designated Housing 50 Family Unification	10
Public Housing Drug Elimination Program (PHDEP)	N/A	
Economic Development and Self-Sufficiency	100	10
Resident Opportunity and Self-Sufficiency	30	4
Other Federal Programs(list individually)		

\*Units are being used for Police, FSS, Parks and Recreation, Health Screening, and Resident Activities.

### 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: 169 Woodland Drive
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
  - Other (list below)  
Central Leasing Office at 169 Woodland Drive

## **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 Tab 5

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

### **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:  
FY2002: Broadmeade, Parkview Terrace, and Parkview Towers  
FY2004: Crystal Courts, Vance Courts

- 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:  
NAHA is undertaking an evaluation of all properties for the purpose of exploring a rental ownership, mixed financing and mixed income strategy.

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

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Parkview Towers, Riverview Towers, Mark Elrod Towers
1b. Development (project) number:	IN12006, IN12007, IN12010
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>Approved on August 21, 2000</u>
5. If approved, will this designation constitute a (select one)	NOT APPLICABLE <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	365 designated elderly public housing units plus 200 Designated Housing Vouchers for non-elderly persons with disabilities
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total developments

Note: When HUD approved the Designated Housing Plan on August 21, 2000, it did so with three contingencies:

1. NAHA apply for and receive the maximum number of Housing Choice Vouchers available in support of the Designated Housing Plan.
2. NAHA secure funding for the Housing Choice Vouchers above.

3. NAHA continues to set aside accessible units for those families requiring such accommodations regardless of age.

In FY 2001, NAHA received 200 Housing Choice Vouchers, the maximum available, in support of the Designated Housing Plan. To further the plan, NAHA has undertaken the following steps:

- a) Developed programs to assist program participants in gaining access to supportive services;
- b) Identified public and private funding sources to assist participation in covering the costs of modifications that need to be made to ensure accessibility;
- c) Developed a process to apply for exceptions to the payment standards above the 110% level to assure accessibility;
- d) Offered all persons who qualify for rental assistance other housing opportunities as they become available; and,
- e) Established procedures to increase access to housing in a variety of non-impacted neighborhoods through outreach and supportive services.

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

NAHA will investigate starting a Section 8 Homeownership program and make a decisions regarding adopting the program during FY 2002. The responses to the questions below are in anticipation of that decision.

### 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.

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 12/17/99 and expanded on 8/14/00.

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Providence Self-Sufficiency Ministries	200	Self-Selection and Referral	Broadmeade/Parkview Terrace Office, 225 Daisy Lane	Both
Center for Women and Families	25	Self-Selection and Referral	All Developments	Public Housing
Southern Indiana Workforce Investment Board	50	Referral	All Developments	FSS Participants and Both

**(2) Family Self Sufficiency program/s**

a. Participation Description: NAHA runs a voluntary FSS program approved by HUD

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 01/10/02)
Public Housing	15 (Voluntary Program)	31
Section 8	15 (Voluntary Program)	10

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

**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.

**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)
  - Residents have left public housing or requested transfers due to drug-related criminal activities in their developments

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

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

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

Beechwood Terrace, Broadmeade Terrace, Parkview Terrace, Parkview Towers, Crystal Courts, Vance Courts, Riverside Terrace

**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:
  - A comprehensive CPTED Analysis and Improvement Plan will be completed in 2002
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program:
  - To be implemented in FY 2002.
- Other (describe below)
  1. After-school tutoring program for at-risk students
  2. GED and Employment Programs for Adults
  3. Sponsor sports activities for resident youth
  4. Employ off-duty police officers to patrol developments
  5. Implement a program to track and counsel problem families

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

Beechwood Terrace, Broadmeade Terrace, Parkview Terrace, Parkview Towers, Crystal Courts, Vance Courts, Riverside Terrace

**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 are employed to patrol developments above baseline
  - NAHA contracts with the Police for additional services annually through the Capital Fund
- 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)

Vance Courts, Crystal Courts, Riverside Terrace, Parkview Terrace, Broadmeade Terrace, Riverside Terrace, Beechwood Terrace

**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? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?  
N/A

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Tab 6
- Provided below:
- 1) Increase compliance of handicapped units with 504 regulations.
  - 2) Provide options for residents to have handicapped ready amenities installed at little or no cost to the resident.
  - 3) Conduct weatherization throughout the Authority.
  - 4) Improve communications with residents, especially the Residents Advisory Board
    - i. Provide more timely information on the availability of resident funds and the amounts
    - ii. Provide timely updates on the status of various plans and requests
    - iii. Establish regular meetings with the RAB
  - 5) Provide more opportunities for resident employment.
  - 6) Involve residents in the operation of programs.
  - 7) The electrical wiring and telephone lines need to be upgraded to today's building codes.
  - 8) After construction has been completed and/or during the process, someone should inspect the work being done.
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:
- Revised maintenance policies and procedures to accommodate comments and instituted a quality control program
  - Established improved communications plan with residents
  - Moving toward a 5-year maintenance and repair plan that has priorities for each development and a schedule
  - Increasing resident employment and training opportunities
- 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)  
Indiana State Code directs all members of the Board of Commissioners to be appointed by the Executive Officer (Mayor) of the jurisdiction in which the public housing resides. The Mayor of the City of New Albany appoints all members of the Board of Commissioners for the housing authority. Thus, while residents may nominate candidates, the Mayor has total discretion in appointing Commissioners. New Albany is participating the Indiana NAHRO to revise the Indiana State Code to give residents more voice in nominating representatives for the Board of Commissioners.
  
- 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
  - Other (list)  
Appointed by Mayor.

**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: City of New Albany, 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 the initiatives contained in the Consolidated Plan. (Listed below)
  - The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
    - 1. Development of inner-city neighborhood plans.
    - 2. CDBG financial support to expand the Individual Development Accounts throughout the urban enterprise zone.
    - 3. CDBG financial support to the NA-FC Park Board to expand recreational programming within inner-city areas.
    - 4. Expansion and/or coordination of CDBG Homeownership programs and activities to serve needs of Public Housing residents.
    - 5. Provision of CDBG rehabilitation grant assistance to support Section 8 Voucher program for disabled tenants.
    - 6. Continued consultation between the professional staffs of the New Albany Redevelopment Commission (CDBG Consolidated Plan) and the New Albany Housing Authority (Public Housing Strategic Plan) regarding program planning and implementation.
- Other: (list below)

**D. Other Information Required by HUD**

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

## **Attachments**

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

**Table Library**



**Actual Comprehensive Grant  
Cost Certificate**  
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
(Exp. 3/31/2002)

PHA/IHA Name  <b>The Housing Authority of the City of New Albany, IN</b>	Comprehensive Grant Number <b>IN36P01250101</b>
	FFY of Grant Approval <b>2001</b>

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	<b>\$ 2,077,401.00</b>
B. Revised Funds Approved	-
C. Funds Advanced	
D. Funds Expended (Actual Modernization Cost)	-
E. Amount to be Recaptured (A-D)	<b>2,077,401.00</b>
F. Excess of Funds Advanced (C-D)	<b>\$ -</b>

2. That all modernization work in connection with the Comprehensive Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA/IHA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729)

Signature  <b>X</b>	Date  <b>01/24/2002</b>
---------------------------	-------------------------------

**For HUD Use Only**

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division)  <b>X</b>	Date
--	------

The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division)  <b>X</b>	Date
--	------

Approved (Field Office Manager)  <b>X</b>	Date
---	------

**Actual Modernization  
Cost Certificate**

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

OMB Approval No. 2577-0044 (exp. 12/31/99)  
OMB Approval No. 2577-0157 (exp. 12/31/99)

**Comprehensive Improvement Assistance Program (CIAP)  
Comprehensive Grant Program (CGP)**

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

**Do not send this form to the above address.**

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: <b>The Housing Authority of the City of New Albany, IN</b>	Modernization Project Number: <b>IN36P01250101</b>
--	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$	-
B. Funds Disbursed	\$	-
C. Funds Expended (Actual Modernization Cost)	\$	-
D. Amount to be Recaptured (A - C)	\$	-
E. Excess of Funds Disbursed (B - C)	\$	-

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefore incurred by the HA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

**X**

**1/24/2002**

**For HUD Use Only**

**The Cost Certificate is approved for audit:**

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

**X**

**The audited costs agree with the costs shown above:**

Verified: (Designated HUD Official)

Date:

**X**

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

**X**

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PHA Forms

Input Range							
Acct	Original	Revised	Obligated	Expended	Acct	Original	
1406	207,740.00	0.00	0.00	0.00	1406	207,740.00	
0	0.00	0.00	0.00	0.00	ACCT		
1408	415,480.00	0.00	0.00	0.00	1408	415,480.00	
0	0.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1410	311,610.00	
0	0.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1411	0.00	
0	0.00	0.00	0.00	0.00	ACCT		
1475	103,871.00	0.00	0.00	0.00	1415	0.00	
0	0.00	0.00	0.00	0.00	ACCT		
1410	311,610.00	0.00	0.00	0.00	1430	80,000.00	
0	0.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1440	0.00	
1499	335,480.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1450	207,740.00	
1450	207,740.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1460	0.00	
1490	415,480.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1465	0.00	
1430	80,000.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1470	0.00	
0	0.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1475	103,871.00	
0	0.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1485	0.00	
0	0.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1490	415,480.00	
0	0.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1492	0.00	
0	0.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1495	0.00	
0	0.00	0.00	0.00	0.00	ACCT		
0	0.00	0.00	0.00	0.00	1499	335,480.00	
#VALUE!	0.00	0.00	Federal FY of	0.00	ACCT		
#VALUE!	IN36P012501	0.00	2001	0.00	1501	0.00	
#VALUE!	0.00	0.00	0.00	0.00	ACCT		



































0.00

0.00

0.00



























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

PHA Name: <b>The Housing Authority of the City of New Albany, IN</b>	Grant Type and Number Capital Fund Program Grant No: <b>IN36P01250101</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2001</b>
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no. )  
 Performance and Evaluation Report for Program Year Ending     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	207,740.00	-	-	-
3	1408 Management Improvements	415,480.00	-	-	-
4	1410 Administration	311,610.00	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	80,000.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	207,740.00	-	-	-
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	103,871.00	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	415,480.00	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	335,480.00	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 2,077,401.00	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-



















# NEW ALBANY HOUSING AUTHORITY GRIEVANCE PROCEDURE

## 1.0 RIGHT TO A HEARING

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer.

## 2.0 DEFINITIONS

For the purpose of this Grievance Procedure, the following definitions are applicable:

- A. **"Grievance"** shall mean any dispute which a resident may have with respect to the New Albany Housing Authority's action or failure to act in accordance with the individual resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status. Grievance does not include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority; or any violent or drug-related criminal activity on or near such premises. Nor shall this process apply to disputes between residents not involving the New Albany Housing Authority or to class grievances.
- B. **"Complainant"** shall mean any resident whose grievance is presented to the New Albany Housing Authority or at the development management office in accordance with sections 3.0 and 4.0 of this procedure.
- C. **"Elements of Due Process"** shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
  - 1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
  - 2. Right of the resident to be represented by counsel;
  - 3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and
  - 4. A decision on the merits.
- D. **"Hearing Officer"** shall mean a person selected in accordance with section 4.0 of these procedures to hear grievances and render a decision with respect thereto.
- E. **"Resident"** shall mean the adult person (or persons) other than a live-in aide:

1. Who resides in the unit and who executed the lease with the New Albany Housing Authority as lessee of the premises, or, if no such person now resides in the premises,
  2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.
- F. **"Resident Organization"** includes a resident management corporation.
- G. **"Promptly"** (as used in section 3.0, and 4.0 (D)), shall mean within the time period indicated in a notice from New Albany Housing Authority of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the agency.

### **3.0 PROCEDURES PRIOR TO A HEARING**

Any grievance shall be promptly and personally presented, either orally or in writing, to the New Albany Housing Authority office or to the office of the development in which the resident resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within fourteen (14) calendar days and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

### **4.0 PROCEDURES TO OBTAIN A HEARING**

#### ***4.1 REQUEST FOR HEARING***

The resident shall submit a written request for a hearing to the Authority or the development office within fourteen (14) calendar days from the date of the mailing of the summary of the discussion pursuant to section 3.0. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

#### ***4.2 SELECTION OF A HEARING OFFICER***

A grievance hearing shall be conducted by an impartial person appointed by the New Albany Housing Authority other than a person who made or approved the action under review or a subordinate of such person.

The New Albany Housing Authority shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization's comments or recommendations. The New Albany Housing Authority shall consider any comments or recommendations by a resident organization.

From this list, a hearing officer shall be selected.

#### **4.3 *FAILURE TO REQUEST A HEARING***

If the resident does not request a hearing in accordance with this section, then the New Albany Housing Authority's disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the New Albany Housing Authority's action in disposing of the complaint in an appropriate judicial proceeding.

#### **4.4 *HEARING PREREQUISITE***

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure prescribed in section 3.0 as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in accordance with section 3.0 to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

#### **4.5 *ESCROW DEPOSIT***

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the New Albany Housing Authority claims is due, the resident shall pay to the New Albany Housing Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the New Albany Housing Authority until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the New Albany Housing Authority may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the resident may have to contest the New Albany Housing Authority's disposition of his grievance in any appropriate judicial proceeding.

#### **4.6 *SCHEDULING OF HEARINGS***

Upon the resident's compliance with this section the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the New Albany Housing Authority. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the resident and the appropriate agency official.

### **5.0 *PROCEDURES GOVERNING THE HEARING***

The resident shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the New Albany Housing Authority does not make the document available for examination upon request by the resident, the New Albany Housing Authority may not rely on such document at the grievance hearing.
- B. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;
- C. The right to a private hearing unless the resident requests a public hearing;
- D. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority or development management, and to confront and cross examine all witnesses upon whose testimony or information the New Albany Housing Authority or development management relies; and
- E. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the New Albany Housing Authority and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities:

- A. The New Albany Housing Authority shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
- B. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

## **6.0 INFORMAL HEARING PROCEDURES FOR DENIAL OF ASSISTANCE ON THE BASIS OF INELIGIBLE IMMGRATION STATUS**

The participant family may request that the New Albany Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

## **7.0 DECISION OF THE HEARING OFFICER**

The Hearing Officer shall prepare a written decision, together with the reasons therefor, within fourteen (14) calendar days after the hearing. A copy of the decision shall be sent to the resident and the New Albany Housing Authority. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained on file by the New Albany Housing Authority and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the New Albany Housing Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the New Albany Housing Authority's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

- A. The grievance does not concern New Albany Housing Authority action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
- B. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or Board of Commissioners in favor of the New Albany Housing Authority or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial do novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

# NEW ALBANY HOUSING AUTHORITY

## PET POLICY

### **18.1 EXCLUSIONS**

This policy does not apply to animals that are used to assist persons with disabilities. Certified assistance animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

### **18.2 PETS IN PUBLIC HOUSING**

The New Albany Housing Authority allows for ownership of birds and fish in all of its developments and for dogs and cats in the areas specified below with the written pre-approval of the Housing Authority. Due to the density of our neighborhoods and for the safety of our residents and their pets, areas at each site are designated as follows:

- A. At the three elderly highrises i.e. Parkview Tower, Riverview Tower, and Mark Elrod Tower, cats and dogs will be allowed in units on the second floor only. Residents on other floors who desire to have a cat or dog may request a transfer to the second floor on a first come first served basis and contingent on 2<sup>nd</sup> floor vacancies.
- B. Beechwood Court, specifically 302, 304, 306, 308, 310, 312 Doolittle Drive; and 610, 612, 614, 616, 618, 620, 622, 624, 626, 628 MacArthur Drive. Residents desiring to have a cat or dog may request a transfer to a designated unit on a first come first served basis contingent on availability.
- C. Crystal Court, specifically 201, 203, 205, 207 Crystal Court. Residents desiring to have a cat or dog may request a transfer to a designated unit on a first come first served basis contingent on availability.
- D. Parkview/Broadmeade, specifically the even numbered addresses in the 100 and 200 blocks of Erni Avenue, 401 through 411 Graybrook Lane, 101 through 204 Morgan Avenue; 101, 103, 105, 107, 109, 111, 113, 115, 117 Erni Avenue. Residents desiring to have a cat or dog may request a transfer to a designated unit on a first come first served basis contingent on availability.
- E. Vance Court, specifically the even numbered apartments from 26 through 48. Residents desiring to have a cat or dog may request a transfer to a designated unit on a first come first served basis contingent on availability.
- F. Riverside Terrace, specifically apartment numbers 1 through 14 Riverside Drive. Residents desiring to have a cat or dog may request a transfer to a designated unit on a first come first served basis contingent on availability.

These designations apply to cats and dogs only. Other pets allowed by this policy may be kept in any unit (subject to all rules). Residents are responsible for any damage caused by their pet. Including but not limited to, the cost of fumigating or cleaning their units. In exchange for this right, residents assumes full responsibility and liability for their pet and agrees to hold the New Albany Housing Authority harmless from any claims caused by an action or inaction of the pet. New Albany Housing Authority staff are responsible for the enforcement of its pet policy and their determination(s) shall be final.

### **18.3 APPROVAL**

Residents must have the written approval of the Housing Authority before moving a pet into to their unit. Residents must request approval on the authorization of pet Ownership Form that must

be fully completed before the Housing Authority will approve the request. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.

#### ***18.4 TYPES AND NUMBER OF PETS***

The New Albany Housing Authority will allow only common household pets, defined as cats, dogs, goldfish or tropical fish and caged birds. No other types of pets will be allowed.

All dogs and cats must be spayed or neutered before they become six months old. The pet owner is required to provide the Housing Authority with verification from a licensed veterinarian.

Only one (1) pet per unit will be allowed.

Any animal deemed to be potentially harmful to the health and/or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed 15 pounds in weight at its projected full adult size.

Any dog must be at least six (6) months old, housebroken, and neutered.

Any cat must be at least six (6) months old, litter-trained, and neutered.

#### ***18.5 INOCULATIONS***

In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anticruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the New Albany Housing Authority to attest to the inoculations.

#### ***18.6 PET DEPOSIT***

A pet deposit totaling \$300.00 is required to register all cats and dogs with the Housing Authority. A minimum of \$50.00 is required at the time of registering a cat or dog, the balance to be paid at the rate of at least \$50.00 monthly, every month until paid. The deposit is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear.

#### ***18.7 FINANCIAL OBLIGATION OF RESIDENTS***

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any unit that becomes insect infested and the cause of the infestation is pet-related will be the financial responsibility of the resident of that unit or the pet owner. The New Albany Housing Authority reserves the right to exterminate and charge the resident for any and all cost related to extermination of the unit.

Any resident who owns a dog or cat will be required to pay a \$15.00 per month pet ownership fee. The ownership fee is due on the 1<sup>st</sup> of every month and a \$5.00 late fee will be charged after the 5th of each month.

#### ***18.8 NUISANCE OR THREAT TO HEALTH OR SAFETY***

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. Pet owners must clean up after

their pets immediately, at locations both inside tenant homes and in all outside neighborhood areas.

Repeated substantiated complaints by neighbors or the New Albany Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet from the premises. Refusal to remove the pet will be grounds for eviction.

Pets who make noise continuously and /or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

### ***18.9 DESIGNATION OF PET AREAS***

Residents are not allowed to maintain pets outside of any apartment. Pets must be kept in the owner's apartment or on a hand-held leash at all times when outside the unit (no fences, doghouses, and/or outdoor cages may be constructed to maintain pets). Pets will be allowed only in the designated areas. Pet owners must clean up after their pets and are responsible for disposing of pet waste properly.

**DOGS** – At the elderly highrises, dog waste deposited on Housing Authority property must be removed at once, placed in plastic bag, tightly closed, and deposited in the designated waste receptacle located near the picnic shelters. At Beechwood Court Crystal Court, Parkview/Broadmeade, Vance Court, and Riverside Terrace dog owners must exercise their pets for the purpose of waste deposit only in their own yard areas or off of Authority property. The waste must be removed at once, placed in a plastic bag, tightly closed, and placed in the designated waste receptacle nearest their unit.

**CATS** – Cats must be litter trained. Cat waste may be sifted from the litter box and placed directly in the toilet (waste only) and flushed. Clogged toilets due to cat litter are the financial responsibility of the resident. When changing litter, it must be placed in a tightly closed plastic bag and placed in the designated waste receptacle.

With the exception of certified assistive animals no pets shall be allowed in the community room, community room kitchen, laundry rooms, public bathrooms, lobby, beauty shop, hallways or office at any of our sites. Only one animal should be on any elevator at any time. Whenever possible, pet owners are encouraged to use the stairs.

To accommodate residents who have medically certified allergic or phobic reactions to dogs, cats or other pets, those pets may be barred from certain wings (or floors) in our developments(s) / (building(s)). This shall be implemented based on demand for this service.

### ***18.10 MISCELLANEOUS RULES***

Housing Authority personnel will not be required to enter any apartment where a cat or dog resides unless the resident is at home and has the pet under control.

Pets may not be left unattended in a dwelling unit for over 24 hours. If the pet is left unattended for more than 24 hours, the Housing Authority shall have the right to enter the premises and take the uncared-for pet to the local animal shelter and will assume no responsibility for the pet after the transfer.

Pet bedding shall not be washed in any common laundry facilities.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies, distemper and other required inoculations.

Pets cannot be kept, bred or used for any commercial purpose.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner. See 18.8

A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

In the event of an attack or any injury to a person(s) or other animal(s) the pet's owner shall be required to permanently remove the pet from the Housing Authority's property IMMEDIATELY upon receiving written notice from the Housing Authority. The pet owner may also be subject to termination of his/ her dwelling lease. See 18.12

Any pet owner who violates any condition(s) of this policy may be required to remove his/her pet from the development within 5 calendar days of receiving written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease. See 18.12

The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

### ***18.11 VISITING PETS***

No unauthorized pets/animals shall be allowed on New Albany Housing Authority property. Authorized pets are defined as pets that have been approved in accordance with section 18.3 of the New Albany Housing Authority Pet Policy.

### ***18.12 REMOVAL OF PETS***

The New Albany Housing Authority, or an appropriate community Authority, shall, require the removal of any pet from any complex, if the pet's conduct or conditions are determined to be a nuisance or a threat to the health and/or safety of other occupants of the complex and/or of other persons in the community where the complex is located.

In the event of illness or death of the pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, the New Albany Housing Authority has permission to call the emergency caregiver designated by the pet owner or the local Pet Law Enforcement Agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner. If the emergency caregiver fails to pick up the animal within 24 hours will be turned over to the proper enforcement agency.

Additionally, any animal that is the suspected victim of abuse and/or neglect will be reported to the local Pet Law Enforcement agency and shall be removed in accordance with local and/or state laws.

THE PET POLICY WILL BEGIN ON JULY 1, 2001

**Violation of any Of the New Albany Housing Authority's Pet Policy will be Grounds For Removal Of The Pet And/or Eviction Of The Tenant.**

APPROVED BY THE NEW ALBANY HOUSING AUTHORITY COMMISSONERS 5/15/2001





**Actual Comprehensive Grant  
Cost Certificate**  
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
(Exp. 3/31/2002)

PHA/IHA Name  <b>The Housing Authority of the City of New Albany, IN</b>	Comprehensive Grant Number <b>IN36P01250101</b>
	FFY of Grant Approval <b>2001</b>

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	<b>\$ 2,077,401.00</b>
B. Revised Funds Approved	-
C. Funds Advanced	
D. Funds Expended (Actual Modernization Cost)	-
E. Amount to be Recaptured (A-D)	<b>2,077,401.00</b>
F. Excess of Funds Advanced (C-D)	<b>\$ -</b>

2. That all modernization work in connection with the Comprehensive Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA/IHA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729)

Signature  <b>X</b>	Date  <b>01/24/2002</b>
---------------------------	-------------------------------

**For HUD Use Only**

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division)  <b>X</b>	Date
--	------

The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division)  <b>X</b>	Date
--	------

Approved (Field Office Manager)  <b>X</b>	Date
---	------

**Actual Modernization  
Cost Certificate**

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

OMB Approval No. 2577-0044 (exp. 12/31/99)  
OMB Approval No. 2577-0157 (exp. 12/31/99)

**Comprehensive Improvement Assistance Program (CIAP)  
Comprehensive Grant Program (CGP)**

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

**Do not send this form to the above address.**

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: <b>The Housing Authority of the City of New Albany, IN</b>	Modernization Project Number: <b>IN36P01250101</b>
--	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$	-
B. Funds Disbursed	\$	-
C. Funds Expended (Actual Modernization Cost)	\$	-
D. Amount to be Recaptured (A - C)	\$	-
E. Excess of Funds Disbursed (B - C)	\$	-

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefore incurred by the HA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

**X**

**1/24/2002**

**For HUD Use Only**

**The Cost Certificate is approved for audit:**

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

**X**

**The audited costs agree with the costs shown above:**

Verified: (Designated HUD Official)

Date:

**X**

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

**X**

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PHA Forms

Input Range							
Acct	Original	Revised	Obligated	Expended	Acct	Original	
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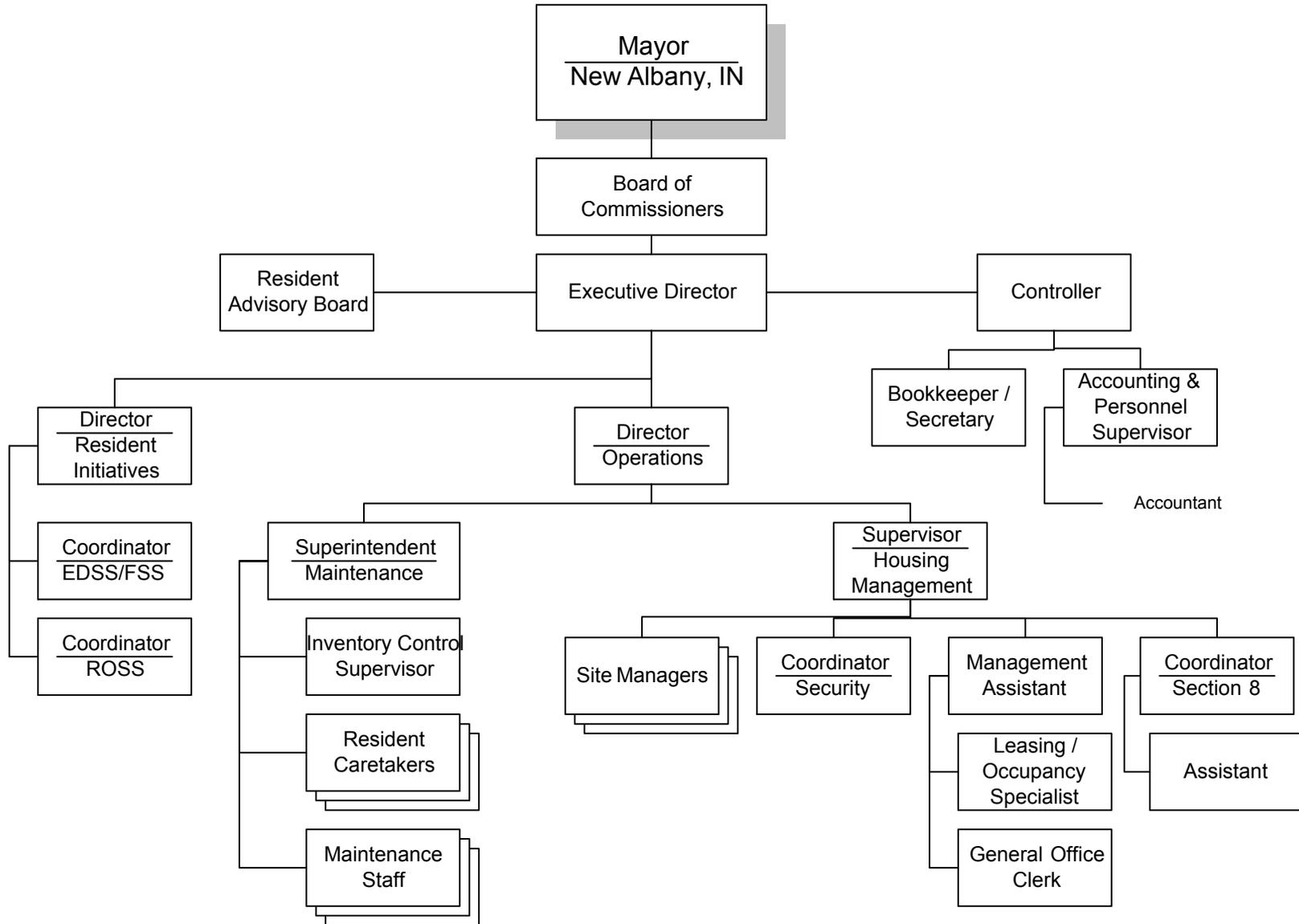




# Housing Authority of New Albany, IN

Organizational Chart

1/15/02



# Housing Authority of the City of New Albany, Indiana

## RESIDENTS ADVISORY BOARD

Resident Member	Development
Ralph Abell 303 Wainwright Drive, New Albany, IN 47150	Beechwood Terrace
Pat Baxter #1 Wolfe Terrace, New Albany, IN 47150	Mark Elrod Tower
Margaret M. Bratcher 102 Fischer Drive, New Albany, IN 47150	Parkview Terrace
Dorris M. Byrne #1 Wolfe Terrace, New Albany, IN 47150	Mark Elrod Tower
David W. Cissell 308 Parkview Towers; New Albany, IN 47150	Parkview Towers
Juanita Douglas 224 Ernie Drive, New Albany, IN 47150	Parkview Terrace
James D. Higdon 305 Wainwright Drive, New Albany, IN 47150	Beechwood Terrace
Joyce Humphrey 1338 Minton Drive, New Albany, IN 47150	Broadmeade Terrace
Christine Johnson 5 William O. Vance Court, New Albany, IN 47150	Vance Court
Melissa Logsdon 84 Riverside Drive, New Albany, IN 47150	Riverside Terrace
Hazel A. McIntosh 406 Parkview Towers, New Albany, IN 47150	Parkview Towers
Cindi Reas 64 Riverside Drive, New Albany, IN 47150	Riverside Terrace
Jessie M. Wilson 609 Riverview Towers, New Albany, IN 47150	Riverview Towers

**THE NEW ALBANY HOUSING AUTHORITY  
SEEKS YOUR IDEAS  
TO IMPROVE OUR HOMES AND OUR NEIGHBORHOODS**

PLAN TO ATTEND  
AND  
GIVE YOUR SUGGESTIONS

**WEDNESDAY, JANUARY 9, 2002  
1:00 P.M.  
RIVERVIEW TOWER  
OR  
WEDNESDAY, JANUARY 9, 2002  
6:30 P.M.  
BEECHWOOD CENTER**

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CALL  
BOB LANE – NAHA 948-2319 EXT. 106

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BOB LANE – NAHA 948-2319 EXT. 106

# THE HOUSING AUTHORITY OF THE CITY OF NEW ALBANY

500 SCRIBNER DRIVE  
P.O. BOX 11  
NEW ALBANY, IN 47151-0011

To:

Tribune/Evening News

**From:** New Albany Housing Authority  
**Contact Person:** Cora Huffines  
**Date:** December 21, 2001

The Housing Authority of the City of New Albany, Indiana will be holding 2 public meetings for input on the 2003 Annual Plan to be submitted to U. S. Department Of Housing and Urban Development. The meetings will be held on January 9, 2002 at Riverview Towers, 500 Scribner Drive, New Albany, Indiana, at 1:30 P.M. and Beechwood Court, 210 Kelley Drive, New Albany, Indiana, at 6:30 P.M.

Refreshments will be served.

Public and especially Public Housing Residents are requested to attend.

Any questions should be directed to Bob Lane, Executive Director of the Housing Authority- (812) 948-2319, Ext. 106.

The Housing Authority of the City of New Albany, Indiana

**Dated: December 21, 2001**

**Publish: December 26 and December 30, 2001**

**Dates to be run: Wednesday, 12/26/01 & Sunday, 12/30/01**

## Resident Meeting

Riverview Towers  
January 9, 2002  
Annual Plan

Attached is a list of all resident attendees. Other attendees included staff members Bob Lane, Debbie Hubbard, Kathy Roper, Cherry Kannapel, Mary Webber, and Cora Huffines. Commissioner Trin McCulloch also attended. John Hayes, Sparta Consultant on the Five Year Plan facilitated the meeting and led the discussion.

Bob Lane welcomed the residents. Stated his goal from the planning process was to make a chart of improvements by site and have a priority assigned to each task. This would be a map to guide the Housing Authority over the next few years. Likened the planning process to trip to California, stating he could get on I-64 and head west, but needed some guidance along the way. While we need to work on the plan, we will not be able to accomplish all the suggestions from our meetings. All sites, however, do need improvements and please give your suggestions to John (Hayes.)

John: This is a blueprint to achieve our goals. Set broad goals of what you want to do. In about 2 weeks you will see a lot of people here on the properties doing a physical needs assessment. They will be looking at a lot of items: safety, security, interior, exterior, and we will fill in the details of the plan over the next 2 months. But, we have to see what comes first. The object is to look at a broad plan, develop benchmarks, see where we want to get to, where we can get to today. Our broad plan is the trip of 2000 miles, and we would use Kansas City or St. Louis as the benchmark to see if we are on the right route to reach that goal. Are there any questions about what a five year plan is. We want to hear your ideas.

Goal 1. Expand the supply of affordable housing.

1. One way the HA can do that is by applying for more Section 8 vouchers. Vouchers are portable and people can live in other neighborhoods and even other cities, counties and states. Last year the HA obtained 200 vouchers for non-elderly disabled persons to assist with affordable housing. They received 50 vouchers for families who were separated and the children were in foster care and needed safe decent housing in order to be together again. The HA will apply for more vouchers so more people can get assistance.
2. Reduce Vacancies. That number has increase over the last year. What do you want to see done?
  1. Improve the appearance of the units inside and out. What is needed to make you want to live here?
  2. Improve the marketing of units. These are small things to improve appearance. **We need new stoves.** That is right, we need to improve the quality. Amenities inside and out. Stoves, refrigerators and paint programs. **Improve the cable, when I live on the outside I had Insight Cable and the History Channel and I would like to get them here.**

3. Enhance safety and security. **I want to get something that stops the flies through the register. Yeah, we get bees, wasps, and beetle bugs too.**  
John: We also want to look at alternatives to building public housing. **We need to do something about those electric transformers out there at the end of the property that make noise, wake us up.** We need to look at multiple safety measures. **That splash around the stove is dirty, cannot be cleaned, never looks sanitary. I proposed a long term plan for stoves and refrigerators. You get 5 new ones in here and instead of repairing them and bringing them back to our apartments, bring a new one as they break.** Yes, that is a good idea to have rolling replacements and that may be incorporated into the plan.

We want to look at providing other opportunities to provide safe, decent, affordable housing.

3. Establish a CDC or CHDO for development activities. We want to look at other activities from outside the PH framework. **I want to move the beauty shop out of the utility room. She doesn't even have a mirror. Let her have one of the empty units for that. Rural FMHA made alternate houses available for people in other stages of life.**

Bob: I just want to say one thing. Most of you in here are fanning. We also want to look at an overall energy plan. This is Andrew Overmeyer who is looking at how we can improve or adjust heating. We are looking at performance contracting, which will tell us new ways to control temperature better. What needs to be done and what the cost will be, energy savings may pay for it.

**Cars running outside, the fumes come up and bother us.**

Bob: Well that is a loading zone, and we need that area. We cannot control people who deliver here.

Beechwood Terrace  
Resident Meeting  
January 9, 2002  
Five Year Plan

Staff: Bob Lane, Exec Director, Debbie Hubbard, Dir of Operations, Gay Davidson, Occupancy Supervisor, Debbie Phillips, Site Manager, Ivan Russell, Maintenance, Sue Barks, Site Manager, Cora Huffines, Controller.

Bob Lane explained the 5-Year Plan process and John Hayes, Sparta Corporation, part in the development of the plan. This is a broad comprehensive plan to be submitted, but will fill in plan over next 60 days and file an amended plan with more details including a complete physical assessment of all properties.

John Hayes

Need resident guidance, dreams about what they want their sites to look like in the next few years. Need for safe, decent housing, with an improved appearance. Need to improve marketing, need to offer more choices regarding home ownership. Need assisted living, new development/rehabilitation. Seek other funding.

Resident. Want block watches, better policing. Cannot understand why the HA would take 170,000 out of the budget when we should not be paying for what we should get anyway. They do not come out here anyway and they should, why pay for more policing. Police walk through twice a week and we should not pay for that.

JH: We plan to improve management accountability. Develop QA, SOPs, reduce vacant turnaround time, make sure everything is done right the first time. The HA realizes this has to be done. Implement preventive maintenance.

Resident. Had meetings last year at Parkview and Broadmeade, need to follow up on what the HA said they were going to do last year. Maintenance jobs that get started and not finished. Tenants get blamed for not calling and telling them about it. Get charged for things that went bad and not finished.

JH: That is what they mean by QA. Initiated a computer system to track work orders. How to make a system to make sure we keep promises. How to gain your confidence. One way to establish that trust is to meet with you frequently and we plan on doing that on a regular basis.

Bob: We are improving our communication, have new 2 way radios, turning more vacant units. Need to train staff and hire more staff. Look to residents for more input along the way. Initiated a formal regular inspection plan, and also inspect the work done to make sure it is in a quality way. Who is to blame?

Resident: Don't keep hiring the same guys [contractors, architects, engineers] who keep messing things up.

Resident: Thank you for the new roads and being there and not just letting the contractors just cover stuff up like they did in the past.

Resident: Thank you for the new playgrounds.

Bob: We did those ihouse and saved about 40,000.

Resident: Want to know when the drier vents go in.

Bob: Discussed daily priorities.

JH: We want to give you more feedback so you know more about where we are, involve you in the process and not let you think you are forgotten.

We want to map a plan to develop the properties, with costs and priorities and you can see where your jobs are in the queue. You may have to wait but you know where you will be in the plan. You will have input on what goes into the plan.

Resident: Why do we get only 24 hours notice of meetings not even in the newsletters.

Bob: This is just the first phase in the meetings and we will be coming back other times and take more comments. This is a plan to plan.

Resident: Is tonight the only time we will get to say what happens.

Bob: no.

JH: Overall we will back and bring the physical assessment team in the next few weeks and they will visit homes and talk to residents.

Establish criticality of the needs and costs. Have more meetings

Resident: Is Vance Ct. going to be a priority.

Bob: Explain the decision to apply for Hope VI based on vacancy, problems, size of site, concentration of numbers of residents. This will free up capital fund money for other development activities. Would like to apply for Hope VI for Vance in 2004 based on success of first application. Use CF to address concerns on all sites.

We will make more units handicapped accessible. Need to move to 5% of all units, but first will be based on requests of current residents.

Resident: The new sidewalks on MacArther do not have a single curb cut all the way through. Shouldn't the planner know that we need those. Wheel chairs have to go in the road. A big company like these are should know that and should come back and fix it.

JH: I am not going to lie to you, I do not know what the health and safety needs are. We will need to look at that but cannot answer that tonight. We are getting the issues down.

Resident: What about Vance Ct. These other people have Washer/drier hookups, but Vance Ct only has them where people pay for a plumber to do it.

Bob: we want to spend our money wisely, we will look at all the needs. Look at loss of residents to our own Section 8 program. 8 this month. Most of the stock is old an we

need to plan to get things done. Make units more livable, but weigh against the need for total renovation, knock down.

We need you, staff and the community to make it happen and it will not be overnight. We need a real plan to make it go.

Resident: We heard this a year ago, not heard a word since then. How does it take for an apartment to get matching tile.

Resident: A fire.

Bob: The bar has been raised and what was done before is unacceptable. Need more interior design.

Resident: More cabinet space in these units.

JH: Same issues have come up here as other Has across the nation I have visited. This HA is making a commitment now to do better.

Resident: Why not make everything in the HA interchangeable, buy a truckload and all the faucets will be the same..

Sue Barks (staff:) Everyone knows designs change, you buy it now and go back and they do not have the same thing.

Discussion of legs on sinks, need for vanity followed.

Want a bus shelter.

Want the registers cleaned.

New cabinets, windows, bathrooms with showers.

Resident: want to thank Mark and Clark for their wonderful job.

Bob: my top 3

Repair vents

Improve lights

Seal trap doors so they can be locked from interior

Resident: get rid of the water that stands on Wainwright.

JH: We need to increase the housing choices:

1. Do better counseling for vouchers
2. Increase the number of landlords in S8
3. Have increased the payment standard, but go higher than 110% for designated housing vouchers.
4. Look at S8 homeownership
5. Look at homeownership, will bring in a consultant to work on that.

6. Develop FSS program more fully, in place now for a year
7. Advertise escrow accounts
8. Increase the transfer options
9. Improve the quality of life for all with mixed income developments.
10. Mobility counseling
11. Security improvements

Gay (staff:) Any suggestions on how to get residents more involved.

JH: Related experience in other areas with rewards programs.

Resident: We have pipes in our utility rooms that go nowhere and just hang out there. When we asked the guys who installed them why, they said the architect put furnaces in that were the wrong size, they were too big for the units, and now we have these pipes with 2 hole just hanging down, for air they said. No covers and we have to cover them. The inspectors say we have to remove the covers, but you get squirrels, bats, birds all kinds of stuff besides dirt just comes in. They had to cut a hole in the bottom of the furnace after it was put in just to let the air in and relieve the pressure.

Resident: When is cable coming in?

Bob: We have signed a contract to permit it, but the delivery will depend on when they can lay the cable and we have no control over that.

JH:

12. We need to find ways to promote self-sufficiency
13. Help maintain independence in our elderly residents.
14. Insure equal opportunities in housing

Resident; What about the doors, security issues

Bob: The staff will be doing more outreach, we want to develop a community center with our administrative offices contained in it.

JH: You can hold Bob accountable for seeing this is done. The plan is out there and you should hold the HA accountable to achieve it.

JH: One other thing, the issues we are discussing tonight, we cannot have a dialogue about, takes more than a couple of hours, will hold more discussions, more frequently. Residents will be at the table during those discussions. We need a big, broad plan tonight and fill in the plan over the next 60 days.

Discussed Kentucky progress on Park Duvalle and other sites, why not here.

Residents want ceiling fans, storage, fences, nicer yards.

