

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPlans

5-YearPlanforFiscalYears2000 -2004

AnnualPlanforfiscalYear2004

SouthBendHousingAuthority (IN015)

**NOTE:THISPHAPLA NSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: SouthBendHousingAuthority

PHANumber: IN015

PHAFiscalYearBeginning:(10/2003)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at:(select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
[24CFRPart903.5]

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)

THE MISSION OF THE SOUTH BEND HOUSING AUTHORITY IS TO RESPECT AND SERVE PEOPLE OF LOW AND MODERATE INCOME BY PROVIDING SAFE, DECENT HOUSING. IT IS A PRINCIPLE GOAL OF THE HOUSING AUTHORITY TO PROVIDE AN ENVIRONMENT, WHICH PROMOTES POSITIVE LEARNING AND SELF-SUFFICIENCY AS QUICKLY AS POSSIBLE.

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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN RE ACHIVING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS . (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to their right to for below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- Keep and/or expand number of Section 8 Vouchers.*

- PHAGoal:Improvethethequalityofassistedhousing
Objectives:
 - Improvepublichousingmanagement:(PHASscore)86
 - Improvevouchermanagement:(SEMAPscore)85
 - Increasecustomersatisfaction:
 - Concentrateoneffortstoimprovespecificmanagementfunctions:
 - Renovateormodernizepublichousingunits:
 - Demolishordisposeofobsoletepublichousing:
 - Providereplacementpublichousing:
 - Providereplacementvouchers:
 - Other:(listbelow) ***SBHAWilldesignate95%ofitssingle-familyhomesaspotentialhomeownershipunits.***

- PHAGoal:Increaseassistedhousingchoices
Objectives:
 - Providevoucher mobilitycounseling:
 - Conductoutreacheffortstopotentialvoucherlandlords
 - Increasevoucherpaymentstandards
 - Implementvoucherhomeownershipprogram:
 - Implementpublichousingorotherhomeownershipprograms:
 - Implementpublichousing site-basedwaitinglists:
 - Convertpublichousingtovouchers:
 - Other:(listbelow)

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality

- PHAGoal:Provideanimprovedlivingenvironment
Objectives:
 - Implementmeasurestodeconcentratepovertybybringinghigherincomepublichousinghouseholdsinto lowerincomedevelopments:
 - Implementmeasurestopromoteincomemixinginpublichousingby assuringaccessforlowerincomefamiliesinto higherincome developments:
 - Implementpublichousingsecurityimprovements:
 - Designateddevelopmentsorbuildingsforparticularresidentgroups (elderly, personswithdisabilities)
 - Other:(listbelow) ***IncreasePublicHousingSelf-sufficiencyProgram, contemplateestablishingapreferenceforworkingfamilies.***

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:
- Provide or attract supportive services to improve assistancerecipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below) *Consider designating developments as FSS - developments with additional amenities and admittance criteria.*

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:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below) *Continually evaluate Fair Housing regulations to ensure compliance.*

Other PHA Goals and Objectives: (list below)

Implement a Section 8 Homeownership Program (The HA has the Capacity to Administer a Section 8 Homeownership Program) Increase Public Housing FSS/Homeownership contract with residents.

Designate 95% of all PHA's single-family units as potential homeownership units Acquire additional homes for Public Housing Homeownership

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

Troubled AgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciessthePHAhasincludedintheAnnualPlan.

The South Bend Housing Authority has prepared this annual plan in compliance with section 511 of the quality housing and work responsibility act of 1998 and the ensuing HUD requirements. We have adopted the following mission statement that guides the goals and activities of the South Bend Housing Authority:

The mission of the South Bend Housing Authority is to respect and serve people of low and moderate income by providing safe, decent housing. It is a principle goal of the housing authority to provide an environment, which promotes positive learning and self-sufficiency as quickly as possible.

iii. AnnualPlanTableofContents

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocuments availableforpublicinspection .

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Attachments

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

Required Attachments:

- Deconcentration Analysis (**in015g04.doc**)
- FY2004 Capital Fund Program Annual Statement (imbedded in this document)
- 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 (**in015e04.doc**)
- FY2000 Capital Fund Program 5 Year Action Plan (imbedded in this document)
- Community Service Plan (**in015a04.doc**)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) *Comments are included* .
- RASS Follow -up Plan (**in015d04.doc**)

X Other(Listbelow,providingeachattachmentname)
 VoluntaryConversionofPublicHousingStockAnalysis(*in015h04.doc*)
 ConsistencywithConsolidatedPlan(*in015z04.doc*)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<input checked="" type="checkbox"/>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<input checked="" type="checkbox"/>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	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	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
<input checked="" type="checkbox"/>	<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	
<input checked="" type="checkbox"/>	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
	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
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	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
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<input type="checkbox"/>	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
<input type="checkbox"/>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<input checked="" type="checkbox"/>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	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) (Available Online or Upon request).	Annual Plan: Safety and Crime Prevention
<input checked="" type="checkbox"/>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<input checked="" type="checkbox"/>	Voluntary Conversion of Public Housing Stock Analysis	Annual Plan FY -2004

1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Location
Income ≤ 30% of AMI	7,784	80% have cost burden	N/A	N/A	N/A	N/A	74% of stock in South Bend
Income > 30% but ≤ 50% of AMI	7,244	80% have cost burden	N/A	N/A	N/A	N/A	74% of stock in South Bend
Income > 50% but < 80% of AMI	5,414	80% have cost burden	N/A	N/A	N/A	N/A	74% of stock in South Bend
Elderly	8,609	80% have cost burden	N/A	N/A	N/A	N/A	74% of stock in South Bend
Families with Disabilities	2,500	80% have cost burden	855	N/A	N/A	N/A	74% of stock in South Bend
Black/Non Hispanic	20,143	80% have cost burden	N/A	N/A	N/A	N/A	74% of stock in South Bend
Hispanic	4,284	80% have cost burden	N/A	N/A	N/A	N/A	74% of stock in South Bend
Other	2,023	N/A	N/A	N/A	N/A	N/A	74% of stock in South Bend

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: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year: 1 999
- Other housing market study
Indicate year: 2001
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	653		
Extremely low income <=30% AMI	620	95	
Very low income (>30% but <=50% AMI)	32	5	
Low income (>50% but <80% AMI)	0	0	
Families with children	314	48	
Elderly families			
Families with Disabilities	48	13.7	
Black	459	69	
White	181	27.4	
Amer/Ind	11	1.6	
Asian	2	0	
Ethnic	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	312	47.3	
2BR	292	44.3	
3BR	36	.05	
4BR	11	.0016	
5BR	2	0	
5+BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 0 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant -based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1524		
Extremely low income <=30% AMI	1491	97.83	
Very low income (>30% but <=50% AMI)	30	1.96	
Low income (>50% but <80% AMI)	3	.19	
Families with children	450	29.52	
Elderly families	50	1.83	
Families with Disabilities	91	3.34	
Black	1131	74.21	
White	378	24.8	
Amer/Ind	12	.79	
Asian	3	.2	
Ethnic	0	0	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	N/A	N/A	
2BR	N/A	N/A	
3BR	N/A	N/A	
4BR	N/A	N/A	
5BR	N/A	N/A	
5+BR	N/A	N/A	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 4 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease -uprates 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
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

Other (list below) ***Have developed a Force Account Labor team to lower cost of bringing units online*** Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below) *Conducts specialized outreach to seniors.*

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24C FR 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 their use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant-based assistance, Section 8 support services or other.

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
1. FederalGrants(FY2003grants)		
a) PublicHousingOperatingFund	2,500,165	
b) PublicHousingCapitalFund(est)	1,612,828	
c) HOPEVIR revitalization	0	
d) HOPEVIDemolition	24,000	
e) AnnualContributionsforSection 8Ten ant-BasedAssistance	12,450,619	
f) PublicHousingDrugElimination Program(includinganyTechnical Assistancefunds)	77,428	
g) ResidentOpportunityandSelf - SufficiencyGrants	0	
h) CommunityDevelopmentBlock Grant	0	
i) HOME	0	
OtherFederalGrants(listbelow)		
Section236(d)ContractAdmin	69,961	
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
CapitalFund2002	1,612,828	
CapitalFund2001	1,060,069	
3.PublicHousingDwellingRental Income		
	1,024,675	
4.Otherinc ome (listbelow)		
Interest	32,000	
Other	21,000	
(maint.charges,legalfees,latechargesLaundry Equipment)		
4.Non -federalsources (listbelow)		
Totalresources	20,485,573	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A.

(1)Eligibility

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing (selectallthat apply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)
- Other:(describe)

b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe) ***PreviousResidencyinPublicHousing***

c. Yes No:DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d. Yes No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

(2)WaitingListOrganization

a. WhichmethodsdoesthePHAplantousetoorganize itspublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe): ***Preferencesbyage,disabilitystatus,anddisplacementdueto Section8LBPRule***

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below) *Will accommodate disabled.*

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

1. How many site-based waiting lists will the PHA operate in the coming year? 0

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
 Overhoused
 Underhoused
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below)
 Other: (list below) ***Section 8 LPB Displaced Family***

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**)
Elderly, disabled, police officers, Section 8 participants who've been displaced from units with LBP .

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
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 points 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*
- 2 Displaced from Section 8 unit due to LBP*
- 2 Elderly, disabled, police officers*
- 2 Working families*

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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) New Resident Orientation

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

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list): *Anytime income increases at \$100/month \$1200/annual rate.*

(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 development 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: All scattered sites and single -family homes. (*See deconcentration attachment (in015g04.doc)*)

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub -component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug -related activity only to the extent required by law or regulation

Criminal and drug -related activity, more extensively than required by law or regulation

More general screening than criminal and drug -related activity (list factors below)

Other (list below) ***Landlord references***

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) ***Provide references of any prior PH tenants (rent, housekeeping)***

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

Federal project -based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

PHA main administrative office

Other (list below)

(3) Search Time

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

One extra 60 -day period. Upto 120 days total.

If yes, state circumstances below:

Family unable to locate unit. Reasonable accommodations . If handicapped accessible unit needed.

(4) Admissions Preferences

a. Incometargeting

Yes No: DoesthePHAplantoexceedthefederaltargetingrequirementsby targetingmorethan75%ofallnewadmissionstothesection8 programtofamiliesatorbelow30%ofmedianareaincome?

b. Preferences

1. Yes No: Has thePHAestablishedpreferencesforadmissiontosection8 tenant-basedassistance?(otherthandateandtimeofapplication) (ifno,skiptosubcomponent **(5)Specialpurpose section8 assistance programs**)
2. WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthe comingyear?(selectallthatapplyfromeitherformerFederalpreferencesorother preferences)

FormerFederalpreferences

- InvoluntaryDisplacement(Disaster, GovernmentAction, ActionofHousing Owner, Inaccessibility, PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentis>50percentofincome)

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans' families
- Residentstholiveand/orworkinyourjurisdiction
- Thoseenrol ledcurrentlyineducational, training, orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational, training, orupwardmobilityprograms
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

2. 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with the 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 plan 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 ensure 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 admission 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) *Section 8 newsletter*

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

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

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

Exemptions: PHA 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 , skiptosub -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?

If yes to question 2, list these policies below :

- 1) *Meeting all other welfare requirements*
- 2) *Is current with their community service requirements*
- 3) *Actively seeking employment*

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:

Flat rents are 65% of FMR

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:
- Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e.Flatrents

1. Doyouhaveflatrents?(rentssetatalevellowerthan30%ofadjustedincome)
(selectone)

- Yesforalldevelopments
- Yesbutonlyforsomededevelopments
- No

2. Forwhichkindsofdevelopmentsareflatrentsinplace?(selectallthatapply)

- Forallddevelopments
- Forallgeneraloccupancydevelopments(notelderlyordisabledorelderlyonly)
- Forspecifiedgeneraloccupancydevelopments
- Forcertainpartsofdevelopments;e.g.,thehigh -riseportion
- Forcertainsizeunits;e.g.,largerbedroomsizes
- Other(listbelow)

3. Selectthespaceorspacesthatbestdescribehowyouarriveatceilingrents(selectall thatapply)

- Marketcomparabilitystudy
- Fairmarket rents(FMR)at65%of,
- 95thpercentilerents
- 75percentofoperatingcosts
- 100percentofoperatingcostsforgeneraloccupancy(family)developments
- Operatingcostsplusdebt service
- The“rentalvalue”oftheunit
- Other(listbelow)

f.Rentre -determinations:

1. Betweenincomereexaminations,howoftenmusttenantsreportchangesinincome orfamilycompositiontothePHAsuchthatthechanges resultinanadjustmentto rent?(selectallthatapply)

- Never
- Atfamilyoption
- Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamilyexperiencesanincomeincreaseaboveathresholdamountor percentage:(ifselected,specify threshold)\$ **100/monthor\$1200/annually**
- Other(listbelow)Anytimeafamilyhasadecreaseinincome.*

- 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.)

- This 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) *Real Estate market study of County by Real Estate Management Corporation*

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

- At or above 90% but below 100% of FMR
 100% of FMR
 Above 100% but at or below 110% of FMR
 Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below) *At least annually and as conditions warrant.*

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	828	280
Section 8 Vouchers	2124	400
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	828	280
Other Federal Programs (list individually)		
Turnkey III	5	5

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)

SBHA Maintenance and Preventative Maintenance Plan

(2) Section 8 Management: (list below)

Section 8 Administrative and Continuing Occupancy Plan

6. PHA Grievance Procedures

[24 CFR Part 903.79(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:

Use of outside agency/ individuals and residents services staff as hearing officers

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

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

B. Section 8 Tenant -Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicant 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:

Use of outside agency/ individuals and residents services staff as hearing officers

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

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

A. Capital Fund Activities

Exemptions from sub -component 7A: PHA 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 Plant template **OR**, at the PHA 's option, by completing and attaching a properly updated HUD -52837.

Select one:

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

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

**Annual Statement
 Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number FFY of Grant Approval: (10/2003 –9/2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	\$0.00
3	1408 Management Improvements	\$147,292.50
4	1410 Administration	\$172,733.00
5	1411 Audit	\$0.00
6	1415 Liquidated Damages	\$0.00
7	1430 Fees and Costs	\$40,000.00
8	1440 Site Acquisition	\$0.00
9	1450 Site Improvement	\$50,000.00
10	1460 Dwelling Structures	\$3,622,078.00
11	1465.1 Dwelling Equipment -Nonexpendable	\$20,000.00
12	1470 Non Dwelling Structures	\$0.00
13	1475 Non Dwelling Equipment	\$5,000.00
14	1485 Demolition	\$0.00
15	1490 Re placement Reserve	\$0.00
16	1492 Moving to Work Demonstration	\$0.00
17	1495.1 Relocation Costs	\$0.00
18	1498 Mod Used for Development	\$0.00
19	1502 Contingency -NW (Not exceed 10% of 19)	\$281,162.50
20	Amount of Annual Grant (Sum of lines 2 -19)	\$4,338,266.00
21	Amount of line 20 Related to LBP Activities	\$0.00
22	Amount of line 20 Related to Section 504 Compliance	\$0.00
23	Amount of line 20 Related to Security	\$0.00
24	Amount of line 20 Related to Energy Conservation Measures	\$0.00

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
	OPERATIONS	1406	
HA-Wide	Staff Training/Commissioners	1408	\$20,000.00
Mgmt.	Annual Report(s)	"	\$2,500.00
Improvements	ED Vehicle	"	\$21,300.00
	Homeownership Salary	"	\$40,902.50
"	Quality Control Coordinator	"	\$52,590.00
	Computer Upgrade	"	\$10,000.00
"		"	
	Total 1408:		\$147,292.50
HA-Wide	SALARY & BENEFITS FOR:	1410	
Admin	Dev Mgr, Secretary & Constr. Inspector		\$124,233.00
	1/8 ED, FIN MGR, ACCOUNTANTS (3)		\$33,000.00
	Warehouse Clerk		\$10,500.00
	Sundry/Other Misc		\$5,000.00
	Total 1410:		\$172,733.00
HA-Wide	ARCHITECT & ENGINEER FEES	1430	\$0.00
Fees and	Total 1430:		\$40,000.00
HA-Wide		1460	
"		"	
"		1460	
	Total 1460:		\$0.00
"		1465	
"	628 (West Scott) Fitness Center	1475	\$5,000.00

"	Demolition(specifylocation[s])	1485	\$0.00
"	RELOCATIONEXPENSES	1495.1	\$0.00
PHAWIDE	Site:		
		1450	
	TotalSite:		\$0.00
	MechanicalandElectrical:		
	None	1460	\$0.00
			-
	TotalM&E:		\$0.00
	BuildingExterior:		
	None	1460	\$0.00
			-
	TotalB.E:		\$0.00
	DwellingUnits:		
	MoldUnits(variousscatteredsites)	1460	\$150,000.00
	ForcedAccounts		\$156,250.00
	EmergencyWork		\$96,000.00
	DevHousingUnits		\$75,000.00
			-
	TotalD.U:		\$477,250.00
	DwellingEquipment:		
	ReplacementAppliances	1465.1	\$20,000.00
			-
	TotalD.E:		\$20,000.00
	InteriorCommonAreas:		
	None	1470	\$0.00
			-
	TotalICA's:		\$0.00
	Site-WideFacilities:		
		1470	
	TotalSWF's:		\$0.00
	NondwellingEquipment:		
	None	1475	
	TotalINDE:		\$0.00
Total			\$497,250.00

Development Number/Name HA-Wide Activities	GeneralDescription of Major Work Categories	Development Account Number	Total Estimated Cost
N.W.	Site:		
	ParkingLots	1450	\$50,000.00
			\$0.00
			\$0.00
	TotalSite:		\$50,000.00
	MechanicalandElectrical:		
		1460	
	TotalM&E:		\$0.00
	BuildingExterior:		
		1460	
			\$0.00
	TotalB.E:		\$0.00
	DwellingUnits:		
	CompMod -NW	1460	\$950,000.00
	OtherCompModExpenses		\$1,417,828.00
	TotalD.U:		\$2,367,828.00
	DwellingEquipment:		
		1465.1	
	TotalD.E:		\$0.00
	InteriorCommonAreas:		
	None	1470	\$0.00
	TotalICA's:		\$0.00
	Site-WideFacilities:		
	None	1470	\$0.00
	TotalSWF's:		\$0.00
	NondwellingEquipment:		
	None	1475	\$0.00
	TotalNDE:		\$0.00
Total			\$2,417,828.00

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
15-17& 15 -18	Site:		
		1450	
	TotalSite:		\$0.00
	MechanicalandElectrical:		
		1460	
	TotalM&E:		\$0.00
	BuildingExterior:		
		1460	\$0.00
	TotalB.E:		\$0.00
	DwellingUnits:		
	CompMod(19of73units@35kea)	1460	\$665,000.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	TotalD.U:		\$665,000.00
	DwellingEquipment:		
	None	1465.1	\$0.00
	TotalD.E:		\$0.00
	InteriorCommonAreas:		
	None	1470	\$0.00
	TotalICA's:		\$0.00
	Site-WideFacilities:		
		1470	
			\$0.00
	TotalSWF's:		\$0.00
	NondwellingEquipment:		
	None	1475	\$0.00
	TotalNDE:		\$0.00
Total	15 -18		\$665,000.00

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
IN -15-12	Site:		
		1450	
			-
	TotalSite:		\$0.00
	MechanicalandElectrical:		
	None	1460	
	TotalM&E:		\$0.00
	BuildingExterior:		
		1460	
	TotalB.E:		\$0.00
	DwellingUnits:		
	CompMo d(remaining50%)	1460	\$112,000.00
			\$0.00
	TotalD.U:		\$112,000.00
	DwellingEquipment:		
	None	1465.1	
	TotalD.E:		\$0.00
	InteriorCommonAreas:		
	None	1470	
			-
	TotalICA's:		\$0.00
	Site-WideFacilities:		
	None	1470	
	TotalSWF's:		\$0.00
	NondwellingEquipment:		
	None	1475	
			-
	TotalN.D.E:		\$0.00
Total			\$112,000.00

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Management Improvements Administration	09/30/03	09/30/04
Fees & Costs	09/30/03	09/30/04
IN 15-2, Plaza	09/30/03	09/30/04
IN 15-03, Laurel Court	09/30/03	09/30/04
IN 15-03, North West	09/30/03	09/30/04
IN 15-04, West Scott	09/30/03	09/30/04
IN 15-12 Scattered Sites	09/30/03	09/30/04
IN 15-17 & 15-18 Scattered Sites	09/30/03	09/30/04
IN 15-All	09/30/03	09/30/04

(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 an attachment 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

-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)

Optional 5 - Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units	% Vacancies In Development
IN015	PHA Wide(840)	42	5%
To acquire housing and/or perform general dwelling structure enhancements to promote unit longevity and improve the quality of life.			Estimated Cost
			Planned Start Date (HA Fiscal Year)
IN-15-ALL-Physical Site Improvement			19,717
Site Improvements - All other (Tree Trim, Sidewalks)			68,255
Cooling Towers & Central Air			200,000
Acquire New Housing & Dev Existing (PHA, Home Owner)			413,000
Landscape/Irrigation			100,000
Forced Account/Labor & Rehab.			993,598
Management Improvements			242,980
Quality Control			210,360
Home Ownership			163,610
HA-Wide Non Dwelling Structures & Equipment			10,000
Computer Equipment/Misc. Sys. Enhancement			153,400
Vehicles (10)			245,000
Administration			131,220
Computer Upgrade/Software			62,780
Development & Inspections			496,932
Other (A & E Fees & Costs and Relocation)			77,000
Ops-Emergency Work (Sewer Gutters, Windows, Roof, Elect.)			356,000
Replacement (Appliances, Carpet, Tile)			100,000
Sub-total			\$4,043,852
			2005-2008

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units	% Vacancies In Development	
IN015	15-2: Monroe Circle (88)/ Plaza (127)	11	5%	
Perform General Physical Improvements at 15 -2's (Monroe Circle & Plaza) including Monroe circle plumbing/Repairs			Estimated Cost	Planned Start Date (HA Fiscal Year)
<u>Monroe Circle :</u> Plumbing and structural			\$362,900	2005-2007
<u>Plaza:</u> Window Replacement Interior doors HVAC Painting/Drywall Plumbing Floor Replacement Exterior Renovation Bathroom Renovation Kitchen Renovation Site Work Dryer Vents Appliance Replacement Exterior Doors Electrical Emergency Work (Gutters, Roofs, Sewer) Sub-total			\$100,000	2008
			\$462,900	

Optional 5 - Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IN015	15-04: Quads(52)/ West Scott(131)	9	5%
Perform General Physical Improvements at Quads/West Scott to enhance the standard of living.			Estimated Cost
Window Replacement Interior doors HVAC Painting/Drywall Plumbing Floor Replacement Exterior Renovation Bathroom Renovation Kitchen Renovation Site Work Dryer Vents Playgrounds/Basketball court Appliance Replacement Exterior Doors Electrical Emergency work (Gutters, roofs, sewer) Sub-total			2007-2008
			\$200,000

- Yes No: a) Has the PHA received a HOPEVI 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 HOPEVI 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 HOPEVI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in a mixed -finance development activities for public housing in the Plan year?
- If yes, list developments or activities below: Will apply for HOME funding to modernize some scattered site units and convert to Section 8.

- 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

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u> (DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24 CFR Part 903.79(j)]

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

A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input checked="" type="checkbox"/> Assessment results submitted to HUD (with this plan) <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 checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, goto 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: () <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 HOPEVI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI 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

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11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 95% of All Single Family Homes 1b. Development (project) number: All IN 015
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input checked="" type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" 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
5. Number of units affected: 95% of 539
6. Coverage of action: (select one) <input checked="" 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.)

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

- 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:

Preference for Families in FSS Program

12. PHA Community Service and Self -sufficiency Programs

[24 CFR Part 903.79(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)?

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 program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PH A main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
Housing University (Job Preparation)	200	Register	Transportation provided	No; Residents get preference
Family Literacy (GED)	35	Sign-up	“	Families
Memorial Health System	853	Sign-up	Walk-ins	“
Workforce Development	50	Sign-up	Walk-ins	“
Real Services	50	Walk-in	Delivered	“
Public Library	270	Walk-up	Walk-up	“
Churches	175	Sign-up	Delivered	“
Sorority	50	Sign-up	Delivered	“
South Bend School Corporation	250	Sign-up	Site Specific	“
VNA	10	Contracted	Delivered	Residents only
SB Police Dept.	50	Sign-up	Delivered	“
Notre Dame & Saint Mary's	300	Sign-up	Delivered/Transported	“
Indiana University	853	Sign-up	Delivered	“
Bethel College	60	Sign-up	Delivered	“
Boys & Girl Scouts	75	Sign-up	Transportation	“
ISTEP+ Remediation	50	Sign-up	Delivered	“
Purdue University	75	Sign-up/referral	Delivered	“
Homework Center	200	Sign-up/walk-in	Delivered	“
Senior Computer Classes	20	Sign-up/walk-in	Delivered	“
Youth Sports	150	Sign-up	Delivered	“
Drug Intervention/Prevention	853	Sign-up/walk-in	Delivered	Residents only

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 01/07/01)
Public Housing	0	0
Section 8	25	83

- 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:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12() 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

See attachment in 015k04.doc

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PH	DEP and
Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PH DEP and are submitting a PH DEP 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 area 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 level of violent and/or drug -related crime
- Other (describe below) *See RASS Follow -up Plan*

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 anti crime/anti drug programs
- Other (describe below)

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

All developments are subject to the same type of activity. There is a fluctuation of activity that is monitored and responded to by the allocation of additional resources to any area that warrants such.

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

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

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

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

All developments are subject to the same type of activity. There is a fluctuation of activity that is monitored and responded to by the allocation of additional resources to any area that warrants such.

C.CoordinationbetweenPHAandthepolice

1.DescribethecoordinationbetweenthePHAandtheappropriatepoliceprecinctsfor carryingoutcrimepreventionmeasuresandactivities:(selectallthatapply)

- Policeinvolvementindevelopment,implementation,and/orongoing evaluationofdrug -eliminationplan
- Policeprovidocrimedatatohousingauthoritystaffforanalysisandaction
- Policehaveestablishedaphysicalpresenceonhousingauthorityproperty(e.g., communitypolicingoffice,officerinresidence)
- Policeregularlytestifyinandotherwisesupportevictioncases
- PoliceregularlymeetwiththePHAMANagementandresidents
- AgreementbetweenPHAandlocallawenforcementagencyforprovisionof above-baselinelawenforcementservices
- Otheractivities(listbelow)

1. Whichdevelopmentsaremostaffected?(listbelow)

2.

Alldevelopmentsaresubjecttothesametype ofactivity.Thereisaf fluctuationof activitythatismonitoredandrespondedtobytheallocationofadditionalresources toanyareathatwarrantssuch

D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan

PHAeligibleforFY2000PHDEPfundsmustprovideaPHDEPPlanmeetingspecifiedrequirements priortoreceiptofPHDEPfund.

Yes No: IsthePHAeligibletoparticipateinthePHDEPinthefiscalyear coveredbythisPHAPlan?

Yes No: HasthePHAincludedthePHDEPPlan.

Yes No:

14.RESERVEDFORPETPOLICY

[24CFRPart903.79(n)]

SBHAPetpolicymeetsrequirements oftheJuly10,2000FinalRule and24CFRPart960

15.CivilRightsCertifications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertifications ofCompliance withthePHAPlansandRelatedRegulations.

16. Fiscal Audit

[24CFRPart903.79(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)?

17. PHA Asset Management

[24CFRPart903.79(q)]

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

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?
3. 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

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (Filename)

Provided below:

Q1: Is there a possibility that we could get the PHA to install motion detection lights at all scattered site properties?

A1: The PHA is committed to ensuring the safety of four residents in both developments and scattered sites, to the degree financially feasible. We realize that some properties are in sections of the City that are more volatile than others. Individual responsibility (including safety) is a large part of living in the single family scattered site homes. However, the PHA will investigate, on a case-by-case basis, requests that are received for security enhancements from scattered site residents.

Q2: Can the residents of the Quads (Westscott; IN36PO15002) have some screen doors put on their units?

A2: All of the Quad has screened doors. The 6 of 52 units that do not have these doors are handicapped accessible units and the addition of a screened door would be in violation of the 504 Code.

Q3: The Quads need more trash receptacles or to have the ones currently there emptied more often.

A3: Thank you for notifying us of this situation. We like to see residents taking the initiative when there is something not quite right. We will do one of the two: either get more receptacles or empty them more often. We'll need to see what is the best solution.

Q4: The work that was done by the electric company on the north end of the Quads has left a drop off that is not very noticeable, yet steep, when making the transition from walkway to the street. Can this be fixed?

A4: This is a special transformer containment vault. We have contacted the electric company and this design is within legal limits and as they had planned. Thus, there is little the PHA can do about it. However, this new electrical service is much safer and more reliable than the previous.

- Q5:** There is a tree in my yard that has fallen and is just sitting there. Can I get it removed?
- A5:** Yes, we can help you with this. How long has it been down? (Three years.) Oh my, is this the first you've told anyone of it? Well, we will get to it as soon as we can. However, this is what we were saying about residents promptly notifying the PHA when there is a problem. We don't want there to be anything that continues for three years before you tell us. We don't want to wait even three days to learn of it. So, in the future, with any problem, please notify us at once. We can only help if we know about it.
- Q6:** Can the Newsletter publish more information regarding the rules and regulations of the lease and other policies?
- A6:** Yes, we have been doing more of that and will continue to increase the number of articles. Remember, if you have a question, you are encouraged to contact your Housing Specialist and they will be able to get you the correct answer.
- Q7:** Can you call each person in the Quads individually and inform us when meetings are going to be held?
- A7:** No, I don't think we could do that. We do not have the staffing resources to call all 830 families in public housing and we couldn't make an exception just for the residents in the Quads.
- Q8:** What are the Community Service requirements?
- A8:** Generally, they will be the same as before. However, we do not want to try and recite all the current regulations this evening from memory or get too specific until HUD publishes the PIH Notice that will provide the guidance and regulations. HUD should be publishing that notice in a week or so.
- Q9:** I think that the Mission Statement of the PHA is a good one, if everyone would follow it.
- A9:** Well that's more of a statement than a question and we think it does too. We hope it will tell everyone what it is that we expect to accomplish with residents that enter the PHA.

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:

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

d. List of officers of Residents on the PHA Board

President:	Erma Jackson
Vice President:	Michelle Jones
Secretary:	Alesia Teaque
Treasurer:	Lena Eaton
At Large:	Liz Miller
At Large:	Larry Williams
At Large:	Marvelous Johnson
Section 8 Rep:	

Resident Member of Board of Commissioners: Susie Harvey -Tate

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: (*St. Joseph County, 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. (list below)

- Other: (list below)

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

B. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III ()

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (10/2003 – 9/2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	\$0.00
3	1408 Management Improvements	\$147,292.50
4	1410 Administration	\$172,733.00
5	1411 Audit	\$0.00
6	1415 Liquidated Damages	\$0.00
7	1430 Fees and Costs	\$40,000.00
8	1440 Site Acquisition	\$0.00
9	1450 Site Improvement	\$50,000.00
10	1460 Dwelling Structures	\$3,622,078.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$20,000.00
12	1470 Nondwelling Structures	\$0.00
13	1475 Nondwelling Equipment	\$5,000.00
14	1485 Demolition	\$0.00
15	1490 Replacement Reserve	\$0.00
16	1492 Moving to Work Demonstration	\$0.00
17	1495.1 Relocation Costs	\$0.00
18	1498 Mod Used for Development	\$0.00
19	1502 Contingency - NW (Not exceed 10% of 19)	\$281,162.50
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$4,338,266.00
21	Amount of line 20 Related to LBP Activities	\$0.00
22	Amount of line 20 Related to Section 504 Compliance	\$0.00
23	Amount of line 20 Related to Security	\$0.00
24	Amount of line 20 Related to Energy Conservation Measures	\$0.00

AnnualStatement

CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
	OPERATIONS	1406	
HA-Wide	StaffTraining/Commissioners	1408	\$20,000.00
Mgmt.	AnnualReport(s)	"	\$2,500.00
Improvements	EDVehicle	"	\$21,300.00
"	HomeownershipSalary	"	\$40,902.50
"	QualityControlCoordinator	"	\$52,590.00
"	ComputerUpgrade	"	\$10,000.00
"		"	
	Total1408:		\$147,292.50
HA-Wide	SALARY&BENEFITSFOR:	1410	
Admin	DevMgr,Secretary&Constr.Inspector		\$124,233.00
	1/8ED,FINMGR,ACCOUNTANTS(3)		\$33,000.00
	WarehouseClerk		\$10,500.00
	Sundry/OtherMisc		\$5,000.00
	Total1410:		\$172,733.00
HA-Wide	ARCHITECT&ENGINEERFEES	1430	\$0.00
Feesand	Total1430:		\$40,000.00
HA-Wide		1460	
"		"	
"		1460	
	Total1460:		\$0.00
"		1465	
"	628(WestScott)FitnessCenter	1475	\$5,000.00
"	Demolition(specifylocation[s])	1485	\$0.00
"	RELOCATIONEXPENSES	1495.1	\$0.00
PHAWIDE	Site:		
		1450	
	TotalSite:		\$0.00

	Mechanical and Electrical:		
	None	1460	\$0.00
			-
	Total M&E:		\$0.00
	Building Exterior:		
	None	1460	\$0.00
			-
	Total B.E:		\$0.00
	Dwelling Units:		
	Mold Units (various scattered sites)	1460	\$150,000.00
	Forced Accounts		\$156,250.00
	Emergency Work		\$96,000.00
	Dev Housing Units		\$75,000.00
			-
	Total D.U:		\$477,250.00
	Dwelling Equipment:		
	Replacement Appliances	1465.1	\$20,000.00
			-
	Total D.E:		\$20,000.00
	Interior Common Areas:		
	None	1470	\$0.00
			-
	Total ICA's:		\$0.00
	Site-Wide Facilities:		
		1470	
	Total SWF's:		\$0.00
	Non Dwelling Equipment:		
	None	1475	
	Total NDE:		\$0.00
Total			\$497,250.00

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
N.W.	Site:		
	ParkingLots	1450	\$50,000.00
			\$0.00
			\$0.00
	TotalSite:		\$50,000.00
	MechanicalandElectrical:		
		1460	
	TotalM&E:		\$0.00
	BuildingExterior:		
		1460	
			\$0.00
	TotalB.E:		\$0.00
	DwellingUnits:		
	CompMod -NW	1460	\$950,000.00
	OtherCompModExpenses		\$1,417,828.00
	TotalD.U:		\$2,367,828.00
	DwellingEquipment:		
		1465.1	
	TotalD.E:		\$0.00
	InteriorCommonAreas:		
	None	1470	\$0.00
	TotalICA's:		\$0.00
	Site-WideFacilities:		
	None	1470	\$0.00
	TotalSWF's:		\$0.00
	NondwellingEquipment:		
	None	1475	\$0.00
	TotalNDE:		\$0.00
Total			\$2,417,828.00

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
15-17& 15 -18	Site:	1450	
	TotalSite:		\$0.00
	MechanicalandElectrical:	1460	
	TotalM&E:		\$0.00
	BuildingExterior:	1460	\$0.00
	TotalB.E:		\$0.00
	DwellingUnits:		
	CompMod(19of73units@35kea)	1460	\$665,000.00
			\$0.00
			\$0.00
			\$0.00
	TotalD.U:		\$665,000.00
	DwellingEquipment:		
	None	1465.1	\$0.00
	TotalD.E:		\$0.00
	InteriorCommonAreas:		
	None	1470	\$0.00
	TotalICA's:		\$0.00
	Site-WideFacilities:		
		1470	\$0.00
	TotalSWF's:		\$0.00
	NondwellingEquipment:		
	None	1475	\$0.00
	TotalNDE:		\$0.00
Total	15 -18		\$665,000.00

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
IN -15-12	Site:		
		1450	
			-
	TotalSite:		\$0.00
	MechanicalandElectrical:		
	None	1460	
	TotalM&E:		\$0.00
	BuildingExterior:		
		1460	
	TotalB.E:		\$0.00
	DwellingUnits:		
	CompMod(remaining50%)	1460	\$112,000.00
			\$0.00
	TotalD.U:		\$112,000.00
	DwellingEquipment:		
	None	1465.1	
	TotalD.E:		\$0.00
	InteriorCommonAreas:		
	None	1470	
			-
	TotalICA's:		\$0.00
	Site-WideFacilities:		
	None	1470	
	TotalSWF's:		\$0.00
	NondwellingEquipment:		
	None	1475	
			-
	TotalN.D.E:		\$0.00
Total			\$112,000.00

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Management	09/30/03	09/30/04
Improvements		
Administration	09/30/03	09/30/04
Fees & Costs	09/30/03	09/30/04
IN 15-2, Plaza	09/30/03	09/30/04
IN 15-03, Laurel	09/30/03	09/30/04
Court		
IN 15-03, North West	09/30/03	09/30/04
IN 15-04, West Scott	09/30/03	09/30/04
IN 15-12 Scattered	09/30/03	09/30/04
Sites		
IN 15-17 & 15-18	09/30/03	09/30/04
Scattered Sites		
IN 15-All	09/30/03	09/30/04

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

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

Optional 5 - Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units	% Vacancies In Development
IN015	PHA Wide (840)	42	5%
To acquire housing and/or perform general dwelling structure enhancements to promote unit longevity and improve the quality of life.			Estimated Cost
			Planned Start Date (HA Fiscal Year)
IN-15-ALL-Physical Site Improvement			19,717
Site Improvements - All other (Tree Trim, Sidewalks)			68,255
Cooling Towers & Central Air			200,000
Acquire New Housing & Dev Existing (PHA, Home Owner)			413,000
Landscape/Irrigation			100,000
Forced Account/Labor & Rehab.			993,598
Management Improvements			242,980
Quality Control			210,360
Home Ownership			163,610
HA-Wide Non Dwelling Structures & Equipment			10,000
Computer Equipment/Misc. Sys. Enhancement			153,400
Vehicles (10)			245,000
Administration			131,220
Computer Upgrade/Software			62,780
Development & Inspections			496,932
Other (A & E Fees & Costs and Relocation)			77,000
Ops-Emergency Work (Sewer Gutters, Windows, Roof, Elect.)			356,000
Replacement (Appliances, Carpet, Tile)			100,000
Sub-total			\$4,043,852
			2005-2008

5 -YearActionPlanTables			
Development Number	DevelopmentName (OrindicatePHAwide)	Number Vacant Units	%Vacancies InDevelopment
IN015	15-17/18:ScatteredSites (80)	4	5%
ToperformbothexteriorandinteriorCompModatthe15 -17/18to enhanceunitlivability.			Estimated Cost
WindowReplacement Interiordoors HVAC Painting/Drywall Plumbing FloorReplacement ExteriorRenovation BathroomRenovation KitchenRenovation SiteWork DryerVents ApplianceReplacement ExteriorDoors Electrical EmergencyWork(Gutters,Roofs,Sewer) Sub-total			1,890,000
			PlannedStartDate (HAFiscalYear)
			2005-2008

Optional 5 -Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units	% Vacancies In Development
IN015	15-2: Monroe Circle (88)/ Plaza (127)	11	5%
Perform General Physical Improvements at 15 -2's (Monroe Circle & Plaza) including Monroe circle plumbing/Repairs			Estimated Cost
			Planned Start Date (HA Fiscal Year)
<u>Monroe Circle :</u> Plumbing and structural			\$362,900
<u>Plaza:</u> Window Re placement Interior doors HVAC Painting/Drywall Plumbing Floor Replacement Exterior Renovation Bathroom Renovation Kitchen Renovation Site Work Dryer Vents Appliance Replacement Exterior Doors Electrical Emergency Work (Gutters, Roofs, Sewer)			\$100,000
Sub-total			\$462,900

Optional 5 - Year Action Plan Tables				
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IN015	15-3: South Bend Ave (20), Laurel Court (42) and Northwest (20)	4	5%	
To perform physical improvements to dwelling structures at 153' including finalizing Northwest, Laurel Court Dormers & South Bend Avenue		-	Estimated Cost	Planned Start Date (HA Fiscal Year)
Window Replacement Interior doors HVAC Painting/Drywall Plumbing Floor Replacement Exterior Renovation Bathroom Renovation Kitchen Renovation Site Work Dryer Vents Dormers/Chimney/Brick Repair Appliance Replacement Exterior Doors Electrical Emergency work (Gutters, roofs, sewer) Sub-total			\$205,000	2005-2007

Optional 5 - Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IN015	15-04: Quads(52)/ West Scott(131)	9	5%
Perform General Physical Improvements at Quads/West Scott to enhance the standard of living.			Estimated Cost
Window Replacement Interior doors HVAC Painting/Drywall Plumbing Floor Replacement Exterior Renovation Bathroom Renovation Kitchen Renovation Site Work Dryer Vents Playgrounds/Basketball court Appliance Replacement Exterior Doors Electrical Emergency work (Gutters, roofs, sewer) Sub-total			Planned Start Date (HA Fiscal Year)
			2007-2008
			\$200,000

HASB COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

I. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all non -exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual towards self sufficiency and economic independence. This is a requirement of the Public Housing Lease.

II. Definitions

Community Service - volunteer work which includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
- Work with a non -profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4 -H program, PAL, Garden Center, Community cleanup programs, beautification programs, other youth or senior organizations;
- Work at the Authority to help improve physical conditions;
- Work at the Authority to help with children's programs;
- Work at the Authority to help with senior programs;
- Helping neighborhood groups with special projects;
- Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

NOTE: Political activity is excluded.

Self Sufficiency Activities - activities that include, but are not limited to:

- Job readiness programs;
- Job training programs;
- GED classes;
- Substance abuse or mental health counseling;
- English proficiency or literacy (reading) classes;
- Apprenticeships;
- Budgeting and credit counseling;
- Any kind of class that helps a person towards economic independence; and
- Full time student status at any school, college or vocational school.

Exempt Adult - an adult member of the family who

- Is 62 years of age or older;
- Has a disability that prevents him/her from being gainfully employed;

- Isthecaretakerofadisabledperson;
- Isworkingatleast30hoursperweek;or
- Isparticipatinginawelfareto-workprogram.

III. Requirements of the Program

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.

2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.

3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.

IV. Family obligations

- At lease execution or re-examination after February 1, 2000, all adult members (18 or older) of a public housing resident family must:

1. provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and

2. sign certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.

- At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.

- If a family member is found to be non-compliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.

Change in exempt status:

- If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.

• If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation for a list of agencies in the community that provide volunteer and/or training opportunities.

V. Authority obligations

1. To the greatest extent possible and practicable, the Authority will:

- provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. *(According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to gainfully employed is not necessarily exempt from the Community Service requirement)*; and
- provide in-house opportunities for volunteer work or self-sufficiency programs.

2. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.

3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.

VI. Noncompliance of family member:

- At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
- If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period;
- If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;
- The family may use the Authority's Grievance Procedure to protest the lease termination.

Implementation of RASS Follow-up Plan

HASB RASS Follow-Up Plan FY-2003

The Housing Authority of the City of South Bend (HASB) takes very seriously the results of the Customer Satisfaction Survey. We have benefited from the process of formulating this plan in consultation with the HASB Resident Council. The Plan will address the required areas of Safety, Neighborhood Appearance and Communication.

Safety:

Since the survey was completed, the HASB has undertaken a complete review and rewriting of its admissions and security policies. This is one of the strategies that was recommended by the Resident Council. Moreover, the HASB has reaffirmed its commitment to the Neighborhood Watch program. Active Neighborhood Watch programs are anticipated for each development. In addition, the HASB has implemented a safety program targeting seniors and their special concerns using residents as volunteers in this program.

The HASB is a PHDEP recipient and is still ensuring that the part-time off duty police officers it hires are highly visible in their "walk & talks" within the developments. It is thought that such a presence will add to both the real and perceived feelings of safety of the residents.

Appearance:

It is difficult to see where this low score originates. HASB has never received a less than 80% score on any of its three REAC inspections. Additionally, HASB has been very responsive and proactive in the use of its Capital Funds for improvement of living environments and community spaces for residents. HASB has just committed \$2.7 million over the next two years for a comprehensive modernization of ALL units in the Northwest Development.

However, HASB is always ready to listen to the residents for ideas on how to improve. One of the items that the Resident Council recommended in this area is better screening of residents and holding residents accountable for Lease violations regarding housekeeping and yard maintenance. HASB has just finished revising its Lease and Maintenance Fee Schedule to accommodate these suggestions. Resident's will be held strictly accountable for their units. An important aspect of this area is developing additional systems of communication between the residents and maintenance. HASB has implemented several enhancements in this system so that items that are not correct or are contributing to a less than desired appearance are brought to the attention of the HASB sooner.

Communication:

One of the most often cited complaints from residents is that the Lease and other rules of the Housing Authority are not explained well enough. While the HASB goes over every line with the resident at the time of lease-up, HASB has decided to implement the following measures to increase the understanding of the all the provisions of the Lease.

In the HASB Newsletter (published monthly) there will be a question/answer section that addresses often asked questions regarding the Lease. In addition, all Lease changes will be published in the Newsletter and fully explained BEFORE they are implemented (residents always have the option to voice questions and/or submit questions via monthly HASB Board meetings and/or by submitting them in writing to the main office).

Perhaps most importantly, HASB will begin emphasizing to the residents the role of the Resident Council in helping get their questions answered and concerns addressed. Increased visibility and responsibility will be afforded the Resident Council. Additionally, more staff support and assistance will be provided to the Council in order to assist this assumption of additional activities.

Assessment of Voluntary Conversion of Developments from Public Housing Stock to Section 8

As required by the publication in the June 22, 2001, edition of the *Federal Register* of the *Final Rule* (24CFR Part 972), for the evaluation of the appropriateness of conversion of developments from public housing stock to tenant based assistance (Section 8), the Housing Authority of the City of South Bend (HASB) has undertaken an assessment of its public housing stock. The result of this assessment is that HASB considers it inappropriate at this time for such a conversion of any of its public housing stock.

Methodology: HASB looked at the costs of renting similar housing in the South Bend market. Section 8 lease-up percentages were reviewed, rent reasonableness data, actual tenant rents paid in South Bend were obtained from the MTCS database, Total HAP and Gross HAP payments were reviewed, as well as the HASB flat rent structure and the data used for ascertaining this rent structure. Comparisons of both flat rent rates and income-based rent were then compared with Section 8 rents.

Outcome: It is clear that given the relatively good condition of HASB public housing stock and the relative difficulty of finding comparable housing for the price associated with HUD's FMR's for St. Joseph County, that based on criteria outlined in 24CFR Part 972.200(c)(2-3), which states that the necessary conditions for a PHA to voluntarily select conversion are that conversion WILL principally benefit current residents of the developments and NOT adversely affect the availability of affordable housing in the community. Based on this criterion, the HASB considers its public housing stock inappropriate for conversion to Section 8 vouchers.

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, Judy Rasheck the Project Analyst certify
that the Five Year and Annual PHA Plan of the South Bend Housing Authority is
consistent with the Consolidated Plan of St. Joseph County Housing Consortium prepared
pursuant to 24 CFR Part 91.

Judy Rasheck 7-7-03
Signed / Dated by Appropriate State or Local Official

RECEIVED

JUL 08 2003

SOUTH BEND
HOUSING AUTHORITY