

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

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# Elkhart Housing Authority

## PHA Plan

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2003

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

**PHA Plan  
Agency Identification**

**PHA Name: Elkhart Housing Authority**

**PHA Number: IN026**

**PHA Fiscal Year Beginning: (mm/yyyy) 04/2003**

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

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**The mission of the Elkhart Housing Authority is to provide safe, desirable and affordable housing with superior services to eligible members of the Elkhart Community while maintaining an atmosphere which encourages self sufficiency.**

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

**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 assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**Identify and implement programs with community-based partners that can promote family self-sufficiency. This may include HUD approved project based programs using EHA Sec 8 vouchers.**

**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)

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

**Management Issues:**

**Goals:**

1. Manage the Elkhart Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.
2. Manage the Elkhart Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

**Objectives:**

1. The Elkhart Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list to one that requires a six month wait for housing by December 31, 2004.

2. By December 31, 2001, the Elkhart Housing Authority shall have a waiting list of sufficient size so we can fill our public housing units within 30 days of them become vacant.
3. The Elkhart Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer friendly and fiscally prudent leader in the affordable housing industry.
4. The Elkhart Housing Authority shall implement its asset management plan no later than December 31, 2002.

### **Expansion of Stock Issues**

#### **Goals:**

1. Adapt the Elkhart Housing Authority's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment
2. Assist our community with increasing the availability of affordable, suitable housing for families in the very-low income range, cited as a need in our Consolidated Plan.

#### **Objectives:**

1. The Elkhart Housing Authority shall assist 16 families move from renting to homeownership by December 31, 2004.
2. The Elkhart Housing Authority shall build or acquire 15 units for conversion to homeownership by December 31, 2004.
3. Locate at least two partners, non-profit or for-profit, locally or nationally-based. These partners will work with us on the acquisition, improvement and/or development of additional housing opportunities for this target group.

### **Marketability Issues**

#### **Goals:**

1. Enhance the marketability of the Elkhart Housing Authority's public housing units.
2. Make public housing the affordable housing of choice for the very low-income residents of our community.

**Objectives:**

1. The Elkhart Housing Authority shall remove all graffiti within 24 hours of discovering it by December 31, 2004
2. The Elkhart Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, make the properties litter-free and other actions by December 31, 2001.
3. The Elkhart Housing Authority shall become a more customer oriented organization.

**Security Issues**

**Goals:**

1. Provide a safe and secure environment in the Elkhart Housing Authority's public housing developments.
2. Improve resident and community perception of safety and security in the Elkhart Housing Authority's public housing developments.

**Objectives:**

1. The Elkhart Housing Authority shall reduce crime in its developments by 25% by December 31, 2004.
2. The Elkhart Housing Authority shall reduce crime in its developments so that the crime rate is less than their surrounding neighborhood by December 31, 2004
3. The Elkhart Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.

4. The Elkhart Housing Authority shall reduce its evictions due to violations of criminal laws by 20% by December 31, 2004, through aggressive screening procedures.
5. The Elkhart Housing Authority shall attract 2 police officers to live in its developments by December 31, 2004.

### **Tenant-Based Housing Issues**

#### **Goals:**

1. Manage the Elkhart Housing Authority's tenant-based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP.
2. Expand the range and quality of housing choices available to participants in the Elkhart Housing Authority's tenant-based assistance program.

#### **Objectives:**

1. The Elkhart Housing Authority shall achieve and sustain a utilization rate of 95% by December 31, 2004, in its tenant-based program.
2. The Elkhart Housing Authority shall establish a program to help people use its tenant-based program to become homeowners by December 31, 2004.
3. The Elkhart Housing Authority shall implement an aggressive outreach program to attract at least 20 new landlords to participate in its program by December 31, 2004

### **Maintenance Issues**

#### **Goals:**

1. Maintain the Elkhart Housing Authority's real estate in a decent condition.
2. Deliver timely and high quality maintenance service to the residents of the Elkhart Housing Authority.

#### **Objectives:**

1. The Elkhart Housing Authority shall have all of its units in compliance with the Elkhart Housing Code by December 31, 2004.

2. The Elkhart Housing Authority shall create and implement a preventative maintenance plan by December 31, 2000.
3. The Elkhart Housing Authority shall achieve and maintain an average response time of 24 hours in responding to emergency work orders by December 31, 2002.

### **Equal Opportunity Issues**

#### **Goals:**

1. The Elkhart Housing Authority will use the tenant-based assistance program to expand housing opportunities beyond areas of traditional low-income and minority concentration.
2. The Elkhart Housing Authority shall operate in full compliance with all Equal Opportunity laws and regulations.
3. The Elkhart Housing Authority shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

#### **Objectives:**

1. The Elkhart Housing Authority shall mix its public housing development populations as much as possible with respect to ethnicity, race, and income.
2. The Elkhart Housing Authority shall achieve its Section 3 goals that it establishes annually.

### **Fiscal Responsibility Issues**

#### **Goal:**

1. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.

#### **Objectives:**

1. The Elkhart Housing Authority shall implement an effective anti-fraud program by December 31, 2000.

2. The Elkhart Housing Authority shall maintain an operating reserve level sufficient enough to maintain a high rating on this component of PHAS.

### **Public Image Issues**

#### **Goal:**

1. Enhance the image of public housing in our community.

#### **Objectives:**

1. The Elkhart Housing Authority's leadership shall speak to at least 4 civic, religious, or fraternal groups a year between now and December 31, 2004, to explain how important they are to the community.
2. The Elkhart Housing Authority shall ensure that there are at least 2 positive stories a year in the local media about the Housing Authority or one of its residents.

### **Supportive Service Issues**

#### **Goals:**

1. Improve access of public housing resident to services that support economic opportunity and quality of life.
2. Improve economic opportunity (self-sufficiency) for families and individuals who reside in our housing

#### **Objectives:**

1. The Elkhart Housing Authority will implement 6 new partnerships in order to enhance self-sufficiency services to our residents by December 31, 2004
2. Apply to at least two appropriate foundations for grant funds. These funds will allow us to expand our existing program of resident-related services.
3. The Elkhart Housing Authority shall ensure that at least 2 supportive service opportunities are present for every public housing resident by December 31, 2004.

4. The Elkhart Housing Authority shall have effective, fully functioning resident organizations in every public housing development and for the tenant-based program by December 31, 2002.
5. The Elkhart Housing Authority shall assist its resident organizations in strengthening their organizations and helping them develop their own mission statement, goals, and objectives by December 31, 2001.
6. The Elkhart Housing Authority, working with its partners, shall ensure that 75% of its TANF residents are working or engaged in job training by December 31, 2001.

**Annual PHA Plan  
PHA Fiscal Year 2003**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**The Elkhart Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.**

**We have adopted the following mission statement to guide the activities of the Elkhart Housing Authority.**

**“The health, safety, welfare and general quality of life of persons living in the City of Elkhart and the surrounding area will improve due to the provision of safe, clean and sanitary housing. Housing improvement for families and individuals will be provided and promoted through good leadership in conjunction with supportive efforts of staff and agencies in partnership with the general community.**

**“To secure needed comprehensive public housing improvements in all areas relative to service delivery, we will continue to develop needed strategies along with the nurturing of strong community relationships, focusing on those who assist in networking, in terms of providing a complete service leading to resident self-sufficiency.**

**“Public housing will be recognized not only for its service in assisting those who want to be self-sufficient, but also for creativity in addressing the many needs of residents who are underserved and challenged.**

**“Our services will be provided in a manner that earns the respect and trust of our residents and the general community. As a not-for-profit agency, our ongoing strategy will be driven by the housing needs of the community served.”**

**In addition, we have adopted goals and very specific, measurable goals in the following areas: management, the expansion of housing stock, marketability, security, tenant-based housing, maintenance, equal opportunity, fiscal responsibility, public image, and supportive service issues. The reader is strongly encouraged to read these goals and objectives as described in the five-year plan immediately preceding this section.**

**The specifics of this Annual Plan reveal the needs analysis that led to our goals and objectives, disclose our financial resources and capital plans, describe our management and operations policies, relate the plan to other related government actions and provide a summary of resident comments. In addition, a comprehensive list of supporting documents is included; all the supporting documents are available for your review upon request.**

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration (**Not Applicable**)
- A** – Brief Statement of Progress in Meeting the 5-Year Mission and Goals
- Assessment of Site-Based Waiting List Development Demographic Changes (**Not Applicable**)
- B** - FY 2003 Capital Fund Program Annual Statement & 5-Year Action Plan
- C** - FY 2002 Capital Fund Program Performance and Evaluation Report
- D** - FY 2001 Capital Fund Program Performance and Evaluation Report
- E** - FY 2000 Capital Fund Program Performance and Evaluation Report
- F** - FY 1999 Capital Fund Program Performance and Evaluation Report
- Section 8 Homeownership Capacity Statement (**Not Applicable**)
- G** - Implementation of Public Housing Resident Community Service Requirements
- H** - Pet Policy Statement
- I** - Resident Membership of the PHA Governing Board
- J** - Membership of the Resident Advisory Board
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (**Not Applicable**)

#### Optional Attachments:

- PHA Management Organizational Chart
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

## Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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
Not Available	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing	Annual Plan: Rent

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	development <input type="checkbox"/> check here if included in the public housing A & O Policy	Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	<b>Voluntary Conversion Analysis</b>	Component 10
X	<b>Pet Policy</b>	Component 14
X	<b>Community Service Policy</b>	Component 12D
X	<b>Action Plan for the PHAS Resident Survey</b>	HUD requirement

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	422	4	3	4	4	5	4
Income >30% but <=50% of AMI	498	3	3	4	3	5	4
Income >50% but <80% of AMI	310	2	4	3	2	3	2
Elderly	15	2	2	2	2	2	2
Families with	65	2	2	4	2	2	4

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall 1	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Disabilities							
Black	350	3	3	4	3	5	4
Hispanic	53	2	2	3	4	5	3
Native American	7	2	2	3	4	2	3
Race/Ethnicity							

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list total	<b>650</b>		<b>470</b>
Extremely low income <=30% AMI	<b>152</b>	<b>23.38%</b>	
Very low income (>30% but <=50% AMI)	<b>498</b>	<b>76.62%</b>	
Low income (>50% but <80% AMI)	<b>-0-</b>	<b>-0-</b>	
Families with children	<b>376</b>	<b>80%</b>	
Elderly families	<b>9</b>	<b>1%</b>	
Families with Disabilities	<b>49</b>	<b>7.53%</b>	
White	<b>291</b>	<b>44.76%</b>	
Black	<b>352</b>	<b>54.15%</b>	
Hispanic	<b>32</b>	<b>4.92%</b>	
Asian/Pacific Islander	<b>7</b>	<b>1.07%</b>	
Characteristics by Bedroom Size (Public Housing Only)	<b>Not Applicable to Section 8</b>	<b>Not Applicable to Section 8</b>	
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>
--

<b>Housing Needs of Families on the Waiting List</b>			
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	<b>808</b>		<b>504</b>
Extremely low income <=30% AMI	<b>365</b>	<b>45.17%</b>	
Very low income (>30% but <=50% AMI)	<b>443</b>	<b>54.83%</b>	
Low income (>50% but <80% AMI)	<b>0</b>	<b>-0-</b>	
Families with children	<b>282</b>	<b>56%</b>	
Elderly families	<b>15</b>	<b>3%</b>	
Families with Disabilities	<b>13</b>	<b>1.6%</b>	
White	<b>478</b>	<b>59.15%</b>	
Black	<b>315</b>	<b>38.98%</b>	
Hispanic	<b>40</b>	<b>4.95%</b>	
Asian/PI	<b>6</b>	<b>.74%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>487</b>	<b>60.27%</b>	<b>162</b>
2 BR	<b>147</b>	<b>18.19%</b>	<b>49</b>
3 BR	<b>53</b>	<b>6.55%</b>	<b>17</b>
4 BR	<b>79</b>	<b>9.77%</b>	<b>26</b>
5 BR	<b>0</b>	<b>0%</b>	
5+ BR			

### Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)  
**Housing Authority has hired an employee who is bi-lingual and performs outreach to the Hispanic community.**

**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**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	<b>1,105,214</b>	
b) Public Housing Capital Fund	<b>1,309,222</b>	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>2,716,647</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<b>165,105</b>	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)	<b>145,290</b>	<b>Anti Drug Grant</b>

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2002 Capital Fund	<b>1,309,222</b>	<b>Modernization</b>
<b>3. Public Housing Dwelling Rental Income</b>		
	<b>806,014</b>	<b>Operations</b>
<b>4. Other income (list below)</b>		
Interest	<b>32,106</b>	<b>Operations</b>
Other	<b>64,033</b>	<b>Operations</b>
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>7,652,853</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

**When families near the top of the waiting list**

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families (**30 hrs. per week**) and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
**Families not in any subsidized housing.**

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- X (3) Homelessness
- High rent burden

Other preferences (select all that apply)

- (1) Working families (30 hours) and those unable to work because of age or disability
  - Veterans and veterans' families
  - Residents who live and/or work in the jurisdiction
  - Those enrolled currently in educational, training, or upward mobility programs
  - Households that contribute to meeting income goals (broad range of incomes)
  - Households that contribute to meeting income requirements (targeting)
  - Those previously enrolled in educational, training, or upward mobility programs
  - Victims of reprisals or hate crimes
  - Other preference(s) (list below)
- (2) Families not in any subsidized housing.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

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

- The PHA-resident lease
  - The PHA's Admissions and (Continued) Occupancy policy
  - PHA briefing seminars or written materials
  - Other source (list)
- Grievance and all posted documents (see ACOP)**

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

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

**(6) Deconcentration and Income Mixing**

**(Per HUD guidance, the following questions are being substituted for the questions originally included in this Agency Plan template.)**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
IN26-2	197	See Below	
IN26-4	98	See Below	

**Per HUD instructions (August 15, 2001 Proposed Rule, and the Public Housing Agency Plan Desk Guide dated September 2001), these developments are not considered as having income above or below the EIR because the average income is and will remain below 30% of the Area Median Income.**

**Documentation of the required deconcentration and income mixing analysis is a Supporting Document to the Annual Plan.**

## 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)

### Preferences – Income Eligibility

- 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)

### Former Landlords as required

### (2) Waiting List Organization

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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**Medical, Disabled, and other extenuating circumstances.**

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Households that contribute to meeting income requirements (targeting)
  - Those previously enrolled in educational, training, or upward mobility programs
  - Victims of reprisals or hate crimes
  - Other preference(s) (list below)
- Those receiving NO housing assistance**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- (1) Working families and those unable to work because of age or disability**
  - Veterans and veterans' families
  - Residents who live and/or work in your jurisdiction
  - Those enrolled currently in educational, training, or upward mobility programs
  - Households that contribute to meeting income goals (broad range of incomes)
  - Households that contribute to meeting income requirements (targeting)
  - Those previously enrolled in educational, training, or upward mobility programs
  - Victims of reprisals or hate crimes
  - Other preference(s) (list below)
- (2) No housing assistance**

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD  
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers  
 Notapplicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)

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

- Through published notices  
 Other (list below)  
**Included in the briefing session**

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

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

---or---

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

**b. Minimum Rent**

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

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

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

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

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

**d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)**

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

- 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. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **If more than 25% of current**

**income.**

- Other (list below)

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)  
**Age/Height of buildings; No. of units per development; Section 8 FMRs; Bedroom Configurations; HUD AELs Budget Year 2000; Extraordinary Security Expenses; Previous Ceiling Rents; Current Turnover Rates; The Effect on Current Populations; Current Rent Rolls and Utility Allowances**

**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 payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

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

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

**Rental market**

## **(2) Minimum Rent**

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

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

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

## 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

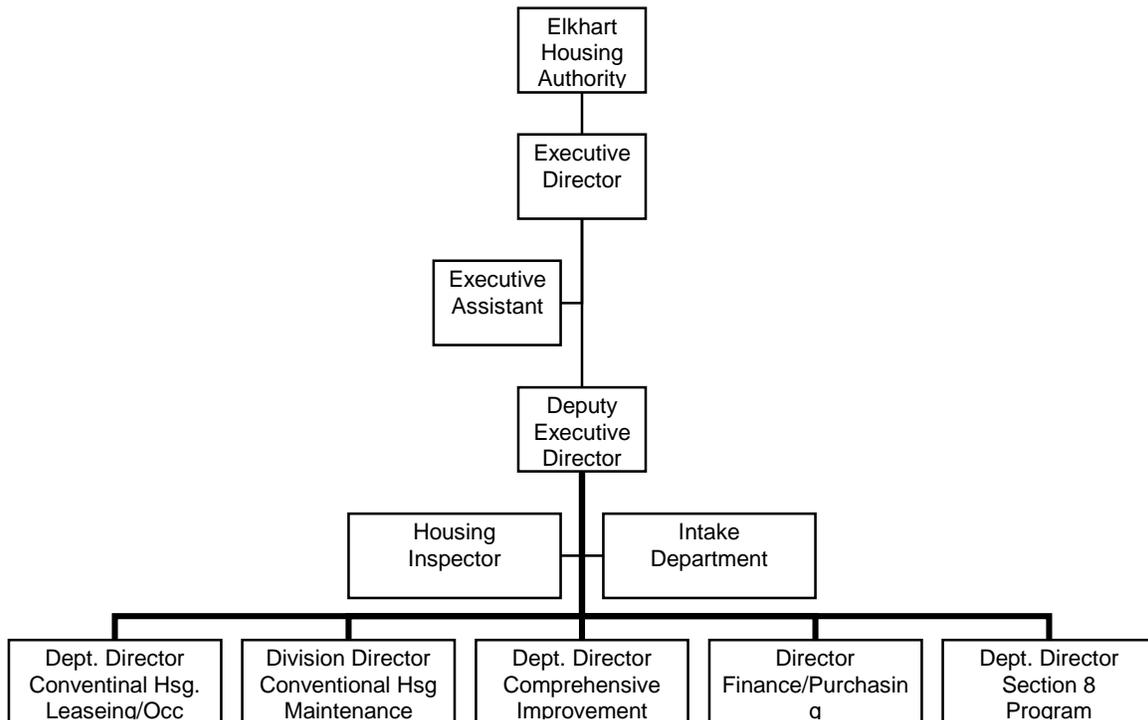
### A. PHA Management Structure

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:

Elkhart Housing Authority



## B. HUD Programs Under PHA Management

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<b>672</b>	<b>30%</b>
Section 8 Vouchers	<b>504</b>	<b>26%</b>
Section 8 Certificates	<b>31</b>	<b>30%</b>
Section 8 Mod Rehab	<b>0</b>	<b>0%</b>
Special Purpose Section 8 Certificates/Vouchers (list individually)	<b>25 (FSS)</b>	<b>30%</b>
Public Housing Drug Elimination Program (PHDEP)	<b>672</b>	<b>30%</b>
Other Federal Programs(list individually)		
<b>Housing Counseling</b>	<b>672</b>	<b>30%</b>

## 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)

**Admission and Continued Occupancy Policy**  
**Maintenance Policy**  
**Deconcentration Policy and Analysis**  
**Flat Rent Policy**  
**Grievance Policy**  
**Pest Extermination Policy**  
**Reasonable Accommodations Request/Verification Forms**  
**Procurement Policy**

**Equal Opportunity Documents  
Public Housing Drug Elimination Grant  
Capital Fund Documents  
TANF Cooperative Agreement**

(2) Section 8 Management: (list below)

**Section 8 Administrative Plan  
Annual Contributions Contracts  
Section 8 Informal Review Procedures**

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
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:	
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 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)

<input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <ul style="list-style-type: none"> <li><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</li> <li><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</li> <li><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</li> <li><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</li> <li><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</li> <li><input type="checkbox"/> Other: (describe below)</li> </ul>

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

**Component 10 (B) Voluntary Conversion Initial Assessments**

**(Per HUD guidance, the following questions are being inserted from HUD’s website into this Agency Plan template.)**

- a. How many of the PHA’s developments are subject to the Required Initial Assessments?  
**2**
  
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?  
**3**
  
- c. How many Assessments were conducted for the PHA’s covered developments?  
**2**
  
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **This question not applicable.**

**The Required Initial Assessment is a Supporting Document to this Annual Plan.**

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**Employment Criteria**

**Completed initial lease terms of 12 months in Sec 8 program**

**Fully repaid any outstanding debt owed to EHA**

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **02/97**

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

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

- Joint administration of other demonstration program
- Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self Sufficiency	25	Waiting List	Main Office	Section 8
Public Housing Drug Elimination	672	All families	Automatic	Public Housing


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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2003 Estimate)</b>	<b>Actual Number of Participants (As of: 10/23/02)</b>
Public Housing	0	0
Section 8	17	25

- 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(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

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

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

(select all that apply)

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

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

**26-001, 26-002**

**C. Coordination between PHA and the police**

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

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

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

**26-001, 26-002**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

**This section not applicable in Fiscal Year 2003.**

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain?
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? Not applicable  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment,

rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

- Attached at Attachment (File name)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **City of Elkhart, IN**

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)

**The City of Elkhart’s Consolidated Plan recognizes the value of public housing and Section 8 assisted housing. It also projects a significant increase in population over the next several years. It’s goals are generally consistent with the Elkhart Housing Authority’s goals. While it does not provide specific resources to the housing authority, the City of Elkhart does provide a homeownership program (Pathway to Better Housing program) and several homeowner rehabilitation programs to preserve the supply of affordable housing.**

**D. Other Information Required by HUD**

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

**The final Agency Plan Rule contains a requirement in 24 CFR 903.7® that agency plans contain a locally derived definition of “substantial deviation” and “significant amendment or modification.”**

**The Elkhart Housing Authority has adopted the following definition of substantial deviation and significant amendment or modification:**

**“A substantial change is any fundamental alteration in the Elkhart Housing Authority’s mission statement, goals and objectives, or key administrative policies as defined by its Board of Commissioners. Any such change will be subject to all prescribed HUD review, comment, and approval requirements.”**

## **Attachments**

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

**The following are separate file attachments:**

- A. Brief Statement of Progress in Meeting the 5-Year Mission and Goals**
- B. FY 2003 Capital Fund Program Annual Statement & 5-Year Action Plan**
- C. FY 2002 Capital Fund Program Performance and Evaluation Report**
- D. FY 2001 Capital Fund Program Performance and Evaluation Report**
- E. FY 2000 Capital Fund Program Performance and Evaluation Report**
- F. FY 1999 Capital Fund Program Performance and Evaluation Report**
- G. Implementation of Public Housing Resident Community Service Requirements**
- H. Pet Policy Statement**
- I. Resident Membership of the PHA Governing Board**
- J. Membership of the Resident Advisory Board**

## Required Attachment A: Statement of Progress in Meeting the 5-Year Plan Mission and Goals

Elkhart Housing Authority  
Fiscal Year 2003 Annual Plan

The following table reflects the progress we have made in achieving our goals and objectives.

### MANAGEMENT ISSUES:

<p><b>Goal 1: Effective and efficient housing management, resulting in, at a minimum, standard performer designation.</b></p> <p><b>Goal 2: Full compliance with applicable statutes and regulations as defined by program audit findings.</b></p>	
Objective	Progress
Increase marketability of our public housing units as evidenced by an increase in our waiting list to one that requires a six-month wait for housing by 12/31/04.	New windows at 26-1, AC at scattered sites, Parking lot at 26-3, Elevator repair 26-7
By 12/31/01, have a waiting list of sufficient size so we can fill our public housing units within 30 days of them becoming vacant.	Accomplished. Have a marketing team that is now advertising in Senior magazines with 1 month free rent at signing. Also ads in English and Spanish
Promote a motivating work environment with a capable and efficient team of employees to operate as a customer friendly and fiscally prudent leader in the affordable housing industry.	Hiring more qualified persons; promoting qualified persons, not for longevity reasons, new support positions created. Ongoing staff training is provided.
Implement our asset management plan no later than 12/31/02.	Accomplished: Established Fixed Asset Register, Investment Register and Monthly Reconciliations.

**EXPANSION OF STOCK ISSUES:**

<p><b>Goal 1: Adapt our housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment</b></p> <p><b>Goal 2: Assist our community with increasing the availability of affordable, suitable housing for families in the very-low income range, cited as a need in our Consolidated Plan.</b></p>	
<b>Objective</b>	<b>Progress</b>
Assist 16 families move from renting to homeownership by 12/31/04.	As of November 2002, we have 10 families in new homes. Sec 8 Homeownership program in place.
Build or acquire 15 units for conversion to homeownership by 12/31/04.	<b>Accomplished:</b> In partnership with Elkhart Housing Partnership to build a housing community of single-family homes. Construction to start early next spring.
Locate at least two partners, non-profit or for-profit, locally or nationally based to work with us on the acquisition, improvement and/or development of additional housing opportunities for this target group.	Working with Elkhart Housing Partnership and Youth Services Bureau.

**MARKETABILITY ISSUES:**

<p><b>Goal 1: Enhance the marketability of our public housing units.</b></p> <p><b>Goal 2: Make public housing the affordable housing of choice for the very low-income residents of our community.</b></p>	
<b>Objective</b>	<b>Progress</b>
Remove all graffiti within 24 hours of discovering it by 12/31/04.	We are currently providing this service.
Achieve proper curb appeal for public housing developments by improving grounds maintenance and other actions by 12/31/01.	New landscape of development final phase in spring 2002. Routine inspections promoting tenant involvement.
Become a more customer-oriented organization.	Continuing to improve our intake and interview process. Developing a Web site. Added 2 <sup>nd</sup> Receptionist for customer care.

**SECURITY ISSUES:**

<p><b>Goal 1: Provide a safe and secure environment in our public housing developments.</b></p> <p><b>Goal 2: Improve resident and community perception of safety and security in our public housing developments.</b></p>	
<b>Objective</b>	<b>Progress</b>
Reduce crime in our developments by 25% by 12/31/04.	There has been a 26.34% reduction in the past 2 years.
Reduce crime in our developments so that the crime rate is less than their surrounding neighborhood by 12/31/04.	Year 2001 had 1595 crimes in the surrounding areas, of those 668 were from our developments. This represents 41% of all cases. There has been 1335 so far in 2002 in the surrounding area, of those 418 were in our developments. This is 40% of all cases. Crime is up 135 in the surrounding area while the crime in our developments is down 8%.
Refine the MOU between the jurisdiction's police force and our agency. The purpose of this is to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.	Currently refining the memorandum of understanding between the Police force and this agency.
Reduce evictions due to violations of criminal laws by 20% by 12/31/04, through aggressive screening procedures.	There was an increase in evictions in 2001, but most were for lease violations. The number of evictions due to criminal activity during 2001 was down to 1.
Attract 2 police officers to live in our developments by 12/31/04.	No officers at present time.

**TENANT-BASED HOUSING ISSUES:**

<p><b>Goal 1: Manage our tenant-based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP.</b></p> <p><b>Goal 2: Expand the range and quality of housing choices available to participants in the Elkhart Housing Authority’s tenant-based assistance program.</b></p>	
Objective	Progress
Achieve and sustain a utilization rate of 95% by 12/31/04 in our tenant-based program.	Reviewing preferences and other bottlenecks. Re-organized Sec 8 Department. Using Mass processing, Voucher followup, prompt inspection scheduling to facilitate issuance and lease up.
Establish a program to help people use our tenant-based program to become homeowners by 12/31/04.	EHA has an effective FSS Program. As of 10/01/02 EHA has had 15 graduates with 10 purchasing new homes and 3 others with purchases pending.
Implement an aggressive outreach program to attract at least 20 new landlords to participate in our program by 12/31/04.	We have added 34 new landlords and an additional 2 apartment complexes.

**MAINTENANCE ISSUES:**

<p><b>Goal 1: Maintain our real estate in a decent condition.</b></p> <p><b>Goal 2: Deliver timely and high quality maintenance service to our residents.</b></p>	
Objective	Progress
Have all of our units in compliance with the Elkhart Housing Code by 12/31/04.	The EHA has recently installed smoke detectors in all bedrooms at our family sites per local code. All units currently in compliance.
Create and implement a preventative maintenance plan by 12/31/00.	Completed and in use.
Achieve and maintain an average response time of 24 hours in responding to emergency work orders by 12/31/02.	EHA continues to achieve this objective yearly.

**EQUAL OPPORTUNITY ISSUES:**

<b>Goal 1: Use the tenant based assistance program to expand housing opportunities beyond areas of traditional low-income and minority concentration.</b>	
<b>Goal 2: Operate in full compliance with all Equal Opportunity laws and regulations.</b>	
<b>Goal 3: Ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.</b>	
<b>Objective</b>	<b>Progress</b>
Mix our public housing development populations as much as possible with respect to ethnicity, race, and income.	Now have a working preference in our selection process. We continue to monitor the Income Targeting goals.
Achieve Section 3 goals that we establish annually.	We are currently utilizing the CFP program and require contractors to use our percentages as a goal for new hires. Have 3 resident trainees in our training program

**FISCAL RESPONSIBILITY ISSUES:**

<b>Goal 1: Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.</b>	
<b>Objective</b>	<b>Progress</b>
Implement an effective anti-fraud program by 12/31/00.	Already achieved with a stringent internal control system.
Maintain an operating reserve level sufficient enough to maintain a high rating on this component of PHAS.	Our substantial reserves have remained stable. We haven't had to use any reserves. In fact, reserves have increased.

**PUBLIC IMAGE ISSUES:**

<b>Goal 1: Enhance the image of public housing in our community.</b>	
<b>Objective</b>	<b>Progress</b>
The Authority's leadership shall speak to at least 4 civic, religious, or fraternal groups a year between now and 12/31/04, to explain how important they are to the community.	Sec 8 landlord meetings, Open house 10/02, Block Party for developments, Ethnic Festival.

Ensure that there are at least 2 positive stories a year in the local media about the Housing Authority or one of its residents.	FSS program already in local paper, in fact has been featured on the front page. New ED and Assistant ED in new article. Office renovation article in newspaper.
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**SUPPORTIVE SERVICE ISSUES:**

<b>Goal 1: Improve access of public housing resident to services that support economic opportunity and quality of life.</b>	
<b>Goal 2: Improve economic opportunity (self-sufficiency) for families and individuals who reside in our housing.</b>	
<b>Objective</b>	<b>Progress</b>
Implement 6 new partnerships in order to enhance self-sufficiency services to our residents by 12/31/04.	Currently in partnership with Workforce Development, Ivy Tech, Elkhart Community Schools and Evenstart program. EHP, Scuda, Goodwill, Youth Services Bureau, BECO
Apply to at least two appropriate foundations for grant funds, which will allow us to expand our existing program of resident-related services.	Nan McKay Scholarship to 20 residents, BECO
Ensure that at least 2 supportive service opportunities are present for every public housing resident by 12/31/04.	Adult Basic Education, Headstart and Evenstart programs are offered to public housing residents.
Have effective, fully functioning resident organizations in every public housing development and for the tenant-based program by 12/31/02.	All Developments are fully functioning.
Assist our resident organizations in strengthening their organizations and helping them develop their own mission statement, goals, and objectives by 12/31/01.	Resident liaison assists the resident organizations with technical support and advice.
Working with our partners, ensure that 75% of our TANF residents are working or engaged in job training by 12/31/01.	Workforce Development Services conducting ongoing workshops with the HA. We provide access to our facilities for these programs. No have Unemployment Task Force

## ATTACHMENT B

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
<b>PHA Name:</b> Elkhart Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IN36P02650103</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2003</b>	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:)</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 9/30/02</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	225,000				
3	1408 Management Improvements	110,000				
4	1410 Administration	95,000				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	60,000				
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	599,222				
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	50,000				
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>1,139,222</b>				
22	Amount of line 21 Related to LBP Activities					

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

<b>PHA Name:</b> Elkhart Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IN36P02650103</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2003</b>
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no:)  
 Performance and Evaluation Report for Period Ending: 9/30/02    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	70,000			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>Elkhart Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>IN36P02650103</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
26-7	Windows	1460		443,222				
26-7	Parking lot resurface	1460		100,000				
26-3	Intercom	1460		25,000				
26-4	Sign for Malcolm Drive	1460		6,000				
26-2	Furnaces	1460		25,000				
PHA Wide	Maintenance Trucks	1475		40,000				

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

PHA Name: <b>Elkhart Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>IN36P02650103</b> Replacement Housing Factor No:				Federal FY of Grant: <b>2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
26-1	9/30/05			9/30/06			
26-2	9/30/05			9/30/06			
26-3	9/30/05			9/30/06			
26-4	9/30/05			9/30/06			
26-7	9/30/05			9/30/06			

**ATTACHMENT B - Continued**

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name: <b>Elkhart Housing Authority</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: <b>2004</b> PHA FY: <b>4/1/04</b>	Work Statement for Year 3 FFY Grant: <b>2005</b> PHA FY: <b>4/1/05</b>	Work Statement for Year 4 FFY Grant: <b>2006</b> PHA FY: <b>4/1/06</b>	Work Statement for Year 5 FFY Grant: <b>2007</b> PHA FY: <b>4/1/07</b>
	Annual Statement				
26-1		135,000	226,500	287,500	225,350
26-2		380,000	650,000	680,000	280,000
26-3		350,000	500,000	250,000	75,000
26-4		278,000	175,000	215,000	225,000
26-7		185,000	112,500	650,000	200,000
PHA Wide		217,000	58,000	165,000	52,000
CFP Funds Listed for 5-year planning		<b>1,545,000</b>	<b>1,722,000</b>	<b>2,247,500</b>	<b>1,057,350</b>
Replacement Housing Factor Funds					

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 4/1/04			Activities for Year: 3 FFY Grant: 2005 PHA FY: 4/1/05		
See	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Annual Statement	<b>26-1 Rosedale Highrise</b>	HVAC at school	36,000	<b>26-1 Rosedale</b>	Intercom system	100,000
		Lights in hallways	75,000		Water heater	15,000
		Stairwell lights	15,000		Upgrade electric	65,000
		Exit lights	9,000		Replace plumbing	15,000
		<b>26-1 TOTAL</b>	<b>\$135,000</b>		Enlarge washer drains	25,000
				Faucet for basement	4,000	
				Cleanouts in Basement	2,500	
				<b>26-1 TOTAL</b>	<b>\$226,500</b>	
	<b>26-2 Washington Gardens</b>	Remodel kitchen phase 2	200,000	<b>26-2 Washington Gardens</b>	Remodel Kitchen 3	200,000
		Furnace room rehab	50,000		Furnace room rehab	50,000
		Replace furnaces	50,000		Replace furnaces	50,000
		Hot water heaters	80,000		Retile units	300,000
		<b>26-2 TOTAL</b>	<b>\$380,000</b>		Playground upgrade	50,000
			<b>26-2 TOTAL</b>	<b>\$650,000</b>		
	<b>26-3 Waterfall Highrise</b>	Intercom	100,000	<b>26-3 Waterfall Highrise</b>	Rehab 1st floor	350,000
		Retile phase 1	150,000		Retile phase 2	150,000
		Hot Water heaters	100,000			
		<b>26-3 TOTAL</b>	<b>\$350,000</b>		<b>26-3 TOTAL</b>	<b>\$500,000</b>

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 4/1/04 (Continued)			Activities for Year: 3 FFY Grant: 2005 PHA FY: 4/1/05 (Continued)		
	<b>26-4 Scattered Sites</b>	Replace interior doors	198,000	<b>26-4 Scattered Sites</b>	Remodel comm. building	125,000
		Replace shingled roofs	75,000		Gutters	35,000
		Fence at comm. building	5,000		Sign at Malcolm Dr	15,000
		<b>26-4 TOTAL</b>	<b>\$278,000</b>		<b>26-4 TOTAL</b>	<b>\$175,000</b>
	<b>26-7 Riverside</b>	Replace water heater	10,000	<b>Riverside 26-7</b>	Upgrade boiler	50,000
		Air diverters	85,000		Lightning rods	62,500
		1 <sup>st</sup> floor doors	50,000			
		Door alarms	5,000			
					<b>26-7 TOTAL</b>	<b>\$112,500</b>
		HVAC common areas	35,000			
		<b>26-7 TOTAL</b>	<b>\$185,000</b>			
	<b>PHA Wide</b>	Maintenance trucks	40,000	<b>PHA Wide</b>	Handheld inspection system	6,000
		Refrigerators	140,000		Maintenance Trucks	40,000
		Water heater for office	1,000		Computer upgrades	12,000
		Water bypass	6,000			
		Repair stool flanges	30,000		<b>PHA-Wide TOTAL</b>	<b>\$58,000</b>
		<b>PHA-Wide TOTAL</b>	<b>\$217,000</b>			
		<b>Total CFP Estimated Cost</b>	<b>1,545,000</b>			<b>1,722,000</b>

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year: 4 FFY Grant: 2006 PHA FY: 4/1/06			Activities for Year: 5 FFY Grant: 2007 PHA FY: 4/1/07		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>26-1, Rosedale Highrise</b>	Lightning rods	62,500	<b>26-1 Rosedale Highrise</b>	New roof system	200,000
	Mailboxes for building	50,000		HVAC hallways	25,000
	Canopy for patio	35,000		TV for lounge	350
	Replace stoves	140,000		<b>26-1 TOTAL</b>	<b>\$225,350</b>
	<b>26-1 TOTAL</b>	<b>\$287,500</b>			
<b>26-2 Washington Gardens</b>	Retile units	100,000	<b>26-2 Washington Gardens</b>	Replace outside faucets	15,000
	Upgrade electric service	200,000		Gutters	25,000
	Bi-fold doors	180,000		Dryer hookups	40,000
	Interior doors	200,000		Fence on alley	25,000
	<b>26-2 TOTAL</b>	<b>\$680,000</b>		Hallway lights	75,000
				Duct cleaning	100,000
				<b>26-2 TOTAL</b>	<b>\$280,000</b>
<b>26-3 Waterfall Highrise</b>	Resurface building exterior	250,000	<b>26-3 Waterfall Highrise</b>	Replace heater covers	50,000
				Exterior doors	15,000
	<b>26-3 TOTAL</b>	<b>\$250,000</b>		Lights in boiler room	10,000
				<b>26-3 TOTAL</b>	<b>\$75,000</b>



## ATTACHMENT C

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:</b>					
<b>Summary</b>					
<b>PHA Name:</b> Elkhart Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IN36P02650102</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2002</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	125,000	125,000	125,000	62,500
3	1408 Management Improvements	110,000	110,000	5000	2613.87
4	1410 Administration	95,000	95,000	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000	50,000	50000	2367.70
8	1440 Site Acquisition				
9	1450 Site Improvement	175,000	150,000		0.00
10	1460 Dwelling Structures	659,582	569,222	30000	240.70
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	40,000	40,000	40000	47060.42
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>1,209,582</b>	<b>1,139,222</b>	<b>250,000</b>	<b>114,782.69</b>

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

<b>PHA Name:</b> Elkhart Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IN36P02650102</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2002</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 9/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	70,000			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>Elkhart Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>IN36P02650102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
26-2	Rehab furnace rooms	1460	40	400,000				
26-3	Upgrade boilers	1460	1	55,000				
26-3	Intercom	1460	127	50,000				
26-2	Resurface parking bays	1450		125,000				
26-1	Resurface Parking lot	1450		50,000				

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

PHA Name: <b>Elkhart Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>IN36P02650102</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2002</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
26-1	9/30/04			9/30/05			
26-2	9/30/04			9/30/05			
26-3	9/30/04			9/30/05			
26-4	9/30/04			9/30/05			
26-7	9/30/04			9/30/05			

**ATTACHMENT D**

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

<b>PHA Name:</b> <b>Elkhart Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IN36P02650101</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2001</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	235,000	235,000	235,000	235,000
3	1408 Management Improvements	100,000	100,000	100,000	62,802.06
4	1410 Administration	85,000	85,000	85,000	81,326.66
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000	50,000	50,000	50,645.90
8	1440 Site Acquisition	0	15,000	15,000	10,290
9	1450 Site Improvement	100,000	100,000	100,000	81,086.68
10	1460 Dwelling Structures	579,582	579,852	579,582	349,919.69
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	60,000	45,000	45,000	51,748.23
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>1,209,582</b>	<b>1,209,582</b>	<b>1,209,582</b>	<b>922,819.22</b>

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

<b>PHA Name:</b> <b>Elkhart Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IN36P02650101</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2001</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	70,000			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





**ATTACHMENT E**

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

PHA Name: <b>Elkhart Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>IN36P02650100</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2000</b>
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending  
  Final Performance and Evaluation Report 9/30/02

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	100,000		104,250.60	104,250.60
4	1410 Administration	82,400		90,778.18	90,778.18
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,000		68,486.70	68,486.70
8	1440 Site Acquisition				
9	1450 Site Improvement	200,000		233,326.20	233,326.20
10	1460 Dwelling Structures	711,124		638,293.29	638,293.29
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	47,000		50,389.02	50,389.20
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>1,185,524</b>		<b>1,185,524</b>	<b>1,185,524</b>

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

<b>PHA Name:</b> <b>Elkhart Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IN36P02650100</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2000</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending  Final Performance and Evaluation Report 9/30/02

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	65,000		70,000	70,000
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
<b>Elkhart Housing Authority</b>		Capital Fund Program Grant No: <b>IN36P02650100</b> Replacement Housing Factor Grant No:				<b>2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Glass in Receptionist area	1460		3,000			2,180	Complete
PHA Wide	Copiers	1475		4,000			4,294	Complete
26-2	Smoke Detectors in Bedrooms	1460		80,000			85,386	Complete
PHA Wide	Upgrade office phones system	1475		2,900			2,900	Complete
26-1	Paint hallways	1460		15,000			14,560	Complete
26-7	Intercom	1460		22,000			24,594	Complete
PHA Wide	Vehicle	1475		31,000			30,000	Complete
26-3	Carpet	1460		50,000			43,740	Complete
26-1	Windows	1460		252,400			252,400	Complete
26-1	Boiler for hot water	1460		20,000			16,020	Complete
26-1	Carpet in common areas	1460		30,000			35,672	Complete
26-2	Landscape	1450		200,000			233,326	Complete
26-2	Hot water Boiler	1460		4,000			3,720	Complete
26-7	H/C entrance doors	1460		50,000			52,816	Complete
26-7	Roof Air handler	1460		100,000			70,997	Complete

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

PHA Name: <b>Elkhart Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>IN36P02650100</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2000</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
All projects	9/02		3/02	9/03		9/02	

**ATTACHMENT F**

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

<b>PHA Name:</b> <b>Elkhart Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IN36P02670899</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>1999</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/01  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	75,500	75,500	75,500	80,852
4	1410 Administration	72,400	72,400	72,400	1,550
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000	30,000	30,000	31,393
8	1440 Site Acquisition				
9	1450 Site Improvement	147,000	-0-	-0-	-0-
10	1460 Dwelling Structures	520,796	667,796	667,796	714,040
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	47,000	47,000	47,000	64,861
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>892,696</b>	<b>892,696</b>	<b>892,696</b>	<b>892,696</b>

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

<b>PHA Name:</b> <b>Elkhart Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IN36P02670899</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>1999</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/01  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	65,000	65,000	65,000	65,000
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



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

PHA Name: <b>Elkhart Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>IN36P02670899</b> Replacement Housing Factor No:					Federal FY of Grant: <b>1999</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
All projects	3/2000			9/2000		9/2000		

## **Required Attachment G: Implementation of Public Housing Resident Community Service Requirements**

### **Elkhart Housing Authority Fiscal Year 2003 Annual Plan**

The administrative steps that we will take to implement the Community Service Requirements include the following:

- 1. Development of Written Description of Community Service Requirement:**  
The Elkhart Housing Authority has a written developed Community Service Policy and has completed the required Resident Advisory Board review and public comment period.
- 2. Scheduled Changes in Leases:**  
The PHA has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.
- 3. Written Notification to Residents of Exempt Status to each Adult Family Member:**  
The PHA will notify residents at the time of their recertification.
- 4. Cooperative Agreements with TANF Agencies**  
The PHA has a Cooperative Agreement with the local TANF Agency.
- 5. Programmatic Aspects**  
Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The PHA will coordinate with social service agencies, local schools, and the Department of Human Services in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the PHA may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

## **Required Attachment H: Brief Description of Pet Policy**

### **Elkhart Housing Authority Fiscal Year 2003 Annual Plan**

The Housing Authority, City of Elkhart has developed a written policy for pet ownership in public housing developments. The following is a summary of requirements outlined in the Pet Policy.

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

The Authority's Pet Policy has the following basic requirements:

1. Only one common household pet per unit, not in excess of 20 pounds.
2. Pet owners must have proof of current inoculations, licenses and liability insurance. This information must be updated at every annual reexamination.
3. All pets shall be spayed or neutered.
4. Pet owners must pay a Pet Deposit in the amount of \$300 prior to the PHA granting permission to the resident for having a pet. Pet deposit shall be refundable at the removal of pet from the premises or termination of the lease, less charges (if any) for damages to the premises.
5. Residents must identify two emergency caregivers to care for the pet in the event of resident illness or absence from the unit.

The Authority has reviewed the Pet Policy with the Resident Advisory Board and completed the public comment period.

## Required AttachmentI: Resident Member on the PHA Governing Board

### Elkhart Housing Authority Fiscal Year 2003 Annual Plan

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

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

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): **October 2005**

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

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):

B. Date of next term expiration of a governing board member:

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

**David Miller, Mayor of Elkhart, Indiana**

## **Required Attachment J: Membership of the Resident Advisory Board or Boards**

### **Elkhart Housing Authority Fiscal Year 2003 Annual Plan**

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

**Mary Trieble, President**

**Emma Cox, Vice President**

**Ralph Petersen, Secretary**

**Pauline Holloway, Sergeant at Arms**

**Rosedale Highrise**

**Waterfall Highrise**

**Riverside Terrace**

**Scattered Sites**