

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

---

# **PHA Plans**

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 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: Elwood Housing Authority**

---

**PHA Number: \_\_\_\_\_IN079**

---

**PHA Fiscal Year Beginning: (mm/yyyy) \_\_04 /01/2003**

---

**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)

**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 PHAS. (Qualitative measures of success such as: numbers of families

**Objectives:**

\_\_\_\_\_ **Apply for additional rental vouchers:**

\_\_\_\_\_ **Reduce public housing vacancies:**

**Leverage private or other public funds to create additional housing opportunities: The HOPE program-transitional housing has become a reality. The ministerial association in our city has as one of its mission programs in addition to the Morrisett Center. The association has purchased this home with the donation of a church member to be used as transition housing for someone who has been made homeless due to fire, flood or some catastrophe. The qualifications for entering this program have been set up by a committee of the association. The housing authority will be a source for this project. This will be a short term, immediate help type of housing-but needed. The Morrisette Center houses the Madison County Division of Family and Children satellite office in Elwood. A food pantry. A satellite office of the county Salvation Army. This is almost a one stop shop for help. Our office and the township trustee's office are just down the street which eliminates excessive traveling to Anderson for services.**

\_\_\_\_\_ **Acquire or build units or developments**

**Other (list below) Expand to communities for quality bedroom housing**

**PHA Goal: Improve the quality of assisted housing**

**Objectives:**

Improve public housing management: (PHASE score)

Improve voucher management: (SMAP score) Attain the highest SMAP score possible. SMAP is a new tool to grade the PHA on its effectiveness of implementing and executing the laws of the voucher program.

Increase customer satisfaction: The public deserves to be served in a courteous and efficient manner so that all landlords and tenants of the Voucher Program as well as the general public including the city administration of the city of Elkwood are satisfied with the results being attained. The new administration has asked me not to expand the program beyond the amount we now have.

Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)  
voucher unit inspections has been a big issue with us. This being addressed as a no. 1 priority.

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 home ownership program: We have decided not to start this program at this time. I am still trying to get this off the ground but cannot find participants.

Implement public housing or other home ownership 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) This has been started by our community project HOPE above.
- 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  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability: The main supportive Adult Basic Education. We have a regional vocational school attached to our high school is good ground for training in machine trades or adult ED. Also an excellent GED Program is offered there.
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities. We have assisted living units in Elwood and Tipton . They are expensive, however and are out of reach for many persons.
  - Other: (list below) Family low-rent housing is being built in our city. Some of these units have been set aside for low-income along with elderly and other families.

**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)**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
 [24 CAR Part 903.7]

**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

**Executive Summary of the Annual PHA Plan**

[24 CAR 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 agency**

**has 301 vouchers of which 50 were allocated on August 1, 2001 for Elwood Arms. Funding for these units and the balance of the 201 units**

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

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
<b>Executive Summary</b>	<b>1</b>
<b>Table of Contents</b>	<b>1-2</b>
<b>Housing Needs</b>	
1. Financial Resources	9-10
2. Policies on Eligibility, Selection and Admissions	15-18
3. Rent Determination Policies	21
4. Operations and Management Policies	21-22
5. Grievance Procedures	23
6. Capital Improvement Needs	
7. Demolition and Disposition	
8. Designation of Housing	
9. Conversions of Public Housing	
10. Home ownership	
11. Community Service Programs	

- 12. Crime and Safety
- 13. Pets (Inactive for January 1 PHASE)
- 14. Civil Rights Certifications (included with PHA Plan Certifications)
- 15. Audit
- 16. Asset Management
- 17. Other Information 34-37

**Attachments**

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

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

**Optional Attachments:**

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

**Supporting Documents Available for Review**

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

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
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of	Annual Plan: Housing Needs

Applicable & On Display	Supporting Document	Applicable Plan Component
	Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	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
	Public Housing Deconcentration and Income Mixing Documentation: 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 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

Applicable & On Display	Supporting Document	Applicable Plan Component
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved 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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Home ownership
	Policies governing any Section 8 Home ownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Home ownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	Troubled PHASE: MOA/Recovery Plan	Troubled PHASE
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CAR 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

Family Type	Estimated number of renter families that have housing needs	Rate of impact on housing affordability	Rate of impact on housing needs	Rate of impact on housing stability	Rate of impact on housing cost	Rate of impact on housing size	Rate of impact on housing quality
Income <= 30% of AMI	309	5	5	5	4	2	3
Income >30% but <=50% of AMI	276	5	4	4	3	4	3
Income >50% but <80% of AMI	774	5	2	3	3	4	3
Elderly	249	5	4	1	3	4	3
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2002 update
- 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)

**A. 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. PHASE may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
<b>Waiting list type: (select one)</b>			
<input checked="" type="checkbox"/> <b>Section 8 tenant-based assistance</b>			
<input type="checkbox"/> <b>Public Housing</b>			
<input type="checkbox"/> <b>Combined Section 8 and Public Housing</b>			
<input type="checkbox"/> <b>Public Housing Site-Based or sub-jurisdictional waiting list (optional)</b>			
<b>If used, identify which development/subjurisdiction:</b>			
	<b># of families</b>	<b>% of total families</b>	<b>Annual Turnover</b>
<b>Waiting list total</b>	<b>73</b>	<b>100</b>	<b>60</b>
<b>Extremely low income &lt;=30% AMI</b>	<b>67</b>	<b>91</b>	
<b>Very low income (&gt;30% but &lt;=50% AMI)</b>	<b>7</b>	<b>9</b>	
<b>Low income (&gt;50% but &lt;80% AMI)</b>			
<b>Families with children</b>	<b>27</b>	<b>36</b>	
<b>Elderly families</b>	<b>10</b>	<b>13</b>	
<b>Families with Disabilities</b>	<b>12</b>	<b>16</b>	
<b>Race/ethnicity</b>			
<b>Characteristics by Bedroom Size</b>			

(Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? No Yes x  
 If yes:  
 B. How long has it been closed (# of months)? 11 months  
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes x  
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes x -1 bedroom elderly or disabled

**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.  
 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) Since we now have Duck Creek and Forest Glen apartments totaling 82 apartments, we have quality units which are affordable and decent places to live. . All vouchers are tenant-based vouchers. We are drawing some persons back.

**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. This is being done.
  - Other: (list below)

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

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

- Select all that apply
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
  - Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance. We are doing this.
  - 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) To promote and encourage adult education for better skills in the work market. Our Vocational school is now going to a part of IVY Tech and will offer a 2 year college course.

**B. 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) To continue Elwood Arms as an elderly community where tenants will feel safe and secure. We will also have Forest Glen for rent. This 37 unit complex will be rentable in February 2003

**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 Salvation Army and Job Source do help with handicapped services. Owners will build ramps etc. to make units handicapped accessible.
- Other: (list below) Two apartments in Elwood Arms are total handicapped accessible and these can be used. There will be apartments available in Forest Glen the new elderly units being built.

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below) Again we do not have certain areas of poverty. Landlords will rent to HUD participants in all areas of the community. Our greatest problem is what the general population conceives as a HUD tenant. We are trying to change this idea, but some things cannot be changed. This is still a big

problem. We educate and sometimes we have no success.

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)

**Statement of Financial Resources**

[24 CAR 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

Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,339,958 vouchers	
f) Public Housing Drug		

Sources	Planned \$	Planned Uses
Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
<b>Total resources</b>	<b>1,339,958</b>	

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

[24 CAR Part 903.7 9 (c)]

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

Exemptions: PHASE 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)

**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)

**a. 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)

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

**Former Federal preferences:**

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

**Other preferences: (select below)**

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1"

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

\_\_\_ Date and Time

**Former Federal preferences:**

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

**Other preferences (select all that apply)**

- \_\_\_ Working families and those unable to work because of age or disability
  
- \_\_\_ Veterans and veterans' families
- \_\_\_ Residents who live and/or work in 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)

**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)

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- \_\_\_ Adoption of site-based waiting lists
- \_\_\_ If selected, list targeted developments below:
- \_\_\_ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
- \_\_\_ If selected, list targeted developments below:
- \_\_\_ Employing new admission preferences at targeted developments
- \_\_\_ If selected, list targeted developments below:
- \_\_\_ Other (list policies and developments targeted below)

**d. \_\_\_ Yes \_\_\_ No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for**

**deconcentration of poverty and income mixing?**

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

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

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

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

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

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

**B. Section 8**

Exemptions: PHASE that do not administer section 8 are not required to complete sub-component 3B.

**(1) Eligibility:** 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, accelerated).

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below) Prior history of damages, unpaid rent and prior landlord names and addresses

**(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: Case by case This is not automatic.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

**Former Federal preferences**

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

**Other preferences (select all that apply)**

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in your jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

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

1 Date and Time

**Former Federal preferences**

Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

**Other preferences (select all that apply)**

- Working families and those unable to work because of age or disability
- 2** 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
- x** Other preference(s) (list below) Elderly and disabled

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CAR Part 903.7 9 (d)]

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

Exemptions: PHASE that do not administer public housing are not required to complete sub-  
**(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:

a. 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)\_\_\_\_\_
- 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)

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

Exemptions: PHASE 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 (I) Payment Standards (see))

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) At 6 months intervals

- 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) We also look at the overall rents in our living area.

**(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 CAR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

(select one) Describe the PHA's management structure and organization.

- 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: Board of commissioners is appointed by the mayor of the city of Elwood. This board hires an executive director who then hires needed employees. Currently we have 3 employees who are full time and one employee who is part time.

**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.

Program Name	Units or Families Served at Year	Expected Turnover
Use "NA" to indicate that the PHA does not operate any of the programs listed below.		

	<b>Beginning</b>	
<b>Public Housing</b>		
<b>Section 8 Vouchers</b>	<b>301</b>	<b>65</b>
<b>Section 8 Certificates</b>		
<b>Section 8 Mod Rehab</b>		
<b>Special Purpose Section 8 Certificates/Vouchers (list individually)</b>		
<b>Public Housing Drug Elimination Program (PHDEP)</b>		
<b>Other Federal Programs(list individually)</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 that govern Section 8 management.

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

(2) **Section 8 Management: (list below)**

**Personnel policies**

**6. PHA Grievance Procedures**

[24 CAR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHASE are not required to complete component 6. Section 8-Only PHASE 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 CAR 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 CAR 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 CAR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(I) 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.

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

Applicability of sub-component 7B: All PHASE 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 CAR Part 903.7 9 (h)]

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

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

**2. Activity Description**

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 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 CAR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHASE 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; PHASE 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><u>Designation of Public Housing Activity Description</u></b>
<b><u>1a. Development name:</u></b>
<b><u>1b. Development (project) number:</u></b>
<b><u>2. Designation type:</u></b> <input type="checkbox"/> <b><u>Occupancy by only the elderly</u></b> <input type="checkbox"/> <b><u>Occupancy by families with disabilities</u></b> <input type="checkbox"/> <b><u>Occupancy by only elderly families and families with disabilities</u></b>
<b><u>3. Application status (select one)</u></b> <input type="checkbox"/> <b><u>Approved; included in the PHA's Designation Plan</u></b> <input type="checkbox"/> <b><u>Submitted, pending approval</u></b> <input type="checkbox"/> <b><u>Planned application</u></b>
<b><u>4. Date this designation approved, submitted, or planned for submission:</u></b> <u>(DD/MM/YY)</u>
<b><u>5. If approved, will this designation constitute a (select one)</u></b>

<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
<b>1. Number of units affected:</b> <b>7. Coverage of action (select one)</b> <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CAR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHASE 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. PHASE completing streamlined submissions may skip to component 11.)

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

Conversion of Public Housing Activity Description
<b>1a. Development name:</b> <b>1b. Development (project) number:</b>
<b>2. What is the status of the required assessment?</b> <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)
<b>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.)</b>
<b>4. Status of Conversion Plan (select the statement that best describes the</b>

current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

## **11. Home ownership Programs Administered by the PHA**

[24 CAR Part 903.7 9 (k)]

### **A. Public Housing**

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

1.  Yes  No: Does the PHA administer any home ownership programs administered by the PHA under an approved section 5(h) home ownership 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 home ownership 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.

PHASE completing streamlined submissions may skip to component 11B.)

**2. Activity Description**

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

Public Housing Home ownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Home ownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Home ownership 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 Home ownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CAR 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 PHASE may skip to component 12.)

2. Program Description: Not at this time. We are looking into this however.

We would still like to do this. We are on the look out for participants.

**a. Size of Program**

Yes  No: Will the PHA limit the number of families participating in the section 8 home ownership 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 Home ownership Option program in addition to HUD criteria?

If yes, list criteria below:

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

[24 CAR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHASE are not required to complete sub-component C. PHA Coordination with the OW, PHA (TANF) Agency

**1. Cooperative agreements:**

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

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

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

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

\_\_\_\_\_ Other (describe)

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

**(1) General**

**a. Self-Sufficiency Policies**

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

- \_\_\_\_\_ **Public housing rent determination policies**
- \_\_\_\_\_ **Public housing admissions policies**
- \_\_\_\_\_ **Section 8 admissions policies**
- \_\_\_\_\_ **Preference in admission to section 8 for certain public housing families**
- \_\_\_\_\_ **Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA**
- \_\_\_\_\_ **Preference/eligibility for public housing home ownership option participation**
- \_\_\_\_\_ **Preference/eligibility for section 8 home ownership 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>				
<b>Program Name &amp; Description (including location, if appropriate)</b>	<b>Estimated Size</b>	<b>Allocation Method (waiting list/random selection/specific criteria/other)</b>	<b>Access (development office / PHA main office / other provider name)</b>	<b>Eligibility (public housing or section 8 participants or both)</b>


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

**a. Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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) We do have a written and signed agreement with our local township trustee's office.

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 CAR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHASE not participating in APHDEP for Safety & Crime PHASE the safety of public housing residents and small PHASE that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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)**

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

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

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

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

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

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

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

\_\_\_)

**14. RESERVED FOR PET POLICY**

**15. Civil Rights Certifications**

[24 CAR 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 CAR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CAR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHASE are not required to complete this component. High performing and small PHASE 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 CAR Part 903.7 9 (r)]

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

1. \_\_\_\_ Yes \_\_x\_\_ 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 \_\_x\_\_ 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 \_\_x\_\_ 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: (provide name here)
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)

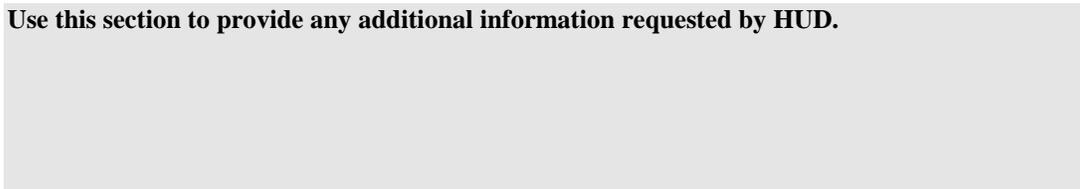
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- \_\_\_ The PHA has 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) We continue to have low and very low income families in our community. The elderly population

remains high. Affordability is still our number # 1 problem. We have expanded into nearby communities which afford us more quality homes. We are now under contract to 14 units of the Duck Creek Apartments for low income families and elderly. A 37 unit 1 and 2 bedroom called Forest Glen will open sometime in early 2003. This is for the elderly only. Several elderly families waiting to get on the Section 8 Voucher program are signed up for these new units. With establishment of these two housing projects, lack of housing is not a factor. These units are affordable, but elderly still need assistance in order to have a quality life.

**D. Other Information Required by HUD**

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



## Attachments

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

**Attachment A: Great strides are being met in our community as our church missions groups have has a new project called HOPE. This is housing for persons who have been burned out or in need of housing for short term. Other housing oportunities can come from this.**

**PHA Plan**  
**Component 7**  
**Table Library**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and II**

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

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

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA-Wide</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>

--	--	--	--



**Annual Statement**

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

<b>Development Number/Name HA-Wide</b>	<b>All Funds Obligated (Quarter Ending Date)</b>	<b>All Funds Expended (Quarter Ending Date)</b>

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				

