

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

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# PHA Plans

5 Year Plan for Fiscal Years 2006 - 2010  
Annual Plan for Fiscal Year 2007

**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:** Housing Authority of the City of East Chicago

**PHA Number:** IN029

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2007

**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 2006 - 2010**  
[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)  
To promote, manage and maintain real estate including its current housing stock, provide additional affordable, economic opportunity and a suitable living environment free from discrimination for residents in the City of East Chicago.

**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: Should vouchers become available
  - Reduce public housing vacancies: Undergo renovation/modernization of current Public Housing stock to alleviate vacancies and high waitlist numbers.
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)  
Rehabilitation of severely distressed units utilizing Capital Fund Program funds. Documentation detailing this plan is available for review at the ECHA Main Office.
- PHA Goal: Improve the quality of assisted housing  
Objectives:

- Improve public housing management: (PHAS score) Increase PHAS score to 85
- Improve voucher management: (SEMAP score) Increase SEMAP score to 90
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)  
Quantifiable Measure: Improve staff qualifications in the areas of finance, procurement, capital funds, housing inspections, resident programs, and Section 8.
- Renovate or modernize public housing units:  
Quantifiable Measure: Modernize 808 units - upgrade various components
- 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:  
The ECHA plans to develop a Section 8 Homeownership Plan within the Plan year.
  - 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: Using the deconcentration program already approved by the East Chicago Housing Authority Board of Commissioners.
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Using the deconcentration program already approved by the East Chicago Housing Authority Board of Commissioners.

- Implement public housing security improvements: Using capital funds (2007, 2007, 2008, 2010) to install security improvement: locks, entry doors, lights throughout all developments.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)  
 Modify 100 units in IN029-5 to become fully accessible, assisted living units for the elderly. This work will be complete September 2007.  
 Improve senior facilities, particularly for the frail elderly.

**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: Utilize the Memorandum of Understanding between the ECHA and the Lake County Office of Family Resources to provide support for positive employment experiences.
  - 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)

**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 2007**  
[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.

Housing needs in the city of East Chicago range from assisted living units for the elderly to more modern homes for homeownership. Affordable quality housing was strongly voiced in the community meetings. The needs of the elderly with assistance to maintain their homes were also a concern expressed in the meetings. The need to rehabilitate obsolete homes for the existing homeowners also appears to be strongly desired. Of all owner-occupied units, 23.8% or 1,241 units had one condition, while 63 units had two selected conditions. For the renter occupied units, 2,400 or 37% had at least one housing condition, 259 units reported having two conditions and 33 renter units reported having had three conditions. It is estimated that 786 owner-occupied units need to be rehabilitated. Similarly the needs for rehabilitating rental units exceed 1,340 units. The City is also estimating that at least 50% of the vacant structures need to be demolished (777 units).

The 2000 Census reports housing costs for owner and renter households. East Chicago's median gross rent was \$409 per month in 2000. Although housing values in East Chicago are still affordable relative to regional and national standards, many East Chicago households have difficulty paying for housing. The 2000 Census reports that 13.1 percent of all homeowners (684 households) in the City were paying more than 30 percent of their household income for housing, and one-third of renters (2,273) paid more than 30 percent of household income for gross rent.

Housing needs for different groups and sub-populations are reported to be most extensive for families and elderly. The need for elderly is estimated to be 171 units. Other individuals in need of housing are estimated to be 215. The needs of the larger

families who cannot afford a house were also expressed as a concern in community meetings. This demand appears to be feeding the single family conversion market, as larger family type housing is very limited in the city. This group of families also reports the largest for overcrowded housing. The estimated needs of large families is approximately 44 units. The Housing Authority's waiting list for housing units and vouchers also demonstrates the need for rental units on the lower end of the scale.

To assist the City in meeting its housing needs, the Housing Authority of the City of East Chicago will continue the following initiatives and policies:

**1. Shortage of affordable housing for all eligible populations**

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

- 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
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Participate in the Consolidated Plan development process to ensure coordination with broader community goals and strategies

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

Apply for additional section 8 vouchers should they become available

**3. Assisting families at or below 30% and 50% of median by:**

Adopt rent policies to support and encourage work

**4. Assisting Elderly by:**

Apply for special-purpose vouchers targeted to the elderly, should they become available

**5. Assisting Families with Disabilities by:**

Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

Affirmatively market to local non-profit agencies that assist families with disabilities

**6. Assisting Races or ethnicities with disproportionate housing needs by:**

Increasing awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively market to races/ethnicities shown to have disproportionate housing needs

**7. Conducting activities to affirmatively further fair housing by:**

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

**Factors influencing the Housing Authority's selection of the strategies are:**

- Funding constraints
- Staffing constraints

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the housing authority
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board

The Housing Authority has revised its Policies Governing Eligibility, Selection, and Admissions to comply with the Quality Housing and Work Responsibility Act of 1998 and to specifically accomplish the following goals:

- Deconcentration goals for IN029-6 have been obtained. The HA will continue its progress towards deconcentration and Income-Mixing in Public Housing and Section 8.
- Intensified screening and resident selection criteria to reduce crime and to promote self-sufficiency among the public housing and Section 8 residents.
- Promotion of choice in rental payment to encourage higher income residents.

Asset management activities during the current year of the Agency Plan are:

- Continued Capital improvements in developments IN 1, 2, 5, 6, 7, and 9.
- The development of a Section 8 voucher homeownership program.

## **Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### **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 2006 Capital Fund Program Annual Statement – Attachment E
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart – Attachment D
- FY 2006 Capital Fund Program 5 Year Action Plan – Attachment F
- 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)  
 Attachment A: Resident Advisory Board or Boards (RABs) Members  
 Attachment B: Brief Statement of Progress in Meeting the Five-Year Plan Mission and Goals  
 Attachment C: Definition of Substantial Deviation and Significant Amendment or Modification  
 Attachment G: Performance and Evaluation Reports for all open Capital Fund/Replacement Housing Fund Grants

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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 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	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	2. Documentation of the required deconcentration and income mixing analysis	
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 development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent 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 checked="" 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	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	agency	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
N/A	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	Residency of Police Officers	

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2472	5	3	4	3	4	N/A
Income >30% but <=50% of AMI	1281	4	3	4	3	3	N/A
Income >50% but <80% of AMI	1134	3	3	4	3	3	N/A
Elderly	848	4	5	4	5	4	N/A
Families with Disabilities	N/A	5	5	4	5	N/A	N/A
White	N/A	N/A	N/A	4	N/A	3	2
African-American	N/A	N/A	N/A	4	N/A	3	2
Hispanic	N/A	N/A	N/A	4	N/A	4	2
Other	N/A	N/A	N/A	4	N/A	N/A	2

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: 2004 - 2008
- 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 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	435		
Extremely low income <=30% AMI	384	88.3	
Very low income (>30% but <=50% AMI)	45	10.3	
Low income (>50% but <80% AMI)	6	1.4	
Families with children	402	92.4	
Elderly families	8	1.9	
Families with Disabilities	25	5.7	
White	21	4.8	
African-American	350	80.5	
Hispanic	64	14.7	
Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	115	26.4	
2 BR	176	40.5	
3 BR	105	24.1	
4 BR	29	6.7	

Housing Needs of Families on the Waiting List			
5 BR	10	2.3	
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 4			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	218		
Extremely low income <=30% AMI	199	91.3	
Very low income (>30% but <=50% AMI)	16	7.3	
Low income (>50% but <80% AMI)	3	1.4	
Families with children	208	95.4	
Elderly families	5	2.3	
Families with Disabilities	5	2.3	
White	2	0.9	
African-American	190	87.2	
Hispanic	26	11.9	
Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	N/A		
2 BR	N/A		
3 BR	N/A		
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 34			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

The Housing Authority of the City of East Chicago will continue the following initiatives and policies:

#### 1. Shortage of affordable housing for all eligible populations

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

- Employing effective maintenance and management policies to minimize the number of public housing units off-line
- Reducing turnover time for vacated public housing units
- Reducing time to renovate public housing units
- Undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Participating in the Consolidated Plan development process to ensure coordination with broader community strategies

#### 2. Increase the number of affordable housing units by:

Applying for additional section 8 vouchers should they become available

#### 3. Assisting families at or below 30% and 50% of median by:

Adopting rent policies to support and encourage work

#### 4. Assisting Elderly by:

Applying for special-purpose vouchers targeted to the elderly, should they become available

#### 5. Assisting Families with Disabilities by:

- Carrying out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Affirmatively marketing to local non-profit agencies that assist families with disabilities

**6. Assisting Races or ethnicities with disproportionate housing needs by:**  
Increasing awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively marketing to races/ethnicities shown to have disproportionate housing needs

**7. Conducting activities to affirmatively further fair housing by:**

- Counseling section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Marketing the section 8 program to owners outside of areas of poverty /minority concentrations

**Factors influencing the Housing Authority's selection of the strategies are:**

- Funding constraints
- Staffing constraints
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board

The ECHA has revised its Policies Governing Eligibility, Selection, and Admissions to comply with the Quality Housing and Work Responsibility Act of 1998 and to specifically accomplish the following goals:

- Deconcentration goals for IN029-6 have been obtained. The HA will continue its progress towards deconcentration and Income-Mixing in Public Housing and Section 8.
- Intensified screening and resident selection criteria to reduce crime and to promote self-sufficiency among the public and Section 8 residents.
- Promotion of choice in rental payment to encourage higher income residents.

Asset management activities during the current year of the Agency Plan are:

- Continued Capital improvements in developments IN 1, 2, 5, 6, 7, and 9.
- The development of a Section 8 voucher homeownership program

**(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)

**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)

**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 2006 grants)</b>		
a) Public Housing Operating Fund	2,078,000	
b) Public Housing Capital Fund	1,423,000	
c) HOPE VI Revitalization	-	
d) HOPE VI Demolition	-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,939,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-	
g) Resident Opportunity and Self-Sufficiency Grants	37,350	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Community Development Block Grant	-	
i) HOME	-	
Other Federal Grants (list below)		
Empowerment Zone	31,000	Summer Sport Program
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2006 Capital Fund	1,423,058	See Annual Statement
<b>3. Public Housing Dwelling Rental Income</b>	1,350,000	Administrative and Maintenance
<b>4. Other income (list below)</b>		
Non-Rental Income	98,000	Administrative and Maintenance
Other Rental Income	56,000	Administrative and Maintenance
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>10,435,408</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)  
Once a unit of appropriate size is available and deconcentration requirements are determined, the family is selected for occupancy and the following items will be verified according to the East Chicago Housing Authority's Verification Procedures to determine eligibility and qualification for admission.

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)  
History of participation in Public Housing or Section 8 Programs  
Past criminal and eviction history  
List of dangerous sex offenders

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

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

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 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 or income mixing?

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

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

Adoption of site based waiting lists  
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

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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:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - 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)

### (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:

The applicants are advised that the voucher will be valid for sixty (60) calendar days. The voucher may be extended up to a maximum of an additional sixty (60) calendar days provided that at least one of the following conditions are met:

- The family can demonstrate that they have had difficulty in locating a unit due to the lack of available units.
- The family has had an event occur that was beyond their control that prevented or hindered their search for a unit.
- After submission of a request for lease approval, a prospective landlord withdraws their intention to rent to the tenant through no fault of the tenant.

**(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)
- Elderly families and displaced persons have priority over single persons.  
Disabled family currently housed in a unit that does not provide for reasonable accommodations.

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

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
  - Veterans and veterans' families
  - Residents who live and/or work in your jurisdiction
  - Those enrolled currently in educational, training, or upward mobility programs
  - Households that contribute to meeting income goals (broad range of incomes)
  - Households that contribute to meeting income requirements (targeting)
  - Those previously enrolled in educational, training, or upward mobility programs
  - Victims of reprisals or hate crimes
  - Other preference(s) (list below)
- Elderly families and displaced persons have priority over single persons.
  - Disabled family currently housed in a unit that does not provide for reasonable accommodations.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- Date and time of application
- Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
- b. 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 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:

**Admissions and Continued Occupancy Policy and Procedure:** The Housing Authority shall grant an exemption from payment of this minimum rent if the family is unable to pay that rent as a result of financial hardship, as described in the responsible entity's written policies.

**Financial hardship.** The financial hardships shall include the following: suspend the minimum rent requirement immediately, until the Housing Authority determines whether there is a qualifying financial hardship and whether the hardship is long-term.

**Determination of Temporary Financial Hardship.** If the Housing Authority determines that there is a qualifying hardship, but that it is temporary, the Housing Authority reinstates the minimum rent from the time of suspension. The Housing Authority will not evict the family for nonpayment of the amount of minimum rent in excess of tenant rent otherwise payable during the 90-day period beginning on the date the family requested an exemption. The Housing Authority will offer the family a reasonable repayment agreement for the amount of back rent owed.

If the Housing Authority determines there is no qualifying hardship exemption, the Housing Authority shall reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Housing Authority.

The Housing Authority recognizes that this requirement may impose severe hardships for some assisted families that have adjusted monthly incomes so low that their rental obligation is below the "minimum rent" charged. These families may be unable to pay the "minimum rent," which in turn may expose them to eviction for nonpayment.

Therefore the Housing Authority shall take action to ensure that families with severe hardships are not evicted specifically as a result of their inability to pay the new minimum rents.

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)

The following permissive deductions, to the extent these amounts have not already been deducted from annual income or reimbursed to the family from other sources, are:

- Excessive travel expenses, in an amount not to exceed \$25 per family per week for travel related to employment, education, or training.
- An amount of a family's earned income, based on any of the following:
  - (i) All the earned income of the family;
  - (ii) The amount earned by particular members of the family;
  - (iii) The amount earned by families having certain characteristics; or
  - (iv) The amount earned by families or members during certain periods or from certain sources.

- Other deductions include but are not limited to payroll deductions, such as social security taxes, income taxes and medical insurance premiums.

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: 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)

## **(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)

**Financial hardship.** The Housing Authority shall grant an exemption from payment of this minimum rent if the family is unable to pay that rent as a result of financial hardship, as described in the responsible entity's written policies. The financial hardships shall include the following: suspend the minimum rent requirement immediately, until the Housing Authority determines whether there is a qualifying financial hardship and whether the hardship is long-term.

**Determination of Temporary Financial Hardship.** If the Housing Authority determines that there is a qualifying hardship, but that it is temporary, the Housing Authority reinstates the minimum rent from the time of suspension. The Housing Authority will not evict the family for nonpayment of the amount of minimum rent in excess of tenant rent otherwise payable during the 90-day period beginning on the date the family requested an exemption. The Housing Authority will offer the family a reasonable repayment agreement for the amount of back rent owed.

If the Housing Authority determines there is no qualifying hardship exemption, the Housing Authority shall reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Housing Authority.

The Housing Authority recognizes that this requirement may impose severe hardships for some assisted families that have adjusted monthly incomes so low that their rental obligation is below the “minimum rent” charged. These families may be unable to pay the “minimum rent,” which in turn may expose them to eviction for nonpayment.

Therefore, the Housing Authority shall take action to ensure that families with severe hardships are not evicted specifically as a result of their inability to pay the minimum rent.

## **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. **See Attachment D**
- A brief description of the management structure and organization of the PHA follows:

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	662	148
Section 8 Vouchers	526	90
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	7	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

## **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)

#### **General Administration**

- Record Maintenance and Disposition
- Travel
- Reasonable Accommodation
- Security
- Safety
- Natural Disaster Response
- Vehicle Policy

#### **Personnel**

- Personnel
- Employee Performance and Evaluation
- Annual Salary Schedule

#### **Procurement/Contract Administration**

- Procurement
- Delegation of Procurement Authority
- Procurement Code of Ethics
- Documentation and Record Keeping

#### **Financial**

- Internal Controls and Financial Management Policy and Procedures
- Accounting Procedures
- Capitalization
- Investment and Cash Management
- Internal Transfer of Funds between PHA Programs
- Uncollectable Tenant Accounts Policy (Write-Off)
- Rent Collection
- Repayment Policy
- Insurance
- Petty Cash Fund
- Accounts Payable
- Inventory
- Disposition of Property
- Financial Documentation and Record Keeping

#### **Socio/Economic**

- Minority Business Enterprises Participation
- Non-discrimination Handicap and Disabled
- Section 3
- Record Keeping

**Resident**

- Resident Initiatives including PHMAP-required areas
- Resident Organization and Recognition
- Resident Participation in Management and Program

**Admissions and Occupancy**

- Fair Housing
- Marketing
- Privacy Policy
- Restrictions on Assistance to Non-Citizen
- One Strike - You're Out
- Eligibility for Admission
- Waiting List Management
- Opening and Closing Waiting Lists
- Determining if the waiting list may be closed
- Removal of Applicants from the Waiting List
- Processing Applications For Admission
- Deconcentration of Poverty and Income-Mixing in Public Housing
  - Initial assessment and current occupancy
  - Maintaining deconcentration
- Interviews and Verification Process
- Screening And Resident Selection Criteria
- Resident Selection And Assignment Policies
- Eligibility For Continued Occupancy, And Annual Recertification
- Previous Earned Income Disregard
- Procedures to Be Used in Determining Income/rent and Rent Calculation
  - Income-Based Rents
  - Flat Rents
  - Minimum Rents
  - Rent Decreases
  - Rent Increases
- Security Deposit
- Changes in Family Composition
- Effective Date of Adjustments
- Failure to Report Accurate Information
- Procedure For Establishing Retroactive Charge
- Family Choice
- Family Self-Sufficiency
- Lease Termination/Eviction Procedures
  - Record Keeping Requirements
  - Procedure For Investigating Drug-related And/or Criminal Activity
  - Notice Requirements
- Grievance Procedure
- Resident-paid Utilities
- Resident's Maintenance and Damages Charges

Resident Police Officers  
Residents Employed by The Housing Authority  
Residents Use of The Unit For Legal Profit-making Activities  
Pet Policy  
Procedure For Disposition of Property Due to Death of Resident  
Dwelling Lease  
Record Keeping

**Maintenance**

Preventive Maintenance  
Work Order Procedures  
Infestation Eradication Procedures  
Maintenance Safety  
Unit Turn Around  
Quality Assurance  
Energy Audit and Conservation  
Maintenance Record Keeping

- (2) Section 8 Management: (list below)  
Section 8 Administrative Plan

**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 E**

-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 F**

-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: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:

7. Coverage of action (select one)

- Part of the development  
 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)

- 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. 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:

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

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 10/01/2005

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)
Service Coordinator For the Elderly and Disabled Residents	316	Current Resident of Elderly Units	PHA Main Office	Public Housing Residents of 29-1 and 29-5

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: 08/31/06)
Public Housing	50	13
Section 8	50	14

- 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

The 1998 Act adds a new requirement for non-exempt residents of public housing. Each non-exempt adult (eighteen years of age or older) resident must contribute eight (8) hours for each month of community service or participate in a self-sufficiency program for 8 hours in each month. Community service is service for which the individual volunteers. Self-Sufficiency Participation in self-sufficiency activities can satisfy part or all of a resident's requirement to perform community service. A non-exempt adult public housing resident may participate in an economic self-sufficiency program for 8 hours in each month. The 1998 Act defines economic self-sufficiency program to include activities that are designed to encourage, assist, train or facilitate economic independence.

#### Approved community services and economic self-sufficiency activities.

Each year, the ECHA shall, with the assistance of the resident organization (s), look at a broad range of self-sufficiency and community service activities. A list of acceptable self-sufficiency and community service activities shall be posted at the ECHA office.

#### a. Exemptions to the requirement for community services and economic self-sufficiency.

These include adults who are 62 years of age or older, persons with disabilities, persons engaged in work activities (as defined by section 407(d) of the Social Security Act), and persons participating in a welfare to work program, or receiving assistance from and in compliance with a State program funded under part A, title IV of the Social Security Act. (For purposes of the community service requirement, an adult is a person 18 years or older.)

Persons eligible for a disability deduction are not necessarily automatically exempt from the community service requirement. The 1998 Act defines "disability" very narrowly for the purpose of the community service requirement. Further, the Act states that a person is exempt only to the extent the disability makes the person "unable to comply" with the

community service requirement. The ECHA shall ensure that the community service and self-sufficiency programs are accessible to persons with disabilities.

Families who pay flat rent, live in public housing units within market rate developments, or who are over income when they initially occupy a public housing unit are not automatically exempt.

b. **Determining and documenting residents' exemptions.**

The ECHA shall verify an adult's exemption status upon admissions and annually. An individual exempt by being over 62 years in age would not need verification. The ECHA shall document all exemptions for the resident's file. The ECHA shall follow the same standards of documentation for exemptions as it does for other verifications.

c. **Changing exemption status.**

A resident is permitted to change exemption status during the year if his/her situation changes. Unemployed residents, for example, shall be able to request a determination of exemption if they find work or start a training program. Persons eligible for a disability deduction are not necessarily automatically exempt from the community service, economic self-sufficiency requirement.

d. **Community Services Lease Requirements.**

Under the 1998 Act, public housing leases must have 12 month terms. The lease must be automatically renewable except for noncompliance with the community service requirements. The public housing lease also must provide for termination and eviction for noncompliance with the community service requirements. The ECHA shall implement this provision for each family at the family's next regularly scheduled annual reexamination on or after October 1, 1999, and for families admitted after October 1, 1999. The PHA may not renew or extend the lease if a household contains a nonexempt adult who has failed to comply with the community service requirement.

e. **Documentation**

Documentation must be provided to verify the community service requirements. The documentation shall be placed in the resident's file at the time of reexamination.

f. **Noncompliance**

The ECHA shall determine, on an annual basis, if non-exempt residents are in compliance. The ECHA shall permit noncompliant families to cure the noncompliance by requiring the noncompliant adult and the head of household to sign an agreement to make up the hours needed within the next 12-month period. Continued noncompliance will result in eviction of the entire family, unless the noncompliant family member is no longer a part of the household.

### **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)

IN029-6 West Calumet

#### **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)  
IN029-6 West Calumet

**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)  
All ECHA developments are affected.

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

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

**NO LONGER REQUIRED BY HUD.**

- 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 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24 CFR Part 903.7 9 (n)]

### **Pet Policy**

#### **A. Applicability**

The following policies are established to govern the keeping of pets by ECHA residents in and on properties owned and operated by the ECHA. These requirements will be incorporated in the Pet Permit and will be an addendum to the Residential Dwelling lease; violation of these regulations shall constitute a violation of said Lease.

#### **B. Introduction**

Both elderly and non-elderly families are permitted to keep common household pets in their dwelling units in accordance with the terms and conditions of their leases, applicable Indiana laws or regulations governing the owning or keeping of common household pets in dwelling accommodations and the ECHA policies, rules and procedures governing the owning and keeping of such pets in dwelling accommodations.

No one shall be denied admission to or continued occupancy to housing by reason of the person's ownership of a common household pet or the presence of such in that person's dwelling unit except in instances of refusal or failure to comply with State and local laws and rules and the ECHA policies, rules and procedures regarding the keeping of such pets.

Rules governing the owning and keeping of such are established for the purpose of providing a decent, safe and sanitary living environment for existing and prospective tenants, protecting the health and safety of the ECHA employees and the public, protecting and preserving the physical condition of the tenant units and general premises of properties, and protecting the authority's financial interest in its properties.

#### **C. Definitions**

Common household pet means a domesticated animal, limited to a cat, dog, bird, small fish or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles, rodents, ferrets, piranhas, chickens, pigs or ducks. If this definition conflicts with any Indiana law or regulations restricting the owning or keeping of pets in dwelling accommodations, the Indiana law or regulations shall apply. This definition shall not include service animals that are used to assist the disabled. Temporary visiting pet is a common household pet *not* owned by a tenant that is on ECHA property.

#### **D. Rules**

##### 1. Registration

- a. Pets must be registered with the ECHA management office prior to the pet being brought onto the premises. An application to register the pet must be completed and approved in writing by the ECHA.
- b. The registration must be updated annually at the time of the annual re-examination of tenant income.
- c. The registration will include, but not be limited to:
  - i. documentation that the pet has had required inoculations.

- ii. documentation that dogs and cats over six months old have been spayed and neutered. If the animal is too young for these medical procedures, the resident must agree to have the pet spayed or neutered within two weeks after the pet attains the prescribed age.
  - iii. the name, address, and phone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated or is otherwise unable to care for the pet.
- 2. Security Deposit
  - a. Tenants who own or keep a cat or dog in their unit must pay a \$150.00 refundable security deposit, known as a pet deposit. This deposit is in addition to any other security deposit required of the tenants.
  - b. The pet deposit must be paid prior to the pet being brought onto the premises.
  - c. The pet deposit may be used by the ECHA, after the tenant has vacated the unit or no longer owns or keeps a pet in the dwelling unit, to pay reasonable expenses directly attributable to the presence of the pet in the project, including, but not limited to, the cost of repairs and replacements to the fumigation of the tenant's dwelling unit.
  - d. The pet deposit may also be used by the ECHA to provide the cost of an animal care facility in circumstances where the ECHA has had to remove the pet to such.
  - e. The unused portion of the pet deposit will be refunded to the tenant within thirty (30) days after the tenant vacates the unit or no longer owns or keeps a pet in the dwelling unit.
- 3. Maintenance Fee
  - a. In addition to the security deposit, the resident will be required to pay a maintenance fee of \$5.00 per occurrence for failure to maintain in accordance with the provisions stated in this Pet Policy. The purpose of this fee is to reimburse the ECHA for the additional maintenance of the unit and grounds which are attributed to the pet. (e.g.. removal of animal waste, fleas and other pest control, repair of damages caused by digging, etc.)

**E. Basic Guidelines**

- 1. Only the following types and numbers of pets will be allowed:

**Dogs**

- Maximum number: one
- Maximum size: 15 pounds
- Spayed or neutered.
- Distemper and rabies shots (as required by the health department)
- Treated for fleas (regularly)
- Licensed and tagged.

**Cats**

- Maximum number: one
- Maximum size: 10 pounds
- Spayed or neutered.
- Distemper and rabies shots (as required by the health department)
- Treated for fleas (regularly)

**Small Caged Animals**

- Maximum number: one

**Fish and Turtles**

Maximum aquarium size: 20 gallons.

2. Only one pet will be permitted per dwelling unit; in the instance of fish and turtles only one aquarium will be permitted per dwelling unit.
3. The pet must be kept inside the resident's home. Dogs must be leashed and appropriately and effectively restrained at all times when outside the unit. Under no circumstances is the pet to roam free in the building or on development grounds.
4. Pets are not permitted in the community rooms, laundry rooms and office areas of the buildings.
5. On development grounds, pets may be exercised in designated areas only. Pet owners are responsible for removing and disposing of all removable pet waste.
6. The tenant owning or keeping the pet is responsible for the control of noise by the pet. Barking, whining, etc. by the pet that disturbs the peace and quiet of the neighbors will not be tolerated.
7. The tenant owning or keeping the pet is responsible for any damages to the unit or the ECHA property attributable to the pet.

#### **F. Standards of Pet Care**

The tenant owning or keeping pet is responsible for:

1. Providing adequate care, nutrition, exercise and medical care for the pet. Pets that appear to be poorly cared for will be reported to appropriate authorities.
2. Ensuring that the pet does not disturb the peace and quiet of the neighbors through noise and that the project environment is not adversely affected through odor, damage or destruction caused by the pet.
3. Keeping the pet under control at all times so that the pet does not physically annoy or frighten other residents, guests in the development or the ECHA staff.
4. Making arrangements for care of the pet during any absence of more than twelve (12) hours.
5. Exercising common sense and common courtesy with respect to other tenants who may have sensitivities, allergies to, be easily frightened of, or dislike pets.
6. Disposing of pet waste, litter, etc. pursuant to any instructions issued and posted by the ECHA's maintenance section.

#### **G. Protection of the Pet**

1. If the health or safety of the pet is threatened by the death or incapacity of the tenant owning or keeping the pet or by other factors that render the tenant unable to care for the pet, the ECHA may contact the responsible party or parties listed in the pet registration. If the responsible party or parties are unwilling or unable to care for the pet, or the ECHA, despite reasonable efforts, has been unable to contact the responsible party or parties, the ECHA may contact the appropriate local authority (or designated agent of such an authority) and request the removal of the pet. Any cost shall be borne by the tenant.

#### **H. Inspections**

1. If the ECHA has reasonable grounds to believe or has received a signed, written complaint alleging that the conduct or condition of a pet constitutes a nuisance or threat to the health and safety of the occupants of the development, then the ECHA may, after reasonable notice and during reasonable hours, enter and inspect the premises.

#### **I. Violation of the Pet Policy**

1. Violation of these rules regarding the keeping of a pet may be grounds for removal of the pet or termination of the tenancy.

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **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  
 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 East Chicago
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)
  - Continued modernization of existing public housing stock, including ADA/504 accessibility.

Other: (list below)

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

The City of East Chicago supports the Housing Authority of the City of East Chicago in the following actions:

**Public Housing**

The East Chicago Housing Authority will continue to upgrade its housing stock to better address the needs of the residents. The Authority has a long waiting list - more than its available supply of housing. The Authority will continue to provide affordable housing to the neediest families of the city. The city will continue to support the Authority in its self sufficiency program to promote homeownership for its residents.

The Authority administers 636 vouchers and certificates. Although there is a large waiting list for this program, the Authority's efforts to encourage homeownership will increase availability of the vouchers to other residents. The Authority is in the process of converting 100 units of existing senior units to Assisted Living units. This conversion should be completed by September 2007.

These actions are fully supported by the City and are consistent with the City's development objectives. The City of East Chicago will also continue full participation in the planning process.

**D. Other Information Required by HUD**

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

**Component 3, (6) Deconcentration and Income Mixing**

- 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>
29-7	17	The covered development size, location, and/or configuration promote income deconcentration, such as a scattered site	The ECHA will continue to utilize the Deconcentration policy that is currently in their Admissions and Occupancy Policies for this Development to include wait list skipping to attract higher income families to the Development.

## **Attachments**

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

Attachment A - Resident Advisory Board (RAB) Members

Attachment B - Brief Statement of Progress in Meeting the Five-Year Plan Mission and Goals

Attachment C - Definition of Substantial Deviation and Significant Amendment or Modification

Attachment D - PHA Management Organizational Chart

Attachment E - FY 2006 Capital Fund Program Annual Statement

Attachment F - FY 2006 Capital Fund Program 5 Year Action Plan

Attachment G - Performance and Evaluation Reports for all open Capital Fund/Replacement Housing Fund Grants

## **Attachment A**

### **Resident Advisory Board or Boards (RABs) Members**

Fannie Reed 29-1  
Lollie LeDay 29-1  
Darlene Hunter 29-1  
Lillian Alford 29-1  
Ramona Becerra 29-2  
Geraldine Allen 29-5  
Hattie Dowdell 29-5  
Guadalupe Vasquez 29-6  
Vindere Taylor 29-6  
Juan Almandovar 29-6  
Marcelino Molina 29-7

Lillian Bates Section 8  
Gloria Ramirez Section 8  
Mary A. Jones Section 8  
Lisa Garcia Section 8

## **Attachment B**

### **Brief Statement of Progress in Meeting the Five-Year Plan Mission and Goals**

The 5 Year Action Plan established priorities for housing in the City of East Chicago. Most of those priorities involve issues of preserving and expanding the city's stock of affordable housing, undertaking an initial program of economic development, providing public facilities, and focusing key community services in target neighborhoods. In meeting those priorities, the City of East Chicago has utilized its financial and human resources as strategically and effectively as possible. The priorities are designed to build upon successful existing activities and introduce new activities to enhance the City's ability to address the needs of low and moderate income citizens of the city. Many of the priorities or programs to be funded in the upcoming years are being administered by agencies and organizations that have been associated with the City and have valuable expertise and experience in implementing the City's housing goals.

## **Attachment C**

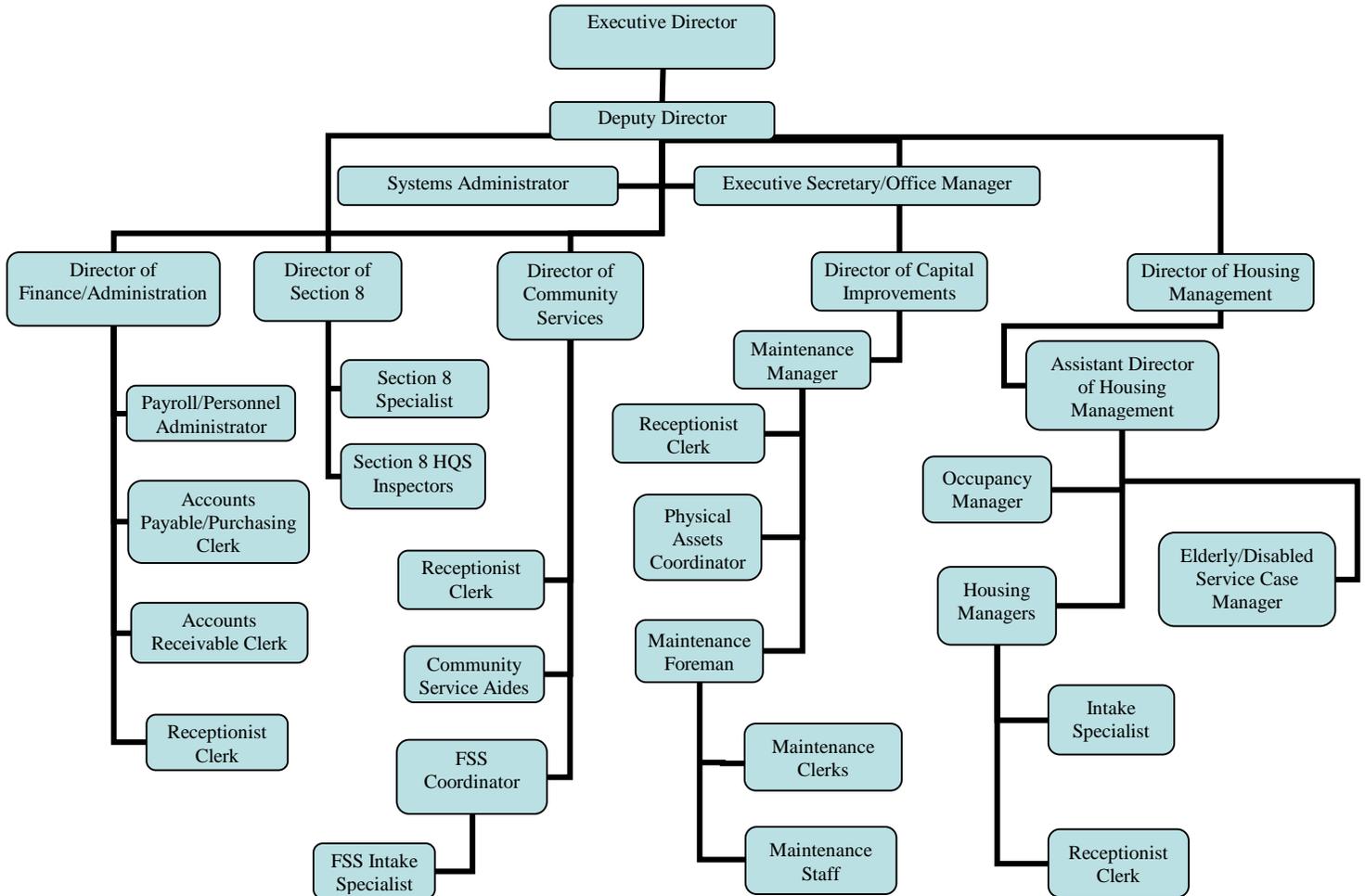
### **Definition of Substantial Deviation and Significant Amendment or Modification**

The East Chicago Housing Authority defines Substantial Deviation and/or Significant Amendment as follows:

1. changes to rent or admissions policies or organization of the waiting list;
2. additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
3. additions of new activities not included in the current PHDEP Plan;
4. and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

# Attachment D

## East Chicago Housing Authority Organization Chart



# **Attachment E**

## **FY 2006 Capital Fund Program Annual Statement**

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

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF EAST CHICAGO</b>	Grant Type and Number Capital Fund Program Grant No: <b>IN36P029501-06</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2006</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2 ) Date Revised: 8/17/2006  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	320,135	284,611		
3	1408 Management Improvements	305,000	250,000		
4	1410 Administration	50,000	60,000		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000	105,000		
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000	50,000		
10	1460 Dwelling Structures	875,540	638,447		
11	1465.1 Dwelling Equipment—Nonexpendable		5,000		
12	1470 Nondwelling Structures		10,000		
13	1475 Nondwelling Equipment		20,000		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,600,675	1,423,058		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance		234,268		
24	Amount of line 21 Related to Security – Soft Costs	265,000	230,000		
25	Amount of Line 21 Related to Security – Hard Costs	0	10,000		
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: HOUSING AUTHORITY OF THE CITY OF EAST CHICAGO		Grant Type and Number Capital Fund Program Grant No: <b>IN36P029501-06</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2006</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	
<b>PHA-WIDE</b>	Operations	1406	<b>Total 1406</b>	<b>320,135</b>	<b>284,611</b>			
<b>PHA-WIDE</b>	Management Improvements	1408 1408 1408	<b>Total 1408</b>	20,000 20,000 265,000 <b>305,000</b>	10,000 10,000 230,000 <b>250,000</b>			
<b>PHA-WIDE</b>	Administration	1410	<b>Total 1410</b>	<b>50,000</b>	<b>60,000</b>			
<b>PHA-WIDE</b>	Fees & Costs	1430 1430 1430	<b>Total 1430</b>	40,000 0 0 <b>40,000</b>	75,000 25,000 5,000 <b>105,000</b>			
<b>PHA-WIDE</b>	Site Improvem't	1450	<b>Total 1450</b>	<b>10,000</b>	<b>50,000</b>			
<b>PHA-WIDE</b>	Dwell Equip.	1465.1	<b>Total 1465.1</b>	<b>0</b>	<b>5,000</b>			

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF EAST CHICAGO		Grant Type and Number Capital Fund Program Grant No: <b>IN36P029501-06</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2006</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	
<b>PHA-WIDE</b> Dwell Struct.	Make Ready Vacant Units Cyclical Painting	1460 1460	<b>Total 1460</b>	35,000 48,236 <b>83,236</b>	35,000 29,179 <b>64,179</b>			
<b>PHA-WIDE</b> Non Dwell Equip.	Maintenance Vehicles	1475	<b>Total 1475</b>	<b>0</b>	<b>20,000</b>			
<b>HUNTER 29-1</b> Dwell Struct.	Floor Tile Replacement	1460	<b>Total 1460 Hunter 29-1</b>	<b>50,000</b>	<b>50,000</b>			
Non Dwell Struct	Security Camera	1470	<b>Total 1470 Hunter 29-1</b>	<b>0</b>	<b>10,000</b>			
<b>SCATTERED 29-2</b> Dwell Struct.	Window Replacement	1460	<b>Total Scattered29-2</b>	<b>200,000</b>	<b>80,000</b>			
<b>NICOSIA 29-5</b> Dwell. Struct.	Assisted Living Renovations Floor Tile Replacement	1460 1460	<b>Total 1460 Nicosia 29-5</b>	282,304 150,000 <b>432,304</b>	234,268 100,000 <b>334,268</b>			

**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>HOUSING AUTHORITY OF THE CITY OF EAST CHICAGO</b>		Grant Type and Number Capital Fund Program Grant No: <b>IN36P029501-06</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2006</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	
<b>West Calumet Complex 29-6</b> Dwell. Struct.	Floor Tile Replacement	1460		<b>Total 1460 WCC 29-6</b>	<b>50,000</b>	<b>50,000</b>			
<b>Columbus 29-7</b> Dwell. Struct.	Floor Tile Replacement	1460		<b>Total Columb. 29-7</b>	<b>30,000</b>	<b>30,000</b>			
<b>Scattered 29-9</b> Dwell. Struct.	Floor Tile Replacement	1460		<b>Total Scattered 29-9</b>	<b>30,000</b>	<b>30,000</b>			

**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>HOUSING AUTHORITY OF THE CITY OF EAST CHICAGO</b>		Grant Type and Number Capital Fund Program No: <b>IN36P029501-06</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2006</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	
HUNTER 29-1	9/30/2008			9/30/2010			
SCATTERED 29-2	9/30/2008			9/30/2010			
NICOSIA 29-5	9/30/2008			9/30/2010			
WCC 29-6	9/30/2008			9/30/2010			
COLUMBUS 29-7	9/30/2008			9/30/2010			
SCATTERED 29-9	9/30/2008			9/30/2010			
PHA WIDE	9/30/2008			9/30/2010			

## **Attachment F**

### **FY 2006 Capital Fund Program 5 Year Action Plan**

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name: Housing Authority of the City of East Chicago		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 2			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2010 PHA FY: 2010
	Annual Statement				
29-1/ HUNTER		\$100,000	\$70,000	\$100,000	\$200,000
29-2		\$100,000	\$70,000	\$100,000	\$100,000
29-5/ NICOSIA		\$100,000	\$100,000	\$100,000	\$0
29-6/ WCC		\$222,127	\$152,967	\$222,127	\$0
29-7		\$25,500	\$100,000	\$25,500	\$144,447
29-9		\$33,763	\$33,931	\$33,763	\$100,000
PHA-WIDE		\$841,668	\$896,160	\$841,668	\$878,611
CFP Funds Listed for 5-year planning		\$1,423,058	\$1,423,058	\$1,423,058	\$1,423,058
Replacement Housing Factor Funds					



Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 5 FFY Grant: 2010 PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
29-02	<i>INSULATING &amp; PAINTING OF UNITS</i>	\$111,716	29-02	<i>INSULATING &amp; PAINTING OF UNITS</i>	\$100,000
<i>WCC/29-06</i>	KITCHEN REMODELING	\$200,000	<i>29-1</i>	HUNTER ASSISTED LIVING CONVERSION	\$200,000
29-07	ROOFING	\$100,000	29-07	ROOFING	\$144,447
29-09	PLUMBING	\$100,000	29-09	PLUMBING	\$100,000
PHA-WIDE	REHAB OF UNITS FOR LEASE-UP	\$70,000	PHA-WIDE	REHAB OF UNITS FOR LEASE-UP	\$70,000
PHA-WIDE	LANDSCAPING	\$50,000	PHA-WIDE	LANDSCAPING	\$50,000
PHA-WIDE	STAFF TRAINING	\$24,000	PHA-WIDE	STAFF TRAINING	\$24,000
PHA-WIDE	RESIDENT INITIATIVE	\$20,000	PHA-WIDE	RESIDENT INITIATIVE	\$20,000
PHA-WIDE	SECURITY	\$230,000	PHA-WIDE	SECURITY	\$230,000
PHA-WIDE	CFP ADM.	\$50,000	PHA-WIDE	CFP ADM.	\$50,000
PHA-WIDE	FEES & COST (A&E)	\$50,000	PHA-WIDE	FEES & COST (A&E)	\$50,000
PHA-WIDE	OPERATIONS	\$284,611	PHA-WIDE	OPERATIONS	\$284,611
PHA-WIDE	504/ADA COMPLIANCE	\$132,731	PHA-WIDE	UNIT DEMOLITION	\$100,000
Total CFP Estimated Cost		\$1,423,058			\$1,423,058

## **Attachment G**

### **Performance and Evaluation Reports for all open Capital Fund/Replacement Housing Fund Grants**

**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>  HOUSING AUTHORITY OF THE CITY OF EAST CHICAGO	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IN36P029501-05</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2005</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2 ) **Date Revised: 2/1/2006**  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	293,598	293,598	200,000	200,000
3	1408 Management Improvements	250,000	250,000	86,127.29	86,127.29
4	1410 Administration	55,000	55,000	22,532.43	22,532.43
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	80,000	80,000	27,669.96	27,669.96
8	1440 Site Acquisition				
9	1450 Site Improvement	75,000	75,000	0	0
10	1460 Dwelling Structures	659,390	659,390	18,997.25	18,997.25
11	1465.1 Dwelling Equipment—Nonexpendable	10,000	10,000	0	0
12	1470 Nondwelling Structures	10,000	10,000	0	0
13	1475 Nondwelling Equipment	35,000	35,000	0	0
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)	1,467,988	1,467,988	1,467,988	1,467,988
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	200,000	200,000	200,000	200,000
24	Amount of line 21 Related to Security – Soft Costs	230,000	230,000	230,000	230,000
25	Amount of Line 21 Related to Security – Hard Costs	10,000	10,000	10,000	10,000
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>HOUSING AUTHORITY OF THE CITY OF EAST CHICAGO</b>		Grant Type and Number Capital Fund Program Grant No: <b>IN36P029501-05</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</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	
<b>PHA-WIDE</b>	Operations	1406	<b>Total 1406</b>	<b>293,598</b>	<b>293,598</b>			
<b>PHA-WIDE</b>	Staff/Commissioner Training Resident Initiative Security	1408 1408 1408	<b>Total 1408</b>	10,000 10,000 230,000 <b>250,000</b>	10,000 10,000 230,000 <b>250,000</b>			
<b>PHA-WIDE</b>	Administration	1410	<b>Total 1410</b>	<b>55,000</b>	<b>55,000</b>			
<b>PHA-WIDE</b>	A & E Fees & Costs	1430	<b>Total 1430</b>	<b>80,000</b>	<b>80,000</b>			
<b>PHA-WIDE</b>	Landscaping Site Improvem't	1450	<b>Total 1450</b>	<b>75,000</b>	<b>75,000</b>			
<b>PHA-WIDE</b>	Appliances Dwell Equip.	1465.1	<b>Total 1465.1</b>	<b>10,000</b>	<b>10,000</b>			
<b>PHA-WIDE</b>	Make Ready Vacant Units Dwell Struct.	1460	<b>Total 1460</b>	<b>29,390</b>	<b>150,000</b>			

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF EAST CHICAGO		Grant Type and Number Capital Fund Program Grant No: <b>IN36P029501-05</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</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	
<b>PHA-WIDE</b> Non Dwell Equip.	Maintenance Vehicles	1475	<b>Total 1475</b>	<b>35,000</b>	<b>35,000</b>			
<b>HUNTER 29-1</b> Dwell Struct.	A/C Unit Replacement Emergency Call System	1460	<b>Total 1460 Hunter 29-1</b>	<b>130,000</b>	41,250 88,750 <b>300,000</b>			
Non Dwell Struct	Security Camera	1470	<b>Total 1470 Hunter 29-1</b>	<b>10,000</b>	<b>10,000</b>			
<b>SCATTERED 29-2</b>			<b>Total Scattered29-2</b>	<b>0</b>	<b>0</b>			
<b>NICOSIA 29-5</b> Dwell. Struct.	A/C Unit Rplacement Assisted Living Renovations Emergency Call System	1460 1460 1460	<b>Total 1460 Nicosia 29-5</b>	100,000 200,000 <b>300,000</b>	25,000 135,550 139,450 <b>300,000</b>			
<b>West Calumet Complex 29-6</b> Dwell. Struct.	504/ADA Conversion Hot Water Tank Replacement	1460 1460	<b>Total 1460 WCC 29-6</b>	<b>200,000</b>	47,163 9,050 <b>56,213</b>			

**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>HOUSING AUTHORITY OF THE CITY OF EAST CHICAGO</b>		Grant Type and Number Capital Fund Program Grant No: <b>IN36P029501-05</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</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	
<b>Columbus 29-7</b>	Hot Water Tank Replacement	1460	<b>Total Columb. 29-7</b>		<b>23,177</b>			
<b>Scattered 29-9</b>			<b>Total Scattered29-9</b>					

**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>HOUSING AUTHORITY OF THE CITY OF EAST CHICAGO</b>		Grant Type and Number Capital Fund Program No: <b>IN36P029501-05</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2005</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		
HUNTER 29-1	9/30/2007			9/30/2009				
SCATTERED 29-2	9/30/2007			9/30/2009				
NICOSIA 29-5	9/30/2007			9/30/2009				
WCC 29-6	9/30/2007			9/30/2009				
COLUMBUS 29-7	9/30/2007			9/30/2009				
SCATTERED 29-9	9/30/2007			9/30/2009				
PHA WIDE	9/30/2007			9/30/2009				

## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>								
<b>Development Identification</b>		<b>Activity Description</b>						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
Hunter Senior Citizen Building, IN 29-1, East Chicago, IN	109 units Elderly High Rise	Capital Improvement	NA	NA	NA	NA	NA	NA
Nicosia Senior Building, IN 29-5, East Chicago, IN	207 units Elderly High Rise	Capital Improvement	NA	NA	NA	NA	NA	NA
Scattered Sites, IN 29-2	104 units Family	Capital Improvement	NA	NA	NA	NA	NA	NA
West Calumet Complex, IN 29-6	346 units Family row and walkup	Capital Improvement	NA	NA	NA	NA	NA	NA
Columbus Drive Apartments, IN 29-7	17 units Family walkup	Capital Improvement	NA	NA	NA	NA	NA	NA
Scattered Sites, IN 29-9	25 units Family walkup	Capital Improvement	NA	NA	NA	NA	NA	NA

