
FORT WAYNE HOUSING AUTHORITY (FWHA) PHA Plans

5-Year Plan for Fiscal Years 2000 - 2004
Annual Plan for fiscal year beginning 2004

FWHA AGENCY PLAN
in003v05
April, 2004

**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 Fort Wayne Indiana

PHA Number: IN003

PHA Fiscal Year Beginning: 07/01/2004

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
2013 S. Anthony Blvd. Fort Wayne IN 46803, (260) 449-7811, Maynard J. Scales
- 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
2013 S. Anthony Blvd. Fort Wayne IN 46803, (260) 449-7812, Maynard J. Scales,
Executive Director
- 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: The Executive Summary will be posted on our website at www.fwha.org

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

- Main business office of the PHA
2013 S. Anthony Blvd. Fort Wayne IN 46803, (260) 449-7811, Maynard Scales,
- PHA development management offices
- Other (list below)

Fort Wayne Housing Authority Agency Plan

Housing Authority of the City of Fort Wayne Public Housing Agency Plan

FIVE-YEAR PLAN FOR FISCAL YEARS 2001-2005
ANNUAL PLAN FOR FISCAL YEAR 2004

The Public Housing Agency (PHA) Plan is a comprehensive guide to a public housing agency's policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA plan: the Five-Year Plan, which each PHA submits to the U.S. Department of Housing and Urban Development (HUD) once every fifth PHA fiscal year; and, the Annual Plan which is submitted to HUD every year. The Public Housing Admissions and Continued Occupancy Policy and Section 8 Administrative Plan are the governing documents for the Housing Authority's administration of its public housing program and Section 8 program.

Contact

For additional information regarding the PHA Plan, please call 260-449-7811. We are interested in your comments. Please fax your comments to us at 260-449-7817.

Annual Plan Highlights for FY 2004/2005

As a High Performing housing authority HUD regulations allow more flexibility from HUD rules and more local control over their federal assistance budgets in order to reward effective management and increase accountability.

Each fall, the Fort Wayne Housing Authority Commissioners, Staff and Residents prepare a strategic update to the annual plan describing activities for the upcoming fiscal year. FWHA will accept comments on the plan through December 31, 2004. To send comments, or obtain a more detailed, electronic version of the plan, please contact Paula Garrettson by e-mail at pgarettson@fwha.org. A link to our plan draft is located on our website at <http://www.fwha.org/>

Things that affect current FWHA residents

- Improve gerentological management skills at Senior Properties.
- Improve maintenance efficiency via preventive maintenance management.

- Streamline inspection system in public housing using technology.
- Create and begin new streamlined inspection system in Section 8.
- Develop a multifamily mixed financed property for elderly on the Miami Village Site.
- Make Tri-Court a smoke-free community.
- Start building a new learning center at the South Anthony Boulevard Fire House Property.
- Carry out \$3 million in capital projects using CFP Revenue Bonds becoming first PHA in Indiana to do so.
- Survey high-rise residents' services needs; develop fundraising plans based on survey.
- Figure out how to fund services after Public Housing Family Self-Sufficiency money ends.
- Look at increasing the number of public housing families in the Family Self-Sufficiency program.
- Develop reliable funding plan for the Housing Counseling Program.
- Look at rent policies to encourage employment among Section 8 residents.
- Purchase Replacement or Upgrade computer systems to provide faster, more reliable service.

Things that affect future FWHA residents

- Streamline admissions for all programs; help eligible people get housing faster.
- Figure out how best to monitor and manage scattered site housing more effectively.
- Make sure HOP remains financially sound.

Activities to create more housing and community facilities

- Apply for more Section 8 vouchers: estimate is 150 new vouchers (including Mainstream and Family Reunifications).
- Plan for Single Family homes at Old Miami Village site.
- Explore developing tax Credit Scattered Site Rental to Home Ownership development

- Buy and develop more housing with nonprofits: goal is about 90 units.
- Partner with the City of FW to evaluate type, location and amount of affordable housing needed during the next 5 years.
- Continue to improve HOP housing development skills and sophistication.

Statement of Progress in Meeting the 5-Year Plan Mission and Goals

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

Goal One: The Fort Wayne Authority shall maintain its status as a high performing housing authority under PHAS and achieve it under SEMAP.	
Objective	Progress
Educate the staff on the requirements of PHAS and SEMAP.	This has been done by a series of sessions at staff meetings and by off-site training.
Adopt operational policies and procedures necessary to achieve the goal.	Our policies and procedures are current and up to date.
Incorporate PHAS and SEMAP standards into employee performance evaluations.	Done to the degree allowed.
Provide the media with at least 12 positive stories about PHA a year and have a PHA leader speak to at least six public groups each year.	Accomplished.

Goal Two: The Fort Wayne Housing Authority shall improve its collaborations with its community agency partners in order to assist our residents and those in need of housing assistance.	
Objective	Progress
Increase the usage of interagency meetings and roundtables with our partners.	Done.
Streamline the process our partners need to utilize to effectively work with PHA.	Accomplished by creating the Point of Contact.
Create a PHA agency "point of contact" to provide better service and a more timely response to our partners and the people we service.	Done.
With the help of our agency partners, the Fort Wayne Housing Authority will streamline the process it uses to house people.	Hired additional processing people and revised the application process and forms.

Goal Three: Provide 200 additional affordable housing opportunities for the people we serve by June 30, 2006.	
Objective	Progress
Investigate every possible HUD funding opportunity and apply for funding that is appropriate.	We applied. We are constantly searching for additional opportunities.
Encourage development partners and mixed financing opportunities.	We have assisted other development activities and are investigating opportunities for ourselves.
Work with city government to create more affordable rental housing.	We continue to work very closely with the City.

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[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: The mission of the Fort Wayne Housing Authority is to provide good quality, affordable housing and superior services to eligible members of the Fort Wayne Community and to maintain an atmosphere that encourages self-sufficiency

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers per NOFA:
 - Maintain public housing vacancies below 3%:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build LIHTC units or developments
 - Other:
1. Acquire and rehabilitate minimum of 1-2 for sale housing obtained via tax sale and HUD owned properties annually.
 2. Promote Homeownership opportunities including the Self-Sufficiency and Section 8 Program.
- PHA Goal: Improve the quality of assisted housing
Objectives:

- Maintain public housing management to High Performer Status: (2003 PHAS score) 93
 - Maintain voucher management: (2002 Score Waiver granted due to flood damage to Agency records.
 - Increase customer satisfaction. Continue to provide high-level customer service and measure customer satisfaction of primary and secondary customer, implement improvement plans as required.
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing. Develop Replacement Housing Plan:
 - Provide replacement vouchers, apply per NOFA:
 - Other: Train staff in all aspects of property and program management. Maintain commitment to a high level usage of HTVN, Apartment Association, utilization of professional trainers, seminars, conferences and in-House seminars, etc. for staff training
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility plan and options:
 - Conduct outreach efforts to potential voucher landlords, increase landlord participation by 10% each year.
- Increase voucher payment standards as required, current standard at 110%. FWHA will explore getting HUD approval to go to 120% if necessary to increase voucher utilization.
 - Increase the of participants in voucher homeownership program to match demand and consistent with program resources:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other:
 1. Explore implementation of public housing site-based waiting lists.
 2. Following market analysis, explore converting public housing stock to vouchers.
 3. Actively seek new landlord participation in the Section 8 Voucher Program.
 4. Establish Project-based Section 8 Program

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

- PHA Goal: Provide an improved living environment
- Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other:
 1. Perform necessary modifications to units and public housing sites to successfully compete with comparable market housing. Complete and implement a curb appeal improvement plan.
 2. Apply sound asset management principles on an individual site basis to maintain and build the value of the property.
 3. Explore the possibilities of designating developments or buildings for particular resident groups (elderly, persons with disabilities)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
 1. Pre/Post Occupancy Orientation and Training

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:
 1. Provide training opportunities for staff and community on an annual basis to promote equal opportunity in housing.

Other PHA Goals and Objectives: (list below)

The goals of FWHA as stated in the 5-Year Plan for Fiscal Years 2002 – 2006 are consistent with HUD strategic goals and the Consolidated Plan of the City of Fort Wayne to increase the availability of decent, safe, and affordable housing. FWHA 5-Year Plan is available for review at the City of Fort Wayne, Division of Community and Economic Development as well as the FWHA main office.

**Annual PHA Plan
PHA Fiscal Year 2003**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual FWHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Fort Wayne Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. Significant staff, resident and community resources were dedicated to the preparation of this plan and any necessary program or policy revisions.

Statement of Progress in Meeting the 5-Year Plan Mission and Goals

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

Goal One: The Fort Wayne Authority shall maintain its status as a high performing housing authority under PHAS and achieve it under SEMAP.	
Objective	Progress
Educate the staff on the requirements of PHAS and SEMAP.	This has been done by a series of sessions at staff meetings and by off-site training.
Adopt operational policies and procedures necessary to achieve the goal.	Our policies and procedures are current and up to date.
Incorporate PHAS and SEMAP standards into employee performance evaluations.	Done to the degree allowed.
Provide the media with at least 12 positive stories about PHA a year and have a PHA leader speak to at least six public groups each year.	Accomplished.

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Investigate every possible HUD funding opportunity and apply for funding that is appropriate.	We applied. We are constantly searching for additional opportunities.
Encourage development partners and mixed financing opportunities.	We have assisted other development activities and are investigating opportunities for ourselves.
Work with city government to create more affordable rental housing.	We continue to work very closely with the City.

Mission: Strategic planning sessions were held in 2003 to revisit the mission. The work group, consisting of Residents, Commissioners, staff and other public housing specialists, concluded that mission was current, and, therefore it was unchanged.

Admissions: At least 75% of the public housing units that become available (turnover) will be rented to the poorest families, at or below 30% of area median income. Section 8 program applicants at 30 % or less of median income will also receive at least 75 % of all turnover vouchers.

Rent: No changes in the way FWHA determines a family's rent were made. FWHA is however, continuing to review the ceiling rents that it currently charges higher income families as compared with the levels charged by other affordable programs and the cost of operating the developments. Following that review, FWHA will decide whether any adjustments in ceiling or flat rents are appropriate.

Community Service: Section 432 of FY2002 VA-HUD Appropriations has expired. FWHA has reverted to the Community Service Requirements contained in the Quality Housing and Work Responsibility Act of 1998.

Resident Employment: The Authority will continue to consider ways to further improve its performance under the Section 3 program. Currently 10% of the FWHA workforce is comprised of persons receiving rental assistance. Our intern partnership with the Jobs Works division of the Department of Labor serves both partners well and has received a national award. Under the program, unemployed Section 3 eligible persons are trained in various employment skill areas enhancing their job readiness capability.

Deconcentration: As required by PIH Notice 2001-26, the FWHA has completed the required Income Analysis to determine the need for further action regarding deconcentration of poverty at our sites. At this time, no changes are planned to the

FWHA Admissions and Continued Occupancy Policy (ACOP) based on this analysis. We are in compliance with the requirements of the proposed rule since the average income at all covered developments is at or below 30% of area median income.

Section 8 Homeownership: Last year the FWHA improved its performance in this area by closing 8 homes compared to 4 the previous period.. Our 2004 goal is to increase our homeownership program to a minimum of 5 with an upward target of 10. FWHA has established a maximum program size of 100.

Project –based Assistance (PBA)

On October 27, 2000, the President signed into law the Fiscal Year 2001 Department of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act (Pub. Law 106-377, 114 Stat. 1441) (“Appropriations Act”) Sections 232 of the Appropriations Act substantially revises the provisions of the U.S. Housing Act of 1937 that govern the authority of a PHA to designate a portion of its available tenant-based voucher funds for project-based assistance (see U.S.C. 147F(o)(13) (as amended by ‘Section 232’ of the Appropriation Act). The Conference Report of the Appropriations Act stated that the statutory changes to the project-based voucher program as intended to make project-basing of voucher assistance more flexible.

The Fort Wayne Housing Authority Section 8 administrative plan was amended to provide for the operation of a project-based assistance (PBA) program. The plan provides information to eligible families, owners, and other interested members of the public. In 2004/5 FWHA will explore innovative opportunities to use this tool to further its mission.

Deployment of Military Personnel to the Persian Gulf Region

PIH Notice 2003-5 (HA) encourages PHAs administering Public Housing and/or Housing Choice Vouchers and Section 8 Moderate Rehabilitation programs to be supportive of active duty Persian Gulf families.

Specific actions that FWHA will undertake to support these families include, but are not limited to:

1. Allowing a suitable guardian to move into the assisted unit on a temporary basis to care for any dependents that the military person leaves in the unit. Income of the guardian temporarily living in the unit solely for this purpose is not to be counted in determining family income and the amount of rent the family pays based on family income.
2. Careful consideration of the circumstances of any case involving delayed payment of rent by the family. Determine whether it is appropriate to accept a late payment.
3. For the voucher program, granting exceptions to FWHA Section 8 administrative plan policies concerning family absence from the unit to continue housing assistance payments to the owner on behalf of a military

family, even though all members of the military family are temporarily absent from the assisted unit because a member of the assisted family has been called to active duty in the Persian Gulf. The voucher program regulation at 24 CFR 982.312 permits family absence from the unit for no more than 180 consecutive days and FWHA may not exceed this regulatory limit.

4. For public housing, FWHA will allow the assisted tenancy and dwelling lease to remain in effect for a reasonable period of time (for example, six months), even though all members of the military family are temporarily absent from the assisted unit because a member of the family has been called to active duty on the Persian Gulf. After a reasonable period of time FWHA will reevaluate the situation and take appropriate action to balance the needs of the family with the need of FWHA to make good use of the scarce housing resources.

It is important to note that special pay to a family member who is exposed to hostile fire while serving in the Armed Forces is specifically excluded from annual income (24 CFR 5.509 (c) (7)).

Capital Fund Program: The FY 2004 Capital Fund Plan is included as an attachment to the Annual Plan. FWHA will continue its focused and aggressive strategy for tackling the basic capital improvements issues facing the portfolio in this 5-year plan. In the elevator buildings, the FWHA has been able to address all of the primary and secondary critical capital projects. The latest REAC scores for these properties reflect this effort with average scores of 98 points. Likewise, in the Family portfolio all of the priority life/safety system projects have been completed enabling the FWHA to turn its attention to items such as site improvements, building envelope upgrades and basic interior systems replacements. The progress reflected in the FY2003 plan represented real progress towards bringing the entire portfolio to a level superior to the majority of public housing stock throughout the country. Illustrative of this point, HUD's current physical score for all properties is 28 on a 30-point basis (Physical Indicator). See the attached CFP Annual Statement and 5-Year Plan for specific funding allocations. The CFP Anticipation Revenue Bond program will allow us to accelerate addressing the remaining work items to be addressed.

Capital Funds Grant Anticipation Revenue Bonds

To accelerate the completion of modernization activities, Fort Wayne Housing Authority is planning a bond issue in the approximate amount of \$3,710,000 that will be secured by the anticipated receipt of a portion of the Authority's capital funds from HUD. The bond issue proceeds will be available in 2003, and the authority will allocate approximately 25% of each capital fund grant for the debt service on the bond issue. At the present time, it is planned to use the proceeds of the bond issue for the following projects:

-

PURPOSE	PROPERTY	# OF UNITS	COST/UNIT	TOTAL COSTS
Replace/Install HVAC	Brookmill/McCormick	177	\$6,780	\$1,200,000
Kitchen/Bath Renovations	Tall Oaks/N. Highlands	208	\$3,311	\$688,730
Kitchen/Bath Renovations	Scattered Sites	50	\$9,500	\$475,000
FWHA Learning/Training Center	Agency Wide	703	\$285	\$200,000
Bi-fold Door Replacements	Scattered Sites	50	\$3,500	\$175,000
Playground Replacements	McCormick	96	\$729	\$70,000
Parking Lot Improvements	Tall Oaks	105	\$571	\$60,000
Administration Building Flood Damage	Agency Wide	703	\$50	\$35,000
Concrete, Curb Improvements	McCormick	96	\$260	\$25,000
Total of All Projects				\$2,928,730

Demolition/Disposition No demolition or disposition is planned in the 2004/2005 plan year.

We have adopted the following goals and objectives to guide the agency during 2004/2005:

1. **Develop an Affirmative Fair Marketing strategy based on the recently completed market study and other research.**
2. **Continue to add amenities to property necessary for developments to compete with the surrounding apartment market.**
3. **Expand the non-profit entity (Housing Opportunities Program) to develop tax credit and or mixed financed housing.**
4. **Using our non-profit entity acquire and rehabilitate tax sale and other vacant properties to meet home ownership goals. Develop funding proposal to renovate Anthony Apartments for affordable housing population.**
5. **Investigate the use property portfolio to leverage and borrow funds to purchase and improve properties.**
6. **Maintain at least 10, maximum of 25 FWHA residents in FSS Program. Find alternate funding sources to replace HUD funding.**
7. **Continue to provide financial counseling to at least 100 families interested in homeownership, default and debt management improvement through the HUD/HOME/CDBG Housing Counseling Program.**
8. **Measure and provide high-level customer service to primary and secondary customer base.**
9. **Conduct a comprehensive wage and benefit study as part of our effort to attract and retain competent, committed staff.**
10. **Maintain commitment to Staff training using HTVN, Apartment Association, in-house seminars, etc.**
11. **Ensure Equal Housing Opportunity for all applicants and residents.**
12. **Develop a plan to use property portfolio to leverage and borrow funds to purchase and improve properties.**

13. **Develop an effective public relations program to enhance FWHA image among internal and external stakeholders.**
14. **Develop an Operating Procedures Manual using general overview format.**
15. **Explore Agency-wide newsletter.**
16. **Execute Work Out Plan for McMillen Park Apartments, including establishing a Computer Learning Lab at the property.**
17. **Implement renovation plans for firehouse property including HTVN, files storage, appropriate maintenance storage.**
18. **Expand Resident Advisory Board Activity year round with quarterly meetings.**
19. **Duemling Project – Using NARHO resources, investigate feasibility of developing property for elderly apartments.**
20. **Expand Section 8 Home Ownership Program.**
21. **Explore how the HOP program can participate in homeownership training.**
22. **Develop contingency plans for proposed Federal funding cuts**
23. **Develop improvement plan to respond to the issues in the Resident Satisfaction Survey.**
24. **Develop additional replacement-housing options for the Miami Village Site.**
25. **Explore recommendations for replacement public housing program.**
26. **Hire Deputy Executive Director.**
27. **Decide how to utilize and benefit from joint housing study with the City of Fort Wayne.**
28. **Pursue Hope VI after securing concentrated commitment of support and resources from essential partners such as the City of Fort Wayne.**
29. **Develop essential usage of City of Fort Wayne partnership including procurement, information technology, website design, planning, Six Sigma and other areas of mutually beneficial cooperation.**
30. **Develop Long Range Plan to upgrade and improve FWHA Website; maximize business functionality of website.**

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission, all of which is consistent with the Consolidate Plan.

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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 2002 Capital Fund Program Annual Statement
- 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
- FY 2002 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other
Public Housing Admissions and Continued Occupancy Plan
Section 8 Administrative Plan, rev. 4/2003

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs	

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing 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
	Public housing grievance procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	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
	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
	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
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (List individually; use as many lines as necessary)	(Specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

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	Location
Income <= 30% of AMI	6,142	5	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	5,757	4	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	8,036	3	N/A	N/A	N/A	N/A	N/A
Elderly	6,082	5	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SOCDS CHAS Data: Housing Problems Output for All Households

Name of Jurisdiction: Fort Wayne city, Indiana		Source of Data: CHAS Data Book				Data Current as of: 2000					
Household by Type, Income, & Housing Problem	Renters					Owners					Total Households
	Elderly 1 & 2 member households	Small Related (2 to 4)	Large Related (5 or more)	All Other Households	Total Renters	Elderly 1 & 2 member households	Small Related (2 to 4)	Large Related (5 or more)	All Other Households	Total Owners	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
1. Very Low Income (Household Income <= 50% MFI)	2,775	4,176	994	4,646	12,591	3,864	1,942	595	1,596	7,997	20,588
2. Household Income <=30% MFI	1,536	2,191	564	2,645	6,936	1,562	725	209	774	3,270	10,206
% with any housing problems	54.8	80.0	89.0	78.6	74.6	58.5	82.1	86.6	70.5	68.4	72.6
% Cost Burden >50% and other housing problems	1.3	6.2	22.5	0.7	4.3	0.6	1.4	18.7	1.8	2.2	3.7
% Cost Burden >30% to <=50% and other housing problems	0.0	1.2	15.8	0.5	1.8	0.3	1.4	10.5	1.3	1.4	1.7
% Cost Burden <=30% and other housing problems	1.2	1.0	6.2	0.5	1.3	0.3	3.3	4.8	0.5	1.3	1.3
% Cost Burden >50% only	31.6	52.9	31.7	55.8	47.5	35.3	63.2	39.2	56.1	46.7	47.3
% Cost Burden >30% to <=50% only	20.7	18.8	12.8	21.3	19.7	22.0	12.8	13.4	10.9	16.8	18.7

3. Household Income >30 to <=50% MFI	1,239	1,985	430	2,001	5,655	2,302	1,217	386	822	4,727	10,382
% with any housing problems	62.1	56.7	64.0	59.0	59.3	18.9	62.1	71.5	61.4	41.7	51.3
% Cost Burden >50% and other housing problems	2.8	0.2	2.3	0.2	0.9	0.0	0.0	2.6	0.0	0.2	0.6
% Cost Burden >30% to <=50% and other housing problems	0.8	3.0	7.4	0.5	2.0	0.0	0.8	5.7	0.5	0.8	1.4
% Cost Burden <=30% and other housing problems	0.0	5.0	28.1	1.4	4.4	0.2	0.0	10.1	1.2	1.1	2.9
% Cost Burden >50% only	18.0	5.1	0.9	8.2	8.7	7.6	14.9	7.3	22.6	12.1	10.2
% Cost Burden >30% to <=50% only	40.4	43.4	25.1	48.7	43.2	11.2	46.4	45.9	37.1	27.6	36.1
4. Household Income >50 to <=80% MFI	1,161	2,663	630	3,154	7,608	3,160	3,371	1,183	1,998	9,712	17,320
% with any housing problems	44.5	15.8	38.7	14.6	21.6	9.9	23.3	23.5	32.9	20.9	21.2
% Cost Burden >50% and other housing problems	2.6	0.0	1.6	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.2
% Cost Burden >30% to <=50% and other housing problems	0.0	0.0	0.6	0.6	0.3	0.0	0.1	0.0	0.2	0.1	0.2
% Cost Burden <=30% and other housing problems	0.9	7.8	29.7	1.0	5.7	0.0	1.2	13.1	0.2	2.0	3.7
% Cost Burden >50% only	16.4	0.2	0.6	1.2	3.1	1.8	3.2	1.2	4.3	2.7	2.9
% Cost Burden >30% to <=50% only	24.7	7.9	6.2	11.8	11.9	8.1	18.8	9.2	28.2	16.1	14.3

5. Household Income >80% MFI	1,096	4,114	602	5,075	10,887	5,671	18,158	3,508	5,296	32,633	43,520
% with any housing problems	10.1	3.6	27.2	2.9	5.2	3.1	2.5	10.5	5.2	3.9	4.3
% Cost Burden >50% and other housing problems	1.3	0.0	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0
% Cost Burden >30% to <=50% and other housing problems	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.0
% Cost Burden <=30% and other housing problems	0.0	3.1	27.2	2.0	3.6	0.1	0.3	6.4	0.1	0.9	1.6
% Cost Burden >50% only	1.6	0.2	0.0	0.0	0.2	0.0	0.0	0.0	0.1	0.0	0.1
% Cost Burden >30% to <=50% only	6.8	0.3	0.0	0.9	1.2	3.0	2.2	4.0	5.0	3.0	2.6
6. Total Households	5,032	10,953	2,226	12,875	31,086	12,695	23,471	5,286	8,890	50,342	81,428
% with any housing problems	44.5	31.5	53.2	30.1	34.5	14.5	11.1	20.9	22.3	14.9	22.4

Definitions:

Any housing problems: cost burden greater than 30% of income and/or overcrowding and/or without complete kitchen or plumbing facilities.

Other housing problems: overcrowding and/or without complete kitchen or plumbing facilities

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset Census 2000
- 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/sub jurisdiction:			
	# Of families	% of total families	Annual Turnover
Waiting list total	1927		500 (Wait List Turnover)
Extremely low income <=30% AMI	Information not available	Information not collected on pre-application	
Very low income (>30% but <=50% AMI)	Information not available	Information not collected on pre-application	
Low income	Information not	Information not	

Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)	available	collected on pre-application	
Families with children	1752	91	
Elderly families	332	17.2	
Families with Disabilities	Included in "Elderly families"	NA	
Race/White	740	38.4	
Race/Black	1187	61.6	
other	Unable to determine		
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	519		
2 BR	1117		
3 BR	242		
4 BR	42		
5 BR	7		
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	3072		Unable to Determine

Housing Needs of Families on the Waiting List			
Extremely low income <=30% AMI	Information not available		
Very low income (>30% but <=50% AMI)	Information not available		
Low income (>50% but <80% AMI)	Information not available		
Families with children	2918	95	
Elderly families	528	17.2	
Families with Disabilities	Included in "Elderly families"		
Race/ethnicity White	1080	35.2	
Race/ethnicity Black	1992	64.8	
Race/ethnicity Indian/Alaskan/Native			
Race/ethnicity Asian			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	826		
2 BR	1782		
3 BR	285		
4 BR	67		
5 BR	12		
5+ BR			
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)? 20 months as of end of fiscal year. 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 FUP and Mainstreaming Vouchers			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Maintain 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
- 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
- Increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- 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:
 1. Acquire and Rehabilitate existing properties for homeownership purposes including auction and HUD-owned properties.
 2. Pursue HOPE VI revitalization grant with FWHA partners such as the City of Fort Wayne and developers.
 3. Develop mixed financed properties in partnership with private developers.

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:
 1. Maintain frail elderly in independent living with additional supportive services to avoid premature nursing home placement.
 2. Develop elderly tax credit housing with supportive services on the Miami Village and/or other appropriate location (s)

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:
 1. Currently, FWHA receives 75 vouchers for mainstreaming person with disabilities.
 2. Partner with non-profit agencies to produce homeownership opportunities for families with disabilities.

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:
 1. FWHA has developed a Mobility Counseling Program to provide group and individual counseling to Section 8 Voucher holders who are conducting housing searches.
 2. FWHA conducts annual meetings with owners discussing all aspects of the Section 8 Program, including fair housing.
 3. FWHA employees attend annual fair housing training conducted by the local Apartment Association.

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003/4 grants)		
a) Public Housing Operating Fund	\$1,667,524	O&M 703 PH units
b) Public Housing Capital Fund CFP Revenue Bond Funds	\$1,210,405 \$3,810,000	See CFP Plan See CFP Plan
c) HOPE VI Revitalization	-0-	N/A
d) HOPE VI Demolition	-0-	N/A
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$16,180,038	Support 2,350 Sect. 8 vouchers
f)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	\$40,633	FSS Coordinator Elderly/Disabled Self Sufficiency Efforts
h) Section 8 Self Sufficiency	\$74,000	
i) Community Development Block Grant	\$ 0	Housing and Financial Counseling
j) HOME	25,000	Housing and Financial Counseling
Other Federal Grants HUD Housing Counseling Grant	\$33,899	Housing and Financial Counseling
2. Prior Year Federal Grants (unobligated funds only) (list below)	0	
3. Public Housing Dwelling Rental Income	961,967	PH O&M

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
	\$ _____	
	\$ _____	
PH Interest and other Operating Receipts	\$50,000.	Operations
4. Non-federal sources (list below)		
Anthony Apartments	\$147,500	O & M for non-federal dwelling units
Total resources	\$24,200,966	

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: (within 120 days)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other:
1. History of disturbing neighbors or destruction of property.
 2. Having committed fraud in connection with any federal housing assistance program.
 3. History of abusing alcohol and illegal drugs in any way that may interfere with the health, safety, or right to peaceful enjoyment by others.
 4. Check of State's lifetime sex offender registration program for each adult member.

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) FWA reserves the right to use this tool should it become more accessible.

(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:

1. Applications are available at all site offices, by mail and at other community resources offices; however, all applications for public housing must be submitted to the FWHA main administrative office in person or by mail.

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?0

2. Yes N/A: 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? 0

3. Yes N/A: May families be on more than one list simultaneously
If yes, how many lists? Not Applicable

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: Not Applicable.

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they are removed from the waiting list?

- One
 Two
 Three

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
 Over housed
 Under housed
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below)
 Other: See Admissions and Continued Occupancy/Tenant Selection Assignment Plan (ACOP/TSAP).

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):
 1. Graduates of transitional housing programs.
 2. Single Preference – applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection preference over all other single applicants regardless of preference status.

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.

1Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
Substandard housing
Homelessness
- 1 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):
 1. Working preference
 2. Graduates of transitional housing programs
 3. Singles preference
 4. Involuntary displacement preference.

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:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)
1. Local preferences based on identified areas of need.

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other:
1. The FWHA will take into consideration any of the criteria for admission in Chapter 15 of the Section 8 Administrative Plan, but may not otherwise screen for factors that relate to the suitability of the applicant family as tenants. It is the responsibility of the owner to screen the applicant as to their suitability for tenancy.
- 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? (from the internet).
- 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:
1. FWHA will inform owners that it is their responsibility to determine suitability of prospective tenants. Owners are encouraged to screen applicants for rent payment history, eviction history, damages to units, and other factors relating to the family's suitability as a tenant.

(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)

FWHA Section 8 Program has adopted a Project Based Preference List. That list is identical to the Tenant Based Preference List with the following additional preference. "The applicant is currently living in a unit that is located at a site where a Section 8 Project-Based Housing Assistance Program is implemented by the Owner. **(100)**

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) Locations selected by FWHA when wait list is open.

(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:

1. Upon request if family extension criteria is defined in Chapter 8 of the attached Section 8 Administrative Plan.

(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) *All of these preferences are considered as local preferences.*

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):

The Fort Wayne Housing Authority Board of Commissioners adopted the following local preferences in Resolution 2001-02 on January 9, 2001:

1. Veterans preference according to State law definition, including veterans and surviving spouses of veterans (50 points)
2. Families who are graduates of or participants in FWHA approved educational and training programs designed to prepare the individual for the job market (10 points)
3. Involuntarily Displaced. To qualify for this preference, the applicant has been involuntarily displaced and is not living in standard replacement housing or will be voluntarily displaced within no more than six (6) months from the date of preference certification by the FWHA. Applicants are considered involuntarily displaced if they have vacated or must vacate their unit as a result of disaster, governmental action, owner action not caused by tenant, domestic violence and/or unit in accessibility (50 points)

4. Rent Burden. Families paying more than 50% of their income for rent and utilities for at least 90 days commencing before they were selected from the waiting list and continuing through the verification of preferences. (50 points)
 5. The applicant is currently living in transitional/non-permanent housing, is participating in or recently completed a self-sufficiency program and has met the goals that have been established by the service provider. This preference is limited to applicants who are participating in programs that have been pre-approved by FWHA (50 points)
 6. The applicant is not currently receiving project or tenant based assistance (as amended) (50 points)
 7. Participants or graduates of home-ownership programs with the FWHA or other entities where a formal memorandum of agreement exists to provide the necessary counseling and supportive services required to achieve the goal of homeownership (50 points)
3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 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): All approved local preferences are listed above.

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

1. In partnership with service provider who specializes in working with special-purpose populations.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

In accordance with ceiling rent and flat rent policies submitted in the Admissions and Continued Occupancy Plan (ACOP)

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

- Yes but only for some developments
- No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th 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:

See Section 15.6 of ACOP:

1. During interim reexaminations, families will not be required to report any increases in income or decreases in allowable expenses.
2. Families are required to report the following changes:
 - a) A member has been added to the family through birth, or adoption or court awarded custody.
 - b) A household member is leaving or has left the family unit.
1. The family is not required to report a decrease in income but may at any time request an interim for a decrease in income.

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:

Occupancy Policy, page 52. FWHA set a flat rent for each public housing unit considering the size, type, condition, amenities, services and neighborhood of the unit.

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. FWHA plans to explore increasing the Section 8 Payment standards up to 120% with HUD approval.
- 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) Affects of deconcentration

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 2003	Expected Turnover
Public Housing	703	180
Section 8 Vouchers	2678	400-500
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	125 F.U.P. 75 Mainstreaming	5-10 5
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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)
 - a. Admissions and Continued Occupancy Policy
 - b. Maintenance Plan
- (2) Section 8 Management: (list below)
 - a. 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

- a. 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:
Requirements outlined in Chapter 18 of Section 8 Administrative Plan

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-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 (_____)

-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? FWHA will pursue a HOPE VI application if adequate and appropriate resources and partner support can be assembled including the City of Fort Wayne.
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:
Miami Village Site

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <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: N/A Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

6. Number of units affected:
 7. Coverage of action (select one)
 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: N/A Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input 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)

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

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
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:

The program will require financial counseling; FSS Contract of Participation; and suitability criteria based on financial rule published by HUD. "All eligibility policies are defined in Chapter 19 of the Section 8 Administrative Plan ("Special Housing Types").

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

If yes, what was the date that agreement was signed? 04/30/2001

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: The TANF agency has donated office space to assist FWHA clients who are also TANF recipients to receive self-sufficiency services at the TANF Agency offices.

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.)

Services and Programs				
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)
Boys and Girls Club at McCormick Apts	60	Open to all	<i>McCormick Club</i>	<i>Public Housing</i>
G.A.T.E. (Growth in Agriculture Through Education) – This program designed to broaden participant’s awareness concerning careers in Agriculture. Participants plant, harvest and sell their own produce at their outdoor market. They also explore scholarship possibilities.	20	Open to all	Market at McCormick Apartments	Public Housing
P.L.E.A.S.E. (Pre-employment Life Skills Education and Self-Esteem) This program develops time management, interviewing, resume writing, job retention and self-esteem skills.	12-15 Residents attend weekly	Open to all	Community Room at each development	Public Housing Residents and Section 8 Participants
Lifeline (Brookmill, Childcare)	20	Open to all	Brookmill Pre-school	Public Housing
Lifeline (After school program) 12-month program designed to develop character and build awareness of the dangers of drugs.	60-70	Open to all	Brookmill Club	Public Housing
Youth Guidance (Brookmill) 12 month drug avoidance program for teens	30-40	Open to all	Primetime/Bethlehem Lutheran Center	Public Housing
Pending Adequate Budget Auth.				

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants

	(Start of FY 2003 Estimate)	(As of: DD/MM/YY)
Public Housing	25	02/2004
Section 8	346	07/01/2004

- 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

Section 432 of FY2002 VA-HUD Appropriations Act suspended implementation of community service during federal FY 2002, except for developments assisted under the HOPE VI program. The suspension has expired requiring FWHA to reinstitute the QHWRA mandated Community Service requirements.

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:

- a. Need to maintain security to keep FWHA crime statistics at levels that will allow our properties to compete in the Southeast Quadrant of Fort Wayne.
- b. Need to continue screening the criminal history on housing applicants.

2. What information or data did the PHA use 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:

- a. Internal Incident Reporting System – Reviewed, tracked, maintained by Technical Services Director; shared with management, police and security.
- b. Refined criteria for eviction process.

- c. NO TRESPASS ORDER database – Reported by security, police, managers; maintained by Technical Services Department; distributed to police security, staff and residents.
- d. Proactive attempts and reports to prevent/arrest criminal activity, especially drug abuse in targeted units.

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

- a. McCormick
- b. Brookmill

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:

- a. Crime Mapping
- b. Narcotics Anonymous meetings on site weekly at McCormick.
- c. Quarterly meetings with service providers to improve drug prevention programs
- d. Quarterly meetings with residents to address safety/crime/drug concerns.
- e. Quarterly meetings with security guards to improve security measures.
- f. Family site Pot Luck dinners to build a sense of community, trust and commitment toward crime and drug prevention.
- g. .
- h. Monthly on-site assessment of service providers’ drug prevention programs
- i. Service providers’ Activity Report database of drug prevention activities entered/maintained/analyzed by Technical Services Coordinator.
- j. Summer Sports Program as a team building, drug prevention activity.
- k. Safety surveys distributed to residents to monitor and improve program effectiveness.
- l. Domestic Violence Packets given to residents experiencing battery or other domestic violence.
- m. Drug prevention resources purchased/maintained/shared with service providers.

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

- a. McCormick
- b. Brookmill

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 crime prevention activities.
- 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:
 - a. Off-Duty Police Officers provide additional protection and prompt response to criminal activity on Public Housing Sites
 - b. Availability of police reports and criminal activity involvement of applicants, residents and visitors to public housing sites.
 - c. Advise police of suspicious activity and unwanted persons, especially those with warrants.
 - d. Send NO TRESPASS lists and vacancy lists regularly to police and security patrol.

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

- a. McCormick
- b. Brookmill

D. Additional information as required by PHDEP/PHDEP Plan

PHDEP Program funding eliminated. The FWHA security costs has been assigned to the CFP program.

- 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 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See ACOP.

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 N/A: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes N/A: 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:

Maintain and update FWHA Information Technology systems to meet HUD technology and efficient property and program management requirements.

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below: **Attached to Plan**
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: Changes incorporated in Agency Plan
 - 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 Fort Wayne, Indiana)**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

1. The following needs are identified in Part 6, Housing Needs of the Consolidated Plan:
 - a. Housing Affordability: The public and private sectors must work together to insure that fair, safe and sanitary housing, whether old or new is affordable for all residents
 - b. Rental Conversions: The public and private sectors must work together to decrease the number of livable single-family units that are converted to multi family use in Fort Wayne
 - c. Condition of Rental Properties: The public and private sectors must work together to insure that existing rental properties are safe, decent and affordable to all
 - d. Housing Creation: The public and private sectors must work together to create decent and affordable housing, whether old or new, in all areas of Fort Wayne
 - e. Resident Integration: The public and private sectors must work together to discourage segregation and to insure equal housing opportunities throughout the city for all populations
 - f. Code Enforcement: When necessary, the public and private sector must work together to address unsafe and unsanitary conditions in a fair, timely and efficient manner
1. FWHA is pursuing city and community partnerships to address our jurisdiction's affordable housing needs. While we cannot ourselves meet the entire need identified here, in accordance with our goals included in this plan, we are trying to address some of the identified needs by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from Federal, state and local sources, including private sources to help add to the affordable housing available in our community. We intend to work with local partner to try to meet these identified needs.

Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
 - a. Partnership to revitalize central areas of the City with rehabilitation of existing housing, development of new affordable housing and opportunities for homeownership
 - b. Comprehensive Housing Counseling Programs, including pre-purchase counseling, foreclosure prevention and reverse mortgages for the elderly/disabled

D. Other Information Required by HUD

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

- **RAB Meeting Minutes**
- **FWHA Resolution 2003-10 Approving Five Year and Annual Plan**
- **Certification by State or Local Official of PHA Plans Consistency with Consolidated Plan**
- **Certification for a Drug-Free Workplace**
- **Disclosure of Lobbying Activities**
- **Certification of Payments to Influence Federal Transaction**

- **Attachments**

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

**Revisions to the Housing Choice Voucher Administrative Plan
Chapter 4**

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST
[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

INTRODUCTION

It is the Fort Wayne Housing Authority's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting list for admissions in accordance with the policies in this Administrative Plan.

This chapter explains the local preferences which the HA has adopted to meet local housing needs, defines the eligibility criteria for the preferences and explains the HA's system of applying them.

By maintaining an accurate waiting list, the Fort Wayne Housing Authority will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

A. WAITING LIST [24 CFR 982.204]

Except for Special Admissions, applicants will be selected from the HA waiting list in accordance with policies and preferences defined in this Administrative Plan.

The HA will maintain information that permits proper selection from the waiting list.
The waiting list contains the following information for each applicant listed:

- Applicant Name
- Family Unit Size (number of bedrooms family qualifies for under HA subsidy standards)
- Date and time of application
- Qualification for any ranking or local preference
- Racial or ethnic designation of the head of household
- Singles preference status

The waiting list will be maintained in accordance with the following guidelines:

1. The application will be a permanent file.
2. All applicants in the pool will be maintained in the order of preference. Applications equal in preference will be maintained by date and time sequence. In the rare instance that applications are received with identical preferences and the same date and time, applicants will be placed on the waiting list in alphabetical order by last name of the head of household.
3. All applicants must meet "Very Low Income" eligibility requirements as established by HUD. Any exceptions to these requirements, other than those outlined in Chapter

2, "Eligibility for Admission," must have been approved previously by the HUD Field Office.

Special Admissions [24 CFR 982.54(d)(e), 982.203]

Applicants who are admitted under Special Admissions, rather than from the waiting list, are maintained on separate waiting lists. These applicants may be on more than one waiting list for any assistance offered by the Fort Wayne Housing Authority.

B. WAITING LIST PREFERENCES [24 CFR 982.207]

Local Preferences – Tenant Based Voucher Program

The Fort Wayne Housing Authority Board of Commissioners adopted the following local preferences in resolution 2001-02:

Veteran's preference according to State law definition, including veterans and surviving spouses of veterans (**50 points**).

Families who are graduates of or participants in Fort Wayne Housing Authority approved educational and training programs designed to prepare the individual for the job market (**10 points**).

Involuntarily Displaced. To qualify for this preference, the applicant has been involuntarily displaced and is not living in standard replacement housing or will be voluntarily displaced within no more than six (6) months from the date of preference certification by the Fort Wayne Housing Authority. Applicants are considered involuntarily displaced if they have vacated or must vacate their unit as a result of disaster, governmental action, owner action not caused by tenant, domestic violence and/or unit inaccessibility (**50 points**).

Rent Burden. Families paying more than 50% of their income for rent and utilities for at least 90 days commencing before they were selected from the waiting list and continuing through the verification of preference. To qualify for the rent burden preference, the tenant must pay rent directly to the landlord or agent (**50 points**).

The applicant is currently living in transitional/non-permanent housing, is participating in or recently completed a self sufficiency program and has met the goals that have been established by the service provider. This preference is limited to applicants who are participating in programs that have been pre-approved by the Fort Wayne Housing Authority (**50 points**).

The applicant is not currently receiving project or tenant based assistance through any program authorized by the 1937 Housing Act (as amended) (**50 points**).

Participants or graduates of home-ownership programs with the Fort Wayne Housing Authority or other entities where a formal memorandum of agreement exists to provide the necessary counseling and supportive services required to achieve the goal of home-ownership (**50 points**).

Local Preferences – Project Based Voucher Program

Veteran's preference according to State law definition, including veterans and surviving spouses of veterans **(50 points)**.

Families who are graduates of or participants in Fort Wayne Housing Authority approved educational and training programs designed to prepare the individual for the job market **(10 points)**.

Involuntarily Displaced. To qualify for this preference, the applicant has been involuntarily displaced and is not living in standard replacement housing or will be voluntarily displaced within no more than six (6) months from the date of preference certification by the Fort Wayne Housing Authority. Applicants are considered involuntarily displaced if they have vacated or must vacate their unit as a result of disaster, governmental action, owner action not caused by tenant, domestic violence and/or unit inaccessibility **(50 points)**.

Rent Burden. Families paying more than 50% of their income for rent and utilities for at least 90 days commencing before they were selected from the waiting list and continuing through the verification of preference. To qualify for the rent burden preference, the tenant must pay rent directly to the landlord or agent **(50 points)**.

The applicant is currently living in transitional/non-permanent housing, is participating in or recently completed a self sufficiency program and has met the goals that have been established by the service provider. This preference is limited to applicants who are participating in programs that have been pre-approved by the Fort Wayne Housing Authority **(50 points)**.

The applicant is not currently receiving project or tenant based assistance through any program authorized by the 1937 Housing Act (as amended) **(50 points)**.

Participants or graduates of home-ownership programs with the Fort Wayne Housing Authority or other entities where a formal memorandum of agreement exists to provide the necessary counseling and supportive services required to achieve the goal of home-ownership **(50 points)**.

The applicant is living in a unit, within the Fort Wayne Housing Authority jurisdiction, and will be affected by an owner action beyond the control of the applicant, in conjunction with the implementation of the Section 8 Project Based Voucher Assistance Program **(100 points)**.

Types of Applicants With Preference Over "Other Singles" [24 CFR 5.405(b)]

Per HUD requirements, elderly, disabled and displaced families with up to two members will be given a preference over all "Other Single" applicants regardless of local preference status.

"Other Singles" denotes a one-person household in which the individual member is not elderly, disabled, or displaced by government action. Such applicants will be placed on the waiting list in proper order for selection.

C. INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION

[24 CFR 5.415]

At the time of application, an applicant's certification that they qualify for a preference will be accepted without verification. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the Local Preference and given an opportunity for an informal review.

If, at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.

D. EXCEPTIONS FOR SPECIAL ADMISSIONS [24 CFR 982.203, 982.54(d)(3)]

If HUD awards an HA program funding that is targeted for specifically named families, the HA will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The HA maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

1. A family displaced because of demolition or disposition of a public or Indian housing project;
2. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
3. For housing covered by the Low Income Housing Preservation and Resident Home-ownership Act of 1990;
4. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
5. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

E. TARGETED FUNDING [24 CFR 982.203]

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

Applicants who are admitted under targeted funding which are not identified as a Special Admission are maintained on separate waiting lists.

The Fort Wayne Housing Authority currently administers the Family Unification Program as it's only "Targeted" Program. Application has been made for Mainstream for Persons with Disabilities and the Welfare to Work Program. If awarded, these or any other "Targeted" Programs will be administered in accordance with the HUD requirements and the policies defined in this administrative plan.

F. PREFERENCE ELIGIBILITY [24 CFR 5.410]

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the HA in writing when their circumstances change.

When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly-claimed preference.

G. ORDER OF SELECTION [24 CFR 5.415, 982.207(e)]

In accordance with the Quality Housing and Work Responsibility Act of 1998, the HA will reserve a minimum of seventy-five percent of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. In addition to HUD required income targeting, the HA will select eligible applicants based upon the system for weighing preferences and the date and time of application.

Among Applicants with Equal Preference Status

Among applicants with equal preference status, the waiting list will be organized by date and time. In the rare instances that applicants have the same number of preference points and the same date and time, applicants are selected based upon the last name of the head of household.

H. FINAL VERIFICATION OF PREFERENCES [24 CFR 5.415]

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the HA will obtain necessary verifications of preference at the interview and by third party verification. The head of household also signs a certification of preference eligibility form.

I. PREFERENCE DENIAL [24 CFR 5.415]

If the HA denies a preference, the HA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review with the Section 8 Director. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the Waiting List.

J. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]

The Waiting List will be purged approximately once every 18 months by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.

Any mailings to the applicant which require a response will state that failure to respond within ten (10) working days will result in the applicant's name being dropped from the waiting list.

An extension of ten (10) days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

If an applicant fails to respond to a mailing from the HA, the applicant will be sent written notification and given no less than ten (10) days to contact the FWHA in writing to request an informal review. If they fail to respond within the designated time they will be removed from the waiting list.

If the applicant did not respond to the HA request for information or updates because of a family member's disability, the HA will reinstate the applicant in the family's former position on the waiting list.

If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the Section 8 Director determines there were circumstances beyond the person's control. The following exceptions, if determined to exist, will be acceptable to warrant reinstatement:

- HA error when entering address or other information into the computerized waiting list.
- Hospitalization, with documentation from a medical professional stating that the applicant was unable to respond.

Other reasonable explanations that can be documented. Incarceration is not considered a valid reason for non-compliance.

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

**PHA Plan
Table Library**

**Component 7
Capital Fund Program Annual Statement
Parts I, II, and II**

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number IN36P00350101 FFY of Grant Approval: (02/2001)

Original Annual Statement

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IN003-04	Miami Homes	1		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Convert storage to office space			\$ 20,000	2003
2. Replace flooring			\$100,000	2005
3. Replace interior lighting			\$ 10,000	2005
Total estimated cost over next 5 years			\$130,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IN003-05	Beacon Heights	2		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Reseal roof			\$ 35,000	2004
2. Repair, reseal and stripe parking areas			\$ 25,000	2006
3. Replace trash compactor			\$ 17,689	2006
Total estimated cost over next 5 years			\$ 77,689	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IN003-06	McCormick Place	8	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Replace siding and exterior brick repair		\$400,000	2006
Total estimated cost over next 5 years		\$400,000	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IN003-07	Brookmill Court	5	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Exterior brick repair		\$100,000	2004
2. Replace windows		\$250,000	2004
3. Replace DHW		\$ 40,000	2004
Total estimated cost over next 5 years		\$390,000	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IN003-08	North Highlands	1	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Reseal roof		\$ 35,000	2004
2. Repair, reseal and stripe parking areas		\$ 25,000	2004
3. Replace trash compactor		\$ 23,595	2004
Total estimated cost over next 5 years		\$ 83,595	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IN003-10	Tall Oaks	1	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Reseal roof		\$ 35,000	2004
2. Repair, reseal and stripe parking areas		\$ 25,000	2004
3. Replace trash compactor		\$ 23,594	2005
Total estimated cost over next 5 years		\$ 83,594	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IN003-11	Maumee Terrace	0		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Replace flooring			\$ 40,000	2005
Total estimated cost over next 5 years			\$ 40,000	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IN003-12	Scattered Sites	2	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Landscaping		\$100,000	2005
2. Stoop and walk replacement		\$250,000	2004/2005
3. Build Homes		\$337,689	2004/2005/2006
Total estimated cost over next 5 years		\$687,689	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IN003-15	River Cove	2	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Install siding		\$600,000	2003
2. Replace windows		\$192,689	2003
3. Replace front and rear entry doors		\$120,000	2003
Total estimated cost over next 5 years		\$912,689	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PHA WIDE	PHA WIDE		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Vehicles		\$210,000	2004/2005/2006
2. Debt Service		\$595,500	2005/2006
3. Security		\$680,000	2003/2004/2005/2006
4. Administrative training		\$130,000	2003/2004/2005/2006
5. Resident Initiative programs		\$200,000	2003/2004/2005/2006
6. Maintenance training		\$ 45,000	2003/2005
7. Computer upgrades		\$ 85,000	2003/2004/2005/2006
8. Architectural & Engineering Services		\$ 60,000	2004/2005/2006
Total estimated cost over next 5 years		\$2,005,500	

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						
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>