

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

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# Housing Authority of the City of Gary

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2007

Proposed Submittal and Public Hearing Date: August 9, 2007

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Gary, Indiana **PHA Number:** IN011

**PHA Fiscal Year Beginning:** 04/2007

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units:      Number of S8 units:      Number of public housing units:  
 Number of S8 units:

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

| Participating PHAs   | PHA Code | Program(s) Included in the Consortium | Programs Not in the Consortium | # of Units Each Program |
|----------------------|----------|---------------------------------------|--------------------------------|-------------------------|
| Participating PHA 1: |          |                                       |                                |                         |
| Participating PHA 2: |          |                                       |                                |                         |
| Participating PHA 3: |          |                                       |                                |                         |

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The PHA's mission is:

To be the premier affordable housing agency of the City of Gary; providing affordable housing opportunities in a manner that promotes individual and family self-sufficiency while maintaining the highest standards of integrity, productivity and compliance with established federal and local guidelines and policies.

**B. Goals**

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies: From 11% to 5%
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments-New Construction/Hope VI
- Other (list below)

Dispose of obsolete units and create Mixed Income Communities

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) From 17 to 24

- Improve voucher management: (SEMAP score) From 14 to 85
  - Increase customer satisfaction: Continue RASS Follow up Action Plan
  - 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: Apply for HOPE VI Grant
  - Provide replacement public housing: Using Housing Choice Vouchers
  - Provide replacement vouchers:
  - Other: (list below)
    - Create homeownership opportunities
    - Consider outsourcing public housing management to improve operations
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

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

**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:

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

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

The following is a list of some, but not all, of the goals and objectives attained in the past year:

- **Applied for additional HOPE VI grant**
- **Outsourcing management of the Housing Choice Voucher Program (Section 8)**
- **Acquired additional Finance resources to more effectively manage GHA's fiscal operation**
- **Started implementation of GHA information system upgrades and infrastructure**
- **Acquired Architectural Firm to conduct a Physical Needs Assessment of each development**
- **Began implementation of site-based management**
- **Began process of outsourcing of vacant unit turnaround**
- **Developed new departmental policies and procedures**
- **Provide additional training for staff in all departments**
- **Consideration of the feasibility of outsourcing management of the property management and property maintenance departments**
- **Acquire additional A&E services to develop plans and specifications for GHA Capital Fund projects**

**Annual PHA Plan**  
**PHA Fiscal Year 2007**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**GHA, a troubled public housing authority has partnered with HUD and the City of Gary to meet its grant requirements. The Memorandum of Agreement (MOA) between GHA, HUD and the City of Gary will be used as a management tool to assist GHA in becoming a standard performer. Though the GHA continued to endure some challenging financial times, which affected the service level to clients and the staff responsible for implementing the housing programs and services; nonetheless, GHA staff with the technical assistance from HUD contractors continued re-evaluating, developing and updating its internal policy and procedures in order to establish better accountability measures, to create training tools that would assist the GHA with ensuring staff accuracy and efficiency to our clients and partners.**

**The following information contained in this document describes the Agency's annual objectives, goals and plan towards continued management restructuring and fiscal discipline and administrative oversight of the Low Rent Public Housing and the Housing Choice Voucher (Section 8) Programs. With these efforts, the Agency's long-term goal is to achieve standard performance status in both programs thereby providing high-quality housing to eligible participants in the most cost-effective way that also promotes self-sufficiency.**

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

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

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#### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration – **Attachment A**
- FY 2007 Capital Fund Program Annual Statement – **Attachment B**
- Most recent board-approved operating budget – **Attachment C**
- List of Resident Advisory Board Members – **Attachment D**
- List of Resident Board Member – **Attachment E**
- Community Service Description of Implementation – **Attachment F**
- Information on Pet Policy – **Attachment G**
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs – **Attachment H**



Optional Attachments:

- PHA Management Organizational Chart – **Attachment I**
- FY 2005 Capital Fund Program 5 Year Action Plan – **Attachment J**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – **Attachment K**
- Other (List below, providing each attachment name)
  - HCV (Section 8) Administrative Plan- **Attachment L**
  - Admissions & Continued Occupancy Policy (ACOP)- **Attachment M**
  - Annual Performance and Evaluation Reports (P&E)-**Attachment N**
  - Assessment of Site Based Waiting List Development Demographic Characteristics – **Attachment O**
  - Maintenance Plan (includes Pest Control Policy) – **Attachment P**

**Supporting Documents Available for Review**

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

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                             |
| X  | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans                                      |
| X  | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans                                      |
|  | Fair Housing Documentation:<br>Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | 5 Year and Annual Plans                                      |
| X  | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction  | Annual Plan:<br>Housing Needs                                |
| X  | Most recent board-approved operating budget for the public housing program  | Annual Plan:<br>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 |

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                             |
| X  | Public Housing Deconcentration and Income Mixing Documentation:<br>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<br>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<br><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<br><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<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Rent Determination                              |
| X  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)  | Annual Plan: Operations and Maintenance                      |
| X  | Public housing grievance procedures<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Grievance Procedures                            |
| X  | Section 8 informal review and hearing procedures<br><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                                   |
| X  | 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                                   |
|  | Approved or submitted applications for demolition and/or disposition of public housing  | Annual Plan: Demolition and Disposition                      |
| X  | Approved or submitted applications for designation of public housing (Designated Housing Plans)   | Annual Plan: Designation of Public Housing                   |
|  | Approved or submitted assessments of reasonable   | Annual Plan: Conversion of                                   |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
|  | revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act   | Public Housing                                    |
| X  | Approved or submitted public housing homeownership programs/plans   | Annual Plan: Homeownership                        |
|  | Policies governing any Section 8 Homeownership program<br><input type="checkbox"/> check here if included in the Section 8 Administrative Plan  |   |
|  | Any cooperative agreement between the PHA and the TANF agency   |   |
| 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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                        | Annual Plan: Safety and Crime Prevention          |
|  | 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                         |
| X  | Troubled PHAs: MOA/Recovery Plan  | Troubled PHAs                                     |
|  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)  | (specify as needed)                               |

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

[24 CFR Part 903.7 9 (a)]

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

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

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |                |                       |               |                |                       |             |                 |
|---|----------------|-----------------------|---------------|----------------|-----------------------|-------------|-----------------|
| <b>Family Type</b>  | <b>Overall</b> | <b>Afford-ability</b> | <b>Supply</b> | <b>Quality</b> | <b>Access-ibility</b> | <b>Size</b> | <b>Location</b> |
| Income <= 30% of AMI  | 6,915          | 5                     | 5             | 5              | 5                     | 4           | 1               |
| Income >30% but <=50% of AMI  | 3,087          | 4                     | 4             | 3              | 3                     | 5           | 1               |

| Housing Needs of Families in the Jurisdiction<br>by Family Type |         |                |        |         |                |      |          |
|---|---------|----------------|--------|---------|----------------|------|----------|
| Family Type   | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Location |
| Income >50% but <80% of AMI                                     | 3,009   | 3              | 3      | 4       | 3              | 5    | 1        |
| Elderly   | 2,009   | 1              | 1      | 1       | 1              | 1    | 1        |
| Families with Disabilities                                      | 3,713   | 4              | 4      | 3       | 5              | 2    | 2        |
| White   | 1,243   | 3              | 3      | 3       | 3              | 4    | 1        |
| Black   | 14,820  | 5              | 4      | 4       | 3              | 4    | 1        |
| Hispanic/Others   | 567     | 5              | 4      | 4       | 3              | 4    | 1        |
| Two or more races   | 82      | 3              | 4      | 4       | 3              | 4    | 1        |

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: **2005-2009 City of Gary – Consolidated Plan**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

| <b>Housing Needs of Families on the Waiting List</b><br><b>PUBLIC HOUSING</b><br><b>Data Source: Admission Dept as of 4/01/07</b><br><b>(EMPHASYS Reports-Withdrawn Applicants-Conventional, Eligibility Report,</b><br><b>Report of Move-ins by Development and Bedroom Size)</b>  |               |                     |                                     |
|---|---------------|---------------------|-------------------------------------|
| Waiting list type: (select one)<br><input type="checkbox"/> Section 8 tenant-based assistance<br><input checked="" type="checkbox"/> Public Housing<br><input type="checkbox"/> Combined Section 8 and Public Housing<br><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)<br>If used, identify which development/subjurisdiction: |               |                     |                                     |
|   | # of families | % of total families | Annual Turnover<br>(4/1/06-3/31/07) |
| Waiting list total  | 856           |                     | 69 (7.3%)                           |
| Extremely low income <=30% AMI  | 459           | 53.4%               |                                     |
| Very low income (>30% but <=50% AMI)  | 36            | 4.2%                |                                     |
| Low income (>50% but <80% AMI)  | 66            | 7.7%                |                                     |
| Families with children  | 356           | 41.4%               |                                     |
| Elderly families  | 37            | 4.3%                |                                     |
| Families with Disabilities  | 148           | 17.3%               |                                     |
| White   | 20            | 2.4%                |                                     |
| Black   | 835           | 97.5%               |                                     |
| Asian   | 1             | 0.1%                |                                     |
| Other   | 0             | 0.0%                |                                     |
| Characteristics by Bedroom Size (Public Housing Only)   |               |                     |                                     |
| 1BR   | 505           | 59%                 | (104)                               |
| 2 BR  | 229           | 26.8%               | 103                                 |
| 3 BR  | 101           | 11.8%               | 65                                  |
| 4 BR  | 18            | 2.1%                | (5)                                 |
| 5 BR  | 3             | 0.3%                | 13                                  |
| 5+ BR   | 0             | 0.0%                | (3)                                 |

|  |
|--|
| <p><b>Housing Needs of Families on the Waiting List</b><br/> <b>PUBLIC HOUSING</b><br/> <b>Data Source: Admission Dept as of 4/01/07</b><br/> <b>(EMPHASYS Reports-Withdrawn Applicants-Conventional, Eligibility Report,</b><br/> <b>Report of Move-ins by Development and Bedroom Size)</b></p>  |
| <p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> |

|   |
|---|
| <p><b>Housing Needs of Families on the Waiting List</b><br/> <b>SECTION 8</b></p> <p><b>(Waiting List was suspended. Anticipate opening waiting list and conducting Lottery in October 2007.)</b></p> |
|---|

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)  
**GHA will explore options to provide the necessary capital not just to address backlog capital needs but also to attract a healthy mix of incomes. One other option is the development of a conversion program.**

**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)  
**GHA will continue to explore additional funding opportunities with the City of Gary and other human service organizations that provide resources to this targeted population through collaborative efforts.**

**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)  
**Implementing measures to offer FSS Programs for all public housing family sites will be phased in over the next five (5) years.  
(Resident ages 19-64)**

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for families with disabilities  
 Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing  
 Apply for special-purpose vouchers targeted to families with disabilities, should they become available  
 Affirmatively market to local non-profit agencies that assist families with disabilities  
 Other: (list below)  
**Update and enter into additional Memoranda of Understanding with Service Providers that offer assistance to families with disabilities, if deemed necessary by GHA's assessment of current providers.**

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

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

Select if applicable

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



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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                  |                      |                              |
|---|----------------------|------------------------------|
| <b>Sources</b>  | <b>Planned \$</b>    | <b>Planned Uses</b>          |
| <b>1. Federal Grants (FY 2007 grants)</b>                                 | <b>\$ 17,219,007</b> |                              |
| a) Public Housing Operating Fund  | 7,687,936            |                              |
| b) Public Housing Capital Fund  | 4,608,699            |                              |
| c) HOPE VI Revitalization   | 57,752               |                              |
| d) HOPE VI Demolition   |                      |                              |
| e) Annual Contributions for Section 8 Tenant-Based Assistance             | 9,473,319            |                              |
| Other Federal Grants (list below)   |                      |                              |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b> | <b>3,651,392</b>     |                              |
| Capital Fund - 2003   | 156,421              | Public Housing Capital Needs |
| Capital Fund - 2004   | 406,533              | Needs                        |
| Capital Fund - 2005   | 349,783              | Public Housing Capital Needs |
| Capital Fund - 2006   | 1,126,000            | Needs                        |
| <b>3. Public Housing Dwelling Rental Income</b>                           | <b>3,000,000</b>     | Public Housing Operations    |
|   |                      |                              |
| <b>4. Other income (list below)</b>                                       |                      |                              |
|   |                      |                              |
|   |                      |                              |
|   |                      |                              |
| <b>5. Non-federal sources (list below)</b>                                | <b>31,680</b>        |                              |
| Non-Dwelling Rental   | 31,680               | Public Housing               |
|   |                      |                              |
|   |                      |                              |
| <b>Total resources</b>  | <b>\$ 23,902,079</b> |                              |
|   |                      |                              |
|   |                      |                              |
|   |                      |                              |

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

**At the time of initial application.**

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

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

**Landlord references**

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

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

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

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

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

**Mixed Income Communities**

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? **18**

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

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**)
- Employment,
  - Participation in Training Program
  - Live/Work in GHA’s Jurisdiction

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)

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

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

#### 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families
- 1 Residents who live and/or work in the jurisdiction
- 1 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
- 2 Other preference(s) (list below)

**Near elderly and Singles**

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: All sites

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

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

Other (list policies and developments targeted below)

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

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

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

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

Not applicable:

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:

List (any applicable) developments below:

## **B. Section 8**

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

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

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

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

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

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

Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

**Tenants last known Section 8 Landlord name and address**

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

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)



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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

The extensions are automatic because of lack of housing opportunities in GHA's jurisdiction.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Total tenant payment shall be the greatest of 30% of monthly adjusted income, 10% of monthly income or \$50.00 for all resident households whose annual adjusted income is greater than zero.

1. A "hardship request" shall be available to residents who claim they are unable to pay the established minimum rent. Hardship criteria shall include the following situations:
  - The household has lost eligibility to or is awaiting an eligibility determination for a federal, state or local assistance program;
  - The family would be evicted as a result of the imposition of the minimum rent;
  - The income of the family has decreased because of changed circumstances, including loss of employment;
  - A death in the family has occurred;
  - Other circumstances determined by GHA.
2. A household will be exempt from paying minimum rent upon satisfactory documentation that the hardship described above is of a long term basis. If exempted such exemption will be effective retroactively to the date of the request of the hardship.
3. If the "hardship" is temporary (less than 90 days) then the household will not be exempt from the minimum rent requirement and shall be responsible for full payment of minimum rent. However, a non-payment of rent eviction procedure will not be initiated during the period of "temporary" hardship. (within 90 days from the date of the request for hardship)

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

(select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

**Minimum rent refers to the Total Tenant Payment and includes the combined amount a family pays towards rent and/or utilities when it is applied. The established minimum rent for all voucher holders is \$50.00. A family may request an exception to the minimum rent based on financial hardship, which is defined as follows: The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local financial assistance; The family would be evicted as a result of the imposition of the minimum rent requirement; The income of the family has decreased because of**

**changed circumstances, including: loss of employment; death in the family; and, other circumstances as determined by the PHA or HUD.**

**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.)

| <b>Program Name</b>   | <b>Units or Families Served at Year Beginning</b> | <b>Expected Turnover</b> |
|---|---|--------------------------|
| Public Housing  | 2,183   | 350                      |
| Section 8 Vouchers  | 1,130   | 120                      |
| Section 8 Certificates  | NA  | NA                       |
| Section 8 Mod Rehab   | 53  | 5                        |
| Special Purpose Section 8 Certificates/Vouchers (list individually) |   |                          |
| 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)**  
**(Attachment M-ACOP)**

**(2) Section 8 Management: (list below)**  
**(Attachment L-HCV Administrative Plan)**

### 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

#### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment N: P & E Report

-or-

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

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

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

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

b. If yes to question a, select one:

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

-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: Duneland Village and Horace Mann
2. Development (project) number: 11-27 and 11-28
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

**Completed and Fully Occupied**

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Ivanhoe Gardens<br>1b. Development (project) number: <b>IN 11-02</b>   |
| 2. Activity type: Demolition <input checked="" type="checkbox"/> <b>Approved</b><br>Disposition <input checked="" type="checkbox"/> <b>Will work with HUD on disposition options</b>       |
| 3. Application status (select one)<br>Approved <input checked="" type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(March 2007)</u><br><b>Demolition</b>   |
| 5. Number of units affected: 317   |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: To be Determined with HUD<br>b. Projected end date of activity: To be Determined with HUD                      |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Delaney<br>1b. Development (project) number: <b>IN 11-01 &amp; 04</b>  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/> <b>Will work with HUD on disposition options</b>                                  |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(12/31/07)</u>  |
| 5. Number of units affected: To be Determined  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: To be Determined with HUD<br>b. Projected end date of activity: To be Determined with HUD                      |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Dorie Miller<br>1b. Development (project) number: <b>IN 11-05</b>  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/> <b>Will work with HUD on disposition options</b>                                  |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(12/31/07)</u>  |
| 5. Number of units affected: To be Determined  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: To be Determined with HUD<br>b. Projected end date of activity: To be Determined with HUD                      |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Concord Village Scattered Site<br>1b. Development (project) number: <b>IN 11-8 &amp; 15</b>  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/> <b>Will work with HUD on disposition options</b>                                  |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(12/31/07)</u>  |
| 5. Number of units affected: To be Determined  |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: To be Determined with HUD<br>b. Projected end date of activity: To be Determined with HUD                      |

| <b>Demolition/Disposition Activity Description</b>   |  |
|--|--|
| 1a. Development name: Colonial Gardens East  |  |
| 1b. Development (project) number: <b>IN 11-09</b>  |  |
| 2. Activity type: Demolition <input type="checkbox"/>  |  |
| Disposition <input checked="" type="checkbox"/> <b>Will work with HUD on disposition options</b> |  |
| 3. Application status (select one)   |  |
| Approved <input type="checkbox"/>  |  |
| Submitted, pending approval <input type="checkbox"/>   |  |
| Planned application <input checked="" type="checkbox"/>  |  |
| 4. Date application approved, submitted, or planned for submission: <u>(12/31/07)</u>            |  |
| 5. Number of units affected: To be Determined  |  |
| 6. Coverage of action (select one)   |  |
| <input type="checkbox"/> Part of the development   |  |
| <input checked="" type="checkbox"/> Total development  |  |
| 7. Timeline for activity:  |  |
| a. Actual or projected start date of activity: To be Determined with HUD                         |  |
| b. Projected end date of activity: To be Determined with HUD                                     |  |

| <b>Demolition/Disposition Activity Description</b>   |  |
|--|--|
| 1a. Development name: Colonial Gardens Scattered Site  |  |
| 1b. Development (project) number: <b>IN 11-10</b>  |  |
| 2. Activity type: Demolition <input type="checkbox"/>  |  |
| Disposition <input checked="" type="checkbox"/> <b>Will work with HUD on disposition options</b> |  |
| 3. Application status (select one)   |  |
| Approved <input type="checkbox"/>  |  |
| Submitted, pending approval <input type="checkbox"/>   |  |
| Planned application <input checked="" type="checkbox"/>  |  |
| 4. Date application approved, submitted, or planned for submission: <u>(12/31/07)</u>            |  |
| 5. Number of units affected: 15  |  |
| 6. Coverage of action (select one)   |  |
| <input checked="" type="checkbox"/> Part of the development                                      |  |
| <input type="checkbox"/> Total development   |  |
| 7. Timeline for activity:  |  |
| a. Actual or projected start date of activity: To be Determined with HUD                         |  |
| b. Projected end date of activity: To be Determined with HUD                                     |  |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Miller Heights<br>1b. Development (project) number: <b>IN 11-17</b>  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/> <b>Will work with HUD on disposition options</b>                                  |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(12/31/07)</u>  |
| 5. Number of units affected: To be Determined  |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: To be Determined with HUD<br>b. Projected end date of activity: To be Determined with HUD                      |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Concord on the Hill<br>1b. Development (project) number: <b>IN 11-19</b>   |
| 2. Activity type: Demolition <input checked="" type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(To be Determined)</u>  |
| 5. Number of units affected: 27  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: To be Determined with HUD<br>b. Projected end date of activity: To be Determined with HUD                      |

| <b>Demolition/Disposition Activity Description</b>  |
|---|
| 1a. Development name: Colonial Gardens<br>1b. Development (project) number: <b>IN 11-20</b>   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/> <b>Will work with HUD on Disposition Options</b>                                       |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> Will |
| 4. Date application approved, submitted, or planned for submission: <u>(12/31/07)</u>   |
| 5. Number of units affected: To be Determined   |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development   |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: To be Determined with HUD<br>b. Projected end date of activity: To be Determined with HUD                           |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Ivanhoe Garden Scattered Site<br>1b. Development (project) number: <b>IN 11-23</b>   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/> <b>Will work with HUD on disposition options</b>                                  |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(12/31/07)</u>  |
| 5. Number of units affected: To be Determined  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: To be Determined with HUD<br>b. Projected end date of activity: To be Determined with HUD                      |



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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

| <b>Designation of Public Housing Activity Description</b>   |
|---|
| 1a. Development name: Genesis Towers  |
| 1b. Development (project) number: <b>IN 11-25</b>   |
| 2. Designation type:<br>Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA’s Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: <u>(10/31/07)</u>  |
| 5. If approved, will this designation constitute a (select one)<br><input checked="" type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected: 142  |
| 7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development   |

| <b>Designation of Public Housing Activity Description</b>   |
|---|
| 1a. Development name: Al Thomas High Rise<br>1b. Development (project) number: <b>IN 11-24</b>  |
| 2. Designation type:<br>Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA's Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: <u>(10/31/07)</u>  |
| 5. If approved, will this designation constitute a (select one)<br><input checked="" type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected: 170<br>7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development   |

| <b>Designation of Public Housing Activity Description</b>   |
|---|
| 1a. Development name: Carolyn B. Mosby High Rise<br>1b. Development (project) number: <b>IN 11-11</b>   |
| 2. Designation type:<br>Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA's Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: <u>(10/31/07)</u>  |
| 5. If approved, will this designation constitute a (select one)<br><input checked="" type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected: 142<br>7. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development   |

| <b>Designation of Public Housing Activity Description</b>                                  |                                     |
|--|-------------------------------------|
| 1a. Development name: Glen Park High Rise  |                                     |
| 1b. Development (project) number: <b>IN 11-07</b>  |                                     |
| 2. Designation type:   |                                     |
| Occupancy by only the elderly  | <input checked="" 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 checked="" type="checkbox"/> |
| 4. Date this designation approved, submitted, or planned for submission: <u>(10/31/07)</u> |                                     |
| 5. If approved, will this designation constitute a (select one)                            |                                     |
| <input checked="" type="checkbox"/> New Designation Plan                                   |                                     |
| <input type="checkbox"/> Revision of a previously-approved Designation Plan?               |                                     |
| 6. Number of units affected: 128   |                                     |
| 7. Coverage of action (select one)   |                                     |
| <input checked="" type="checkbox"/> Part of the development                                |                                     |
| <input type="checkbox"/> Total development   |                                     |

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

**Conversion of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

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

| <b>Public Housing Homeownership Activity Description<br/>(Complete one for each development affected)</b>   |
|---|
| 1a. Development name: HOPEVI Homeownership Program<br>1b. Development (project) number: IN 36P011029  |
| 2. Federal Program authority:<br><input type="checkbox"/> HOPE I<br><input checked="" type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)           |
| 3. Application status: (select one)<br><input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(11/25/2002)  |
| 5. Number of units affected: 13<br>6. Coverage of action: (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development   |

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

- Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? \_\_\_\_\_

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

| <b>Services and Programs</b>                                       |                |  |  |   |
|--|----------------|--|--|---|
| Program Name & Description<br>(including location, if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office / PHA main office / other provider name) | Eligibility<br>(public housing or section 8 participants or both) |
| <i>Adult Work Preparedness and Work Experience Programs</i>        | 20             | Specific Criteria  | <i>CPS Case Managers, GHA Development Managers</i>                     | <i>PH, Section 8</i>  |
| Youth Work Preparedness and  | 30             | Specific Criteria  | Learning Center  | PH Only   |

|                                 |     |   |  |                      |
|---------------------------------|-----|---|--|----------------------|
| <i>Work Experience Programs</i> |     |   | Coaches  |                      |
| Youth Education                 | 35  | Specific Criteria; expulsion from Public School | Partnership referral from Gary Schools, Parent/Youth self-referral | <i>PH, Section 8</i> |
| Adult Education/Literacy        | 35  | Specific Criteria                               | CPS Case Managers, Learning Center Coaches, Self-referral          | <i>PH, Section 8</i> |
| Computer Literacy for residents | 30  | Specific Criteria                               | CPS Case Managers, Learning Center Coaches                         | <i>PH, Section 8</i> |
| Resident Support Groups         | 30  | Specific Criteria or Self-referral              | CPS Case Managers, Learning Center Coaches                         | <i>PH, Section 8</i> |
| Youth Sports Program            | 300 | Open Enrollment                                 | CPS Case Managers, Learning Center Coaches, Self-referral          | <i>PH, Section 8</i> |
| Elderly Services                | 200 | Open Referrals                                  | CPS Geriatric Social Worker, Self-Referral                         | <i>PH Only</i>       |
| Adult Social Services           | 50  | Open Referrals                                  | CPS Case Managers, Self-Referral                                   | <i>PH, Section 8</i> |
| Resident Technical Assistance   | 50  | As requested or required                        | Resident Councils, meetings and or prospective officers            | <i>PH, Section 8</i> |

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

a. Participation Description

| <b>Family Self Sufficiency (FSS) Participation</b> |  |  |
|--|--|--|
| Program  | Required Number of Participants<br>(start of FY 2007 Estimate) | Actual Number of Participants<br>(As of: 03/31/07) |
| Section 8  | 23   | 5  |

- 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? Yes. If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination



- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports

- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)  
 Delaney East/West, Ivanhoe Gardens, Dorie Miller

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

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

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

1. Which developments are most affected? (list below)  
 Dorie Miller, Delaney East/West, and Ivanhoe Gardens

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

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

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

2. Which developments are most affected? (list below)  
**All developments, high-rises and scattered sites are affected.**

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

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

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

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

[24 CFR Part 903.7 9 (n)]

**See Attachment G – Information on Pet Policy**

#### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

#### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)  
 Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below)
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment K Resident/Public Comments  
 Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below: Residents who live in and/or work in the jurisdiction  
 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: (Gary, Indiana)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

#### **D. Other Information Required by HUD**

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

#### **Conditions that constitute Substantial Deviation from the Five Year Plan and the Annual Plan**

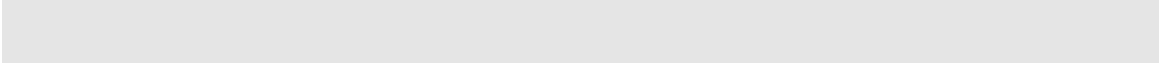
**The Gary Housing Authority defines substantial deviation as follows:**

- **A change in overall GHA policy that negatively impacts rent paid by residents, or allowances received, that is not prompted by HUD regulatory or legislative decree;**
- **A change in the annual plan goals or objectives that impacts more than 40% of the Capital Fund, or cumulative Financial Resources identified in the Financial Resources Section of this Plan.**
- **Changes are made to our rent or admission policies or our waiting list**
- **There are changes in our demolition or disposition designation, or changes in our homeownership program or conversion activities**

**Should a significant deviation occur as defined above, then the Gary Housing Authority will follow the established HUD guidelines for public review and participation in determining the changes to the plan. This will include appropriate public notice and a public hearing to review these substantial changes and incorporate community feedback into the plan revision submitted to HUD.**

## **Attachments**

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





**ATTACHMENT A**

**PUBLIC HOUSING**

**ADMISSION DECONCENTRATION POLICY**

**PURPOSE:** To ensure that families are housed in a manner that will prevent a concentration of poverty families, higher income families, as well as racial and national origin in any on GHA public housing development.

**HOUSING NEEDS:**

HUD defines housing problems as inadequate physical conditions, overcrowding or payment of 30 percent or more of income housing expenses. Rental households with housing problems cited in the City of Gary Consolidated Plan include:

- 71 percent of extremely low-income households;
- 63 percent of very low-income households;
- 24 percent of low-income households;
- 7 percent of moderate-income households

Rental – large family households (five or more related persons) consistently have the most housing problems.

In the City of Gary, there is a lack of habitable housing units that are affordable to those who fall below 30% of the median family income (MFI). Approximately 66% of renters with incomes below 30% of the median and more than 60% of those with income between 31% to 50% experience housing problems.

The GHA public housing waiting list indicates: approximately 53% of applicants have incomes below or equal 30% of average median income (AMI); 4% have incomes between 31% to 50% of AMI; and 7.7% between 51% to 80% of AMI.

In order to implement the statutory requirement to deconcentrate poverty and provide for income mixing in each public housing developments, GHA will institute the following measures over the next three years.

**STEPS FOR IMPLEMENTATION:**

1. Annually, the average income of all families residing in each covered development will be determined and tracked on a monthly basis.
2. Determine whether each covered development falls above, within or below the Established Income Range. The established Income Range is from 85% to 115% (inclusive) of the average family income for the public housing authority-wide average income for developments. The upper limit shall never be less than the HUD income definition of extremely low income family 24 CFR 5.603(b).-1-

3. Explore strategies to attract applicants with higher incomes without exceeding 40 percent of families whose incomes are below 30 percent of area median income.

**FAIR HOUSING REQUIREMENTS:**

This policy complies with the Fair Housing Act requirements and with regulations to affirmatively further fair housing. GHA will not impose any specific income or racial quotas for any public housing development(s) in implementing the Admission Deconcentration Policy.

**CIVIL RIGHTS REQUIREMENTS:**

GHA will carry out the provision of this policy in conformity with the nondiscrimination requirements in Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 and the Fair Housing Act. GHA will not assign persons to a particular public housing development based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations.

## **DECONCENTRATION POLICY**

Providing opportunities for very low income families to obtain rental housing outside of areas of poverty or minority concentration is an important goal of the Housing Choice Voucher Program (HCVP).

To expand the number of rental property owners participating in the Gary Housing Authority HCVP, the Authority is actively recruiting new landlords to the program as well as soliciting additional properties from current landlords that already participate in the program.

We have begun a program of quarterly Landlord Briefings to educate current and future landlords on the benefits of the Voucher program.

Prior to moving all participants are required to have a Client Briefing to inform them to the availability and benefits of moving to areas of low poverty/deconcentrated areas.

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

PHA Name: Gary Housing Authority

Grant Type and Number

Capital Fund Program Grant No: IN36P011501-07  
Replacement Housing Factor Grant No:

Federal FY of Grant:  
2007

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |         |           | Total Actual Cost |  |
|----------|---|----------------------|---------|-----------|-------------------|--|
|          |   | Original             | Revised | Obligated | Expended          |  |
| 1        | Total non-CFP Funds                                       |                      |         |           |                   |  |
| 2        | 1406 Operations   | 921,739.00           |         |           |                   |  |
| 3        | 1408 Management Improvements                              | 269,000.00           |         |           |                   |  |
| 4        | 1410 Administration                                       | 415,499.00           |         |           |                   |  |
| 5        | 1411 Audit  | 70,000.00            |         |           |                   |  |
| 6        | 1415 Liquidated Damages                                   | 0.00                 |         |           |                   |  |
| 7        | 1430 Fees and Costs                                       | 200,000.00           |         |           |                   |  |
| 8        | 1440 Site Acquisition                                     | 0.00                 |         |           |                   |  |
| 9        | 1450 Site Improvement                                     | 1,215,000.00         |         |           |                   |  |
| 10       | 1460 Dwelling Structures                                  | 990,200.00           |         |           |                   |  |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   | 467,261.00           |         |           |                   |  |
| 12       | 1470 Nondwelling Structures                               | 0.00                 |         |           |                   |  |
| 13       | 1475 Nondwelling Equipment                                | 60,000.00            |         |           |                   |  |
| 14       | 1485 Demolition   | 0.00                 |         |           |                   |  |
| 15       | 1490 Replacement Reserve                                  | 0.00                 |         |           |                   |  |
| 16       | 1492 Moving to Work Demonstration                         | 0.00                 |         |           |                   |  |
| 17       | 1495.1 Relocation Costs                                   | 0.00                 |         |           |                   |  |
| 18       | 1499 Development Activities                               | 0.00                 |         |           |                   |  |
| 19       | 1501 Collateralization or Debt Service                    | 0.00                 |         |           |                   |  |
| 20       | 1502 Contingency  | 0.00                 |         |           |                   |  |
| 21       | Amount of Annual Grant: (sum of lines 2 – 20)             | 4,608,699.00         |         |           |                   |  |
| 22       | Amount of line 21 Related to LBP Activities               |                      |         |           |                   |  |
| 23       | Amount of line 21 Related to Section 504 compliance       |                      |         |           |                   |  |
| 24       | Amount of line 21 Related to Security – Soft Costs        | 250,000.00           |         |           |                   |  |
| 25       | Amount of Line 21 Related to Security – Hard Costs        |                      |         |           |                   |  |
| 26       | Amount of line 21 Related to Energy Conservation Measures |                      |         |           |                   |  |

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

| PHA Name: Gary Housing Authority              |  | Grant Type and Number<br>Capital Fund Program Grant No: IN36F011501-07<br>Replacement Housing Factor Grant No: |          | Federal FY of Grant: 2007 |         |                   |                |                |
|---|--|--|----------|---------------------------|---------|-------------------|----------------|----------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost      |         | Total Actual Cost |                | Status of Work |
|   |  |  |          | Original                  | Revised | Funds Obligated   | Funds Expended |                |
| <b>HA-Wide Operations</b>                     | Improve PHAS Score                           | 1406   | 1 LS     | 921,739.00                |         |                   |                |                |
| <b>HA-Wide Mgmt. Improvements</b>             | Resident Training                            | 1408   | 1 LS     | 1,500.00                  |         |                   |                |                |
|   | Staff Training                               | 1408   | 1 LS     | 7,500.00                  |         |                   |                |                |
|   | Computer Software                            | 1408   | 1 LS     | 10,000.00                 |         |                   |                |                |
|   | GHA Security                                 | 1408   | 1 LS     | 250,000.00                |         |                   |                |                |
|   | Non-Technical Salaries                       | 1410   | 1 LS     | 113,839.00                |         |                   |                |                |
| <b>HA-Wide Admin</b>                          | Technical Salaries                           | 1410   | 1 LS     | 188,839.00                |         |                   |                |                |
|   | Legal Expense                                | 1410   | 1 LS     | 1,500.00                  |         |                   |                |                |
|   | Fringe Benefits                              | 1410   | 1 LS     | 93,721.00                 |         |                   |                |                |
|   | Travel Expense                               | 1410   | 1 LS     | 5,000.00                  |         |                   |                |                |
|   | Sundry Expense                               | 1410   | 1 LS     | 7,500.00                  |         |                   |                |                |
|   | Telephone Expense                            | 1410   | 1 LS     | 2,600.00                  |         |                   |                |                |
|   | Publication Expense                          | 1410   | 1 LS     | 2,500.00                  |         |                   |                |                |
|   | Independent Auditor                          | 1411   | 1 LS     | 70,000.00                 |         |                   |                |                |
| <b>HA-Wide Fees and Costs</b>                 | A&E Services                                 | 1430   | 1 LS     | 200,000.00                |         |                   |                |                |
| <b>Ivanhoe Gardens IN 11-02</b>               | Streets & Roads                              | 1450   | 1 LS     | 0.00                      |         |                   |                |                |
|   | Windows                                      | 1460   | 1 LS     | 0.00                      |         |                   |                |                |

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

| PHA Name: Gary Housing Authority              |  | Grant Type and Number<br>Capital Fund Program Grant No: IN36P011501-07<br>Replacement Housing Factor Grant No: |          |                      | Federal FY of Grant: 2007 |                   |                |                |
|---|--|--|----------|----------------------|---------------------------|-------------------|----------------|----------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |                           | Total Actual Cost |                | Status of Work |
|   |  |  |          | Original             | Revised                   | Funds Obligated   | Funds Expended |                |
| <b>3280 Pierce</b>                            | Flooring                                     | 1460   | 1 LS     | 190,200.00           |                           |                   |                |                |
| <b>High Rise</b>                              | Bathroom Renovation                          | 1460   | 1LS      | 320,000.00           |                           |                   |                |                |
| <b>IN-07</b>                                  |  |  |          |                      |                           |                   |                |                |
| <b>Colonial Gardens</b>                       | Interior Electrical                          | 1460   | 1 LS     | 50,000.00            |                           |                   |                |                |
| <b>IN-20</b>                                  | Low-Water Pressure                           | 1450   | 1 LS     | 120,000.00           |                           |                   |                |                |
|   | Flooring                                     | 1460   | 1 LS     | 145,000.00           |                           |                   |                |                |
| <b>Colonial Gardens</b>                       | Low-Water Pressure                           | 1450   | 1 LS     | 145,000.00           |                           |                   |                |                |
| <b>IN 11-10</b>                               |  |  |          |                      |                           |                   |                |                |
| <b>Miller Heights</b>                         | Exterior Doors                               | 1460   | 1 LS     | 85,000.00            |                           |                   |                |                |
| <b>IN 11-17</b>                               |  |  |          |                      |                           |                   |                |                |
| <b>HA-Wide</b>                                | Replace Ranges                               | 1465   |          | 228,631.00           |                           |                   |                |                |
|   | Replace Refrigerators                        | 1465   |          | 228,630.00           |                           |                   |                |                |
|   | Replace Hot Water Tanks                      | 1465   |          | 10,000.00            |                           |                   |                |                |
|   | Maintenance Equipment                        | 1475   |          | 35,000.00            |                           |                   |                |                |
|   | Replace Maintenance Truck                    | 1475   |          | 25,000.00            |                           |                   |                |                |
|   |  |  |          |                      |                           |                   |                |                |
|   | Curbs & Sidewalks                            | 1450   |          | 300,000.00           |                           |                   |                |                |



| PHA Name: <b>Gary Housing Authority</b>          |   | Grant Type and Number<br>Capital Fund Program No: <b>IN36P011501-07</b><br>Replacement Housing Factor No: |   | Federal FY of Grant: <b>2007</b> |         |                                  |
|--|---|---|---|----------------------------------|---------|----------------------------------|
| Development Number<br>Name/HA-Wide<br>Activities | All Fund Obligated<br>(Quarter Ending Date) |   | All Funds Expended<br>(Quarter Ending Date) |                                  |         | Reasons for Revised Target Dates |
|  | Original                                    | Revised   | Actual                                      | Original                         | Revised |                                  |
| <b>Ivanhoe Gardens</b>                           |   |   |   |                                  |         |                                  |
| <b>IN 11-02</b>                                  |   |   |   |                                  |         |                                  |
| <b>3280 Pierce High Rise</b>                     |   |   |   |                                  |         |                                  |
| <b>IN 11-07</b>                                  |   |   |   |                                  |         |                                  |
| <b>Colonial Gardens</b>                          |   |   |   |                                  |         |                                  |
| <b>IN 11-09</b>                                  |   |   |   |                                  |         |                                  |
| <b>Colonial Gardens</b>                          |   |   |   |                                  |         |                                  |
| <b>IN 11-10</b>                                  |   |   |   |                                  |         |                                  |
| <b>Miller Heights</b>                            |   |   |   |                                  |         |                                  |
| <b>IN 11-17</b>                                  |   |   |   |                                  |         |                                  |

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_







Resolution No. 2007-2020

**A RESOLUTION TO ADOPT THE FISCAL YEAR 2008 OPERATING  
BUDGET FOR LOW-RENT HOUSING PROGRAM**

**WHEREAS**, the Housing Authority of the City of Gary, Indiana (GHA) is required to submit to the United States Department of Housing and Urban Development (HUD) an annual operating budget summarizing the proposed receipts and expenditures for the fiscal year 2008 (April 1, 2007 through May 31, 2008); and

**WHEREAS**, the Board of Commissioners has reviewed the Operating Subsidy Calculation and proposed operating budget for the period referenced above;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Gary, Indiana, a quorum being present, do hereby approve the attached Operating Subsidy Calculation and Operating Budget as the budget for the Low Rent Program for fiscal year 2008.

**Approved and adopted the 9<sup>th</sup> day of August, 2007**

**Victor H. Thornton, Chairperson**

Attest with the Seal  
of the Housing Authority  
off the City of Gary, Indiana

**Miniatta E. Nelson, Secretary-Treasurer**



**PHA/IHA Board Resolution Approving  
Operating Budget or Calculation of  
Performance Funding System  
Rating Subsidy**

**Resolution 2020**

Public Reporting Burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Response Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3800 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0000), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

Acting on behalf of the Board of Commissioners of the below-named Public Housing Agency (PHA)/Indian Housing Authority (IHA), as its Chairman, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

- Operating Budget Submitted on: 8/9/2007
- Operating Budget Revision Submitted on: \_\_\_\_\_
- Calculation of Performance Funding System Submitted on: \_\_\_\_\_
- Revised Calculation of Performance Funding System Submitted on: \_\_\_\_\_

I certify on behalf of the: (PHA/IHA Name) HOUSING AUTHORITY OF THE CITY OF GARY that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
6. All proposed rental charges and expenditures will be consistent with the provisions of law;
7. The PHA/IHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d);
8. The PHA/IHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i) or 24 CFR 905.120(g);
9. The PHA/IHA will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315; and
10. The PHA/IHA will comply with the requirements for certification of Housing Manager and Assisted Housing Manager positions (24 CFR 967.304 and 967.305).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

|                              |  |                         |
|------------------------------|--|-------------------------|
| Board Chairman's Name (type) | Signature:<br> | Date:<br>August 9, 2007 |
| Victor H. Thornton           |  |                         |

**Certification for a Drug-Free Workplace**

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

Public Housing Agency / Indian Housing Authority

OMB No. 2577-0044 (exp. 10/31/92)

Public Reporting Burden for this collection of information is established to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2566-0044) Washington, D.C. 20503.

|  |  |
|--|--|
| PHA/IHA Name:<br><br><b>HOUSING AUTHORITY OF THE CITY OF GARY</b>  | If Development or CIAP, enter the Federal Fiscal Year in which the funds are expected to be reserved:  |
| Program/Activity Receiving Federal Grant Funding: (mark one)<br><input type="checkbox"/> Development <input type="checkbox"/> CIAP <input checked="" type="checkbox"/> Operating Subsidy <input type="checkbox"/> Sec. 23 Leased Housing | If Operating Subsidy or Section 23, enter the PHA's/IHA's Fiscal Year Ending date in which funds are expected to be obligated:<br><br><b>3/31/2008</b> |

Acting on behalf of the named PHA/IHA as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

1. I certify that the above named PHA/IHA will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the PHA's/IHA's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employee of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- b. Establishing a drug-free awareness program to inform employees about the following:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The PHA's/IHA's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee of the PHA/IHA be given a copy of the statement required by paragraph a.;
- d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment with the PHA/IHA, the employee will do the following:
  - (1) Notifying the HUD Field Office within ten days after receiving notice under subparagraph d. (2) from an employee or otherwise receiving actual notice of such conviction;
- e. Notifying the HUD Field Office within ten days after receiving notice under subparagraph d. (2) with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

2. Sites for Work Performance. The PHA/IHA shall list in the space provided below the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above. Place of Performance shall include the street address, city, county, State, and zip code. (If more space is needed, attach additional page(s) the same size as this form. Identify each sheet with the PHA/IHA name and address and the program/activity receiving grant funding.)

**See Attached**

Signed by: (Name, Title & Signature of Authorized PHA/IHA Official)

Name & Title:

Victor H. Thornton, Chairperson

Signature & Date:

x *Victor H. Thornton* 8/9/7

**HOUSING AUTHORITY OF THE CITY OF GARY**  
**Drug-Free Workplace Attachment (HUD Form 50070)**  
**03/31/08**

| <b>Development<br/>Name</b> | <b>Development<br/>Name</b> | <b>Address</b> |
|-----------------------------|-----------------------------|----------------|
| IN 011-001                  | Delaney Community           | Harrison St.   |
| IN 011-002                  | Ivanhoe Gardens             | Eleventh Ave.  |
| IN 011-003                  | Eliminated                  |                |
| IN 011-004                  | Delaney West                | Polk St.       |
| IN 011-005                  | Dorie Miller                | Alabama St.    |
| IN 011-006                  | East Point                  | Iowa St.       |
| IN 011-007                  | Elderly Hi-Rise             | Pierce St.     |
| IN 011-008                  | Concord Village #1          | Hanley St.     |
| IN 011-009                  | Colonial Village #1         | Tennessee St.  |
| IN 011-010                  | Colonial Village #2         | Tennessee St.  |
| IN 011-011                  | Carolyn B. Mosley           | Jackson St.    |
| IN 011-015                  | Concord Village #2          | Hanley St.     |
| IN 011-017                  | Scattered Sites             | Fifth Ave.     |
| IN 011-018                  | Gary Manor                  | Jefferson St.  |
| IN 011-019                  | Concord Village #3          | Burr St.       |
| IN 011-020                  | Colonial Village #3         | Tennessee St.  |
| IN 011-022                  | Broadway Manor              | Broadway       |
| IN 011-023                  | Scattered Sites             | Hamlin St.     |
| IN 011-024                  | Al Thomas Hi-Rise           | Eleventh Ave.  |
| IN 011-025                  | Genesis Towers              | Broadway       |
| IN 011-027                  | Duneland Village            | Broadway       |
| IN 011-028                  | Horace Mann                 | Broadway       |

**certification for  
Contracts, Grants, Loans &  
Cooperative Agreements**

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

Public Housing Agency / Indian Housing Authority

|  |  |  |
|--|--|--|
| PHA Name:<br><br><b>INDIAN HOUSING AUTHORITY OF THE CITY OF GARY</b> | If other than Operating Subsidy or Section 23, enter the Federal Fiscal Year in which the funds are expected to be reserved: | If Operating subsidy of Section 23, enter PHA's/IHA's Fiscal Year Ending date in which funds are expected to be obligated:<br><br><b>3/31/2008</b> |
|  | Program/Activity Receiving Federal Grant over \$ 100,000: (mark one)   |  |
| <input checked="" type="checkbox"/> Operating Subsidy                | <input type="checkbox"/> CGP   |  |
| <input type="checkbox"/> Development                                 | <input type="checkbox"/> CIAP  |  |
| <input type="checkbox"/> Drug Elimination Grants                     | <input type="checkbox"/> MROP  |  |
| <input type="checkbox"/> Sec. 23 Leased Housing Adjustments          | <input type="checkbox"/> Other: (describe)   |  |

Acting on behalf of the above named PHA/IHA as its Authorized Official, I make the following certifications to the Department of Housing and Urban Development (HUD):

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any Person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify under penalty of perjury that the foregoing is true and correct.

Authorized PHA/IHA Official: Name & Title:  
**Victor H. Thornton, Chairperson**

Signature & Date:

x *Victor H. Thornton* 8/15/07

form HUD-50071 (1/92)

ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

## Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.  
(See reverse side for instructions and public burden disclosure.)

Approved by OMB  
0348-004

|   |  |  |
|---|--|--|
| <b>1. Type of Federal Action:</b><br><input checked="" type="checkbox"/> <b>A</b><br>a. contract<br>b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance | <b>2. Status of Federal Action:</b><br><input checked="" type="checkbox"/> <b>C</b><br>a. bid/offer/application<br>b. initial award<br>c. post-award | <b>3. Report Types:</b><br><input checked="" type="checkbox"/> <b>A</b><br>a. initial filing<br>b. material change<br>For Material Change Only:<br>year _____ quarter _____<br>date of last report _____ |
|---|--|--|

|  |  |
|--|--|
| <b>4. Name and Address of Reporting Entity:</b><br><input checked="" type="checkbox"/> <b>X</b> Prime <input type="checkbox"/> Subawardee Tier _____, if known:<br><br>HOUSING AUTHORITY OF THE CITY OF GARY<br>578 BROADWAY<br>GARY, IN 46402 | <b>5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:</b><br><br><p style="text-align: center;">N/A</p> |
|--|--|

|   |   |
|---|---|
| <b>6. Congressional District, if known:</b><br>Federal Department / Agency:<br><br>US Department of Housing and Urban Development | <b>7. Federal Program Name / Description:</b><br><br>Low-Income Public Housing<br><br>CFDA Number, if applicable: <b>14.850</b> |
|---|---|

|  |   |
|--|---|
| <b>8. Federal Action Number, if known:</b> | <b>9. Award Amount, if known:</b><br>\$ |
|--|---|

|  |  |
|--|--|
| <b>10a. Name and Address of Lobbying Activity</b><br>(if individual, last name, first name, MI):<br><br><p style="text-align: center;">N/A</p> | <b>10b. Individuals Performing Services</b> (including address if different from No. 10a)<br>(last name, first name, MI)<br><br><p style="text-align: center;">N/A</p> |
|--|--|

(Attach Continuation Sheet(s) SF-LLL-A, if necessary)

|   |  |
|---|--|
| <b>11. Amount of Payment (check all that apply):</b><br>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned                                   | <b>12. Type of Payment (check all that apply)</b><br><input type="checkbox"/> a. retainer<br><input type="checkbox"/> b. one-time fee<br><input type="checkbox"/> c. commission N/A<br><input type="checkbox"/> d. contingent fee<br><input type="checkbox"/> e. deferred<br><input type="checkbox"/> f. other, specify: |
| <b>13. Form of Payment (check all that apply):</b><br><input type="checkbox"/> a. cash<br><input type="checkbox"/> b. in-kind; specify: nature _____<br>value _____ |  |

**14. Brief Description of Services Performed or to be Performed and date(s) of Service, including officer(s), employee(s), or Member(s) contacted for payment indicated in item 11.**

(Attach Continuation Sheet(s) SF-LLL-A, if necessary)

|   |   |
|---|---|
| <b>Continuation Sheet(s) SF-LLL-A attached:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <b>Signature:</b><br><b>Print Name:</b> Victor H. Thornton<br><b>Title:</b> Chairperson<br><b>Telephone No.:</b> 219-881-6423 <b>Date:</b> 8/9/2007 |
|---|---|

**15. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance is placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

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Standard Form - LLL



**Operating Budget**

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

OMB Approval No. 2577-0026 (exp. 10/31)

The reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D. C. 20410 - 3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D. C. 20503. Do not send this completed to either of the above addressees.

|  |  |  |   |  |  |
|--|--|--|---|--|--|
| Type of Submission<br><input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.:          |  | b. Fiscal Year Ending<br><b>3/31/2008</b>      | c. No. of months (check one)<br><input checked="" type="checkbox"/> 12 Mo. <input type="checkbox"/> Other (specify) | d. Type of HUD assisted project(s)<br>01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing<br>02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership<br>03 <input type="checkbox"/> PHA/IHA Leased Rental Housing<br>04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership<br>05 <input type="checkbox"/> PHA/IHA Leased Homeownership |  |
| Name of Public Housing Agency / Indian Housing Authority (PHA/IHA)<br><b>HOUSING AUTHORITY OF THE CITY OF GARY</b> |  |  |   |  |  |
| Address (city, State, zip code)<br><b>578 BROADWAY<br/>GARY, IN 46402</b>  |  |  |   |  |  |
| ACC Number<br><b>C968</b>  |  | h. PAS/LOCCS Project No.<br><b>IN01100108M</b> |   | i. HUD Field Office<br><b>INDIANAPOLIS</b>   |  |

|                                       |  |                                 |  |
|---------------------------------------|--|---------------------------------|--|
| la. of Dwelling Units<br><b>2,228</b> | k. No. of Unit Months Available<br><b>26,748</b> | m. No. of Projects<br><b>20</b> |  |
|---------------------------------------|--|---------------------------------|--|

| e. Acct. No.                                    | Description (1)   | Actuals Last Fiscal Year 2007 PUM (2) | [ ] Estimate [X] or Actual FYE 2007 (3) | Requested Budget Estimates |                              |                   |                              |
|---|---|---------------------------------------|---|----------------------------|------------------------------|-------------------|------------------------------|
|   |   |                                       |   | PHA/IHA Estimates          |                              | HUD Modifications |                              |
|   |   |                                       |   | PUM (4)                    | Amount (to nearest \$10) (5) | PUM (6)           | Amount (to nearest \$10) (7) |
| <b>Homebuyers Monthly Payments For:</b>         |   |                                       |   |                            |                              |                   |                              |
| 7710  | Operating Expense   |                                       |   |                            |                              |                   |                              |
| 7712  | Earned Home Payments  |                                       |   |                            |                              |                   |                              |
| 7714  | Nonroutine Maintenance Reserve  |                                       |   |                            |                              |                   |                              |
|   | <b>Total Break-Even Amount (sum of lines 010, 020, and 030)</b>         |                                       |   |                            |                              |                   |                              |
| 7716  | Excess (or deficit) in Break-Even                                       |                                       |   |                            |                              |                   |                              |
| 7790  | Homebuyers Monthly Payments - Contra                                    |                                       |   |                            |                              |                   |                              |
| <b>Operating Receipts</b>                       |   |                                       |   |                            |                              |                   |                              |
| 3110  | Dwelling Rental   | 108.03                                | 2,889,530                               | 112.16                     | 3,000,000                    |                   |                              |
| 3120  | Excess Utilities  | 2.94                                  | 78,666                                  | 5.79                       | 154,966                      |                   |                              |
| 3190  | Nondwelling Rental  | 1.50                                  | 40,080                                  | 1.18                       | 31,680                       |                   |                              |
|   | <b>Total Rental Income (sum of lines 070, 080, and 090)</b>             | 112.47                                | 3,008,276                               | 119.14                     | 3,186,646                    |                   |                              |
| 3610  | Interest on General Fund Investments                                    | 1.88                                  | 50,304                                  | 0.00                       | 0                            |                   |                              |
| 3690  | Other Income  | 2.94                                  | 78,632                                  | 3.18                       | 85,000                       |                   |                              |
|   | <b>Total Operating Income (sum of lines 100, 110, and 120)</b>          | 117.29                                | 3,137,212                               | 122.31                     | 3,271,646                    |                   |                              |
| <b>Operating Expenditures - Administration:</b> |   |                                       |   |                            |                              |                   |                              |
| 4110  | Administrative Salaries   | 73.70                                 | 1,971,403                               | 54.30                      | 1,452,381                    |                   |                              |
| 4130  | Legal Expense   | 8.43                                  | 225,564                                 | 2.80                       | 75,000                       |                   |                              |
| 4140  | Staff Training  | 3.68                                  | 98,460                                  | 0.00                       | 0                            |                   |                              |
| 4150  | Travel  | 0.91                                  | 24,376                                  | 0.00                       | 0                            |                   |                              |
| 4170  | Accounting Fees   | 2.48                                  | 66,227                                  | 2.24                       | 60,000                       |                   |                              |
| 4171  | Auditing Fees   | 1.14                                  | 30,400                                  | 5.61                       | 150,000                      |                   |                              |
| 4190  | Other Administrative Expenses   | 28.38                                 | 759,105                                 | 22.48                      | 600,853                      |                   |                              |
|   | <b>Total Administrative Expense (sum of line 140 thru line 200)</b>     | 118.72                                | 3,175,535                               | 87.42                      | 2,338,234                    |                   |                              |
| <b>Tenant Services:</b>                         |   |                                       |   |                            |                              |                   |                              |
| 4210  | Salaries  | 12.90                                 | 345,087                                 | 10.11                      | 270,300                      |                   |                              |
| 4220  | Recreation, Pub. & Other Serv.   Due Councils 40,240 plus 30,405        | 1.29                                  | 34,515                                  | 2.64                       | 70,655                       |                   |                              |
| 4230  | Contract Costs, Training and Other                                      | 0.39                                  | 10,312                                  | 0.40                       | 10,798                       |                   |                              |
|   | <b>Total Tenant Services Expense (sum of lines 220, 230, &amp; 240)</b> | 14.58                                 | 389,914                                 | 13.15                      | 351,753                      |                   |                              |
| <b>Utilities:</b>                               |   |                                       |   |                            |                              |                   |                              |
| 4310  | Water   | 13.37                                 | 357,541                                 | 34.66                      | 827,182                      |                   |                              |
| 4320  | Electricity   | 23.43                                 | 626,701                                 | 37.78                      | 1,010,415                    |                   |                              |
| 4330  | Gas   | 59.04                                 | 1,579,172                               | 62.57                      | 1,673,631                    |                   |                              |
| 4340  | Fuel  | 0.04                                  | 1,030                                   | 0.09                       | 2,472                        |                   |                              |
| 4350  | Labor   | 0.00                                  |   | 0.00                       | 0                            |                   |                              |
| 4390  | Other utilities expense   | 23.08                                 | 617,400                                 | 2.02                       | 53,982                       |                   |                              |
|   | <b>Total Utilities Expense (sum of line 260 thru line 310)</b>          | 158.20                                | 3,181,844                               | 158.20                     | 3,667,692                    |                   |                              |

HOUSING AUTHORITY OF THE ( CITY OF GARY HOUSING AUTHORITY

| Line No.                                   | Acct. No. | Description (1)  | Actuals Last Fiscal Year 2007 PUM (2) | [ ] Estimate [ X ] or Actual Current Budget FYE 2007 PUM (3) | Requested Budget Estimates |                              |                   |                              |
|--|-----------|--|---------------------------------------|--|----------------------------|------------------------------|-------------------|------------------------------|
|  |           |  |                                       |  | PHA/IHA Estimates          |                              | HUD Modifications |                              |
|  |           |  |                                       |  | PUM (4)                    | Amount (to nearest \$10) (5) | PUM (6)           | Amount (to nearest \$10) (7) |
| <b>Ordinary Maintenance and Operation:</b> |           |  |                                       |  |                            |                              |                   |                              |
| 30   | 4410      | Labor  | 82.11                                 | \$ 2,196,192   | 66.12                      | \$ 1,768,475                 |                   |                              |
| 40   | 4420      | Materials  | 13.42                                 | \$ 358,914   | 13.46                      | \$ 360,000                   |                   |                              |
| 50   | 4430      | Contract Costs   | 17.39                                 | \$ 465,033   | 10.20                      | \$ 272,832                   |                   |                              |
| 30   |           | <b>Total Ordinary Maintenance &amp; Operation Expense (lines 330 to 350)</b>   | 112.91                                | \$ 3,020,139   | 89.78                      | \$ 2,401,307                 |                   |                              |
| <b>Protective Services:</b>                |           |  |                                       |  |                            |                              |                   |                              |
| 70   | 4460      | Labor  | 27.70                                 | \$ 740,808   | 12.46                      | \$ 333,360                   |                   |                              |
| 80   | 4470      | Materials  | 0.00                                  | \$ -   | 0.00                       | \$ -                         |                   |                              |
| 90   | 4480      | Contract Costs   | 1.06                                  | \$ 28,455  | 0.00                       | \$ -                         |                   |                              |
| 00   |           | <b>Total Protective Services Expense (sum of lines 370 to 390)</b>   | 28.76                                 | \$ 769,263   | 12.46                      | \$ 333,360                   |                   |                              |
| <b>General Expense:</b>                    |           |  |                                       |  |                            |                              |                   |                              |
| 10   | 4510      | Insurance  | 29.51                                 | \$ 789,359   | 30.22                      | \$ 808,413                   |                   |                              |
| 20   | 4520      | Payments in Lieu of Taxes  | 0.00                                  | \$ -   | 0.00                       | \$ -                         |                   |                              |
| 30   | 4530      | Terminal Leave Payments (Compensated Absences)   | 1.10                                  | \$ 29,302  | 6.12                       | \$ 163,602                   |                   |                              |
| 40   | 4540      | Employee Benefit Contributions   | 76.79                                 | \$ 2,053,918   | 71.34                      | \$ 1,908,235                 |                   |                              |
| 50   | 4570      | Collection Losses  | 2.84                                  | \$ 75,902  | 6.08                       | \$ 162,677                   |                   |                              |
| 60   | 4590      | Other General Expenses   | 0.02                                  | \$ 653   | 0.56                       | \$ 15,000                    |                   |                              |
| 70   |           | <b>Total General Expense (sum of lines 410 to 460)</b>   | 110.26                                | \$ 2,949,134   | 114.32                     | \$ 3,057,927                 |                   |                              |
| 80   |           | <b>Total Routine Expense (sum of lines 210, 250, 320, 360, 400, &amp; 470)</b>   | 504.18                                | \$ 13,485,829  | 454.25                     | \$ 12,150,273                |                   |                              |
| <b>Expense for Leased Dwellings:</b>       |           |  |                                       |  |                            |                              |                   |                              |
| 90   | 4710      | Rent to Owners of Leased Dwellings   |                                       |  | 0.00                       | \$ -                         |                   |                              |
| 00   |           | <b>Total Operating Expense (sum of lines 480 and 490)</b>  | 504.18                                | \$ 13,485,829  | 454.25                     | \$ 12,150,273                |                   |                              |
| <b>Nonroutine Expenditures:</b>            |           |  |                                       |  |                            |                              |                   |                              |
| 10   | 4610      | Extraordinary Maintenance  |                                       | \$ -   | 0.00                       | \$ -                         |                   |                              |
| 20   | 7520      | Replacement of Nonexpendable Equipment   |                                       | \$ -   | 0.00                       | \$ -                         |                   |                              |
| 30   | 7540      | Property Betterments and Additions   |                                       |  | 0.00                       | \$ -                         |                   |                              |
| 40   |           | <b>Total Nonroutine Expenditures (sum of lines 510, 520, and 530)</b>  | 0.00                                  | \$ -   | 0.00                       | \$ -                         |                   |                              |
| 50   |           | <b>Total Operating Expenditures (sum of lines 500 and 540)</b>   | 504.18                                | \$ 13,485,829  | 454.25                     | \$ 12,150,273                |                   |                              |
| <b>Prior Year Adjustments:</b>             |           |  |                                       |  |                            |                              |                   |                              |
| 60   | 6010      | Prior Year Adjustments Affecting Residual Receipts   |                                       |  | 0.00                       | \$ -                         |                   |                              |
| <b>Other Expenditures:</b>                 |           |  |                                       |  |                            |                              |                   |                              |
| 70   |           | Depreciation Expense   | 0.00                                  |  | 0.00                       | \$ -                         |                   |                              |
| 80   |           | <b>Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)</b> | 504.18                                | \$ 13,485,829  | 454.25                     | \$ 12,150,273                |                   |                              |
| 90   |           | Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserves (line 130 minus line 580)                       | 0.00                                  | \$ (10,348,617)  | (331.94)                   | \$ (8,878,627)               |                   |                              |
| <b>HUD Contributions:</b>                  |           |  |                                       |  |                            |                              |                   |                              |
| 00   | 8010      | Basic Annual Contributions Earned - Leased Projects:Current Year   |                                       |  | 0.00                       | \$ -                         |                   |                              |
| 10   | 8011      | Prior Year Adjustments - (Debit) Credit  |                                       |  | 0.00                       | \$ -                         |                   |                              |
| 20   |           | <b>Total Basic Annual Contribution (line 600 plus or minus line 610)</b>   |                                       |  | 0.00                       | \$ -                         |                   |                              |
| 30   | 8020      | Contributions Earned - Op. Sub. - Cur. Yr.(before year-end adj)  | 244.84                                | \$ 6,549,041   | 287.42                     | \$ 7,687,936                 |                   |                              |
| 40   |           | Mandatory PFS Adjustments (net):   |                                       |  | 0.00                       | \$ -                         |                   |                              |
| 50   |           | 1406 CFP Transfer  | 114.58                                | \$ 3,064,707   | 44.52                      | \$ 1,190,691                 |                   |                              |
| 60   |           | Section 8 Admin  |                                       |  | 0.00                       | \$ -                         |                   |                              |
| 70   |           | Total Year-End Adjustments/Other (plus or minus lines 640 thru 660)  | 114.58                                | \$ 3,064,707   | 44.52                      | \$ 1,190,691                 |                   |                              |
| 80   | 8020      | Total Operating Subsidy-curren (line 630 plus or minus line 670)   | 359.42                                | \$ 9,613,748   | 331.94                     | \$ 8,878,627                 |                   |                              |
| 90   |           | <b>Total HUD Contributions (sum of lines 620 and 680)</b>  | 359.42                                | \$ 9,613,748   | 331.94                     | \$ 8,878,627                 |                   |                              |
|  |           | Residual Receipts (or Deficit) (sum of line 590 plus line 690)   |                                       |  |                            |                              |                   |                              |
|  |           | Enter here and on line 810   | (27.47)                               | \$ (734,869)   | 0.00                       | \$ (0)                       |                   |                              |

Name of PHA / IHA: **HOUSING AUTHORITY OF THE CITY OF GARY** Fiscal Year Ending: **3/31/2008**

|     |      | Operating Reserve | PHA/IHA Estimates | HUD Modifications |
|-----|------|-------------------|-------------------|-------------------|
| 740 | 2821 |                   |                   |                   |

| Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End |  |   |           |  |
|--|--|---|-----------|--|
| 780  |  | Retained Earnings at End of Previous Fiscal Year - Actual for FYE (date: 3/31/2006)   | 559,598   |  |
| 790  |  | Excess Revenue over Expense - Current Budget Year (check one)<br><input type="checkbox"/> Estimated for FYE 3/31/2007<br><input checked="" type="checkbox"/> Actual for FYE | (734,869) |  |
| 800  |  | Retained Earnings at End of Current Budget Year (check one)<br><input checked="" type="checkbox"/> Estimated for FYE 3/31/2008<br><input type="checkbox"/> Actual for FYE   | (175,271) |  |
| 810  |  | Excess Revenue over Expense for RE - Requested Budget Year Estimated for FYE<br>Enter Amount from line 700  | (0)       |  |
| 820  |  | Retained Earnings at End of Requested Budget Year Estimated for FYE<br>(Sum of lines 800 and 810)   | (0)       |  |

**PHA / IHA Approval** Name: Victor H. Thornton  
 Title: Chairperson  
 Signature: *Victor H. Thornton* Date: \_\_\_\_\_

**Field Office Approval** Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Schedule of Nonroutine Expenditures**

| Extraordinary Maintenance and Betterments & Additions<br>(Excluding Equipment Additions) |  | Equipment Requirements |                      |  |                               |  |              |           |                               |
|--|--|------------------------|----------------------|--|-------------------------------|--|--------------|-----------|-------------------------------|
| Work Project Number  | Description of Work Project<br>(List Extraordinary Maintenance and Betterments and Additions separately) | Housing Project Number | Total Estimated Cost | Requested Budget Year                    |                               | Description of Equipment Items<br>(List Replacements and Additions separately) | No. Of Items | Item Cost | Estimated Expenditure In Year |
|  |  |                        |                      | Percent Complete Current Budget Year End | Estimated Expenditure In Year |  |              |           |                               |
| (1)  | (2)  | (3)                    | (4)                  | (5)                                      | (6)                           | (8)  | (9)          | (10)      | (11)                          |
|  | <b>EXTRAORDINARY MAINTENANCE</b>   |                        | 0                    | 100%                                     | 0                             | REPLACEMENTS   |              |           |                               |
|  | <b>BETTERMENTS &amp; ADDITIONS</b>   |                        | 0                    | 100%                                     | 0                             | ADDITIONS  |              |           |                               |
|  | <b>Total</b>   |                        | 0                    | 100%                                     | 0                             | <b>Total</b>   |              |           | 0                             |
|  |  |                        |                      |  |                               | <b>Total</b>   |              |           | 0                             |

**The Housing Authority of The City of Gary, IN**

Position Title and Name  
By Organizational Unit and Function

Locality  
**578 Broadway**

**Gary, IN 46402**

Name of Local Housing  
Page (1 of 2)  
Fiscal Year End  
**March 31, 2008**

| Position Title and Name<br>By Organizational Unit and Function | Vacant    | Present        |              | Requested Budget Year      |               |              | Allocation of Salaries by Program |                         |            | Section 8<br>Programs<br>20% | Other<br>Programs | Range/Method of Allocation |
|--|-----------|----------------|--------------|----------------------------|---------------|--------------|-----------------------------------|-------------------------|------------|------------------------------|-------------------|----------------------------|
|  |           | Salary<br>Rate | As of (date) | Salary<br>Rate<br>FYB 2008 | No.<br>Months | Amount       | Management                        | CAPITAL<br>FUND PROGRAM | OPERATIONS |                              |                   |                            |
|  |           |                |              |                            |               |              |                                   |                         |            |                              |                   |                            |
| Executive Director   | 40.87     | A-NT           | \$ 85,000    | \$ 85,000                  | 12            | \$ 85,000    |                                   | \$ 68,000               | \$ 17,000  |                              |                   |                            |
| Secretary to Ex. Director                                      | 14.90     | A-NT           | 31,000       | 31,000                     | 12            | 31,000       |                                   | 31,000                  |            |                              |                   |                            |
| Maintenance Foreman  | 26.95     | A-NT           | 56,050       | 56,050                     | 3             | 38,805       |                                   | 38,805                  |            |                              |                   |                            |
| Director, Fin.   | 33.65     | A-NT           | 65,000       | 65,000                     | 12            | 66,350       |                                   | 66,350                  |            |                              |                   |                            |
| Foreman, Specialty Crews                                       | 23.76     | A-NT           | 49,419       | 49,419                     | 12            | 49,419       |                                   | 49,419                  |            |                              |                   |                            |
| Secretary to Finance/AVR Clerk                                 | 10.45     | A-NT           | 21,736       | 21,736                     | 12            | 21,736       |                                   | 21,736                  |            |                              |                   |                            |
| Staff Accountant   | 16.90     | A-NT           | 35,150       | 35,150                     | 12            | 35,150       |                                   | 35,150                  |            |                              |                   |                            |
| Senior Accountant Finance                                      | 23.75     | A-NT           | 49,400       | 49,400                     | 12            | 49,400       |                                   | 49,400                  | 44,460     |                              |                   |                            |
| Budget Analyst   | 21.92     | A-NT           | 45,600       | 45,600                     | 3             | 15,200       |                                   | 15,200                  |            |                              |                   |                            |
| CFP Grant Accountant   | 19.23     | A-NT           | 40,000       | 40,000                     | 12            | 40,000       | 36,000                            | 4,000                   |            |                              |                   |                            |
| Internal Auditor   | 26.44     | A-NT           | 55,000       | 55,000                     | 12            | 55,000       |                                   | 55,000                  |            |                              |                   |                            |
| Fleet Repair Maintenance                                       | 15.34     | A-NT           | 31,912       | 31,912                     | 12            | 31,912       |                                   | 31,912                  |            |                              |                   |                            |
| Payroll Coordinator  | 15.53     | A-NT           | 32,300       | 32,300                     | 12            | 32,300       |                                   | 32,300                  |            |                              |                   |                            |
| Accts Payable Clerk  | 14.62     | A-NT           | 30,400       | 30,400                     | 12            | 30,400       |                                   | 30,400                  |            |                              |                   |                            |
| Temp. Fleet Gas Operator                                       | 7.13      | A-NT           | 14,820       | 14,820                     | 12            | 14,820       |                                   | 14,820                  |            |                              |                   |                            |
| Office Assistant/MIS   | 7.90      | A-NT           | 15,808       | 15,808                     | 3             | 2,300        |                                   | 2,300                   |            |                              |                   |                            |
| MIS/IT Coordinator   | 20.43     | A-NT           | 42,500       | 42,500                     | 12            | 42,500       |                                   | 42,500                  |            |                              |                   |                            |
| Network Specialist II  | 12.83     | A-NT           | 26,686       | 26,686                     | 12            | 26,686       |                                   | 26,686                  |            |                              |                   |                            |
| Deputy Director  | 36.46     | A-NT           | 80,000       | 80,000                     | 12            | 80,000       | 55,200                            | 24,800                  |            |                              |                   |                            |
| Secretary of Operations  | 12.36     | A-NT           | 25,699       | 25,699                     | 12            | 25,699       |                                   | 25,699                  |            |                              |                   |                            |
| Contract & Purchasing Supv.                                    | 19.48     | A-NT           | 40,521       | 40,521                     | 12            | 40,521       | 20,261                            | 20,260                  |            |                              |                   |                            |
| Buyer (H.R.) **  | 13.47     | A-NT           | 25,000       | 25,000                     | 12            | 15,000       |                                   | 15,000                  |            |                              |                   |                            |
| Warehouse Manager  | 19.27     | A-NT           | 40,069       | 40,069                     | 3             | 20,200       |                                   | 20,200                  |            |                              |                   |                            |
| Lead Work Order Clerk  | 13.33     | A-NT           | 27,728       | 27,728                     | 12            | 27,728       |                                   | 27,728                  |            |                              |                   |                            |
| Work Order Clerk   | 12.66     | A-NT           | 26,327       | 26,327                     | 3             | 20,500       |                                   | 20,500                  |            |                              |                   |                            |
| Work Order Clerk   | 9.89      | A-NT           | 20,568       | 20,568                     | 3             | 7,800        |                                   | 7,800                   |            |                              |                   |                            |
| Director of Housing Operations                                 | 26.44     | A-NT           | 55,000       | 55,000                     | 12            | 55,000       |                                   | 55,000                  |            |                              |                   |                            |
| Director, Human Resource                                       | 26.44     | A-NT           | 55,000       | 55,000                     | 12            | 55,000       |                                   | 55,000                  |            |                              |                   |                            |
| Assistant H. R.  | 24.04     | A-NT           | 50,000       | 50,000                     | 12            | 50,000       |                                   | 50,000                  |            |                              |                   |                            |
| Human Resource Secretary                                       | 12.79     | A-NT           | 26,600       | 26,600                     | 12            | 26,600       |                                   | 26,600                  |            |                              |                   |                            |
| Application Manager  | 18.82     | A-NT           | 39,135       | 39,135                     | 12            | 39,135       |                                   | 39,135                  |            |                              |                   |                            |
| Intake Clerk   | 14.42     | A-NT           | 30,000       | 30,000                     | 12            | 36,000       |                                   | 36,000                  |            |                              |                   |                            |
| Van Driver   | 5.94      | A-NT           | 12,350       | 12,350                     | 12            | 12,350       |                                   | 12,350                  |            |                              |                   |                            |
| Van Driver   | 11.76     | A-NT           | 24,460       | 24,460                     | 3             | 8,500        |                                   | 8,500                   |            |                              |                   |                            |
| Estimated payments also include Severance and Terminal Pay.    |           |                |              |                            |               |              |                                   |                         |            |                              |                   |                            |
| <b>Total</b>   | <b>32</b> |                | \$ 1,306,238 | \$ 1,306,238               |               | \$ 1,188,011 | \$ 111,461                        | \$ 1,015,090            | \$ 61,460  |                              |                   |                            |

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3/29, 3802)

Executive Director or Designated Official  
Date  
**8/9/2007**  
ref Handbook 7475.1

**Operating Budget  
and Development**  
**Schedule of All Positions and Salaries**

Office of Public and Indian Housing

OMB Approval No. 2577-0026 Exp. (10/31/87)

| Name of Local Housing Authority<br><b>Housing Authority of The City of Gary</b>   | Locality<br><b>578 Broadway</b> | Position Title and Name<br>By Organizational Unit and Function | Present                     |                | Requested Budget Year   |            | Allocation of Salaries by Program |                  |                         |           |                       | Fiscal Year End<br><b>March 31, 2008</b> | Date<br><b>8/8/2007</b>                   |                   |                            |  |
|---|---------------------------------|--|-----------------------------|----------------|-------------------------|------------|-----------------------------------|------------------|-------------------------|-----------|-----------------------|--|---|-------------------|----------------------------|--|
|   |                                 |  | Salary Rate<br>As of (date) | 8/1/2007       | Salary Rate<br>FTB 2008 | No. Months | Estimated Payment<br>Amount       | Management       | CAPITAL<br>FUND PROGRAM | OPERATION | Section 8<br>Programs |  |   | Other<br>Programs | Ungeiv/Method of Allocator |  |
|   |                                 |  | (2)                         | (3)            | (4)                     | (5)        | (6)                               | (7)              | (8)                     | (9)       | (10)                  |  |   | (11)              | (12)                       |  |
| (1)   |                                 |  |                             |                |                         |            |                                   |                  |                         |           |                       |  |   |                   |                            |  |
| Service men III (11)  | 18.4518                         | 11   | M                           | \$ 38,380      | \$ 38,380               | 132        | \$ 422,177                        | \$ 422,177       |                         |           |                       |  |   |                   |                            |  |
| Overtime Last Year's Pro-Rate RPT   |                                 |  | M                           | 120,000        | \$ 120,000              | 12         | \$ 120,000                        | \$ 120,000       |                         |           |                       |  |   |                   |                            |  |
| Service men II (10)   | 17.136                          | 10   | M                           | 35,643         | \$ 35,643               | 132        | \$ 356,429                        | \$ 356,429       |                         |           |                       |  |   |                   |                            |  |
| Service men I (10)  | 15.3                            | 9  | M                           | 31,824         | \$ 31,824               | 120        | \$ 286,416                        | \$ 286,416       |                         |           |                       |  |   |                   |                            |  |
| Jan/Janitress (8 Persons)   | 13.6068                         | 6  | M                           | 28,302         | \$ 28,302               | 108        | \$ 226,417                        | \$ 226,417       |                         |           |                       |  |   |                   |                            |  |
| Janitor   | 11.91                           | 1  | M                           | 24,764         | \$ 24,764               | 12         | \$ 24,764                         | \$ 24,764        |                         |           |                       |  |   |                   |                            |  |
| Big Truck Driver/SP II  | 17.14                           | 1  | M                           | 35,643         | \$ 35,643               | 24         | \$ 35,643                         | \$ 35,643        |                         |           |                       |  |   |                   |                            |  |
| Big Truck Driver/SP I   | 15.3                            | 1  | M                           | 31,824         | \$ 31,824               | 12         | \$ 31,824                         | \$ 31,824        |                         |           |                       |  |   |                   |                            |  |
| Laborers (5)  | 10.61                           | 5  | M                           | 22,065         | \$ 22,065               | 15         | \$ 40,000                         | \$ 40,000        |                         |           |                       |  |   |                   |                            |  |
| Service men IV (2)  | 19.77                           | 2  | M                           | 41,117         | \$ 41,117               | 24         | \$ 82,234                         | \$ 82,234        |                         |           |                       |  |   |                   |                            |  |
| Caretaker (4)   | 17.136                          | 4  | M                           | 35,643         | \$ 35,643               | 48         | \$ 142,572                        | \$ 142,572       |                         |           |                       |  |   |                   |                            |  |
| <b>Total Maintenance Labor</b>  |                                 | <b>52</b>  |                             | <b>445,205</b> | <b>445,205</b>          |            | <b>1,768,475</b>                  | <b>1,768,475</b> |                         |           |                       |  |   |                   |                            |  |
| The five Laborers were laid off three months into the budget year.  |                                 |  |                             |                |                         |            |                                   |                  |                         |           |                       |  |   |                   |                            |  |
| Estimated payments also include Severance and Terminal Pay.   |                                 |  |                             |                |                         |            |                                   |                  |                         |           |                       |  |   |                   |                            |  |
| To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate |                                 |  |                             |                |                         |            |                                   |                  |                         |           |                       |  | Executive Director or Designated Official |                   |                            |  |

| Name of Local Housing Authority<br><b>The Housing Authority of The City of Gary, IN</b>   | Locality<br><b>578 Broadway</b> | Position Title and Name<br>By Organizational Unit and Function | Present Salary Rate      |                          | Requested Budget Year   |            | Allocation of Salaries by Program |            |                      | Section   | Longevy/Method of Allocatio | Date     |           |
|---|---------------------------------|--|--------------------------|--------------------------|-------------------------|------------|-----------------------------------|------------|----------------------|-----------|-----------------------------|----------|-----------|
|   |                                 |  | As of (date)<br>8/1/2007 | As of (date)<br>FYB 2008 | Salary Rate<br>FYB 2008 | No. Months | Estimated Payment<br>Amount       | Management | CAPITAL FUND PROGRAM |           |                             |          | Operating |
|   |                                 |  |                          |                          |                         |            |                                   |            |                      |           |                             |          |           |
|   |                                 | 12.66  | 1                        | T-S                      | \$ 26,327               | 12         | \$ 26,327                         |            |                      | -8        |                             | 8/8/2007 |           |
|   |                                 | 23.71  | 1                        | T-S                      | 49,313                  | 12         | 49,313                            |            |                      |           |                             |          |           |
|   |                                 | 13.70  | 1                        | T-S                      | 28,500                  | 12         | 28,500                            |            |                      |           |                             |          |           |
|   |                                 | 20.96  | 4                        | T-S                      | 43,605                  | 48         | 174,420                           |            |                      |           |                             |          |           |
|   |                                 | 11.76  | 1                        | T-S                      | 24,460                  | 12         | 24,460                            |            |                      |           |                             |          |           |
|   |                                 | 12.88  | 1                        | T-S                      | 26,794                  | 12         | 26,794                            |            |                      |           |                             |          |           |
|   |                                 | 21.36  | 1                        | T-S                      | 44,477                  | 12         | 44,477                            |            |                      |           |                             |          |           |
|   |                                 | 15.87  | 1                        | T-S                      | 33,000                  | 12         | 33,000                            |            |                      |           |                             |          |           |
|   |                                 | 14.42  | 1                        | T-S                      | 30,000                  | 12         | 30,000                            |            |                      |           |                             |          |           |
|   |                                 |  | 12                       |                          | 306,476                 |            | 437,291                           |            |                      |           |                             |          |           |
|   |                                 |  | 32                       |                          | 1,306,238               |            | 1,188,011                         | 111,461    | 1,015,090            | 61,460    |                             |          |           |
|   |                                 |  | 44                       |                          | \$ 1,612,714            |            | \$ 1,625,302                      | \$ 111,461 | \$ 1,452,381         | \$ 61,460 |                             |          |           |
|   |                                 |  |                          |                          |                         |            |                                   |            |                      |           |                             |          |           |
| Estimated payments includes a Reduction in Force effective June 30, 2007.<br>Estimated payments also include Severance and Terminal Pay.  |                                 |  |                          |                          |                         |            |                                   |            |                      |           |                             |          |           |
| To the best of my knowledge, all the information stated herein, as well as any informantor \$ 437,291<br>Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012,31 U.S.C. 3729, 3802) |                                 |  |                          |                          |                         |            |                                   |            |                      |           |                             |          |           |

Executive Director or Designated Official  
 U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB Approval No. 2577-0028 Exp. (10/31/97)

**Operating Budget Schedule of All Positions and Salaries**

| Name of Local Housing Authority<br><b>The Housing Authority of The City of Gary, IN</b>   | Locality<br><b>578 Broadway</b> | Position Title and Name<br>By Organizational Unit and Function | Present Salary Rate      |                          | Requested Budget Year   |            | Allocation of Salaries by Program |            |                      | Section | Longevy/Method of Allocatio | Date     |            |
|---|---------------------------------|--|--------------------------|--------------------------|-------------------------|------------|-----------------------------------|------------|----------------------|---------|-----------------------------|----------|------------|
|   |                                 |  | As of (date)<br>8/1/2007 | As of (date)<br>FYB 2008 | Salary Rate<br>FYB 2008 | No. Months | Estimated Payment<br>Amount       | Management | CAPITAL FUND PROGRAM |         |                             |          | OPERATIONS |
|   |                                 |  |                          |                          |                         |            |                                   |            |                      |         |                             |          |            |
|   |                                 | 20.56  | 2                        | O                        | \$ 42,760               | 24         | \$ 85,520                         |            |                      | -8      |                             | 8/8/2007 |            |
|   |                                 | 15.00  | 32 (p.L)                 | O                        | 526,200                 | 384        | 526,200                           | 263,100    | 263,100              |         |                             |          |            |
|   |                                 | 15.00  | 2 (p.L)                  | O                        | 55,000                  | 12         | 55,000                            | 27,500     | 27,500               |         |                             |          |            |
|   |                                 |  | 36                       |                          | \$ 623,960              |            | \$ 686,720                        | \$ 333,360 | \$ 333,360           |         |                             |          |            |
| Estimated payments includes a Reduction in Force effective June 30, 2007.<br>Estimated payments also include Severance and Terminal Pay.  |                                 |  |                          |                          |                         |            |                                   |            |                      |         |                             |          |            |
| To the best of my knowledge, all the information stated herein, as well as any informantor \$ 437,291<br>Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012,31 U.S.C. 3729, 3802) |                                 |  |                          |                          |                         |            |                                   |            |                      |         |                             |          |            |

Executive Director or Designated Official  
 U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB Approval No. 2577-0028 Exp. (10/31/97)

**Operating Budget Schedule of All Positions and Salaries**

| Name of Local Housing Authority<br><b>The Housing Authority of The City of Gary, IN</b> | Locality<br><b>578 Broadway</b> | Position Title and Name<br>By Organizational Unit and Function | Present Salary Rate      |                          | Requested Budget Year   |            | Allocation of Salaries by Program |            |                      | Section | Longevy/Method of Allocatio | Date     |            |
|---|---------------------------------|--|--------------------------|--------------------------|-------------------------|------------|-----------------------------------|------------|----------------------|---------|-----------------------------|----------|------------|
|   |                                 |  | As of (date)<br>8/1/2007 | As of (date)<br>FYB 2008 | Salary Rate<br>FYB 2008 | No. Months | Estimated Payment<br>Amount       | Management | CAPITAL FUND PROGRAM |         |                             |          | OPERATIONS |
|   |                                 |  |                          |                          |                         |            |                                   |            |                      |         |                             |          |            |
|   |                                 | 20.56  | 2                        | O                        | \$ 42,760               | 24         | \$ 85,520                         |            |                      | -8      |                             | 8/8/2007 |            |
|   |                                 | 15.00  | 32 (p.L)                 | O                        | 526,200                 | 384        | 526,200                           | 263,100    | 263,100              |         |                             |          |            |
|   |                                 | 15.00  | 2 (p.L)                  | O                        | 55,000                  | 12         | 55,000                            | 27,500     | 27,500               |         |                             |          |            |
|   |                                 |  | 36                       |                          | \$ 623,960              |            | \$ 686,720                        | \$ 333,360 | \$ 333,360           |         |                             |          |            |





HOUSING AUTHORITY OF THE CITY OF GARY

| TITLE   | Present Salary Rate 2007 | Requested Budget Year |                  |                          | MGMT   | Section 8 | CFP       | OPERATION | OTHER | METHOD OF ALLOCATION                 |            |
|---|--------------------------|-----------------------|------------------|--------------------------|--------|-----------|-----------|-----------|-------|--------------------------------------|------------|
|   |                          | Salary Rate 2008      | Number of Months | Estimated Payment Amount |        |           |           |           |       | Est.                                 | Time Spent |
|   |                          |                       |                  |                          |        |           |           |           |       |                                      |            |
| See Attached Schedule<br>Total Admin Salary       | 1,934,021                | 1,612,714             |                  | 1,625,302                | 61,460 | 111,461   | 1,452,381 |           |       |                                      |            |
|   |                          |                       |                  |                          |        |           |           |           |       |                                      |            |
| See Attached Schedule<br>Total TS Salary          | 437,291                  | 501,702               |                  | 270,300                  |        |           | 270,300   |           |       |                                      |            |
|   |                          |                       |                  |                          |        |           |           |           |       |                                      |            |
| See Attached Schedule<br>Total Protective Service | 666,720                  | 623,960               |                  | 666,720                  |        | 333,360   | 333,360   |           |       |                                      |            |
|   |                          |                       |                  |                          |        |           |           |           |       |                                      |            |
| See Attached Schedule<br>Total Maintenance        | 1,906,271                | 445,205               |                  | 1,768,475                |        |           | 1,768,475 |           |       |                                      |            |
|   |                          |                       |                  |                          |        |           |           |           |       |                                      |            |
| Total Salaries                                    | 4,944,303                | 3,183,580             |                  | 4,330,797                | 61,460 | 444,821   | 3,824,516 |           |       |                                      |            |
|   |                          |                       |                  |                          |        |           |           |           |       |                                      |            |
|   |                          |                       |                  |                          |        |           |           |           |       | Signature                            | Date       |
|   |                          |                       |                  |                          |        |           |           |           |       | Minnie E. Nelson, Executive Director | 8/9/2007   |

Please see attached schedules:

# Operating Budget

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

## Schedule of Administration Expense Other Than Salary

OMB Approval No. 2577-0026 (exp. 10/31/97)

Public Reporting Burden for this collection of information is estimated to average 1.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington D. C. 20503. Do not send this completed to either of the above addressees.

| Name of Housing Authority:            |  |            | Locality:   |           |     | Fiscal Year End: |       |
|---------------------------------------|--|------------|-------------|-----------|-----|------------------|-------|
| HOUSING AUTHORITY OF THE CITY OF GARY |  |            | GARY, IN    |           |     | 31-Mar-08        |       |
| (1)                                   | (2)  | (3)        | (4)         | (5)       | (6) | (7)              | (8)   |
| Description                           | Total  | Management | Development | Section 8 |     |                  | Other |
| 1                                     | Legal Expense (see Special Note in Instructions) Estimated         | 75,000     | 75,000      |           |     |                  |       |
| 2                                     | Training (list and provide justification)                          |            |             |           |     | -                |       |
| 3                                     | Travel   |            |             |           |     |                  |       |
|                                       | Trips to Conventions and Meetings (list and provide justification) |            |             |           |     | -                |       |
| 4                                     | Other Travel:  |            |             |           |     |                  |       |
|                                       | Outside Area of Jurisdiction                                       |            |             |           |     | -                |       |
| 5                                     | Within Area of Jurisdiction  | -          |             |           |     |                  |       |
| 6                                     | Total Travel   | -          |             |           |     | -                |       |
| 7                                     | Accounting   | 60,000     | 60,000      |           |     | -                |       |
| 8                                     | Auditing   | 150,000    | 150,000     |           |     |                  |       |
| 9                                     | Sundry   |            |             |           |     |                  |       |
|                                       | Rental of Office Space   |            |             |           |     |                  |       |
| 10                                    | Publications Estimated   | 900        | 900         |           |     |                  |       |
| 11                                    | Membership Dues and Fees (list organization and amount)            | 4,500      | 4,500       |           |     |                  |       |
| 12                                    | Telephone, Fax, Electronic Communications                          | 150,612    | 150,612     |           |     |                  |       |
| 13                                    | Collection Agent Fees and Court Costs                              | -          |             |           |     |                  |       |
| 14                                    | Administrative Services Contracts (List and provide justification) | 432,841    | 432,841     |           |     | -                |       |
| 15                                    | Forms, Stationary and Office Supplies Estimated                    | 12,000     | 12,000      |           |     |                  |       |
| 16                                    | Other Sundry Expense (provide breakdown)                           | -          | -           |           |     | -                |       |
| 17                                    | Total Sundry   | 600,853    | 600,853     |           |     | -                |       |
| 18                                    | Total Administration Expense Other Than Salaries                   | 885,853    | 885,853     |           |     | -                |       |

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date

x *Vicki D Johnson*

(3/95)

Line 14

|                |                                  |                                     |
|----------------|----------------------------------|-------------------------------------|
| 10,472         | Avaya & Avaya Fin.               |                                     |
| 5,988          | US Signal LLC                    |                                     |
| 45,429         | Emphasys Computer                |                                     |
| 30,000         | Postage                          |                                     |
| 193,236        | Mgmt. Fee                        | Horace Mann & Duneland Village      |
| 4,160          | Criminal History                 |                                     |
| 6,315          | Office Equipment Repair (Raymar) |                                     |
| 111,240        | Copier Leases                    | Citicorp & Banc of American Leasing |
| 3,000          | HTVN                             |                                     |
| 4,188          | NSI - Wireless                   |                                     |
| 13,413         | Internet Service                 |                                     |
| 5,400          | Answering Service                |                                     |
| <u>432,841</u> |                                  |                                     |

**Instructions for Preparation of Form HUD-52571**

Prepare this form to reflect detailed estimates of Administration Expense, other than salaries, and the distribution to all programs administered by the Housing Authority.

The identification boxes in the upper right hand corner are self-explanatory

1. **Legal Expense:** Enter in Column (2), Line 1 the estimated cost of legal service. Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

**Special Note:** The amount entered on Form HUD-52564 should also include salaries of Staff Attorneys as shown on Form HUD-52566 and included on line for "Other" in the Summary of Staffing and Salary Data section of Form HUD-52573

2. **Training:** List and provide justification for all training.

**Travel Expense:** Justification must be provided for travel.

3. **Trips to Conventions and Meetings:** Under Justification/Breakdown, List each convention and meeting to be attended by commissioners and staff, with the location. Enter the number of persons expected to attend and show the aggregate number of travel days and the estimated total cost of each trip including subsistence allowance, cost of transportation, and reimbursable miscellaneous expenses. Enter the sum of the total costs of all trips in Column (2). Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

4. **Other Travel: Outside Area of Jurisdiction:** Enter in Column (2), Line 4 the estimated cost for travel by commissioners and staff, including subsistence, transportation, and reimbursable miscellaneous expenses. Follow instructions 3 above for columns (3) through (6)

5. **Other Travel: Within Area of Jurisdiction:** Enter in Column (2), Line 5 the estimated cost for travel, including fixed monthly allowances for reimbursement on a mileage basis for use of privately owned automobiles; and reimbursement for authorized use of local public transportation. Follow instructions 3 above for columns (3) through (6).

6. **Total Travel:** Sum Lines 3, 4, and 5 for Columns (2) through (7) and enter total for each on Line 6 "Total Travel."

7, thru 16. **Accounting, Auditing and Sundry:** Enter the estimated total for all programs in Column (2) for each item of expense in Lines 7 through 16. In Columns (3) through (6) enter the pro rata share of amounts shown in Column (2) chargeable to all programs administered by the Housing Authority.

14. **Administrative Services Contracts:** List and provide justification for all contracts (excluding accounting contracts).

16. **All Other Sundry Expense:** List all items identified under this expense.

18. **Total Administration Expense Other Than Salaries:**

Add the amounts on the following lines:

|         |               |
|---------|---------------|
| Line 1  | Legal Expense |
| Line 2  | Training      |
| Line 6  | Total Travel  |
| Line 7  | Accounting    |
| Line 8  | Auditing      |
| Line 17 | Total Sundry  |

On Line 18 enter the appropriate totals in Columns (2) through (6). The amount shown in Column (3), lines 1, 2, 6, 7, 8, and 17, should be carried forward to Lines 150 through 200 of Form HUD-52564, Operating Budget.

**Operating Budget**

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

**Summary of Budget Data  
and Justifications**

OMB Approval No. 2577-0026 (exp. 10/31/97)

Public Reporting Burden for this collection of information is estimated to average 0.75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington D. C. 20503. Do not send this completed form to either of the above addressees.

|  |                 |                       |
|--|-----------------|-----------------------|
| Name of Local Housing Authority:             | Locality:       | Fiscal Year End:      |
| <b>HOUSING AUTHORITY OF THE CITY OF GARY</b> | <b>GARY, IN</b> | <b>MARCH 31, 2008</b> |

**Operating Receipts**

**Dwelling Rental:** Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased Housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Dwelling Rental Income 3,000,000

**Excess Utilities:** (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas [ ] Electricity [ ] Other [ ] (Specify) \_\_\_\_\_

2. Comments

154,966

**Excess utility is charged to tenants for heat, electric, gas and water**

We started charging Tenants excess utilities in December to current \$122,466.00 I am estimating the Months of June thru November to be less @6,500.00 for each Month = 32,500.00. Total Excess Utilities for 2007/2008 \$154,966

**Nondwelling Rent:** (Not for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

| 1. | Space Rented         | To Whom | Rental Terms |
|----|----------------------|---------|--------------|
|    | RENTAL OF ROOF SPACE | T-MOBLE | \$ 31,680.00 |
|    | _____                | _____   | _____        |
|    | _____                | _____   | _____        |
|    | _____                | _____   | _____        |

2. Comments

**Interest of General Fund Investment** State the amount of present General Fund Investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Based on prior year exp. 52,159

**Other Comments On Estimates of Operating Receipts:** Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

|                          |               |
|--------------------------|---------------|
| Maint Charges to Tenants | 40,000        |
| Late charges             | 45,000        |
|                          | <b>85,000</b> |

**Operating Expenditures**

**Summary of Staffing and Salary Data**

Complete the summary below on the basis of information shown on HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1)** Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566
- Column (2)** Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: AHA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 + 5/10).
- Column (3)** Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD 52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4)** Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management
- Column (5)** Enter the portion of total salary expense shown in Column (5), or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6)** Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

**Note:** The number of equivalent full time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation - Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

| Account Line                                    | Total Number of Positions (1) | HUD-Aided Management Program       |                |               |                          |                       |
|---|-------------------------------|------------------------------------|----------------|---------------|--------------------------|-----------------------|
|   |                               | Equivalent Full-Time Positions (2) | Salary Expense |               |                          |                       |
|   |                               |                                    | Management (3) | OPERATING (4) | CAPITAL FUND PROGRAM (5) | Section 8 Program (6) |
| Administration-Nontechnical Salaries            | 44                            | 44                                 |                | 1,452,381     | 111,461                  | 61,460                |
| Protective Services                             | 36                            | 16                                 |                | 333,360       | 333,360                  |                       |
| Ordinary Maintenance and Operation-Labor        | 52                            | 52                                 |                | 1,768,475     |                          |                       |
| Utilities-Labor                                 |                               |                                    |                |               |                          |                       |
| Other (Specify) (Legal, etc.) - Tenant Services | 15                            | 15                                 |                | 270,300       |                          |                       |
| Extraordinary Maintenance Work Projects         |                               |                                    |                |               |                          |                       |
| Betterments and Additions Work Projects         |                               |                                    |                |               |                          |                       |

- 1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of any salary expense shown in Column (4) on the corresponding line above.
- 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on form HUD-52567.

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Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrences in proposed staffing changes or present justification for such changes. Cite prior HUD concurrences in proposed salary increases for Administrative Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Please refer to HUD-52566

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**Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry:** In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

See HUD 52571

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**Utilities:** Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

See HUD 52722

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**Ordinary Maintenance & Operation-Materials:** Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

Based on cash flow estimates and estimation  
of costs to be incurred.

360,000

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**Ordinary Maintenance & Operation-Contract Costs:** List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

|               |                       |                                       |
|---------------|-----------------------|---------------------------------------|
| Security      | 60,000                | ADT & A-1                             |
| Elevator      | 57,832                | Long Elevator & Thyssenkrupp Elevator |
| Fleet Fuel    | 60,000                | GPTC See P.O.                         |
| Pest Control  | 45,000                | Pest Control Authority &              |
| New Contracts | 25,000                | 2007/2008                             |
| TCH           | <u>25,000</u>         |                                       |
|               | <u><u>272,832</u></u> |                                       |

**Insurance:** Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

|                             | LIPH           | Section 8 |
|-----------------------------|----------------|-----------|
| Auto                        | 68,268         | -         |
| Boiler/Machinery/Commercial | 423,912        | -         |
| D&O                         | 18,139         |           |
| Workers Comp                | 129,070        |           |
| Fidelity Bond               | 18,948         |           |
| Flood                       | 17,344         | -         |
| General Liability           | 132,732        |           |
|                             | <u>808,413</u> |           |

**Employee Benefit Contributions:** List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

|                             | OPERATING        | Section 8     | CFP/RFP        |
|-----------------------------|------------------|---------------|----------------|
| State Unemployment          | 170,023          | 2,704         | 21,156         |
| FICA (@ 7.65% of payroll)   | 295,608          | 4,702         | 36,783         |
| Union Dues                  | -                | -             | -              |
| Life Associates (Union)     | 722,207          | -             | -              |
| Life Associates (Non-Union) | 197,211          | 6,287         | 57,301         |
| Aetna US Health Care        | 497,986          | 3,710         | 34,368         |
| Delta Dental                | 25,200           | 900           | 3,900          |
| Totals                      | <u>1,908,235</u> | <u>18,303</u> | <u>153,507</u> |

**Collection Losses:** State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Estimation based on prior years' experience 167,825

**Extraordinary Maintenance, Replacement of Equipment, and Betterments and Addition** Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD 52567 form

**Contracts:** List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

N/A

## ATTACHMENT D

### RESIDENT ADVISORY BOARD MEMBERS

| <b>Name</b>              | <b>Public Housing Representative</b>             |
|--------------------------|--|
|                          |  |
| <b>Verner Crawford</b>   | <b>Al Thomas High Rise</b>                       |
| <b>Valerie Brown</b>     | <b>Carolyn Mosby High Rise</b>                   |
| <b>Robert Comer</b>      | <b>Genesis Towers Elderly Living</b>             |
| <b>Squire Dixon</b>      | <b>Glen Park High Rise</b>                       |
| <b>Vanessa Jefferies</b> | <b>Colonial Manor</b>                            |
| <b>Tonya Jefferson</b>   | <b>Delaney</b>                                   |
| <b>Twala Green</b>       | <b>Ivanhoe Gardens</b>                           |
| <b>Carol Williams</b>    | <b>Miller Heights</b>                            |
| <b>Regena Y. Gaines</b>  | <b>Concord Village-Resident<br/>Commissioner</b> |
|                          |  |
| <b>Diane Williams</b>    | <b>HCV Section 8 Representative</b>              |
| <b>Delores Brown</b>     | <b>HCV Section 8 Representative</b>              |
| <b>Jacqueline Saxton</b> | <b>HCV Section 8 Representative</b>              |



**ATTACHMENT E**  
**RESIDENT BOARD MEMBER**

**Regena Gaines    January 2, 2007 – December 31, 2010**  
**Resident – Concord Village**

Appointed by Mayor Rudolph Clay on January 2, 2007 in accordance with Indiana Code 36-7-18-5.

# ATTACHMENT F

## Community Service Policy

### **Legislative Background:**

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt adult public housing residents (18 or older) contribute 8 hours per month of community service (volunteer work), or participate in 8 hours per month of economic self sufficiency activity, defined to include education, training, counseling, classes or some other activities that help an individual toward self-sufficiency and economic independence. A combination of community service and self-sufficiency program participation totaling 8 hours per month is allowed. (24 CFR 960.601) This requirement is also a part of the dwelling lease signed with all public housing residents of the Gary Housing Authority (Dwelling Lease- Community Service Requirements/Economic Self-Sufficiency Programs).

### **Policy Statement:**

GHA requires public housing residents to verify compliance annually, at least 30 days before the expiration of the lease term. Self-certification by residents is not acceptable; third party verification must be provided by the entity with which the resident is performing the community service or training. The provisions of the policy are not intended to be punitive, but rather considered as rewarding activity that will assist residents in improving their own and their neighbors' economic and social well-being and give residents a greater stake in their communities. Under the provision of the law, noncompliance with the community service and self-sufficiency requirement is a lease violation and is grounds for non-renewal of the lease at the end of a 12-month lease term, but not for termination of tenancy during the course of the 12-month term. The non-renewal of the lease will result in the issuance of a 30-day lease termination notice. Upon the issuance of the notice, the GHA will move to evict the non-compliant household.

### **Regulation Definitions:**

Community Service - volunteer service that includes, but is not limited to:

- Unpaid service at a local community institution such as a school, church, hospital, clinic, recreation center, senior center, service organization, homeless shelter, hospice, meals program, public nursing home, disability advocacy organization, adult day care center, or child care center;
- Unpaid service with youth or senior organizations, including Boy and Girl Scouts, Boys and Girls Clubs, Police Athletic League (PAL), Meals on Wheels;
- Unpaid service with a public park or recreation program, including youth sports programs;
- Unpaid service at GHA to help improve physical conditions including building clean-ups, neighborhood clean-ups, gardening, and non-paid time spent on caretaker duties;

- Unpaid service at GHA with children's programs or youth sporting events;
- Service at GHA to help with senior programs;
- Helping neighborhood groups, or community development corporations (CDCs) with special projects;
- Working with the local resident tenant council, or resident management corporations, or senior clubs to assist other residents;
- Assisting in a literacy, self esteem program, or before or after school youth program;
- Assisting in Alcoholics Anonymous, Narcotics Anonymous, etc.
- Other volunteer service with non-profits, for example, 501(C)(3) organizations, providing community service programs.
- Political activity is excluded. This would include, but is not limited to, voter registration, campaign worker, and poll worker assignments.

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

Family Investment Center programs  
 Apprenticeships  
 Hope VI activities and planning programs  
 Household management, employment counseling, work placement programs required by the Department of Public Assistance  
 Resident Opportunity and Self-Sufficiency Programs (ROSS)  
 Job training programs  
 College or university  
 GED classes  
 Substance abuse or mental health counseling  
 English proficiency or literacy (reading) classes  
 Budgeting and credit counseling  
 Homeownership educational programs, or seminars

**Exempt Adult - an adult member of the family who**

- Is 62 years of age or older;
- Has a disability that prevents him/her from being gainfully employed (Defined under 21 6(i) 1 or 1614 of the Social Security Act (42 U.S.C. 416(i)1;1382c));
- Is the caretaker of a disabled person;
- Is working at least 20 hours per week;
- Is participating in a welfare to work program; or
- Is receiving assistance from TANF and is in compliance with job training and work activities requirements of the program.

Each exempt adult member of the household must sign a Community Service Exemption Certification at each annual recertification, or if they become an "exempt adult" at any time between recertifications.

### **Requirements of the Program:**

- The 8 hours per month may be either volunteer service, or self-sufficiency program activity, or a combination of the two.
- At least 8 hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant consideration. The Property Manager, or their designee, will make the determination of whether to allow, or disallow a deviation from the schedule. These must be communicated to the management staff in writing and done prior to the deviation.
- Activities must be performed within the Marion County community. The community service activities cannot be outside the jurisdictional area of GHA.

### **Resident Obligations:**

At lease execution or recertification, all adult members (18 years, or older) must:

- Provide the certification form that they are exempt from the community service requirement if they qualify for an exemption, or
- Provide the certification form that they are in compliance with the community service requirement.

At each annual recertification, non-exempt family members must submit a completed certification form (available at each property management office) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed. If a family member is noncompliant at recertification, he/she and the Head of Household will sign an agreement with IHA to make up the deficient hours over the next 12-month period. The entire household may be allowed to enter such an agreement only once during the household's entire tenancy. In order to be eligible for this arrangement, the lease-holder's household must be in "good-standing" (3 criteria for good standing = within the last 12 months, there were no failed housekeeping inspections, rent was current, and no lease warnings issued.) If, during the 12-month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the property management office and provide documentation. If, during the 12-month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the property management office. The GHA, or its designee, will provide the person with the Certification form, and a list of agencies in the community that provide volunteer, and/or training opportunities.

### **Management Obligations:**

To the greatest extent possible and practicable, the GHA will:

- Provide names and contacts at agencies that can provide opportunities for residents to fulfill these Community Service obligations.
- Provide the family with: the Community Service Exemption Certification Form, Community Service Compliance Certification Form, Record and Certification of

Community Service and Self-Sufficiency Activities Form; and Caretaker Verification for Community Service Exemption Form, and a copy of this policy at the time of lease execution.

- The Property Manager will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Grievance Procedure if they disagree with Property Manager's determination. (Section XIV of the Admission and Continued Operating Policy).

### **Enforcement for Non-compliance:**

If there is noncompliance by a family member, the responsibility for enforcement will be with the Property Manager. At the annual recertification, the resident and household members will provide the Property Manager with the certification forms regarding community service. The Property Manager will review the exempt, or non-exempt status and compliance of family members. If GHA determines a family to be non-compliant, a notice of noncompliance is issued. If the family member is eligible and wishes to comply, the Property Manager will enter into an agreement with the non-compliant member to make up the deficient hours over the next twelve (12) month period. The resident, or household member, is allowed to enter into this agreement only once during the household's entire tenancy. If, at the next annual recertification, or during the interim time, the family member still is not compliant with the agreement, the lease will not be renewed and the entire family would be issued a 30-day lease termination notice by the Property Manager. A non-compliant member may agree to move out of the unit, and a new lease be signed with the family, amending its composition accordingly. The family may use the Grievance Procedure to appeal the lease termination or qualifications for exemptions, after attending an informal meeting with the Property Manager, or designee.

### **Reporting Requirements to HUD**

The GHA must include information and compliance with the community service/ economic self-sufficiency program with the submission of the Agency Plan to HUD (24 CFR 903.7). In addition, the reporting on each public housing resident's status is included in the submission of HUD form 50058. The status is completed during the annual recertification process. Current status listings on the HUD form 50058 Section 3q-Meeting the community service requirement includes:

Yes    No    Pending    Exception    n/a

## ATTACHMENT G

### GARY HOUSING AUTHORITY PET POLICY

- (a) **Ownership Conditions.** A resident of a dwelling unit may own one or more common household pets or have one or more common household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the Gary Housing Authority, if the resident maintains each pet:
- (1) Responsibility:
  - (2) In accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations; and
  - (3) In accordance with the policies established in the Gary Housing Authority's Annual Plan for the agency.
- (b) **Reasonable Requirements.** Reasonable requirements may include but are not limited to:
- (1) Requiring payment of a non-refundable nominal fee to cover the reasonable operating costs to the development relating to the presence of pets, a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered, or both;
  - (2) Limitations on the number of animals in a unit, based on unit size;
  - (3) Prohibitions on types of animals that the Gary Housing Authority classifications are consistent with applicable State and local law, and prohibitions on individual animals, based on certain factors, including the size and weight of animals;
  - (4) Restrictions or prohibitions based on size and type of building or project, or other relevant conditions;
  - (5) Registration of the pet with the Gary Housing Authority developments Management Office, and
  - (6) Requiring pet owners to have their pets spayed or neutered.
- (c) **Restriction.** The Gary Housing Authority may not require pet owners to have any pet's vocal chords removed.

- (d) **Pet Deposit.** A Public Housing Authority that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits or, if State or local law has no requirements regarding pet deposits or, if State or local law has no requirements regarding pet deposits, for rental security deposits, if applicable. The Gary Housing Authority shall comply with such applicable law. In the State of Indiana (Gary) pet deposits will be placed in the rental security deposit accounts.
- (e) **PHA Plan.** Annual Plans are required to contain information regarding the Gary Housing Authority's pet policies.

**PET POLICY  
SERVICE ANIMALS  
(ANIMALS THAT ASSIST, SUPPORT OR PROVIDE  
SERVICE TO PERSONS WITH DISABILITIES)**

The above does not apply to animals that assist, support or provide service to persons with disabilities. The Gary Housing Authority may not apply or enforce any policies established above against animals that are necessary as a reasonable accommodation to assist, support or provide service to persons with disabilities. This exclusion applies to such animals that reside in public housing, and such animals that visit these developments.

## PET AGREEMENT

Section VIII (r) of the Lease Agreement signed by \_\_\_\_\_  
Hereinafter refer to a Tenant states, that Tenant will not keep any pet on the premises  
located at \_\_\_\_\_.

\_\_\_\_\_ HEREINAFTER REFERRED TO

### Apartment Community

AS Lessor (The Gary Housing Authority of The City of Gary), will agree to waive the prohibition pertaining to pets, providing the Tenant agrees to comply with the following provisions:

A per deposit of \$50.00 (in addition to the normal security deposit of \$\_\_\_\_\_) will be paid in **ADVANCE** of the pet taking occupancy of the unit and a Pet Agreement signed by Tenant and Lessor. **THIS DEPOSIT IS NON-REFUNDABLE.**

The Tenant agrees to comply with all of the following Rules and Regulations pertaining to the pet.

1. One pet per apartment
2. No dogs over 30 pounds (No Rottweilers, Pit Bulls or Dobermans)
3. Provide The Gary Housing Authority with up to date shot records (every year) and any License required by the City of Gary
4. Clean up any soil or mess created by pet immediately
5. Do not allow pet to create excessive noise, become a nuisance, or annoy other occupants of the building, community, or surrounding neighborhood
6. Do not chain pets to fence, stairwells, support beams, door knobs, etc.
7. Remove pet immediately if pet is vicious or does not allow management/maintenance access to unit as required for repairs, inspections, etc.

Tenant agrees to indemnify and hold The Gary Housing Authority harmless from any and all public liability and/or property damage arising directly or indirectly from the keeping of said pet.

Permission to keep pet on premises may be revoked at any time management sees fit if Tenant fails to comply with any of these Rules and Regulations. If this privilege is revoked, Tenant agrees to remove pet within seventy-two (72) hours of receipt of written notice to do so from the Gary Housing Authority.

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Signature of Tenant

Date

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Management

Date



# **ATTACHMENT H**

## **HOPE VI HOMEOWNERSHIP PROGRAM**

The Gary Housing Authority wishes to foster homeownership among its present public housing and Section 8 program participants as well as other income eligible households who may apply for either program. In furtherance of this goal, the Authority will implement programs that provide opportunities for homeownership as the circumstances allow.

### **Scattered Site Homeownership Program**

#### **To Be Provided by Section 8 or Housing Operations**

### **HOPE VI Lease-To-Purchase Homeownership Program**

Pursuant to the Duneland Village HOPE VI grant awarded to the Gary Housing Authority, the Authority submitted to HUD a proposed Lease-to-Purchase Homeownership Plan (The Plan). By letter dated November 21, 2002 this plan was approved by HUD and became effective on December 3, 2002 upon execution by both HUD and the Gary Housing Authority. This Plan is hereby incorporated in its entirety (and included as an exhibit), but important ACOP issues are detailed below.

#### **15.1 General Terms of the HOPE VI Lease-To-Purchase Program**

Except as enumerated below or in the approved Lease-To-Purchase Homeownership Plan, all terms and conditions of this Governing Admission and Continued Occupancy of Low Rent Public Housing Statement apply to the HOPE VI Lease-To-Purchase Program.

#### **15.2 Participant Selection**

Pursuant to the Approved HOPE VI Lease-To-Purchase Plan, there will be a separately maintained Site Based Waiting list for participants in this Program. This waiting list will be maintained by the department responsible for the program in coordination with the Applications Department. (At this time said department is the HOPE VI office.) Interested applicant can apply at either the office during regular business hours or by response to outreach efforts that are conducted. The following guidelines apply:

- i. Eligibility
  - a. Pursuant to the preferences listed below, prospective HOPE VI Lease-To-Purchase program participants will be present participants in the public housing and Section 8 program.
  - b. As such they must be income eligible for their respective programs.
  - c. Further they must be in good standing in their program, that is, current in their rent payments and in compliance with the terms of their lease.
  - d. They must be desirous of and prepared to assume the obligations of homeownership.

- e. They must be willing to undergo the counseling detailed and required in the Homeownership Plan.
  - f. They must be willing to comply with the terms of the Lease-To-Purchase Homeownership Program lease and assume many everyday maintenance chores.
  - g. Further they must have the reasonable expectation of earning \$25,000 per year at time of purchase (one to three years after occupancy) and therefore, must be employed or in a program that will result in their employment within the specified period. [This last requirement may be modified if the Authority institutes a Section 8 Homeownership in which these applicants can participate.]
  - h. Normal occupancy rules apply in determining allocation of houses of different bedroom sizes, although as this is a homeownership program, reasonable under-occupancy will be permitted.
- ii. Preferences
- Participants in the HOPE VI Lease-To-Purchase Program will be offered in the following order to qualified participants:
1. Residents of Duneland as of the time of the HOPE VI application.
  2. Other public housing residents
  3. Section 8 participants in the FSS Program

Should there be applicants with equal eligibility and preference status, selection will be by date and time of the application.

### **15.3 General Terms**

In general, program participants of the HOPE VI Lease-To-Purchase Program during the period of tenancy must comply with regular public housing rules. However, the terms contained in the Approved HOPE VI Lease-To-Purchase Homeownership Lease spell out additional responsibilities relative to the process of preparing for homeownership.

i. Rules of Occupancy

Program participants are expected to progress to homeownership as quickly as possible.

- 1) Participants in the HOPE VI Lease-To-Purchase Homeownership Program are expected to comply with all the terms of their lease and general public housing rules. This includes but is not limited to timely rent payment, maintaining the premises as described in the lease, respecting the quiet enjoyment of neighbors, complying with program requirements (income verification, inspection, etc.)
- 2) Participants are required to prepare themselves for homeownership within the one to three year period specified in the Plan and the lease. This includes successfully completed the various training courses identified in the Plan, assuming most of the cleaning and maintenance chores, working with the GHA designated counselor to navigate the home purchase process, etc.

## **15.4 Termination**

Participants are subject to termination from the program and eviction from their unit for the following causes:

i. Violation of Lease

Participants are subject to eviction and termination for violating basic provisions of the lease such as rent payment, providing required information, respecting the quiet enjoyment of neighbors, etc.

ii. Failing to Comply with Homeownership Program Requirements

1. Participants who either state or make clear by their actions (failure to work with homeownership counselor, take required training course, interest in a different unit, will not meet income requirements, will not be able to provide down payment, etc.) that they are no longer pursuing or capable of pursuing ownership of the specific unit in which they are residing shall be relocated from the unit, and may be subject to termination from the program.
2. Participants who do not complete the purchase of the homeownership unit in which they reside shall be relocated from the unit, and may be subject to termination from the program.

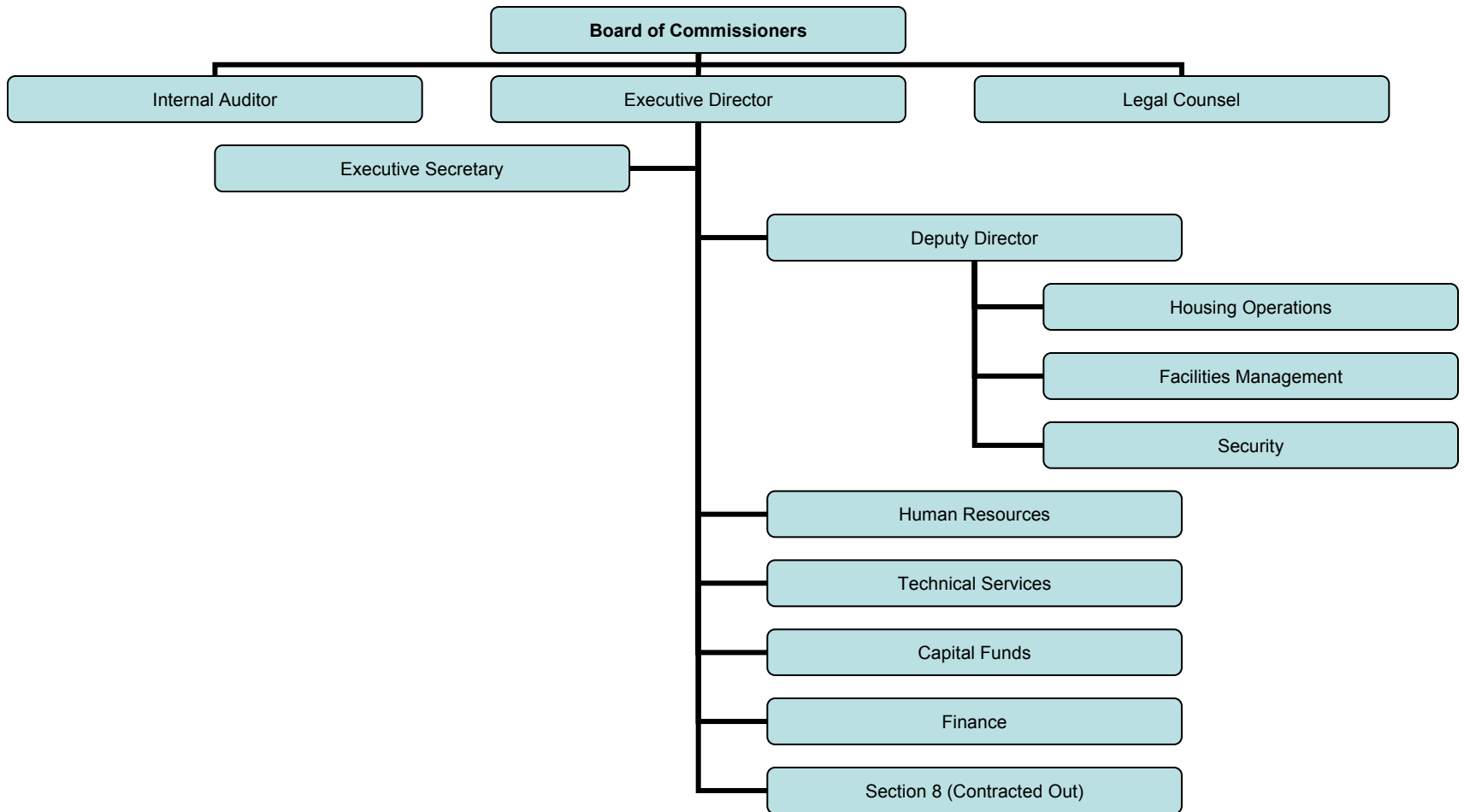
### **HOPE VI Public Housing Residents**

The Duneland Village HOPE VI mixed-income, mixed finance rental complex is governed by a Management Plan that was adopted by the Gary Housing Authority and Duneland Village LLC, the owners of the complex, and submitted to HUD as part of the evidentiaries for approval. The said Management Plan incorporates substantially all the terms of the Agency's Admission and Continued Occupancy Policies. However, by the terms of the Management Plan, for the public housing residents at the Duneland HOPE VI site, the Management Plan is the governing document and takes precedence in cases where the terms differ.

### **Tenant Selection**

Pursuant to the Management Plan adopted by the Authority after negotiation with the site owner and approved by HUD, residents of Duneland at the time the HOPE VI application was submitted have priority during initial lease-up. These residents will have a ninety-day period to exercise this right. The ninety-day period will begin at least forty-five (45) days prior to general marketing by the owner and its managing agent. After this ninety-day period, the owner and its managing agent will maintain a site-based waiting list for the public housing units, and tenant selection will be based on the terms of the Management Plan.

# Gary Housing Authority Organizational Chart



**Capital Fund Program Five-Year Action Plan  
Part I: Summary**

| PHA Name                             | Year 1           | Work Statement for Year 2 | Work Statement for Year 3 | Work Statement for Year 4 | Work Statement for Year 5 |
|--------------------------------------|------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| The Housing Of The City of Gary, IN  | Year 1           | 2008                      | 2009                      | 2010                      | 2011                      |
| Development Number/Name/HA-Wide      | FFY: 07          |                           |                           |                           |                           |
|                                      | Annual Statement |                           |                           |                           |                           |
| 1406 Operation HA-Wide               |                  | 976,097.00                | 1,005,380.00              | 1,035,541.00              | 1,066,608.00              |
| 1408 Management HA-Wide              |                  | 383,889.00                | 395,406.00                | 407,269.00                | 419,487.00                |
| 1410 HA Wide                         |                  | 427,964.00                | 440,803.00                | 454,027.00                | 467,648.00                |
| 1411 Audit Fee                       |                  | 20,000.00                 | 20,600.00                 | 21,218.00                 | 21,855.00                 |
| 1430 Fee & Cost HA -Wide             |                  | 206,000.00                | 213,000.00                | 219,390.00                | 225,972.00                |
| 1440 Site Acquisition                |                  | -                         |                           |                           |                           |
| 1450 Site Improvement                |                  | 1,251,450.00              | 1,288,994.00              | 1,327,664.00              | 1,367,494.00              |
| 1460 Dwelling Structure              |                  | 1,019,906.00              | 1,050,504.00              | 1,082,020.00              | 1,114,481.00              |
| 1465 Dwelling Equipment              |                  | 481,279.00                | 495,718.00                | 510,590.00                | 525,908.00                |
| 1470 Non-Dwelling Structure          |                  | -                         | -                         | -                         | -                         |
| 1475 Non-Dwelling Equipment          |                  | 113,897.00                | 117,314.00                | 120,834.00                | 124,459.00                |
| 1485 Demolition                      |                  |                           |                           |                           |                           |
| 1490 Reserve                         |                  |                           |                           |                           |                           |
| 1495 Relocation Costs                |                  | -                         | -                         | -                         | -                         |
| 1499 Development Activities          |                  | -                         |                           |                           |                           |
| 1502 Contingency                     |                  |                           |                           |                           |                           |
|                                      |                  |                           |                           |                           |                           |
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| CFP Funds Listed for 5-year planning |                  | 4,880,482.00              | 5,027,719.00              | 5,178,553.00              | 5,333,912.00              |
| Replacement Housing Factor Funds     |                  | -                         | -                         | -                         | -                         |



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

| Activities for Year 1   | Activities for Year: <b>2</b><br>FFY Grant: <b>2008</b><br>PHA FY: <b>3/31/2009</b> | Activities for Year: <b>3</b><br>FFY Grant: <b>2009</b><br>PHA FY: <b>3/31/2010</b> |
|-------------------------|---|---|
| Development Name/Number | Major Work Categories   | Major Work Categories   |
| Development Name/Number | Estimated Cost  | Estimated Cost  |
| HA-Wide                 | Operations  | Operations  |
| HA-Wide                 | Rehab Vacant Units  | Rehab Vacant Units  |
|                         |   |   |
| HA-Wide                 | Audit Cost  | Audit Cost  |
| HA-Wide                 | Administration  | Administration  |
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| HA-WIDE                 | Curbs & Sidewalks   | Curbs & Sidewalks   |
| HA-WIDE                 | Roof Repair/Replacemt   | Roof Repair/Replacemt   |
| HA-WIDE                 | Asphalt Repair/Replmt   | Asphalt Repair/Replmt   |
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**PUBLIC HEARING  
ON  
2007 GHA ANNUAL PLAN  
AUGUST 9, 2007**

**PLACE:** GHA BOARD ROOM, 578 BROADWAY, GARY, IN  
**TIME:** 6:00 P.M.

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**Welcome:**

Chairperson Victor H. Thornton welcomed residents to the public hearing on the Housing Authority of the City of Gary, Indiana 2007 Annual Plan. The notice of the public hearing was published in three local newspapers in compliance with HUD requirements.

**Overview:**

Minietta Nelson, Interim Executive Director stated that the 2007 Annual Plan was made available for reviewing. The Resident Council Presidents and Housing Choice Voucher residents agreed to serve as the Resident Advisory Board for the development of the Annual Plan. In addition to the required public hearing, GHA held nine community meetings through the GHA sites to afford residents who were unable to attend the public hearing the opportunity to voice their comments and recommendations on the Annual Plan.

The major changes in the 2007 Annual Plan recommended by Board of Commissioners and residents' comments are revisions to the local preferences in the Low-Income Public Housing Admission to and Occupancy of Low Rent Public Housing (ACOP) and Housing Choice Voucher Administrative Plan, and Personnel policy changes. The local preferences in the ACOP are residents who live and/or work in the jurisdiction of the Authority, City of Gary; working families and those unable to work because of age or disability; those enrolled currently in educational, training, or upward mobility programs; and veterans and veterans' families. The local preferences in the Housing Voucher Administrative Plan are residents who live and/or work in the jurisdiction of the Authority, City of Gary; working families and those unable to work because of age or disability; those enrolled currently in educational, training, or upward mobility programs. The Personnel Policy changes reflect recent organizational restructuring and revisions in benefits and collective bargaining agreement.

**Public Comments:**

At the beginning of the meeting persons wished to speak on the 2007 Annual Plan were instructed to sign-up and Comments Sheets were distributed to persons who preference to submitted written comments or questions. Staff persons were available to assist any residents who need support in speaking or providing written comments.

Speaker Robert Comer:

Good evening Board of Commissioners, audience and employees. My name is Bob Comer and I am the president of the Genesis Towers Resident Council. On the Annual Plan, again I say that we didn't have enough time to peruse the plan as previous presidents received a book with the annual plan in it. I have four books that I have received since I've been here and we had time to review it and we can't discuss it as far as I'm concerned with my residents until we see the book and the things put in the book as department heads. I know the annual plan to me is a wish list hoping to turn around and meet a deadline.

We are victims for the simple reason we are not enforcing nothing in the annual plan from prior years. I know that for a fact. We got lease violations, we got a numerous of things we not following through with the annual plan and I ask the reason why, we get no answer. If I ask you a question, I don't get an answer. I don't think it's fair because the residents are being taken advantage of. We're meeting this time, the presidents were allowed to be on the board. We were on the board, but there wasn't enough time. We got the documentation for a meeting, but still. It's still a wish list; we're still dealing with a time frame to meet a deadline because HUD requires this. Yet and still, I know every year, I know you inherited this, you received this, but every year we should start the annual plan the day after the plan. We promising, we're not planning, just to get this signed. I gave each one of you copies of what I'm saying. I'm very disappointed, we're very disappointed.

I know that once you open your book up and no one tell you of participation, we have \$25.00 per unit, turn around (and) get paid for residents. We got more money we can't get that because we got 141 units here and we are claiming 141 units, 9 times out of 10 we have 113 units, where is the money. We are talking about dollars and cents. Put it in the annual plan. We need our money. See it's bad how you're doing us, because you in control but yet and still it's a deadline you trying to meet. I'm through, you got my paper work. I'm not through with this, but like I said again, I was hoping that you guys had a better attitude trying to make deadlines and start making our residents comfortable and find another way of doing it.

Speaker Verner Crawford

Good day everyone, my name is Verner Crawford, I'm the president at 100 W. 11<sup>th</sup> Avenue, Al Thomas High Rise. My concerns, Mr. Comer said everything about that, however, I do want to thank Mrs. Nelson for the guy you sent over to help our caretaker, he's doing a good job and he works on things to get them right. (At this point, Chairperson Thornton reminded Mr. Crawford to limit his remarks to the Annual Plan only). I'd like to see our hallways done and do what you said was going to be done. I don't have anything else to say because five minutes is not enough time.

Speaker Kendra S. Johnson

Good evening to the Board and everyone present here. Three minutes is not enough time to talk about a book that is a wish list for the Gary Housing Authority to cover the lives and

futures of the residents of Gary Housing Authority. There were two things that I was in approval of with the annual plan. One which was the extension of payment for rent from the 6<sup>th</sup> to the 8<sup>th</sup> and also I believe, if I'm not mistaken, the late fee would be \$10.00. I was told that in the past, it was \$15.00. Those were the two things I was in agreement of. But, when it came to everything else I had problems and conflicts. One, Dorie Miller did not have a council so therefore Dorie Miller was not represented on the RAB Board last year when it, the council was formed in 2005, they did not receive proper education, nor did they receive technical assistance in order to be maintained as a council, therefore it fell apart. When request was made to have an election and have the council re-established, it was stalled to the point as what I said before, it fell apart. Also I noticed in the annual plan that it was said that Dorie Miller was scheduled for demolition or disposition planned after submission of the application would be 06/01/08, number of units affected 228, total development start date August 2009, end date January 2011. But yet and still, when there was a meeting held at Dorie Miller, it was stated that there were no immediate plans for closing of Dorie Miller. Good word choice "immediate" because evidently this is not immediate, its two years according to this project start date. And the article that was in the Post-Tribune on Sunday, August 5, 2007, it stated that it was being debated on whether to first close Delaney or Dorie Miller. That is one of the many things that I am in disagreement of. Also there were many individuals that showed up at the meeting held at Dorie Miller, which I did appreciate the fact that a meeting was held in Dorie Miller, but many of them did not sign the attendance sheet because they did not want their names to be put in as saying that they participated in a meeting when all they did was attend it. During the meeting, pretty much, many of the residents stated how they felt about many things going on in the development, but because of the shortage of time, and because of everything that was in that annual plan, too much could not really be discussed, after all, one meeting. The lease agreement itself is 24 pages long and if I'm not mistaken, was 7 pages long, the time frame for the meeting was 9:00 a.m., many of our residents work from 9 to 5, they were unable to come out to that one meeting even though they had knowledge that there was a meeting. Also as well, what Mr. Comer brought up, if I'm not mistaken in 2001, a letter was submitted by the president of Dorie Miller asking for a copy of the annual plan to be given. It was not at that time, so when Stan Strader and other HUD officials came to an open meeting for public housing from all sites, a letter was presented to him that had been written to Mr. Edward Bland requesting a copy of the annual plan. After that was given it was ordered that every president in every development would have a copy of the annual plan. If there was not an established council, then a copy would be left in each of the development offices and a copy (which we did not ask for), a copy to be sent to the Gary Public Library, that way any resident who had to work during the hours of 9 to 5 during the weekday could have access to the annual plan at the library so they would be able to see it. As I said before there minutes is not enough time to cover everything in the annual plan and the biggest thing I am in opposition of is then Dorie Miller. I wish it would be moved to 2010 start date. Thank you.

Speaker Jacqueline Turner

Good evening Board. Good evening Chairman and ED. My name is Jacqueline Turner and I am a representative of a national organization called ENPHRONT. I am currently here

present with you to talk about the Annual Plan. I won't go into detail but there are some things we would like to see inserted into the annual plan to bring more harmony with the residents and the Board of Commissioners. We know you all have taken on a big job since you have taken your positions this year, you have taken on the burdens of the past Board of Directors and the past ED. Things that were not honored, you know regarding the residents. This has been a long journey for them. They have fought in every way to try to get their voices heard. We are interested in maybe considering, if you would, adding a tenant participation policy to this annual plan. If it cannot be done this year, could we work towards it in the next year and we would love to collaborate with you. This is a policy that should and should've been in the annual plan throughout the past years and it has not been even brought to any Board of Commissioner's attention. There are some other things that could have been thought of in reasonable accommodations dealing with the residents and their leases. One-strike, you are out, there all kinds of language that could be used to be resident friendly. I won't go into much detail, but there are some things that should be strike down. I would like to say, if you would consider not to sign this annual plan but to give us some more time to go over it or speak more in detail with the RAB Board so that they could communicate more with the residents so they do have an interest. I did present to the ED a list of names of residents who would like to for a council with the Delaney development and also with the Dorie Miller development. I am asking that you consider. The national organization, we have approached the Mayor, other entities in this community to bring Dr. Edward Williams to this community. He has been here before to try to train the residents and teach them how to formally operate effectively. I'm asking that you consider it. Again this has been such a long fight and we want to see harmony, more than harmony. We know that there is a possibility that there are developments that will be torn down, but the residents have a right to be at the table. They have a right to be at the table at the beginning and at the end. We know the conditions of the developments just as well as you do and it isn't healthy. It's not feasible that we should live in those conditions. I'm asking that you consider it. I want to say thank you for listening.

### **Closing Remarks:**

Chairperson Thornton stated that a transcript of the public hearing and written comments will be including in the Annual Plan submitted to HUD. Ms. Nelson also stated that the Annual Plan will be well circulated and to Tenant Councils as well. The Authority will continue working with the Resident Advisory Board to solicit their input on the operations of GHA. Efforts are being planned to start on the next Annual Plan to afford residents for time to participate. GHA will work with resident to establish council in area where there are none at this time. Many of the comments received from the public hearing and community hearings will be taken into consideration and implemented in the future.

## ADDITIONAL MEETING HELD ON THE 2007 ANNUAL PLAN

### **Tenant Council Presidents' Meeting**

**June 14, 2007**

**GHA Board Room, 578 Broadway**

The purpose of the meeting was to establish a resident advisory board to assist and make recommendations regarding the development of the GHA 2007 Annual Plan. The tenant council presidents along with participants from the Housing Choice Voucher (Section 8) agreed to function as the resident advisory board in the development of the annual plan. Members were informed that the draft copy of the 2007 Annual Plan would be available for review on June 22, 2007. The following is a summary of citizen comments and suggested strategies to address the needs.

1. **Comment:** New tenants are not self sufficient and capable of providing for themselves.
2. **Comment:** Tenants are violating lease Sections 6b, 6K, and 6Q of the agreement.
3. **Comment:** The role of the caretakers was questioned. Location of the garbage dumpster is creating an odor problem.

Suggested Strategies: Management will reassess tenant intake screening procedures; follow-up on alleged lease violations; relocate garbage dumpster away from building where possible; and inform RAB on caretaker job responsibilities.

### **Resident Advisory Board Meeting**

**July 5, 2007**

**GHA Board Room, 578 Broadway**

The purpose of the meeting was to stress the important role of residents in the process of developing the Annual Plan. Members were encouraged to address their needs. Issues facing Gary Housing Authority were discussed. In addition to the meetings with the RAB, meetings were scheduled at various properties from June 25<sup>th</sup> to August 8<sup>th</sup>. The public hearing was schedule for August 9, 2007 at the Board Meeting. Members agreed to assist in scheduling meetings in the community to discuss needs for the annual plan. Local meetings were schedule for July 13 – Al Thomas High Rise; July 20<sup>th</sup> – Colonial Gardens; July 21st – Concord; July 24<sup>th</sup> – 3280 High Rise; and July 25<sup>th</sup> – Carolyn Mosby High Rise. The following is a summary of citizen comments and suggested strategies to address the needs.

1. **Comment:** Requirement of tenant lease must be enforced.
2. **Comment:** Age of tenants ranging from 50 years to 62 years at various high rise properties is presenting new issues.

3. **Comment:** There has not been follow-up on deficiencies identified during HUD REAC and other inspections at Carolyn Mosby High Rise Building and Colonial Gardens
4. **Comment:** To increase security at high rise building, GHA needs to install new intercom system, remote card readers, and entrance doors.
5. **Comment:** GHA needs to address accessibility items at high rise building, such as installing grab bars.
6. **Comment:** The groundkeeping and janitorial services need improvement. Properties are not sweep and mopped on regular basis.
7. **Comment:** Tenants paying market value rent and contemplating leaving or not renewing leases because complaints are not tended to regarding maintenance, noise and visitors destroying property. The young female tenants need counseling.
8. **Comment:** There is a need for new air condition units at scatter site community centers, as well as electrical upgrade for computers.
9. **Comment:** Pest infestation is not so bad, but the rain entering in window sill is creating a mold problem.

Suggested Strategies: Explore effective management procedures on lease enforcement, improved maintenance, security, and pest control; review tenant age related issues; inspection deficiencies are being rectified; develop Section 504 and ADA plan; and review capital improvement to determine feasibility of including electrical upgrades and air condition.

### **Al Thomas Resident Council Meeting**

**July 13, 2007 at 3:00pm**

**Al Thomas High Rise Building, 100 West 11<sup>th</sup> Avenue**

The purpose of the meeting was to give tenants an opportunity to identify and describe needs for consideration in the development of the 2007 Annual Plan. The following is a summary of citizen comments and suggested strategies to address the needs.

1. **Comment:** Tenants unit need to be painted, tiled, re-carpeted, replace draperies, replace obsolete or poor operating appliances – stoves, cabinets, etc.
2. **Comment:** Hallway carpet need to be replaced with tile or new carpet.
3. **Comment:** The building elevators need fan, cleaning, sometimes does not stop on second floor, and jerks.

- 4. Comment:** There needs to be security during 4 to 12 hours and tenants should not prop open rear door.

Suggested Strategies: Develop replacement plan for appliances in high rise building; replacement of hallway carpet with tile; and measures to improve security.

**Colonial Gardens Resident Council Meeting  
July 20, 2007 at 4:00pm  
Colonial Gardens Community Center, 1000 West 36<sup>th</sup> Place**

The purpose of the meeting was to give tenants an opportunity to identify and describe needs for consideration in the development of the 2007 Annual Plan. The following is a summary of the public's needs identified.

- 1. Comment:** Maintenance workers are not courtesy to tenants.
- 2. Comment:** Tenant questioned why tenants can not paint homes unless GHA approves.
- 3. Comment:** Houses need to be tiled. Questioned by GHA is spend dollars on boarding up vacant houses but occupied houses can not get needed repairs.
- 4. Comment:** A 30 year tenant finally got house painted but the work was unacceptable – did not sand areas before painting walls and sections of bedroom floor has not tile.
- 5. Comment:** Bathroom need grab bars to assist tenants.
- 6. Comment:** There is no step by the back door in most the houses and need exterior doors.
- 7. Comment:** Tenant inquired about where break away security bars can be purchased to secure their home since this type of bar is only allowed.
- 8. Comment:** In the past GHA assisted with lawn care by making available at the office push lawn mower, etc. Senior citizens need assisting in caring for lawn.
- 9. Comment:** There is a problem with vacant house. The tall grass was finalized but and maintenance personnel did not pick up grass and now dead grass is a safety problem because of brush fires.
- 10. Comment:** One of the interior walls in the community center need to be taken down to make for more space in the center.
- 11. Comment:** The City needs to continue the mosquito spraying in the summer.



12. **Comment:** In order to report crimes in the area, tenants need to remain anonymous but the police point them out when arriving in the area as the resident who placed the call.
13. **Comment:** The former Executive Director in 2000 took a poll to determine how many tenants wanted to buy their homes and there has been no follow-up since that time.

Suggested Strategies: Develop comprehensive maintenance plan for scattered site including interior/exterior work and tenant assistance with lawn care; review Section 504 and ADA capital needs; finalize vacancy reduction plan and homeownership options; and work with local police department on crime prevention program.

**Concord Resident Council Meeting  
July 21, 2007 at 1:00pm  
Concord Community Center, 5001 West 19<sup>th</sup> Avenue**

The purpose of the meeting was to give tenants an opportunity to identify and describe needs for consideration in the development of the 2007 Annual Plan. The following is a summary of citizen comments and suggested strategies to address the needs.

1. **Comment:** Resident inquired about fixing the exterior of her house including, storm windows, painting, sealing windows to prevent heat escaping because she pays the heating bill.
2. **Comment:** Resident is experiencing electrical problems – electric outlet is shorting out and can not wash and dry clothes at the same time. Problems were reported one month ago.
3. **Comment:** Resident complained that minor maintenance work is done, but major work goes undone. Experienced problem with electric outlet, water in bathroom ran for one month.
4. **Comment:** Bathroom needs rodding out.
5. **Comment:** Resident inquired as to whether tenants could have portable storage unit for example to store lawn care equipment.
6. **Comment:** Trees around house need to be cut down because of obstruction around utility meter. Also tree limbs are hitting gutters and windows and need to be trimmed and/or cut down. Tree roots are causing sewer backup and starting to grow under the house.
7. **Comment:** Maintenance crew need to clean gutters. Residents are cleaning gutters themselves or getting children and others to help.

8. **Comment:** Vacant homes are being destroyed by children, so questioned why GHA takes so long to repair vacant units and perhaps when GHA move someone out then perhaps a new tenant can move in and assist in fixing up unit.
9. **Comment:** Residents want to know if the rent will increase when asset-base management is instituted.
10. **Comment:** There are vacant homes on Hamlin Street with three bedroom and residents wanted to know when homes would be available to tenants who need larger home.
11. **Comment:** Question was raised as to how HUD REAC selects the houses to be inspected.
12. **Comment:** Need to improve maintenance – interior door was to be replaced but was only rehung several times. Doors were to be replaced three to five years ago. Painting of walls was unacceptable – placed tape over wall then painted instead on properly sanding wall before painting.
13. **Comment:** New kitchen cabinets were installed after ten years, but don't match and were not installed properly
14. **Comment:** New appliances are needed – refrigerators and stoves. Some refrigerators are leaking.
15. **Comment:** Residents should receive a copy of the Maintenance work ticket. Maintenance workers bring one ticket and in some instance resident never see the work ticket.
16. **Comment:** Residents complain that heating problems take several trips by maintenance workers because it is fixed.

Suggested Strategies: Develop comprehensive maintenance plan for scattered site including exterior work encompassing window and door replacement, tree removal and trimming, gutter replacement, and sewer cleaning and pipe replacement; determine electrical upgrade needs; improve maintenance response time for emergencies; finalize vacancy reduction plan and homeownership options; and develop plan to assist tenants with lawn care.

**Glen Park High Rise Resident Council Meeting  
July 24, 2007 at 6:00pm, 3280 Pierce Street**

The purpose of the meeting was to give tenants an opportunity to identify and describe needs for consideration in the development of the 2007 Annual Plan. The following is a summary of citizen comments and suggested strategies to address the needs.

1. **Comment:** Resident inquired about increasing the number of handicap parking spaces for tenant.
2. **Comment:** The installation of an assistance call cord would help tenant in the case of an emergency.
3. **Comment:** Resident requested that the air duct system in the building be cleaned prior to turning on the heat for the winter season.
4. **Comment:** Garbage dumpsters need to be placed in a location away from the building, compacted, and disinfected regularly prevent offensive odor. Residents should assist by placed garbage in plastic tied bags and not place large ideas in the trash chutes. The caretaker does not work the garbage compactor on Saturday and Sunday.
5. **Comment:** Rain in coming into around the window sills and causing mold which should be eradicated.
6. **Comment:** The parking lot has pot holes and need to be resurfaced. This was done several years ago.
7. **Comment:** The carpet runners are a tripping hazard and need to be removed.
8. **Comment:** Tenant recommended that roaches be removed after exterminating because this contributed to the bad odor in the building.
9. **Comment:** The caretaker and maintenance person need to sweep stairwell and bathroom on a daily basis. Sitting in the recreation room long period of time should not be allowed when cleaning is needed. The Tenant Council President should be able to ask questions about the maintenance of the building.
10. **Comment:** Tenants call the emergency telephone on the weekend for service and at least someone should come within one hour.
11. **Comment:** The building intercom system is need right now.
12. **Comment:** The elevator should be cleaned daily.
13. **Comment:** Security for the building does not exist on the weekend, especially on Friday at midnight and 4 to 12 on Sunday. Security personnel as well as tenant prop door open for tenants and anyone else to come into the building.
14. **Comment:** Tenants question why tenants who are performing community services could not use 3280 Pierce High Rise Building as their work site.
15. **Comment:** Some of the unit stoves are not working properly and need to be replaced.

- 16. Comment:** Fans are needed in the laundry room and hallways.
- 17. Comment:** The Housing Authority needs to prescreen applicants to ensure that tenants are capable of taking care of themselves reside in the building.
- 18. Comment:** Tenants need to stop drinking outside the building.
- 19. Comment:** Since the age of the tenants is becoming younger, accommodations should be made to locate the elderly and disabled tenants on the first through the third floors to provide more access for emergency personnel.
- 20. Comment:** All new residents should be given rules of the building. A tenant did not know about the garbage chute until six months after residing in the building.
- 21. Comment:** Tenants should be able to park their disabled car in the parking lot until able to fix the car without car being towed away. The building serves as their home now and this consideration should be given in these instances.

Suggested Strategies: Review number handicap parking spaces because of increased number of disabled tenants; review Section 504 and ADA capital needs; schedule annual maintenance measures include cleaning air ducts and filters, replace of appliances, and carpet; improve overall maintenance, security and pest control; replace or repair window sills; relocate garbage dumpster away from building; and management will reassess tenant intake screening procedures.

### **Carolyn Mosby Park High Rise Resident Council Meeting July 24, 2007 at 6:00pm, 650 Jackson Street**

The purpose of the meeting was to give tenants an opportunity to identify and describe needs for consideration in the development of the 2007 Annual Plan. The following is a summary of citizen comments and suggested strategies to address the needs.

- 1. Comment:** One tenant commented on the idea that HUD is responsible for the lost of \$14 million in Authority reserves.
- 2. Comment:** The kitchen and bathrooms need remodeled and include accessible faucet knobs which tenant can turn. The types of knobs installed are difficult to use by tenants. Other accessibility features needed are grab bars in kitchen and on both sides of the hallway and pull string for emergencies.
- 3. Comment:** There are sink holes along the alley behind the building. Residents call the Gary Sanitary District three weeks ago who just placed barricades. Kids are still playing around the holes and this situation needs to be fixed because a car falls in the sink holes.

4. **Comment:** The laundry machines are not working and very old. Machines need to be replaced by the vending company.
5. **Comment:** The outside windows need to be cleaned.
6. **Comment:** The garbage dumpster need to be placed in a location away from the building to prevent the odor from coming into tenant units. Tenants need to help by place garbage in plastic bags before put it in the garbage chute.
7. **Comment:** There are holes in the ceiling area and the base boards are coming loose and need to be repaired.
8. **Comment:** Elevators were replaced two years ago and are not working properly. The vendor has been here numerous times and people get stuck on the elevator. This is an accessibility issue.
9. **Comment:** Tenants are still leaving food cooking on stoves unattended causing the fire alarm to go off and if a real problem occur tenants would think there is a real fire.
10. **Comment:** Holes in the wall under the windows in the hallways need to be patched and painted.
11. **Comment:** One tenant mentioned that housekeeping is a personal commitment to keep the apartment in good condition. The housing at the high rise building is affordable and tenants must work as team and work together to make the building nice. As far as security, tenants should not depend on GHA and monitor activities on their own.
12. **Comment:** Rain comes in from the windows and the floors get wet, so they need to be repaired.
13. **Comment:** Some tenants need to be in a nursing home or assisted living facility because they are not self reliance and poor hygiene is destroying newly purchased furniture for the community room and tenants. Also the conduct of tenants should not be tolerated and these tenants don't have any business living in the building.
14. **Comment:** One tenant commented the property manager.
15. **Comment:** Tenants complained about a female tenant who lets the windows down in the hallway.
16. **Comment:** A tenant mention that Gary police officers used as GHA security will not response to calls if GHA goes to private company for security.
17. **Comment:** New appliances are needed in tenant units.

18. **Comment:** GHA should establish a replacement plan for units to install new draperies, carpet and paint. The only time these replacement items are installed is when a tenant moves in and out of the unit. Also, the kitchen needs to be remodeled and include exhaust fans.
19. **Comment:** Hallway floors need to be swept and mopped on a daily basis.
20. **Comment:** Lights are needed outside the building
21. **Comment:** There are electrical problems in the building. There is no air condition in the small laundry room.
22. **Comment:** All doorway entrances should have a ramp or be more accessible.
23. **Comment:** Some previous tenant leave without turning in keys and the locks have not been changed.
24. **Comment:** A loading and unloading space is needed for temporary parking. This provision was available in the past, but resident use the space as permanent parking. There might be more handicap parking spaces if tenants were restricted to one space per family since there are more handicap residents than accessible parking spaces.
25. **Comment:** The closet or storage doors in the community room need to be replaced. Also, the ceiling light has fallen down in the community room.
26. **Comment:** The exhaust fans in the laundry room need to be cleaned.
27. **Comment:** Tenants are removing light bulbs in the hallway and it was suggested that perhaps fluorescent lights could be installed in hallway.
28. **Comment:** The dining room needs new furniture and perhaps leather chair could be purchased because they are easier to clean and maintain.

Suggested Strategies: Management will reassess tenant intake screening and move-in and move-out procedures; relocate dumpster away from building where possible; development replacement plan for appliances and window sills in high rise building, replacement carpet; measure to improve security; review Section 504 and ADA capital needs; work with governmental entities to repair alley pavement and sanitary sewers behind building; develop capital improvement projects to upgrade electric, install lightings, new fixtures and closet doors in community room; work with laundry vendor to improve service; install fan or air conditioning in laundry area; and ensure maintenance of building elevator.

**Genesis Towers Resident Council Meeting  
July 31, 2007 at 12:00pm, 578 Broadway**

The purpose of the meeting was to give tenants an opportunity to identify and describe needs for consideration in the development of the 2007 Annual Plan. The following is a summary of the public's needs identified.

1. **Comment:** The past 2003 to 2006 annual plan contained hope list. Last year's plan emphasized alarm system, new mailboxes, carpeting cleaning, etc. and GHA has not addressed these concerns from last year.
2. **Comment:** The annual plans in the past were stopped for timeliness because the plan was not available prior to discuss input. Each year a request has been made to have a copy of the book to discuss the annual plan.
3. **Comment:** There are policies in the 5 Year and Annual Plan that are not being addressed. There are people who should be evicted for lease violations.
4. **Comment:** The resident parking lot is for residents only. The Executive Director and nine GHA vehicles are parked in the lot and this poses a problem for residents who are senior citizens and disabled.
5. **Comment:** HUD sends \$25 per unit for Genesis Towers 141 units; 113 units rent and 28 vacant units and this cuts into the funds for the Genesis Towers Resident Council could get but HUD still sends the funds regardless.
6. **Comment:** The Genesis Towers Resident Council wants the money due from the Family Pride for laundry machines.
7. **Comment:** The annual plan is only a wish list that residents are expected to go along with the published annual plan.
8. **Comment:** The property manager is not doing the job, has an attitude problem, and does not know how to treat senior citizens.
9. **Comment:** There are resident council issues involving competing councils.
10. **Comment:** Residents need more time on washers and dryers in order get cleaner or drier clothes.
11. **Comment:** Over the past five years there has been little or no input from residents. There is no city-wide resident council and don't have councils in all areas.
12. **Comment:** There is no security here at Genesis Towers.

- 13. Comment:** The public rest rooms are locked and this poses a problem for residents.
- 14. Comment:** GHA should allocate funds to city-wide since there are problems with councils and don't have the concern of all units when only a few tenants represent all from 578 Broadway.
- 15. Comment:** The audio system in the building is needed when there is a problem, such as a fire. The system just recently started to work. It has been touch and go and floor captains are used.
- 16. Comment:** There is a need for a garbage container or vessel near the mail boxes to tenants to place junk mail. There was one in the past but was removed.
- 17. Comment:** Resident is tired of complaining because getting new community room furniture, new rugs, etc. What good are promises if they are not realized.
- 18. Comment:** The tenants in the building are divided and need some stability about the 5-Year Plan. The Mayor signs off on the MOA and should get some input from tenants on the MOA. Always at the last minute, the MOA is put on the Board agenda for the last few years.
- 19. Comment:** Residents should be stimulated to volunteer sometimes because there is not always money available.
- 20. Comment:** The annual plan has a 45-day comment period and more time is needed. There were meetings on July 5 and July 12, but I did not attend the Resident Advisory Board Meeting.
- 21. Comment:** The public address system always had been used by President. Now if you touch the system you would be arrested. The Council president is a target.
- 22. Comment:** Technical assistance was taken from the Council by the Central office. Need emergency help with the Council work, such as budget, audit, and bylaws.
- 23. Comment:** Genesis Towers wants to start a computer lab with 18 computers. The electrical work will be done by the council to develop the computer lab. Professional teachers will be help with teaching the internet. Other tenants will come to Genesis from other high rises. If the Council can not get all the computers requested, then the Council will comprise for four computers.
- 24. Comment:** Every Wednesday there is housing court and many people are evicted, but there is selective justice not blind justice.
- 25. Comment:** There is an electrical problem in the building because several parts of the building are working and other side not working. This has been going on for a long



time. Residents with electric scooters can't charge the scooter in some places in the building.

- 26. Comment:** Hope GHA can fix the antenna on top of the building because all residents do not have cable television. Cable for the lounge area will be paid by the Council
- 27. Comment:** Residents of sixteen years requested that the exercise room be opened and not locked so all residents can use the room. The room now has pool tables, but it was suggested that the room could be used for both.
- 28. Comment:** The organization is functioning like a chicken with his head cut off. Need someone to bring information back to the Council. Committees should be developed.

Suggested Strategies: Management will inform Resident Advisory Board on annual accomplishments and developments throughout the year; reassess intake screening procedures and lease violations; remove authority vehicles from resident parking lot; work with laundry machine vendor to improve services; provide technical assistance to resolve resident council matters; development capital improvement plan including new furnishing for community room and electrical upgrade; improve routine maintenance including carpeting cleaning or replacement, air duct cleaning

### **Dorie Miller & Eastpoint Community Meeting August 3, 2007 at 9:30am, 1715 West 21<sup>st</sup> Avenue**

The purpose of the meeting was to give tenants an opportunity to identify and describe needs for consideration in the development of the 2007 Annual Plan. The following is a summary of citizen comments and suggested strategies to address the needs.

- 1. Comment:** Questions were raised whether the utility allowance and rent will increase since GHA is in debt.
- 2. Comment:** Resident was away for a month and was charged \$90 for excess utility now tenant can not afford to pay rent and was told that children have to go without to pay rent. Resident questioned \$200 utility bill when no dryer is used (hung clothes) and would like to get copy of individual bill to see what tenant is charged. Tenants need a copy of individual bill to get help from township and other agencies to help with bill. Residents are concerned that they will get evicted because they can not pay rent because of excess utilities.
- 3. Comment:** Need security and help from Gary Police Department because of the rise in break-ins.

4. **Comment:** There were complaints about the rent statements being incorrect and having to pay the \$15 late fee. If the 5<sup>th</sup> of the month falls on a Sunday or on a Monday which is a holiday, tenants would like a one day extension, which has been granted in the past.
5. **Comment:** Tenants need tools to cut down trees and small weeds. For four years the authority was going to take down trees and hedges are burning up and need trimming. Tenants need push mowers like in the past to cut the grass. This is the resident's home and people can clean-up around the house. Equipment should be available so tenants can cut grass and residents should help. The property manager does inspections.
6. **Comment:** Tenants should use plastic bags to place garbage in before placing in larger garbage can. Other people are placing open garbage directly into the cans and this is wrong. Trash cans should be placed on the curb for young people to place debris. Some tenants should be fined for throwing out diapers. The city garbage men do not empty all the garbage cans and residents get fined \$25. General Services should leave the top up after emptying the can and fact way would know if can was emptied. One tenant had to wait one week for collection. During the flooding in the development, General Services did not come at all.
7. **Comment:** Tenants would like to review investigative reports on GHA if they could be made available at the property management office.
8. **Comment:** A thirty year tenant from Iowa Street area has adopted an abandoned house next to her house and other tenants should do the same. There is a house which was damaged by a car which needs to be fixed. All the vacant units should be fixed.
9. **Comment:** The property manager was commented.
10. **Comment:** Because of problems in the neighborhood, tenant request a transfer to another site.
11. **Comment:** There are young persons ages ranging from 18 to 19 years who play there music extremely loud for long periods of time.
12. **Comment:** In the Eastpoint area, the lights are out all the time.
13. **Comment:** The window screens are needed and can't open windows.
14. **Comment:** The office need more ramps to be handicap accessible.

Suggested Strategies: No increase in utility allowance and rent during the next year; development of weatherization project to reduce utility expenses; continue working relationship with local police department to intensify crime reduction activities; management will reassess rent receivable collection procedures to alleviate imposing incorrect late fees;

assist tenants with lawn care; develop capital need project for lighting and window screens throughout the development; and design accessible entrances for the office areas.

**Miller Heights Resident Council Meeting  
August 3, 2007 at 11:30am, Miller Heights Office**

The purpose of the meeting was to give tenants an opportunity to identify and describe needs for consideration in the development of the 2007 Annual Plan. The following is a summary of the public's needs identified.

1. **Comment:** The houses need painting. The last time was four years ago.
2. **Comment:** Trees need to be trimmed. Lightning was struck some trees. The tree limbs need to be picked up.
3. **Comment:** Although the houses recently received new windows, siding, and doors, some tenants are experiencing problems with door handles breaking and slam hard. There are some problems with screens.
4. **Comment:** There is a problem with mold. Flooding is real bad at the end of Marion and 5<sup>th</sup> Place. Some sewer lines have collapsed from the houses to the main sewer connection. The water pressure is low.
5. **Comment:** NIPSCO utility lines are real low around houses. NIPSCO pole around 6903 is leaning.
6. **Comment:** Lights are off and need to be replaced in the area of Front Street where it is completely dark.
7. **Comment:** Mosquitoes are a big problem in the area. The brush along Old Hobart Road needs to be cut by the city so resident can walk in this area, especially to catch the city bus.
8. **Comment:** There is a need for playground equipment for the small children who now play in the street which is dangerous. Cars speed in the area, but speed bumps were installed in the past and did not help.
9. **Comment:** There is a need for more police patrols because young people are lingering in the streets.
10. **Comment:** The children in the area need recreational activities. The community center is only used for the food program, but there are no activities. The Council has requested computers and need materials, supplies and recreational equipment for children activities.

- 11. Comment:** The house on the corner of 5<sup>th</sup> and Marion is sinking. Sand came in the back bedrooms and now needs to be demolished. Sand is coming in through the heat ducts in many houses and need to be checked. The heat ducts have never been cleaned.
- 12. Comment:** Rain water is leaking into the kitchen, bedroom, living room areas of many houses. The roof drains are not cleaned regularly.
- 13. Comment:** The electricity in the area goes off during a storm and then off for several days.
- 14. Comment:** The Miller Heights Resident Council has requested computers and need assistance is identifying how to spend resident council funds. There is a need for recreational games for the kids and other items.
- 15. Comment:** There is a need for central air to be installed in the house because one air conditioner in the living room area is not sufficient to cool the houses. REAC does not want air conditioner unit in the bedroom areas. Some tenants have health related problems and need house to be cool.
- 16. Comment:** Maintenance workers painted the hinges on bedroom doors and this is causing problems.
- 17. Comment:** Some tenants are experiencing problems with operating utilities at the same time – can't use toilet and shower at same time because water backs up and water comes out of drain in utility room. Some water connections on the washing machines, etc. are leaking.
- 18. Comment:** Roots from trees around the houses are causing sewer backup problems. Water is backing up into the living room areas. In the past GHA had to dig up the replace the sewer lines which had collapsed because of tree roots.
- 19. Comment:** Resident inquired about placed security bars on windows. The new capital project had heavy mesh screens installed so resident could get outside air while more security.

Suggested Strategies: Immediate action steps to contact local utility company regarding hanging electrical lines; initial tree removal and trimming activities; develop capital plan to acquire recreational equipment, street lighting, sewer pipe replacement/cleaning and electrical upgrade; review warranty items on exterior renovation projects to correct door handle problems; identify homes for demolition; technical assistance to tenant council; and research feasibility of installing central air condition.

**Delaney Community Meeting  
August 3, 2007 at 9:30am, 911 West 22<sup>nd</sup> Place**

The purpose of the meeting was to give tenants an opportunity to identify and describe needs for consideration in the development of the 2007 Annual Plan. The following is a summary of citizen comments and suggested strategies to address the needs.

1. **Comment:** Lawn mowers are needed. There use to be push movers that tenants could sign in and out. There are gas mowers available that tenants should be able to use because maintenance workers are using the riding mowers. If GHA would cut the grass first, the tenants could maintain the grass.
2. **Comment:** Resident inquired about how to transfer to the Indianapolis housing authority.
3. **Comment:** Even though there are trespassing laws, this is a major problem and needs to be enforced.
4. **Comment:** Lights are need on the units and street poles. Tenants are blowing out lights. It is extreme dark at night in the development and post safety problem for residents and especially tenants who work. The 22<sup>nd</sup> and Fillmore area is completely dark. There are lights in the Wheatley Terrance area and when parking at night it is dark and dangerous. There are no lights across from the Cisco Building where cars are parked and stripped.
5. **Comment:** The reason GHA is bankrupt is not the tenant fault as it has been told but caused by higher ups.
6. **Comment:** More work is done in the scattered sites than in the developments. There are vacant units and not enough maintenance workers then they have to work overtime.
7. **Comment:** There is such glass on the grounds and children could get cut.
8. **Comment:** There is a subletting problem in the development.
9. **Comment:** There are too many vacant units and when tenants move out, tenants should be able to move in immediately. There are people living in the vacant units and kids are playing in the fire units in the 21<sup>st</sup> and Polk area. Thefts use abandoned units to go into the next unit.
10. **Comment:** In the 23<sup>rd</sup> block of Carver, kid throw paper and bottles on the lawn, ride bicycles on the lawns and in the flowers.
11. **Comment:** It was unfair for the Section 8 waiting list to be thrown out after tenants have waited some long.

- 12. Comment:** With the One Strike Rule it is unfair for tenants to be evict if someone throws drug on another tenant's lawn and run into your unit and you don't know the people involved. The Drug Free Area signage is a joke. Need to get the drugs off the streets in the developments.
- 13. Comment:** The playground area is nasty and equipment is broken.
- 14. Comment:** Security was great in the past. Need to close back gate, then traffic can not go through. When you call the police, tenants stated that police officers identify the unit that called and tenant are now afraid to call in problems for feel of retaliation and place tenant in harms way. Crime is definitely a problem.
- 15. Comment:** Tile is need in units.
- 16. Comment:** Water faucets in are leaking in the kitchens. More storage space is needed in the kitchen area and closets. Sewer is backing up into units.
- 17. Comment:** Electrical wires and box need to be upgraded.
- 18. Comment:** There is need for a Tenant Council.
- 19. Comment:** While the telephones are out at the GHA Application Office, there should be a way a person can get an application.
- 20. Comment:** GHA needs to improve the screening and background checks on applicants.
- 21. Comment:** Tenants would like a meeting with Mayor Rudolph Clay.
- 22. Comment:** Tenants inquired about if there would be any additional roofing projects for Delaney. The roofing company tore up the sidewalks when installing new roof.
- 23. Comment:** Tenants do not get a copy of the work tickets from maintenance workers. On some occasions, maintenance never shows up but tenants do sign when work is finished.
- 24. Comment:** The property manager needs to get to know tenants and visit units.
- 25. Comment:** There were questions regarding charges on rent statement for fees that were disputed or questioned.
- 26. Comment:** Tenant questioned whether L&B Management would be taking over GHA.

Suggested Strategies: Assist tenants with lawn care; reassess resident intake screening and lease enforcement procedures; develop capital improvement project to replace street lights,

reduce vacant units, replace broken playground equipment, replace outdated sewer system, and install tile in units throughout the development; and work with local police department to enforce no trespassing rules and crime prevention efforts

**Resident Advisory Board Meeting  
August 7, 2007 at 12:00 pm  
GHA Board Room, 578 Broadway**

The purpose of the meeting was to review comments received from community meetings on the annual plan and to provide additional comments on the annual plan.

1. **Comment:** The laundry machine vendor was contacted by resident council president and negotiations on issues are ongoing. There is still a question regarding the amount of funds are distributed to high rise buildings.
2. **Comment:** Residents need more time to review annual plan and policies.
3. **Comment:** Since GHA has charged a deposit for refrigerators and stoves after the ACOP was revised, a question was raised about tenants receiving interest on the deposits.
4. **Comment:** Tenants who are hospitalized and unable to pay rent in person until after the 5<sup>th</sup> of the month should not be charged a late fee.
5. **Comment:** Management needs to enforce policies on the books. Failure to adhere to lease policies hurts the quality of life.
6. **Comment:** Janitor and maintenance personnel should not be allowed to sit in on human service agency training for tenants because they should be working.
7. **Comment:** The telephone number of the caretaker and property manager in high rise buildings should be posted.
8. **Comment:** Miller Heights area young children need recreational games and equipment for children activities.
9. **Comment:** Genesis Towers Resident Council needs technical assistance with audit, budget and by-laws since the Community and Program Services Department was eliminated.
10. **Comment:** There was a question regarding caretaker being on light duty.
11. **Comment:** Outdoor bench equipment at Horace Mann Apartments needs to be repaired.
12. **Comment:** Non-tenants are using laundry machines all day and night.

13. **Comment:** The non-trespass list needs to be enforcement.
14. **Comment:** Lease need to be enforced and updated. Question was raised regarding the change in lease renewal dates
15. **Comment:** Resident inquired about the installation of bathtubs in high rise buildings that don't have any.
16. **Comment:** Questions why new tenants receive better units and existing tenant can not get new carpet, draperies, etc.
17. **Comment:** Partying and making loud noise 24 hours should not be allowed.

Suggested Strategies: Management will work with Resident Advisory Board throughout the year on the annual plan accomplishments; reassess of lease enforcement procedures; develop unit replacement schedule for carpet, and appliances; and assess maintenance performance.

### **Acknowledgements**

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**The Housing Authority of the  
City of Gary, Indiana**

**Housing Choice Voucher  
Administrative Plan**

**June 2007**



# **Housing Authority of the City of Gary, Indiana**

## **Housing Choice Voucher Program Administrative Plan**

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# SECTION 1

## STATEMENT OF POLICIES AND OBJECTIVES

### **General**

The Housing Choice Voucher Program (HCVP) formerly known as Section 8, was enacted as part of the Housing and Community Development Act of 1974, which re-codified the U.S. Housing Act of 1937. The Act has been amended from time to time, and its requirements, as they apply to the Housing Choice Voucher Tenant-Based Assistance Program, is described in and implemented throughout this Administrative Plan. The Housing Choice Voucher rental assistance programs are federally funded and administered for Gary, Indiana by the Housing Authority of Gary, Indiana.

Administration of the HCV Program and the functions and responsibilities of the Housing Authority (GHA) staff shall be in compliance with GHA's Personnel Policy and the Department of Housing and Urban Development's (HUD) HCVP Regulations as well as all Federal, State and local Fair Housing Laws and Regulations.

### **Jurisdiction**

The jurisdiction of the Gary Housing Authority is the legal boundaries of the Lake County, Indiana.

### **Housing Authority Mission Statement**

The Gary Housing Authority's Mission is to be the premier affordable housing agency of the city of Gary; providing affordable housing opportunities in a manner that promotes individual and family self-sufficiency while maintaining the highest standards of integrity, productivity and compliance with established federal and local guidelines and policies.

Program Goals [24 CFR 982.1]

GHA has the following goals for the program:

- To expand the supply of assisted housing and apply for any additional vouchers as they become available.
- Improve the quality of assisted housing and attain and maintain a Section 8 Management Assessment score of 90%.
- Increase assisted housing choices by providing mobility counseling to 100% of new families entering the tenant based Section 8 Program.
- Promote self-sufficiency and asset development of assisted households by increasing the number of active participants in the Section 8 Family Self-sufficiency Program and graduate 2% of FSS participants annually.

### **Purpose Of The Plan [24 CFR 982.54]**

The purpose of the Administrative Plan is to establish policies for carrying out Section 8 Housing Assistance Programs in a manner consistent with HUD requirements and local goals and objectives contained in GHA's Agency Plan.

GHA is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence.

Applicable regulations include:

- 24 CFR Part 5: General Program Requirements
- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 35: Lead Based Paint
- 24 CFR Part 100: Non-discrimination, Handicap
- 24 CFR Part 982: Section 8 Tenant-Based Assistance
- 24 CFR Part 985: SEMAP

### **Rules And Regulations [24 CFR 982.52]**

This Administrative Plan is set forth to define GHA's local policies for operation of the housing programs in the context of Federal laws and regulations. Such Federal regulations, HUD Memos, Notices and guidelines, or other applicable law, governs all issues related to Section 8 not addressed in this document.

### **Nondiscrimination and Accessibility [24 CFR 982.54(d)(6)]**

It is the policy of the Gary Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

GHA shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 Programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability or sexual orientation.

To further its commitment to full compliance with applicable Civil Rights laws, GHA will provide Federal/State/local information to Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act.

Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet and available upon request.

The Gary Housing Authority shall not:

- a) Deny any family the opportunity to apply for housing, nor deny any qualified applicant the opportunity to lease housing suitable to its needs;
- b) Provide housing which is different from that provided others;
- c) Subject a person to segregation or disparate treatment;
- d) Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- e) Treat a person differently in determining eligibility or other requirements for admission;
- f) Deny a person access to the same level of services.

### **Addressing Barriers to Equal Housing Opportunities**

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the PHA's facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout the PHA's office in such a manner as to be easily readable from a wheelchair.

In accordance with Section 504 and the Fair Housing amendments Act of 1988, the Gary Housing Authority will make reasonable accommodations to permit people with disabilities to take full advantage of the Section 8 housing programs.

### **Office, Facility, and Program Accessibility**

GHA will make every effort to assure that its offices; facilities and programs are accessible to persons with a full range of disabilities. If offices, facilities and programs are not accessible, alternate arrangements will be made, subject to the undue financial and administrative burden test.

Documents and presentations intended for use by applicants and participants will be made available in formats accessible for those with vision or hearing impairments. At the point of initial contact, the Gary Housing Authority staff will ask all applicants whether they need some form of communication other than plain language paperwork. Alternative forms of communication might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative or advocate) accompany the applicant to receive, interpret and explain housing materials (24 CFR § 8.6).

Staff will be trained to provide examples, verbally and in written format, of complicated concepts such as eligibility, rent computation, applicant screening, reasonable accommodations, and lease compliance to enable applicants with learning or cognitive disabilities to understand as much as possible. (24 CFR 8.6).

At a minimum the Gary Housing Authority will prepare the following information in clearly written and accessible formats:

- a) Marketing and informational materials
- b) Information about the application process
- c) The application form
- d) All form letters and notices to applicants and participants
- e) General statement about reasonable accommodation
- f) Briefing materials for applicants
- g) All information related to applicant's rights

### **Providing Information to Applicants with Limited Comprehension**

Applicants and participants with limited written comprehension will be assisted by GHA staff. Applicants and residents who desire to be assisted by person(s) other than GHA staff are welcomed to do so, however, the Gary Housing Authority is not required to pay this or any costs associated with this assistance.

### **Reasonable Accommodations (24CFR 100.202)**

Reasonable accommodations shall include assistance for persons with disabilities in locating appropriate accessible units, referrals to other community agencies that provide such assistance, and intervention with property owners to negotiate permission to make reasonable modifications in accordance with all provisions of the law.

A participant with a disability must first ask for a specific change to a policy or practice as an accommodation of their disability before GHA will treat a person differently than anyone else. GHA's practices will be designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing program and related services. The availability of requesting an accommodation will be made known by including notices on forms and letters.

This policy is intended to afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as those who do not have disabilities and is applicable to all situations described in this Administrative Plan including when a family initiates contact with the PHA, when the PHA initiates contact with a family including when a family applies, and when the PHA schedules or reschedules appointments of any kind.

To be eligible to request a reasonable accommodation, the requester must first certify (if apparent) or verify (if not apparent) that they are a person with a disability under the following ADA definition:

- A physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such impairment; or being regarded as having such an impairment.

Rehabilitated former drug users and alcoholics are covered under the ADA. However, a current drug user is not covered. In accordance with 5.403(a), individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. Individuals whose drug or alcohol addiction is a material factor to their disability are excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

Once the person's status as a qualified person with a disability is confirmed, GHA will require that a professional third party competent to make the assessment, provides written verification that the person needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program.

### **Undue Burden**

If GHA finds that the requested accommodation creates an undue administrative or financial burden, the PHA will either deny the request and/or present an alternate accommodation that will still meet the need of the person.

An undue administrative burden is one that requires a fundamental alteration of the essential functions of GHA (i.e., waiving a family obligation).

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on GHA.

GHA will provide a written decision to the person requesting the accommodation within a reasonable time. If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal hearing to review the PHA's decision.

Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

### **Translation Of Documents**

The Housing Authority has bilingual staff to assist non-English speaking families in the Spanish language and translates documents into Spanish upon request.

In determining whether it is feasible to provide translation of documents written in English into other languages, the PHA will consider the following factors:

- Number of applicants and participants in the jurisdiction who do not speak English and speak the other language.
- Availability of bi-lingual staff to provide translation for non-English speaking families.

### **Privacy Rights [24 CFR 982.551 and 24CFR5.212]**

Applicants and participants, including all adults in their households, are required to sign the HUD 9886 Authorization for Release of Information. This document incorporates the Federal Privacy Act Statement and describes the conditions under which HUD and/or GHA will release family information. NCHA will not release other information except as otherwise specifically identified in this Administrative Plan.

All applicant and participant files will be stored in a secure location, which is only accessible by authorized staff. PHA staff will not discuss family information contained in files unless there is a business reason to do so. Inappropriate discussion of family information, or improper disclosure of family information by staff will result in disciplinary action.

### **Family Outreach**

GHA will publicize the opening of the Section 8 Program waiting list in a newspaper of general circulation, minority media, and by other suitable means when there are insufficient applicants to maintain full program utilization.

To reach persons, who cannot read the newspapers, GHA will distribute fact sheets to the broadcasting media, and initiate personal contacts with members of community service agencies serving the populations most likely to need housing assistance.

### **Owner Outreach (24 CFR 982.54(d)(5))**

The Gary Housing Authority will develop, implement and update an ongoing marketing campaign designed to consistently attract new property owners to the Section 8 Housing Assistance Program. Components of this program include but are not limited to the following activities:

- Establish and maintain a strong relationship with the Gary Real Estate community, participating in local real estate associations and related networking functions.
- Create and update an inventory of all multi-family apartment complexes in the City of Gary, Indiana and communicate regularly with the corresponding management agents.
- Preparation and issuance of a landlord newsletter on a quarterly basis for existing program landlords and for attracting new program landlords.
- Conduct annual seminars for property owners to inform them of the program and its benefits.
- Create and update program materials designed to attract new landlords particularly in areas of low poverty.
- Periodic advertising of programs in print and electronic media throughout the Gary metropolitan area.
- Courtesy inspections to assist landlords in making a determination of the work which may be needed to place a unit on the program.



GHA will maintain lists of available housing units submitted by owners in all neighborhoods within the Housing Authority's jurisdiction to ensure greater mobility and housing choice to very low-income households. Interested owners must submit a property information form to the designated staff that will perform a minimum of a "drive-by" inspection prior to placement on the available unit listing. The unit list will be provided to all applicants in their briefing packet and to program participants upon request.

GHA periodically evaluates the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted. The purpose of these activities is to provide more choice and better housing opportunities to families. Voucher holders are informed of a broad range of areas where they may lease units inside the PHA's jurisdiction and given a list of landlords or other parties who are willing to lease units or help families who desire to live outside areas of poverty or minority concentration



## SECTION 2 ELIGIBILITY FOR ADMISSION

### **General [24 CFR Part 5, Subparts B, D & E; Part 982, Subpart E]**

This Chapter defines both HUD and GHA's criteria for admission and denial of admission to the program. The policy of GHA is to strive for objectivity and consistency in applying these criteria to evaluate the eligibility of families who apply for housing assistance. GHA staff will review all information provided by the family carefully and without regard to factors other than those defined in this Chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by the GHA pertaining to their eligibility.

### **Eligibility Factors (24CFR 982.201(b))**

GHA will accept applications only from families whose head or spouse is at least 18 years of age or an emancipated minor under the laws of the State of Indiana.

To be eligible for participation in the Section 8 Housing Assistance Program, an applicant must meet the following criteria established by HUD:

- An applicant must be a "family"
- An applicant must be within the applicable Income Limits
- An applicant must furnish Social Security Numbers for all family members age six and older
- An applicant must furnish declaration of Citizenship or Eligible Immigrant Status and at least one member of the applicant family must be either a U.S. citizen or have eligible immigration status.

### **Local Preferences**

All applicants shall be provided the opportunity to claim a local preference at the time of initial application or at any time while on the waiting list. It is the policy of the Gary Housing Authority to grant Housing Choice Voucher Waiting List Preference to persons who live and/or work, elderly or disabled within the program's operating jurisdiction. All applicants claiming this preference will be given priority over those not claiming the preference, in lottery order.

### **Placement on Waiting List**

The Family's initial eligibility for placement on the waiting list will be made in accordance with the eligibility factors identified above. However, eligibility factors will not be verified before the family is placed on the waiting list. Placement on the waiting list will be based solely on the household's certification.

Reasons for denial of placement on the waiting list or denial of admission are addressed in the "Denial or Termination of Assistance" further in this Administrative Plan. These reasons for denial constitute additional admission criteria.

### **Family Composition [24 CFR 982.201 (c)]**

The applicant must qualify as a family as follows:

One or more persons sharing residency, whose income and resources are available to meet the family's needs who may not be related by blood, marriage or operation of law, but who will give evidence of a stable relationship which has existed a minimum of one year. Evidence of a stable family relationship may include, but is not limited to, any of the following: birth certificates of the children, joint tax return, prior lease (held jointly or one adult listed as "head" but other adult was included on the lease), joint bank accounts, insurance policies, prior joint credit history, or similar documentation. Evidence used to verify stable relationship would be documented in the family file.

1. A single person family may be: an elderly person; a displaced person; a disabled person; or any other single person.
2. A remaining household member who is a member of an assisted household whose original head/spouse is no longer living in the rental unit. Such remaining household members must have been listed on the most recent HUD 50058 and lease, must be of legal age and must be able to carry out the terms of the lease and family obligations. A live-in aid is not a remaining family member. (A household member for whom a subsidy was not paid because the household member did not have eligible citizenship status will not be considered a remaining household member).

### **Children in Foster Care**

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members.

### **Head of Household**

The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law.

### **Co-Head**

The co-head of the household is any adult individual designated by the household, who is equally responsible for the lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.

### **Live-in Attendants**

A Family may include a live-in aide provided that such live-in aide:

- Is determined by GHA to be essential to the care and well being of an elderly person, a near-elderly person, or a person with disabilities,
- Is not obligated for the support of the person(s), and
- Would not be living in the unit except to provide care for the person(s).

The following distinct provisions apply to a live-in aide:

- Income of the live-in aide will not be counted for purposes of determining eligibility or amount of housing assistance.
- Live-in aides are not subject to Non-Citizen Rule requirements.
- Live-in aides are not considered as a remaining member of the participant family and are therefore not entitled to any continued housing assistance if the household member they were aiding no longer participates in the program.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.

A Live in Aide may only reside in the unit with the approval of the PHA. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or caseworker. The verification provider must certify that a live-in aide is needed for the care of the family member as described above. Verification must include the hours the care will be provided.

At any time, the PHA will refuse to approve a particular person as a live-in aide or may withdraw such approval if:

- The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
- The person commits drug-related criminal activity or violent criminal activity; or
- The person currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

### **Split Households Prior to Voucher Issuance**

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, GHA will determine the family unit that retains the children as the applicant family. If there are no children, GHA will require the applicants to jointly agree to the continued applicant or solicit a court decision.

Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide appropriate documentation, they will be denied continued placement on the waiting list for failure to supply information requested by the PHA.

### **Multi-generational Families**

Families applying for assistance, which consist of two or more generations living together, (such as a mother, and a daughter with her own children), will be treated as a single family unit and will be entitled to only one housing voucher for assistance.

### **Joint Custody of Children**

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively. Legal documentation must be provided for families who claim joint custody or temporary guardianship.

### **Income Limitations [24 CFR 982.201(b), 982.353]**

The following income restriction provisions apply to applicants for admission to the Section 8 Housing Assistance Programs:

- An applicant must be a very low-income family, which is defined as a family whose annual income does not exceed 50% of the area median income.
- Applicants in excess of the very low-income limits but within the low income limits (80% of the area median income) will only be admitted based on the following criteria:
  - A low-income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within 120 days of voucher issuance.
  - A low-income family displaced by rental rehabilitation activity under 24CFR part 511.
  - A low-income non-purchasing family residing in a project subject to homeownership program under 24CFR 248.173.
  - A low-income or moderate-income family that is displaced as a result of a prepayment of a mortgage or voluntary termination of mortgage insurance contracts under 24 CFR 248.165.
  - A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a project subject to a resident home ownership program.
- To determine if the family is income-eligible, GHA will compare the Annual Income of the family to the applicable income limit for the family's size.

- Families whose Annual Income exceeds the income limit will be denied admission and offered an informal review.
- Families using portability must be within GHA's applicable income limits at the time of initial lease up in GHA's jurisdiction.
- 75% of all newly admitted applicants must fall within 30% of the area median income.

**Mandatory Social Security Numbers [24 CFR 5.216, 5.218]**

Families are required to provide verification of Social Security Numbers for all family members age 6 and older prior to admission, if the Social Security Administration has issued them a number. This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of social security numbers is grounds for denial or termination of assistance.

Persons who have not been issued a Social Security Number must sign a certification that they have never been issued a Social Security Number.

Persons who disclose their Social Security Number but cannot provide verification must sign a certification and provide verification within 60 days. Elderly persons must provide verification within 120 days.

**Citizenship/Eligible Immigration Status [24 CFR Part 5, Subpart E]**

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Eligible immigrants are persons who are in one of the immigrant categories as specified by HUD. The status of each member of the family is considered individually before the family's status is defined as follows:

- **Mixed Families** - A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed." Assistance to such applicant families will be prorated and applicants will be notified accordingly.
- **All members Ineligible** - Applicant families that include no eligible members are not eligible for assistance. Such families will be denied admission.
- **Non-citizen students**- Defined by HUD in the non-citizen regulations and not eligible for assistance.

Applicants are entitled to a hearing for denial of placement on the waiting list or denial of assistance if such denial is based on the immigration status criteria described above.

### **Other Criteria For Admissions [24 CFR 982.552(b)]**

GHA will apply the following additional criteria for admission to the program. Violation of any of the following will result in denial of admission.

- The family must not have violated any family obligation during a previous participation in the Section 8 program for 3 years prior to final eligibility determination.
- No family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the last three years prior to final eligibility determination for the first offence.
- The family must pay any outstanding debt owed to GHA or another PHA in connection with Section 8 or public housing assistance under the 1937 Act within 15 working days of HA notice to repay.
- No member of the family may have engaged in drug related or violent criminal activity for three years prior to final eligibility determination.
  - To determine whether this has occurred, the HA will check criminal history for all adults in the household to determine whether any member of the family has been arrested and/or convicted of violent or drug-related criminal activity within three years prior to final eligibility determination.
- No family member may have been evicted from public housing for any reason during the last three years prior to final eligibility determination.
- No family member may have engaged in or threatened abusive or violent behavior toward HA personnel for three years prior to final eligibility determination.

Persons evicted from other federally assisted housing because of an arrest and/or conviction for drug-related criminal activity are ineligible for admission to Section 8 programs for a three year period beginning on the date of such eviction. After the three-year period, the person must certify they are no longer engaging in a drug-related criminal activity and demonstrate successful completion of a rehabilitation program approved by GHA.

The applicant may not misrepresent the information on which eligibility or tenant rent is established. In addition to denial of admission, GHA will refer the family file/record to the proper authorities for appropriate disposition.

### **Tenant Screening [24 CFR 982.307]**

GHA will not screen the applicant household for family behavior or suitability of tenancy. At or before GHA's approval of the tenancy, GHA will inform the owner that screening and selection for tenancy is the responsibility of the owner.



The owner is responsible for screening families based on their tenancy histories, including such factors as:[24 CFR 982.307(a)(3)]

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of other residents to the peaceful enjoyment of their housing;
- Drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others; and
- Compliance with other essential conditions of tenancy.

GHA will advise and assist families if they feel that the screening criteria applied by an owner violates any basic Fair Housing Rights of the family. GHA will make referrals to the local Fair Housing Agency and/or the appropriate HUD office.

### **Changes In Eligibility Prior To Effective Date Of The Contract**

Admission to the Section 8 Program occurs at the time that an initial Housing Assistance Payments contract is executed with an owner for an eligible unit. Prior to that time, a family is considered an applicant. After execution of the HAP contract, a family is considered a participant. Therefore, changes that occur during the period between issuance of a voucher and lease up may affect the family's eligibility.

### **Ineligible Families**

Families who are determined to be ineligible will be notified in writing of the reason for this determination and given an opportunity to request an informal review (or an informal hearing if they were denied due to non-citizen status) as discussed further in this Administrative Plan.



## SECTION 3 APPLYING FOR ADMISSION

### **General [24 CFR 982.204]**

The policy of GHA is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing an initial application for assistance, placement and denial of placement on the waiting list, and limitations on who may apply. The primary purpose of the intake function is to gather information about the family, but GHA will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be pulled from the waiting list in accordance with this Plan.

### **Acceptance of Applications [24 CFR 982.206, 982.54(d)(1)]**

The Gary Housing Authority (GHA) will accept lottery entry applications to establish a waiting list for the Section 8 Housing Choice Voucher Program at periodic intervals as determined based on need to assure that an adequate pool of applicants is available to maintain full program utilization.

When it is determined that a lottery is necessary, a display ad will be placed in a newspaper of general circulation a minimum of 10 days prior to commencement of acceptance of lottery entry applications. GHA will also distribute and post notices to social service agencies, churches, and other public places throughout the City of Gary.

The complete lottery entry rules and the lottery entry application form will be subsequently printed in a newspaper of general circulation on an announced date. Lottery entry applications will also be available at the GHA Website; and, at other various locations identified throughout the City.

Lottery entry applications must be mailed to a United States Post Office box, which will be identified on the lottery entry application form. The Housing Authority or any other organization or individual will not accept applications.

A computerized lottery will be held after the published submission deadline date. Date and time of application are not relevant as long as entry forms are postmarked by the stated deadline. Each household may only submit one lottery entry form. Duplicates will not be entered into the lottery.

Due to the current funding of the Housing Choice Voucher Program, as outlined by PIH 2004-7, the GHA will give preference to working families with a history of employment, in order to close the deficit between funding received from HUD for HAP payment and actual HAP payment made to the landlords. GHA will select families based on the following:

- Group A-Households who meet the preference requirements
- Group B-All other households

The U.S. Post Office will provide a Certificate of Mailing for an additional 75 cents. In the event that an application is not received, the only acceptable proof of mailing will be the Certificate of Mailing. While not required, GHA will strongly recommend that applicants request a Certificate of

## Mailing.

A designated Section 8 telephone hotline will provide information regarding how to file a lottery entry form, the location of forms and other pertinent information for the lottery process.

Lottery entry applications will only be accepted during a designated period. A notification will be sent to all applications received within 30 days of confirming receipt. If an entry application is incomplete, not readable or the income exceeds the applicable limits, applicants will be notified by mail within 30 days and be provided with an opportunity to respond within 10 days from the date of the notice.

When all lottery entry forms are entered into the computer and the time frame for all deficient applications has expired, the computerized lottery will be held. A number will be assigned to all final lottery entries. Applicants will be notified by mail of their lottery number. Entry into the lottery will place applicants on the voucher waiting list but does not assure participation in the Section 8 Housing Choice Voucher Program. A formal application will be required and an eligibility determination will take place once lottery numbers are pulled from the list.

### **Applicant Status While On Waiting List [CFR 982.204]**

If an applicant is determined to be ineligible based on the information provided in the lottery entry application, GHA will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal review.

Applicants are required to inform GHA in writing of changes in address. Applicants are also required to respond to requests from GHA to update information on their application and to determine their continued interest in assistance.

### **Time Of Selection [24 CFR 982.204]**

As vouchers are available, families will be selected from the waiting list strictly in numerical sequence, regardless of family size, subject to income targeting requirements.

Once the program reaches full utilization, GHA will establish a group of applicants that will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verifications and vouchers will be issued to applicants who have completed the verification process first.

### **Requirement to Attend Interview**

GHA will require the applicant household to attend an interview once they have been pulled from the waiting list. GHA utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information, which has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other PHA services or programs, which may be available.

All adult family members are required to attend the interview and sign the housing application. Exceptions may be made for students attending school out of state or for members for whom attendance would be a hardship unless such members are the head or co-head of the household.

Applicants who fail to appear and want to reschedule a missed appointment must make the request to reschedule no later than ten (10) days from the original appointment date. The request must be made to the staff person who scheduled the appointment. Failure to do so will result in rejection of the application.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability.

If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review.

All adult members must sign the HUD Form 9886, Release of Information; the application form; the declarations and consents related to citizenship/immigration status; and any other documents required by GHA. Applicants will be required to sign specific verification forms for information which is not covered by the HUD form 9886. Failure to sign any consent forms will be cause for denial of the application for failure to provide necessary certifications and release as required by the PHA.

If the PHA determines at or after the interview that additional information or document(s) are needed, the PHA will request the document(s) or information in writing. The family will be given ten (10) days to supply the information. If the information is not supplied in this time period, the PHA will provide the family a notification of denial for assistance.

#### **Verification [24 CFR 982.201(e)]**

Information provided by the applicant will be verified, using the verification procedures found further in this Plan. Family composition, income, allowances and deductions, assets, full-time student status, eligibility and rent calculation factors, and other pertinent information will be verified. Verifications may not be more than 120 days old at the time of issuance of the Voucher.

#### **Final Determination And Notification Of Eligibility [24 CFR 982.201]**

After the verification process is completed, the PHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the PHA, and the current eligibility criteria in effect. If the family is determined to be eligible, the PHA will mail a notification of eligibility. A briefing will be scheduled for the issuance of a voucher and the family's orientation to the housing program.



## SECTION 4 MANAGING THE WAITING LIST

### **General [24 CFR Part 5, subpart D; 982.54 (d)(1); 982.205, 982.206]**

It is GHA's objective to ensure that families are selected from the waiting list for admissions in accordance with the policies in this Administrative Plan. By maintaining an accurate waiting list, GHA will ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

### **Waiting List [24 CFR 982.204]**

GHA will maintain three waiting lists for the Section 8 Programs as follows:

1. Housing Choice Vouchers
2. Section 8 Project Based Assistance and Moderate Rehabilitation
3. Section 8 Homeownership

Applicants will be selected from the PHA waiting lists in accordance with policies and income targeting requirements defined in this Administrative Plan. Applicants may apply for one or more programs in accordance with the criteria defined for each program.

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

- Applicant name, address and other contact information;
- Family unit size (number of bedrooms family qualifies for under PHA subsidy standards);
- Annual household income; and,
- Racial or ethnic designation of the head of household.
- Other admission criteria needed to determine eligibility for special programs.

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

Certain vouchers were received as the result of a special funding for targeted groups of households. GHA will admit these families under a Special Admission procedure. Special admissions families will be admitted outside of the regular waiting list process and they are not required to be on the program waiting list. GHA will maintain separate records of these admissions.

The following are examples of types of program funding that are designated as special admissions:

- Vouchers received for demolition or disposition of a public housing project;
- Vouchers received for multifamily rental housing projects when HUD sells, forecloses or demolishes the project;
- Vouchers received for "opt-out" of FHA insured multi-family projects;

- Project-based Section 8 HAP contracts at or near the end of the HAP contract term that convert to tenant based vouchers;

### **Targeted Funding (24 CFR 982.203)**

Special programs have been developed under the Housing Choice Voucher Program to service certain family types or certain family situations. Most of these programs require that GHA partner with a service agency in the community that provides supportive service to the particular family type. When HUD grants funding under these programs, families who meet the qualifications of the program and are referred through the partner agency will be placed on the regular waiting list with a designated code for each special program type. These families will then be selected in order from the waiting list.

GHA will continue to receive referrals from partner agencies until all designated vouchers have been utilized. Upon 100% utilization, GHA will request that the partner agencies suspend additional referrals until such time that any of the original designated vouchers are turned over and again become available for issuance to applicants. At that time, GHA will contact the appropriate partner agency and advise them of the availability of the targeted voucher and a referral will be accepted accordingly.

### **Income Targeting**

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year GHA will reserve a minimum of seventy-five percent of its Section 8 new admissions for “extremely low income households” who are defined as families whose income does not exceed 30 percent of the area median income.

Income targeting does not apply to low-income families continuously assisted as provided for under the 1937 Housing Act or to assistance to low income or moderate-income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

### **Removal From Waiting List And Purging [24 CFR 982.204(c)]**

The waiting list will be purged periodically to ensure that it remains current and accurate. A notice of continued interest will be mailed to all applicants requesting a response within 10 days. In addition, GHA will place an ad in newspapers of general circulation and notify service agencies of the purge project when it is underway to assure that all pending applicants are aware of the need to respond appropriately.

If an applicant fails to respond to a mailing, the applicant will be sent written notification and given fifteen (15) business days to contact the PHA. If they fail to respond within fifteen (15) business days, they will be removed from 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.



## SECTION 5 SUBSIDY STANDARDS

### **General [24 CFR 982.54(d)(9)]**

HUD guidelines require that GHA establish subsidy standards for the determination of family unit size, and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. The standards used for the unit size selected by the family must be within the minimum unit size requirements of HUD's Housing Quality Standards. This Chapter explains the subsidy standards, which will be used to determine the voucher size to be issued to families when they are selected from the waiting list, as well as the procedures when a family composition changes, or a family selects a unit size that is different from the size of the voucher.

### **Determining Voucher Size [24 CFR 982.402]**

The subsidy standards for determining voucher size shall be applied in a manner consistent with Fair Housing guidelines. The standards in this section relate to the number of bedrooms on which subsidy will be paid, not the family's actual living arrangements. The following basic principles will prevail when applying subsidy standards:

- No determination will be made regarding who shares a bedroom or sleeping room, but there must be at least one person per bedroom;
- One bedroom will be generally be assigned for each two members of the family;
- Consideration will be given to factors such as family characteristics including sex, age, or relationship, medical reasons and the presence of a live-in aide.
- Adults of different generations, persons of the opposite sex (other than significant other persons), and unrelated adults will be allocated a separate bedroom.
- Foster children will be included in determining unit size only if they will be in the unit for more than 6 months.
- Live-in attendants will be provided a separate bedroom but no additional bedrooms will be provided for the attendant's family members.
- Space will be provided for a child who is away at school but who lives with the family during school recesses.
- Space will not be provided for a family member, other than a spouse, who will be absent most of the time, such as a member who is away in the military.
- A single pregnant woman with no other family members will be treated as a two-person family.

- Single person families shall be allocated one bedroom.
- If the family selects a smaller unit than the size allocated on the voucher, the voucher size will be adjusted to reflect the actual size of the unit the family selected.
- If the family selected a larger unit than the size allocated on the voucher, the voucher size will not be adjusted and will remain the same as long as the family composition remains the same.

**Guidelines for Issuance of Vouchers**

The voucher size issued will generally be based on the following guidelines taking into consideration the subsidy standards described above.

| Voucher Size | Minimum Number of Household Members | Maximum Number of Household Members |
|--------------|-------------------------------------|-------------------------------------|
| 0            | 1                                   | 1                                   |
| 1            | 1                                   | 3                                   |
| 2            | 2                                   | 6                                   |
| 3            | 3                                   | 8                                   |
| 4            | 6                                   | 10                                  |
| 5            | 8                                   | 12                                  |
| 6            | 10                                  | 14                                  |

**Exceptions To Subsidy Standards [24 CFR 982.403(a),(b)]**

GHA shall consider request for exceptions from the subsidy standards if the family makes such request in writing within 10 days from the date the voucher was issued and provides sufficient justification based on health or disability of family members, or other individual circumstances that may warrant an exception to the standards. A doctor or medical professional must verify requests based on health related reasons.

**Changes in Voucher Size**

The voucher size is determined prior to the briefing by comparing the family composition to the GHA subsidy standards. If an applicant requires a change in the voucher size, based on the requirements of the subsidy standards, the above referenced guidelines will apply.

If GHA errs in the bedroom size designation, the family will be issued a new voucher of the appropriate size for the full period allocated for new program admissions. If the family makes a request for an exception to the payment standards and such request is granted, the family shall be issued a new voucher for the time remaining under the initial issuance period.

All members of the family residing in the unit must be approved by GHA. The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform the PHA within thirty (30) days from the date of the action. Changes in voucher size will be applied if necessary based on the above referenced guidelines at the anniversary date of the current lease agreement.

If a unit does not meet HQS space standards due to an increase in family size, (unit too small), the PHA will issue a new voucher of the appropriate size at the anniversary date of the current lease agreement and assist the family in locating a suitable unit.

**Unit Size Selected [24 CFR 982.402(c)]**

The family may select a different size dwelling unit than that listed on the Voucher but the following criteria shall apply:

- **Subsidy Limitation:** The family unit size as determined under the subsidy standards for a family assisted in the voucher program is based on the adopted payment standards. The payment standard for a family shall be the *lower of*:
  - The payment standard amount for the family unit size; or
  - The payment standard amount for the unit size rented by the family.
  
- **Utility Allowance:** The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's voucher.
  
- **Housing Quality Standards:** The standards allow two persons per living/sleeping room and permit maximum occupancy levels (assuming a living room is used as a living/sleeping area) as shown in the table below. The levels may be exceeded if a room in addition to bedrooms and living room is used for sleeping.

| Housing Quality Standards           |                   |
|-------------------------------------|-------------------|
| Maximum Occupancy in Units Selected |                   |
| Unit Size                           | Maximum Occupants |
| 0                                   | 2                 |
| 1                                   | 4                 |
| 2                                   | 6                 |
| 3                                   | 8                 |
| 4                                   | 10                |
| 5                                   | 12                |
| 6                                   | 14                |



## SECTION 6 TOTAL TENANT PAYMENT

### **General [24 CFR Part 5, Subparts E and F; 982.153, 982.551]**

GHA will use the methods set forth in this Administrative Plan to verify and determine that family income at admission and at annual re-certification is correct. The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the Regulations.

This Chapter defines the allowable expenses and deductions to be subtracted from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subparts E and F, and further instructions set forth in HUD Notices and Memoranda. The formula for the calculation of TTP is specific and not subject to interpretation. GHA's policies in this Chapter address those areas, which allow GHA discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

### **Income And Allowances [24 CFR 5.609]**

The following definitions shall be applied when calculating total tenant payment, tenant rent and housing assistance payments:

- **Income:** Includes all monetary amounts, which are received on behalf of the family. For purposes of calculating the Total Tenant Payment, HUD defines what is to be calculated and what is to be excluded in the federal regulations. In accordance with this definition, all income, which is not specifically excluded in the regulations, is counted.
- **Annual Income:** Defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or re-certification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income, which has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits.
- **Adjusted Income:** Defined as the Annual income minus any HUD allowable expenses and deductions.
- **Allowable deductions:**
  - ✓ Dependent Allowance: \$480 each for family members (other than the head or spouse) who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
  - ✓ Elderly/Disabled Allowance: \$400 per family for families whose head or spouse is 62 or over or disabled.

- ✓ Allowable Medical Expenses: Deducted for all family members of an eligible elderly/disabled family.
- ✓ Child Care Expenses: Deducted for the care of children under 13 when childcare is necessary to allow an adult member to work, attend school, or actively seek employment. Cannot exceed the amount of earned income and must be reasonable based on comparative costs in the community.
- ✓ Allowable Disability Assistance Expenses: Deducted for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

**Disallowance of Earned Income from Rent Determinations for Persons with Disabilities (24CFR 5.671; 982.201 (b) (3)).**

The annual income for qualified disabled families may not be increased as a result of increases in earned income of a family member who is a person with disabilities beginning on the date on which the increase in earned income begins and continuing for a cumulative 12-month period. After the disabled family receives 12 cumulative months of the full exclusion, annual income will include a phase-in of half the earned income excluded from annual income.

A disabled family qualified for the earned income exclusion is a disabled family that is receiving tenant-based rental assistance under the Housing Choice Voucher Program; and

- Whose annual income increases as a result of employment of a family member who is a person with disabilities and who was previously unemployed for one or more years prior to employment;
- Whose annual income increases as a result of increased earnings by a family member who is a person with disabilities during participation in any economic self-sufficiency or other job training program; or
- Whose annual income increases, as a result of new employment or increased earnings of a family member who is a person with disabilities, during or within six months after receiving assistance, benefits or services under any State program for TANF provided that the total amount over a six-month period is at least \$500.

The HUD definition of "previously unemployed" includes a person with disabilities who has earned in the previous 12 months no more than the equivalent earnings for working 10 hours per week for 50 weeks at the minimum wage. Minimum wage is the prevailing minimum wage in the State or locality.

The HUD definition of economic self-sufficiency program is: any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Such programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Amounts to be excluded are any earned income increases of a family member who is a person with disabilities during participation in an economic self-sufficiency or job training program and not increases that occur after participation, unless the training provides assistance, training or mentoring after employment.

The amount of TANF received in the six-month period includes monthly income and such benefits and services as one-time payments, wage subsidies and transportation assistance.

The amount that is subject to the disallowance is the amount of incremental increase in income of a family member who is a person with disabilities. The incremental increase in income is calculated by comparing the amount of the disabled family member's income before the beginning of qualifying employment or increase in earned income to the amount of such income after the beginning of employment or increase in earned income.

Exclusions of Income shall be calculated as follows:

- **Initial Twelve-Month Exclusion** - During the cumulative 12-month period beginning on the date a member who is a person with disabilities of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the PHA will exclude from annual income of a qualified family any increase in income of the family member who is a person with disabilities as a result of employment over the prior income of that family member.
- **Second Twelve-Month Exclusion and Phase-in** - During the second cumulative 12-month period after the expiration of the initial cumulative 12-month period referred to above, the PHA must exclude from annual income of a qualified family 50 percent of any increase in income of a family member who is a person with disabilities as a result of employment over income of that family member prior to the beginning of such employment.
- **Maximum Four Year Disallowance** - The earned income disallowance is limited to a lifetime 48-month period for each family member who is a person with disabilities. For each family member who is a person with disabilities, the disallowance only applies for a maximum of 12 months of full exclusion of incremental increase, and a maximum of 12 months of phase-in exclusion during the 48-month period starting from the date of the initial exclusion. If the period of increased income does not last for 12 consecutive months, the disallowance period may be resumed at any time within the 48-month period, and continued until the disallowance has been applied for a total of 12 months of each disallowance (the initial 12-month full exclusion and the second 12-month phase-in exclusion). No earned income disallowance will be applied after the 48-month period following the initial date the exclusion was applied.

- **Applicability to Child Care and Disability Assistance Expense Deductions** - The amount deducted for child care and disability assistance expenses necessary to permit employment shall not exceed the amount of employment income that is included in annual income. Therefore, for disabled families entitled to the earned income disallowance, the amounts of the full and phase-in exclusions from income shall not be used in determining the cap for child care and disability assistance expense deductions.
- **Tracking System** - GHA will maintain a tracking system to ensure correct application of the earned income disallowance.

### **Minimum Rent [24 CFR 5.616]**

Minimum rent refers to the Total Tenant Payment and includes the combined amount a family pays towards rent and/or utilities when it is applied. The established minimum rent for all vouchers holders is \$50.00.

A family may request an exception to the minimum rent based on financial hardship, which is defined as follows:

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local financial assistance;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstances, including: loss of employment; death in the family; and, other circumstances as determined by the PHA or HUD.

GHA will notify all families subject to minimum rents of their right to request a minimum rent hardship exception. This notification will be included in the change of rent notice issued by GHA at each re-certification of income. "Subject to minimum rent" means the minimum rent was the greatest figure in the calculation of the greatest of 30% of monthly-adjusted income, 10% of monthly income or minimum rent.

Requests for minimum rent exception must be made in writing within 10 days from the date of notification of rent and must include documentation as proof of financial hardship. GHA will use its standard verification procedures to verify circumstances, which have resulted in financial hardship.

### **Suspension of Minimum Rent**

GHA will grant the minimum rent exception to all families who request it, effective the first of the following month. The minimum rent will be suspended until the PHA determines whether the hardship is: covered by statute; temporary or long term.



"Suspension" means that the PHA must not use the minimum rent calculation until the PHA GHA made this decision. During the minimum rent suspension period, the family will not be required to pay a minimum rent and the housing assistance payment will be increased accordingly.

If GHA determines that the minimum rent is not covered by statute, GHA will impose a minimum rent including payment for minimum rent from the time of suspension.

Temporary and long term are defined as follows:

- **Temporary Hardship** - If GHA determines that the hardship is temporary; a minimum rent will not be imposed for a period of up to 90 days from the date of the family's request. At the end of the temporary suspension period, a minimum rent will be imposed retroactively to the time of suspension.
- **Long-Term Duration Hardships** [24 CFR 5.616(c)(3)] - If it is determined that there is a qualifying long-term financial hardship, the PHA must exempt the family from the minimum rent requirements for as long as the hardship continues. The exemption from minimum rent shall apply from the first day of the month following the family's request for exemption.

#### **Definition Of Temporarily/Permanently Absent [24 CFR 982.54(d)(10), 982.551]**

It is the responsibility of the head of household to report changes in family composition. GHA will evaluate absences from the unit using this policy.

GHA will compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, GHA will count the income of the spouse or the head of the household if that person is temporarily absent, even if that person is not on the lease.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

- **Temporarily Absent:** Defined as away from the unit for more than 30 days.
- **Permanently Absent:** Defined as away from the unit for 180 consecutive days except as otherwise provided in this Chapter.
- **Medical Absence:** Defined as any family member that leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center. GHA will seek advice from a reliable medical source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 180 consecutive days, the family member will not be considered permanently absent. If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with the "Absence of Entire Family" policy.

- **Absence Due to Full-time Student Status:** A student (other than head of household or spouse) who attends school away from home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of Voucher size.
  
- **Absence Due to Incarceration:** If the sole member is incarcerated for more than 180 consecutive days, s/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if s/he is incarcerated for three (3) consecutive months. The PHA will determine if the reason for incarceration is for drug-related or violent criminal activity. Appropriate action regarding assistance will be taken in accordance with the provisions in this plan.
  
- **Absence of Children Due to Placement in Foster Care:** If the family includes a child or children temporarily absent from the home due to placement in foster care, GHA will determine from the appropriate agency when the child/children will be returned to the home. If the time period is to be greater than six (6) months from the date of removal of the child/ren, the Voucher size will be reduced. If all children are removed from the home permanently, the voucher size will be reduced in accordance with the subsidy standards.
  
- **Absence of Entire Family:** Defined as situations when the family is absent from the unit, but has not moved out of the unit. "Absence" means that no family member is residing in the unit. In order to determine if the family is absent from the unit, GHA may write letters to the family at the unit, telephone the family at the unit, interview neighbors, verify if utilities are in service, and check with the post office. Families are required both to notify GHA before they move out of a unit and to give GHA information about any family absence from the unit.
  - Families must notify GHA at least 30 days before moving out of the unit or no less than 15 days after leaving the unit if they are going to be absent from the unit for more than 30 consecutive days.
  
  - If it is determined that the family is absent from the unit, GHA will continue assistance payments for the period of time estimated that the family will be absent but not more than six months provided that the family gave proper notice to GHA. If the family did not provide proper notice, than assistance will be terminated at the end of the month following 30 days after notification of absence.
  
  - In cases where the family has moved out of the unit, GHA will terminate assistance in accordance with appropriate termination procedures contained in this Plan.
  
- **Caretaker for Children:** Defined as a person placed in an assisted unit by an appropriate certified service agency that is acting as the legal guardian for children on the lease agreement. The following criteria will apply to these situations.

- If an appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, GHA will treat that adult as a visitor for the first 120 days.
  - If by the end of 120 days, court-awarded custody or legal guardianship has been awarded to the caretaker, the Voucher will be transferred to the caretaker.
  - If the appropriate agency cannot confirm the guardianship status of the caretaker, GHA will transfer the voucher to the caretaker on a temporary basis with the condition that the caretaker must release the voucher if the original parent(s) are awarded custody at a later date.
- **Absence Due to Court Order:** If a member of the household is subject to a court order that restricts him/her from the home for more than three (3) months, the person will be considered permanently absent.

### Visitors

Any adult not included on the HUD 50058 who has been in the unit more than fourteen (14) consecutive days without GHA approval, or a total of fourteen (14) days in a 12-month period, will be considered to be living in the unit as an unauthorized household member.

Statements from neighbors and/or the landlord will be considered in making the determination. Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

The burden of proof that the individual is a visitor rests on the family. GHA may request lease agreements, utility bills or other such documentation identifying an address other than the assisted unit as the permanent residence of the individual in question. In the absence of such proof, the individual will be considered an unauthorized member of the household and the PHA will terminate assistance since prior approval was not requested for the addition.

Minors and college students who were part of the family but who now live away from home during the school year and are no longer on the lease may visit for up to 120 days per year without being considered a member of the household.

In a joint custody arrangement, if the minor is in the household less than 51 days per year, the minor will be considered to be an eligible visitor and not a family member.

### Reporting Changes in Family Composition

Reporting changes in household composition is a basic family obligation under the voucher agreement between GHA and the assisted family. The family obligations require approval to add any other family member as an occupant of the unit and to inform GHA of the birth, adoption or court-awarded custody of a child within 15 days of move-in.

The family must request prior approval from GHA of additional household members in writing. In addition, the family must comply with the terms of their lease agreement with the owner which may require the family to obtain prior written approval from the owner when there are changes in family composition other than birth, adoption or court awarded custody. An interim reexamination will be conducted for any additions to the household.

If the family does not obtain prior written approval, any person the family has permitted to move in will be considered an unauthorized household member.

### **Averaging Income**

When Annual Income cannot be anticipated for a full twelve months, GHA will average known sources of income that vary to compute an annual income. Therefore, an interim re-certification will not be completed when circumstances change.

If there are bonuses or overtime, which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

### **Minimum Income**

There is no minimum income requirement for participation in the Section 8 Program. However, families who report zero income will be required to complete a written survival statement on a quarterly basis. Regular contributions and gifts will be considered as income, including payment of utilities or any other bills by any other individual or organization.

If the family's expenses exceed their known income, GHA will make inquiry of the head of household as to the nature of the family's accessible resources and will use all available resources to determine if the family has unreported income.

### **Income Of Person Permanently Confined To Nursing Home [24 CFR 982.54(d)(10)]**

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, the PHA will calculate the income by using the following methodology and use the income figure which would result in a lower payment by the family:

- The income of the family member confined will be included and corresponding out of pocket medical expenses will be deducted; or,
- The income of the family member confined will not be included and corresponding out of pocket medical expenses will not be deducted.

### **Regular Contributions and Gifts (24CFR 5.609)**

Regular contributions and gifts to the household are counted as income for calculation of the Total Tenant Payment and Tenant Rent. Any contribution or gift received every three months or more frequently will be considered regular unless such amount is less than \$100 on an annual basis. This includes utility and rent payments made on behalf of the family by an outside source and any other cash or non-cash contributions.

### **Alimony And Child Support [24 CFR 5.609]**

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment. If the amount of child support or alimony received is less than the amount awarded by the court, GHA will use the amount awarded by the court unless the family can verify that they are not receiving the full amount and verification of such is provided as follows:

- Verification from the agency responsible for enforcement or collection;
- Documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or collection action filed through an attorney;

### **Lump-Sum Receipts [24 CFR 5.609]**

Lump-sum payments caused by delays in processing periodic payments such as unemployment or welfare assistance are counted as income. Deferred periodic payments, which have accumulated due to a dispute, are also counted as income.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt, GHA will use a calculation method, which calculates retroactively or prospectively, depending on the circumstances.

- **Prospective Calculation Methodology:** If the payment is reported on a timely basis, (as required under interim reporting requirements) the calculation will be done prospectively and will result in an interim adjustment calculated as follows: the entire lump-sum payment will be added to the annual income at the time of the interim and total tenant payment and tenant rent will be calculated accordingly.
- **Retroactive Calculation Methodology:** If the payment is not reported on a timely basis, GHA will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer and determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due to GHA. The family will then be required to pay this amount to GHA in full from the lump sum proceeds. Failure to make payment will result in termination of assistance.
- **Attorney Fees** - The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but are included as assets. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset.

### **Contributions To Retirement Funds (24 CFR 5.603(d))**

While an individual is employed, contributions to company retirement/pension funds count as assets if the family can access the funds without retiring or terminating employment. After retirement or termination of employment, any amount the employee elects to receive as a lump sum is counted as a lump sum payment as described above.

### **Assets Disposed Of For Less Than Fair Market Value (24 CFR 5.603(d)(3))**

GHA will count assets disposed of for less than fair market value during the two years preceding certification or reexamination by including the difference between the market value and the actual payment received when calculating total assets if the fair market value of such assets is greater than \$1,000.

Assets disposed of as a result of foreclosure or bankruptcy will not be considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation will also not be considered assets disposed of for less than fair market value.

### **Child Care Expenses [24 CFR 5.603]**

Childcare expenses for children under 13 may be deducted from annual income if they enable an adult to work or attend school full time, or to actively seek employment. However, childcare expenses will not be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the childcare.

Examples of adult household members who would be considered *unable* to care for a child include the abuser in a documented child abuse situation or a person with disabilities or older person unable to take care of a small child, as verified by a reliable knowledgeable source.

A childcare deduction will only be provided based on the following guidelines:

- **Childcare to Work:** The maximum childcare expense allowed must be less than the amount earned by the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.
- **Childcare for School:** The number of hours claimed for child care may not exceed the number of hours the family member is attending school, including reasonable travel time to and from school.

- **Amount of Expense:** The PHA will survey the local care providers in the community and collect data to serve as a guideline. If the hourly rate materially exceeds the guideline, GHA will calculate the allowance using the guideline.
- **Reimbursement:** Childcare expense cannot be reimbursable from any other source. If a divorce decree provides for joint payment of childcare, expenses will be prorated accordingly unless the assisted family provides adequate documentation as described previously.

### **Medical Expenses [24 CFR 5.609(a)(2), 5.603]**

Elderly and disabled households are entitled to deductions for allowable medical expenses. If the household qualifies for a medical deduction then the medical expenses of all household members are an allowable deduction.

Allowable expenses include but are not limited to insurance premiums; hospital and doctor costs; and, prescription medicines. Nonprescription medicines, acupuncture, acupressure, herbal medicines and chiropractic services will not be considered allowable medical expenses. The IRS Publication 502 will govern the final determination as to whether a particular medical expense is permitted or prohibited as an allowable deduction under the Section 8 programs.

### **Pro-ration Of Assistance For "Mixed" Families [24 CFR 5.520]**

A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members. Housing assistance will be prorated for mixed families based on the following calculation.

The total housing assistance shall be calculated based on income, assets, allowances and deductions for all household members. The percent of eligible household members is determined by dividing the number of U. S. Citizens or eligible immigrants in the household by the total number of household members. The total amount of housing assistance is then multiplied by the percent of the eligible household members. This is the amount of housing assistance that will be paid on behalf of a mixed family.

### **Income Changes Resulting from Welfare Program Requirements**

The PHA will not reduce the rental contribution for families whose welfare assistance is reduced specifically because of:

- Fraud by a family member in connection with the welfare program; or
- Failure to participate in an economic self-sufficiency program; or
- Noncompliance with a work activities requirement.

However, the PHA will reduce the rental contribution if the welfare assistance reduction is a result of:

- The expiration of a lifetime time limit on receiving benefits; or
- A situation where a family member has not complied with other welfare agency requirements; or
- A situation where a family member has complied with welfare agency economic self-sufficiency or work activities requirements but cannot or has not obtained employment, such as the family member has complied with welfare program requirements, but the durational time limit, such as a cap on the length of time a family can receive benefits, causes the family to lose their welfare benefits.

Imputed welfare income is the amount of annual income not actually received by a family as a result of a specified welfare benefit reduction that is included in the family's income for rental contribution and is treated as follows:

- Imputed welfare income is not included in annual income if the family was not an assisted resident at the time of sanction.
- The amount of imputed welfare income is offset by the amount of additional income a family receives that begins after the sanction was imposed.
- When additional income is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.

The PHA will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance with economic self-sufficiency or work activities requirements *before* denying the family's request for rent reduction. The welfare agency, at the request of the PHA, will inform the PHA of: amount and term of specified welfare benefit reduction for the family; reason for the reduction; and subsequent changes in term or amount of reduction.

#### **Utility Allowance And Utility Reimbursement Payments [24 CFR 982.153, 982.517]**

GHA will develop a utility allowance schedule, which is intended to cover the cost of utilities not included in the rent to the owner. This allowance is based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type. Allowances are not based on an individual family's actual energy consumption.

The utility allowance for an individual family includes the utilities and services that are necessary in the City of Gary to provide housing that complies with the Federal Housing Quality Standards. No allowance will be provided for non-essential utility costs, such as telephone, cable, or satellite television. Where families provide their own range and refrigerator, GHA will include an appliance allowance as part of the total utility allowance provided to the family.

Lease agreements with tenant paid utilities will only be approved for utilities that are individually metered for the unit receiving assistance. The individual meter must only service the living space in which the family has access. The property owner must retain responsibility for any utility that is not individually metered.



GHA will review the utility allowance schedule annually. If the review finds a utility rate has changed by 10% or more since the last revision of the utility allowance schedule, the schedule will be revised to reflect the new rate. Revised utility allowances will be applied in a participant family's rent calculation at their next re-certification.

Where the calculation on the HUD 50058 results in a utility reimbursement payment due the family, the PHA will provide a Utility Housing Assistance Payment (UHAP) to the family each month. The UHAP will be issued in the name of the head of the household via first class mail to the assisted unit.



## SECTION 7 VERIFICATION PROCEDURES

### **General [24 CFR Part 5, Subparts B, D, E and F; 982.158; 24CFR Part 5.617]**

All factors affecting eligibility for the Section 8 Program and calculation of total tenant payment, tenant rent and housing assistance will be verified by GHA. PHA staff will obtain written verification from independent sources whenever possible and will document tenant files whenever third party verifications are not possible as to why third party verification was impossible to obtain.

Applicants and program participants must provide true and complete information upon request by GHA. Verification requirements are designed to maintain program integrity. This section explains the procedures and standards for verification of income, assets, allowable deductions, family status, and changes in family composition. GHA will obtain proper authorization from the family before requesting information from independent sources.

### **Methods Of Verification And Time Allowed [24 CFR 982.516]**

All required information will be verified using four methods of verification, Third-Party Written, Third-Party Oral, Up Front Income Verification (UIV), and Review of Documents. Third Party Verification of Income and allowances must be obtained, or the file must be documented why third party verification was not available. GHA staff will explain the types of information that the GHA will verify during interviews, and the methods of verification the GHA will use, including upfront income verification (UIV) and computer matching.

**Up Front Income Verification** - This method requires The verification of income, before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals. The types of income that may be verified using upfront income verification (UIV) are:

- (1) Gross Wages and Salaries (including overtime pay, commission, fees, tips, bonuses, and other compensation for personal services.)
- (2) Unemployment Compensation
- (3) Welfare Benefits
- (4) Social Security Benefits (including Federal and State benefits, Black Lung benefits, dual benefits.)
  - (a) Social Security (SS)
  - (b) Supplemental Security Income (SSI)

Other income types (i.e., child support, pensions, etc.) should be verified using upfront income verification techniques if the resources are available.

Available Upfront Income Verification Techniques that will be used by GHA are:

- (1) Computer matching agreements with a federal, state, or local government agency, or a private agency;
- (2) Use of HUD's Tenant Assessment Subsystem (TASS); or
- (3) Submit direct requests for income verifications to a federal, state, or local government agencies or a private agency.

- **Third-Party Written** – This method requires a written document to be sent to the source of the verification and a written response to be received via facsimile or mail service. Hand carried third party verifications are not acceptable. Verifications received electronically directly from the source are also considered third party written verifications.
- **Third-Party Oral** – This method requires an authorization form signed by the applicant or participant to be sent to the source of the verification and a GHA staff member verifies by telephone the required information and records such information on the required verification forms.
- **Review of Documents** – This method is used for documents that are hand-carried by the applicant or participant and copied at the GHA office or reviewed by staff with the information recorded and certified by staff on the requisite forms.

Self-certification or self-declaration forms from the applicants or participants are not acceptable methods of verification.

GHA will allow two (2) weeks for return of third-party verifications and two (2) weeks to obtain other types of verifications before going to the next method identified above. The file must be documented as to why third party written verification was not used.

Verifications may not be more than 120 days old at the time of issuance of a voucher to a program applicant or a program participant. Therefore, a re-certification must be completed prior to issuance of a voucher for any program move in which the last re-certification was completed more than a 120 days prior to issuance of the voucher.

#### **Release Of Information [24 CFR 5.230]**

All adult family members will be required to sign the HUD 9886 Release of Information/Privacy Act form. In addition, family members will be required to sign specific authorization forms when information is needed that is not covered by the HUD form 9886. Family refusal to cooperate with the HUD prescribed verification system will result in denial of admission or termination of assistance based on violation of the family obligation to supply any information and to sign consent forms.

#### **Computer Matching**

Where allowed by HUD and/or other State or local agencies, computer matching will be utilized to verify required information. When computer matching results in a discrepancy with other information obtained from other sources, GHA will follow up with the family and verification sources to resolve the discrepancy. If the family has unreported or underreported income, appropriate action will be taken including termination of assistance, if warranted, in accordance with

other sections of this plan.

### **HUD Income Discrepancy Program**

HUD is precluded from disclosing information from the Internal Revenue Service (IRS) to GHA. However, if HUD receives information from federal tax return data indicating a discrepancy in the income reported by the family, HUD will notify the family of the discrepancy. The family is required to disclose this information to the PHA (24 CFR 5.240). HUD's letter to the family will also notify the family that HUD has notified the PHA in writing that the family has been advised to contact the PHA. HUD will send the PHA a list of families who have received "income discrepancy" letters.

When the PHA receives notification from HUD that a family has been sent an "income discrepancy" letter, the PHA, after 40 days following the date of notification, will contact the tenant by mail, asking the family to promptly furnish any letter or other notice by HUD concerning the amount or verification of family income.

When the family provides the required information, the PHA will verify the accuracy of the income information received from the family, review the interim re-certification policy, identify unreported income, charge retroactive rent as appropriate, and change the amount of rent or terminate assistance, as appropriate, based on the information.

If the participant fails to respond to GHA, GHA will ask HUD to send a second letter. After an additional 40 days, GHA will send a letter to the head of household, warning of the consequences if the family fails to contact the PHA within two weeks.

If the tenant claims a letter from HUD was not received, GHA will ask HUD to send a second letter with a verified address for the tenant. After 40 days, the PHA will contact the tenant family. After an additional 40 days, the PHA will set up a meeting with the family to complete IRS forms 4506 and 8821.

If the tenant family fails to meet with the PHA or will not sign the IRS forms, the PHA will send a warning letter to the head of household, notifying the family that termination proceedings will begin within one week if the tenant fails to meet with the PHA and/or sign forms.

If tenant does receive a discrepancy letter from HUD, The PHA will set up a meeting with the family. If the family fails to attend the meeting, the PHA will reschedule the meeting. If the family fails to attend the second meeting, the PHA will send a termination warning. The family must bring the original HUD discrepancy letter to the PHA.

If tenant disagrees with the tax data contained in the HUD discrepancy letter, the PHA will ask the tenant to provide documented proof that the tax data is incorrect. If the tenant does not provide documented proof, the PHA will obtain proof to verify the Federal tax data using third party verification.

### **Items To Be Verified [24 CFR 982.516]**

The following information must be verified to determine initial program eligibility, to calculate total tenant payment, tenant rent and housing assistance and at each annual re-certification of income.

- All income not specifically excluded by the regulations.

- Full-time student status including High School students who are 18 or over.
- Current assets including assets disposed of for less than fair market value in preceding two years.
- Childcare expense where it allows an adult family member to be employed or to further his/her education.
- Total medical expenses of all family members in households whose head or spouse is elderly or disabled.
- Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus for a disabled member of the family, which allow an adult family member to be employed.
- Disability for determination of allowances or deductions.
- U.S. citizenship/eligible immigrant status
- Social Security Numbers for all family members over 6 years of age or older who have been issued a social security number.
- Familial/Marital status when needed for head or co-head definition.
- Verification of Reduction in Benefits for Noncompliance
  - GHA will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance *before* denying the family's request for rent reduction.

#### **Verification Of Income, Assets and Allowances [24 CFR 982.516]**

Verification will be conducted using the following procedures:

- **Employment Income** - Verification forms request the employer to specify the Dates of employment; Amount and frequency of pay; date of the last pay increase; likelihood of change of employment status and effective date of any known salary increase during the next 12 months; year to date earnings; estimated income from overtime, tips, bonus pay expected during next 12 months.
  - Acceptable methods of verification include, in this order: employment verification form completed by the employer; check stubs or earning statements, which indicate the employee's gross pay, frequency of pay or year to date earnings; W-2 forms plus income tax return forms; income tax returns signed by the family must be used for verifying self-employment income, or income from tips and other gratuities.
  - Applicants and program participants may be requested to sign an authorization for release of information from the Internal Revenue Service for further verification of income.
  - In cases where there are questions about the validity of information provided by the family, GHA will require the most recent federal income tax statements.
- **Social Security, Pensions, Supplementary Security Income (SSI), Disability Income** - Acceptable methods of verification include, in this order: benefit verification form completed by agency providing the benefits; award or benefit notification letters prepared and signed by the providing agency; computer report electronically obtained or in hard copy.

- **Unemployment Compensation** - Acceptable methods of verification include, in this order: verification form completed by the unemployment compensation agency; computer report electronically obtained or in hard copy, from unemployment office stating payment dates and amounts; payment stubs.
- **Welfare Payments or General Assistance** - Acceptable methods of verification include, in this order: verification form completed by payment provider; written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months; computer-generated Notice of Action; computer-generated list of recipients from Welfare Department.
- **Alimony or Child Support Payments** - Acceptable methods of verification include, in this order: copy of a separation or settlement agreement or a divorce decree stating amount and type of support and payment schedules; a notarized letter from the person paying the support; copy of latest check and/or payment stubs from Court Trustee. PHA must record the date, amount, and number of the check.
  - If payments are irregular, the family must provide: a copy of the separation or settlement agreement, or a divorce decree stating the amount and type of support and payment schedules; a statement from the agency responsible for enforcing payments to show that the family has filed for enforcement; a notarized affidavit from the family indicating the amount(s) received; a written statement from an attorney certifying that a collection or enforcement action has been filed.
- **Net Income from a Business** - In order to verify the net income from a business, GHA will view IRS and financial documents from prior years and use this information to anticipate the income for the next 12 months. Acceptable methods of verification include: IRS Form 1040, including: Schedule C (Small Business); Schedule E (Rental Property Income); Schedule F (Farm Income); if accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense, computed using straight-line depreciation rules; audited or unaudited financial statement(s) of the business; credit report or loan application; Documents such as manifests, appointment books, cash books, bank statements, and receipts will be used as a guide for the prior six months (or lesser period if not in business for six months) to project income for the next 12 months. The family will be advised to maintain these documents in the future if they are not available.
- **Recurring Contributions** - The family must furnish a notarized statement which contains the following information: the person who provides the gifts; the value of the gifts; the regularity (dates) of the gifts; the purpose of the gifts and the
- **Zero Income Status** - Families claiming to have no income will be required to execute verification forms to determine that forms of income such as unemployment benefits, TANF, SSI, are not being received by the household. GHA will also request information from the Department of Labor. A credit report will also be used if information is received that indicates the family has an unreported income source.
- **Full-time Student Status** - Only the first \$480 of the earned income of full time students, other than head, co-head, or spouse, will be counted towards family income. Financial aid,

scholarships and grants received by full time students are not counted towards family income. Verification of full time student status includes: written verification from the registrar's office or other school official; school records indicating enrollment for sufficient number of credits to be considered a full-time student by the educational institution.

- **Savings Account Interest Income and Dividends** - Acceptable methods of verification include, in this order: account statements, passbooks, certificates of deposit, or PHA verification forms completed by the financial institution and broker's statements showing value of stocks or bonds and the earnings credited the family. Earnings can be obtained from current newspaper quotations or oral broker's verification; IRS Form 1099 from the financial institution, provided that the PHA must adjust the information to project earnings expected for the next 12 months.
- **Interest Income from Mortgages or Similar Arrangements** - Acceptable methods of verification include, in this order: a letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for next 12 months. (A copy of the check paid by the buyer to the family is not sufficient unless a breakdown of interest and principal is shown.); amortization schedule showing interest for the 12 months following the effective date of the certification or re-certification.
- **Net Rental Income from Property Owned by Family** - Acceptable methods of verification include, in this order: IRS Form 1040 with Schedule E (Rental Income); copies of latest rent receipts, leases, or other documentation of rent amounts; documentation of allowable operating expenses of the property: tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense; lessee's written statement verifying rent payments to the family and family's self-certification as to net income realized.
- **Family Assets** - GHA will require information necessary to determine the current cash value of the family's assets, (the net amount the family would receive if the asset were converted to cash). Acceptable verification may include any of the following: verification forms, letters, or documents from a financial institution or broker; passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker; quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate; real estate tax statements if the approximate current market value can be deduced from assessment; financial statements for business assets; copies of closing documents showing the selling price and the distribution of the sales proceeds; appraisals of personal property held as an investment.
- **Assets Disposed of for Less than Fair Market Value (FMV)** - For all certifications and re-certifications, GHA will obtain the family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or re-certification. If the family certifies that they have disposed of assets for less than fair market value, verification is required that shows: (a) all assets disposed of for less than FMV, (b) the date they were disposed of, (c) the amount the family received, and (d) the market value of the assets at the time of disposition. Third party verification will be obtained wherever possible.



- **Child Care Expenses** - Written notarized verification from the person who receives the payments is required. Verifications must specify the child care provider's name, address, telephone number, the names of the children cared for, the number of hours the child care occurs, the rate of pay, and the typical yearly amount paid, including school and vacation periods. GHA will also request verification as to whether the certifying individual is a licensed childcare provider and advise the provider that such income may be reported to other sources including the IRS.
- **Medical Expenses** - All expense claims will be verified by one or more of the methods: written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, of (a) the anticipated medical costs to be incurred by the family and regular payments due on medical bills; and (b) extent to which those expenses will be reimbursed by insurance or a government agency; written confirmation by the insurance company or employer of health insurance premiums to be paid by the family; written confirmation from the Social Security Administration of Medicare premiums to be paid by the family over the next 12 months.
- **Assistance to Persons with Disabilities [24 CFR 5.611(c)]** - Written certification from a reliable, knowledgeable professional that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him/her to be employed or to function sufficiently independently to enable another family member to be employed. Family's certification as to whether they receive reimbursement for any of the expenses of disability assistance and the amount of any reimbursement received.

**Attendant Care:** Attendant's written certification of amount received from the family, frequency of receipt, and hours of care provided. Certification of family and attendant and/or copies of canceled checks family used to make payments.

**Auxiliary Apparatus:** Receipts for purchases or proof of monthly payments and maintenance expenses for auxiliary apparatus. In the case where the person with disabilities is employed, a statement from the employer that the auxiliary apparatus is necessary for employment is needed.

### **Verifying Non-Financial Factors [24 CFR 5.617(b)(2)]**

In order to prevent program abuse, GHA will require applicants to furnish verification of legal identity for all family members. The following documents will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required: certificate of birth, naturalization papers; church issued baptismal certificate; U.S. military discharge (DD 214); or U.S. passport.

Documents considered acceptable for the verification of legal identity for minors may be one or more of the following: certificate of birth; adoption papers; or custody agreements.

### **Familial Relationships**

Certification will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists, the family may be asked to provide verification. Verification of divorce status will be a certified copy of the divorce decree, signed by a Court Officer. Verification

of a separation may be a copy of court-ordered maintenance or other legal records. Verification of marriage status is a marriage certificate.

### **Verification of Permanent Absence of Family Member**

If the family reports an adult member who was formerly a member of the household permanently absent, the following information must be presented as verification prior to removing any household member from the assisted household: legal evidence of divorce action; evidence of legal separation; order of protection/restraining order obtained by one family member against another; lease or rental agreement showing the individual listed as the member of another household; a document from a Court or correctional facility stating how long they will be incarcerated.

### **Verification of Disability**

Verification of disability must be receipt of SSI or SSA disability payments under Section 223 of the Social Security Act or 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)) or verified by appropriate diagnostician such as physician, psychiatrist, psychologist, therapist, rehab specialist, or licensed social worker, using the HUD language as the verification format.

### **Verification of Social Security Numbers [24 CFR 5.216]**

Social security numbers must be provided as a condition of eligibility for all family members age six and over if they have been issued a number. Verification of Social Security numbers will be done through a Social Security Card issued by the Social Security Administration. If a family member cannot produce a Social Security Card, only the following documents showing his or her Social Security Number may be used for verification. The family is also required to certify in writing that the document(s) submitted in lieu of the Social Security Card information provided is/are complete and accurate: driver's license; identification card issued by a Federal, State or local agency; identification card issued by a medical insurance company or provider (including Medicare and Medicaid); an identification card issued by an employer or trade union; an identification card issued by a medical insurance company; earnings statements or payroll stubs; IRS Form 1099; benefit award letters from government agencies

New family members ages six and older will be required to produce their Social Security Card or provide the substitute documentation described above together with their certification that the substitute information provided is complete and accurate. This information is to be provided at the time the change in family composition is reported.

If an applicant or participant is able to disclose the Social Security Number but cannot meet the documentation requirements, the applicant or participant must sign a certification to that effect provided by the PHA. The applicant/participant or family member will have an additional thirty (30) days to provide proof of the Social Security Number. If they fail to provide this documentation, the family's assistance will be terminated.

In the case of an individual at least 62 years of age, the PHA may grant an extension for an additional 60 days to a total of 120 days. If, at the end of this time, the elderly individual has not provided documentation, the family's assistance will be terminated. If the family member states they have not been issued a number, the family member will be required to sign a certification to this effect.



## SECTION 8

### VOUCHER ISSUANCE AND BRIEFINGS

#### **General (24CFR 982.301, 982.302)**

GHA's goals and objectives are designed to assure that families selected to participate are equipped with the tools necessary to locate an acceptable housing unit; that families are provided sufficient knowledge and information regarding the program; and, how to achieve maximum benefit while complying with program requirements. When eligibility has been determined, GHA will conduct a mandatory briefing to ensure that families know how the program works.

The briefing will provide a broad description of owner and family responsibilities, program procedures, and how to lease a unit. The family will also receive a briefing packet, which provides more detailed information about the program including the benefits of moving outside areas of poverty and minority concentration. This Chapter describes how briefings will be conducted, the information that will be provided to families, and the policies for how changes in the family composition will be handled.

#### **Issuance Of Vouchers [24 CFR 982.204(d), 982.54(d)(2)]**

When funding is available, GHA will issue vouchers to applicants whose final eligibility has been determined. GHA will strive to maintain 100% utilization of all program funds. Program capacity will be closely monitored to determine success rates, average lease up time, and monthly turnover. This statistical information will serve as the basis to determine the number of vouchers to be issued on an ongoing basis to achieve the 100% utilization rate.

Vouchers will be over-issued based on the average success rates from the previous fiscal year. All vouchers, which are over-issued, will be honored even if it results in being over-leased for a given period of time. In the case of over-leasing, GHA will adjust future issuance of vouchers in order not to exceed the budget limitations over the entire fiscal year.

#### **Briefing Types And Required Attendance [24 CFR982.301]**

##### **Initial Applicant Briefing**

A full program briefing will be conducted for applicant families who are determined to be eligible for assistance. The briefings will be conducted in groups. However, families who attend group briefings and still have the need for individual assistance will be referred to eligibility staff for additional guidance. All briefings will be conducted in English and will utilize audio-visual aids to assist applicants with limited comprehension or second language needs. Other reasonable accommodations will be provided to individuals who are disabled upon notification to GHA. While we recognize the inconvenience to the family, children will not be permitted at the briefing session in order to ensure an informative learning environment that will meet the needs of all applicants.

The purpose of the briefing is to explain how the program works and distribute the required documents in the voucher packet to applicants. This will enable families to utilize the program to their advantage, and prepare them to discuss the Housing Choice Voucher Program with potential owners and property managers.

GHA will not issue a voucher to an applicant family unless the household representative has attended a briefing and signed the voucher form. Applicants who provide prior notice of inability to attend a briefing will automatically be scheduled for the next briefing. Applicants who fail to attend two (2) scheduled briefings will be denied admission based on failure to supply information needed for certification.

### **Briefing Packet [24 CFR 982.301(b)]**

The documents and information provided in the briefing packet for the voucher program include the following required items:

- HUD approved voucher form indicating the term of the voucher;
- Housing search record form;
- GHA's policy for requesting extensions of the voucher;
- A description of the method used to calculate the housing assistance payment for a family;
- Payment standards and utility allowance schedule(s);
- Explanation of the maximum allowable rent for an assisted unit including the rent reasonableness standard and affordability standards;
- Where the family may lease a unit;
- Owner and family responsibilities;
- Portability procedures and an explanation of how portability works;
- HUD required tenancy addendum;
- HUD approved Request for Tenancy Approval (RTA) form;
- Owner disclosure of lead based paint;
- A statement of the GHA policy on providing information about families to prospective owners;
- HUD brochure "A Good Place to Live" on how to select a unit that complies with HQS;
- HUD required information on lead-based paint;
- Applicants rights to a review of GHA decisions and participants rights to informal hearings;
- Requirements for reporting changes in income and family composition;
- Information on security deposits and legal referral services;
- Fair Housing rights and a housing discrimination complaint form;
- Available information related to prospective rental units;
- Information about the Family Self-sufficiency Program; and,
- Information about the Section 8 Homeownership Program.

## **Program Move Briefing**

Program participants that have been under lease for a period of one year may opt to move to another assisted unit at the anniversary date of their lease agreement and Housing Assistance Payments contract. An abbreviated briefing will be conducted by the caseworker at the annual re-certification interview describing the requirements for a successful move within the program. A briefing packet containing the following information will be provided to the program participant:

- HUD approved voucher form indicating the term of the voucher;
- Instructions for program moves;
- Housing Search Record forms;
- Vacate notice to be signed by the current landlord;
- Current payment standards and utility allowances;
- Request for Tenancy Approval; and,
- Owner disclosure of lead based paint.

## **Housing Opportunity and Mobility**

GHA will provide mobility counseling to assist applicants and program participants with assistance in locating to areas of low poverty. An analysis of unit location will be conducted by zip code and census tract and, compared with census data on poverty levels. This data will be geo-coded and tracked on a quarterly basis to determine movement. Specific effort will be made to identify property owners in those census tracts that are below the city-wide poverty level.

## **Security Deposit Requirements [24 CFR 982.313]**

The payment of a security deposit is an issue strictly between the owner and the voucher holder. However, the Section 8 program does not assist with security deposit payments and the Housing Choice Voucher Program does not provide for any special claims or payments for unpaid rent, damages or vacancy loss to the owner.

The owner is not required to, but may collect a security deposit from the assisted household in accordance with local market practices. Security deposits charged by owners may not exceed those charged to unassisted households nor exceed the maximum prescribed by state or local law.

## **Term Of Voucher [24 CFR 982.303, 982.54(d)(11)]**

During the briefing session, each household will be issued a voucher, which represents a contractual agreement between GHA and the Family, specifying the rights and responsibilities of each party. It does not constitute admission to the program, and the family remains an applicant, until such time that a lease and contract become effective.

The voucher is valid for a period of sixty calendar days from the date of issuance. The family must submit a Request Tenancy Approval (RTA) within the sixty-day period or request an extension in accordance with the extension provisions outlined below.

If the Voucher has expired, and has not been extended, the family will be denied assistance. The

family will not be entitled to a review or hearing. If the family is currently assisted, they may remain as a participant in their unit if there is an assisted lease/contract in effect.

### **Extensions of the Voucher**

Extensions will be granted only if the family provides a written documented record to GHA indicating property owners contacted, units visited and the reasons why these units were unacceptable. Extensions will be granted for a period of an additional 60 days.

The family must submit an acceptable RTA within the extension period or assistance will be denied. The family will not be entitled to a review or a hearing.

GHA will extend the voucher term up to 180 days from the beginning of the initial term if the family needs and makes a written request for an extension as a reasonable accommodation to make the program accessible to and usable by a family member with a disability, provided that such request is made prior to the expiration of the initial term of the voucher.

### **Voucher Issuance Determination For Split Households (24 CFR 982.315)**

In those instances when a family assisted under the Section 8 program becomes divided into two otherwise eligible families due to divorce, legal separation, or the division of the family, and the new families cannot agree as to which new family unit should continue to receive the assistance, and there is no determination by a court, GHA will issue the voucher to the family member who retains custody of the greatest number of minor children.

### **Transfer and Retention Of Voucher [24 CFR 982.315]**

Assistance may only be transferred to someone other than the designated head of household or co-head of household if the head or co-head involuntarily leaves the household. No household member may voluntarily assign the assistance to another household member. Assistance will only be transferred if a remaining member of the household is a sole member or legally obtains custody of the remaining minor members of the household. To be considered the remaining member of the assisted family, the person must have been previously approved by GHA to be living in the unit, identified on the HUD 50058 at the most recent re-certification and be listed on the most recent lease agreement with the owner.

A live-in attendant, by definition, will not be considered a remaining member of the family and will not be entitled to any continued assistance if the person who they were assisting ceases to receive assistance for any reason. A minor child may only be considered as a remaining member of the household if a court has awarded emancipated minor status to the minor. A reduction in family size may require a corresponding reduction in the voucher family unit size.



## SECTION 9

### APPROVAL OF TENANCY AND CONTRACT EXECUTION

#### **General [24 CFR 982.302]**

GHA's program operations are designed to utilize available resources in a manner that is efficient and provides eligible families timely assistance based on the number of units that have been budgeted. Program objectives include maximizing HUD funds by providing assistance to as many eligible families and for as many eligible units as the budget will allow.

After families are issued a voucher, they may search for a unit anywhere within the designated jurisdiction. The family must find an eligible unit under the program rules, with an owner/landlord who is willing to enter into a Housing Assistance Payments Contract with GHA. This Chapter defines the types of eligible housing, GHA's policies, which pertain to initial inspections, lease requirements, owner disapproval, and the processing of Requests Tenancy Approval (RTA).

#### **Request For Approval Of Tenancy [24 CFR 982.302, 982.305(b)]**

The Request for Approval of Tenancy (RFAT) must be submitted by the family during the term of the voucher. The family must submit the RTA in the form and manner required by GHA as follows:

- All corresponding blanks on the RTA form must be fully completed and legible, including the age of the building and the most recent rent charged;
- The form must be signed by both the owner and voucher holder;
- The RTA addendum must be completed indicating the owners federal tax identification number or social security number, the census tract of the unit and other requested information;
- The family may not submit more than one RTA at a time.

The PHA will review the RTA documents to determine whether or not they are approvable based on the following criteria:

- The unit is an eligible type of housing under the program;
- The rent to owner plus tenant paid utilities does not exceed the applicable payment standard for the bedroom size of the voucher issued to the family; or the rent requested meets the affordability test (does not exceed 40% of the households monthly adjusted income); and,
- The rent is reasonable in comparison to unassisted like units in the same location.

If GHA cannot approve the RTA based on any of the above, GHA staff will contact the owner to

determine if they are willing to negotiate within terms that would be approvable under the program requirements. If the owner and GHA are unable to reach acceptable terms, the voucher holder will be notified within 5 days and advised that the unit is not acceptable. The voucher holder will have the remaining period on their voucher to locate an acceptable unit. The voucher time will not be suspended or "tolled" during this period.

### **Eligible Types Of Housing [24 CFR 982.353]**

Any of the following types of housing are eligible to be considered for assistance under the Housing Choice Voucher Program:

- All structure types: single family, duplex, multi-family, low rise or high-rise;
- Manufactured homes where the assisted family leases the mobile home and the pad;
- Manufactured homes where the assisted family owns the mobile home and leases the pad;
- Group Homes or shared housing;
- Congregate and Assisted Living facilities (only the shelter rent is assisted);
- Single Room Occupancy facilities;
- Units owned (but not subsidized) by the PHA;
- Units being purchased by the assisted family in accordance with the Section 8 Homeownership criteria;
- A cooperative housing development in which the family owns shares would still be considered a lease arrangement under the voucher program.

### **Lease Review [24 CFR 982.308]**

The family and owner must submit a standard form lease commonly used in the City of Gary and that is used for the owner's unassisted tenants at the premises. The terms and conditions of the lease must be consistent with State and local law. The lease must specify what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the family.

The initial term of the lease agreement must be for a minimum of 12 months unless GHA determines that a shorter term will improve housing opportunities for the assisted household. Owners may elect to execute a lease for an indefinite extension of the initial term (the endless lease), which will allow the owner the ability to terminate tenancy during the lease only by instituting a court action. However, owners may elect fixed, definite extensions of the initial lease, such as year-to-year. This option allows the owner to terminate tenancy without cause at the end of the initial term or any subsequent term.

The HUD prescribed tenancy addendum, which is attached to the Housing Assistance Payments contract, as Part C, will always take precedence over any other terms and conditions in the owner's lease with the tenant. House rules of the owner may be attached to the lease as an addendum, provided they do not violate any fair housing provisions and do not conflict with the HUD tenancy addendum.

### **Actions Before Lease Term**

All of the following must always be completed before the beginning of the initial term of the lease for a unit: the unit has been inspected and meets all requirements of the federal Housing Quality Standards; the landlord and the tenant have executed the lease, the rent on the lease agreement is consistent with the rent approved by GHA, and includes the HUD-prescribed tenancy addendum; and GHA has approved leasing of the unit in accordance with program requirements

### **Separate Agreements**

Families and owners will be advised of the prohibition of illegal side payments for additional rent, or for items normally included in the rent of unassisted families, or for items not shown on the approved lease. However, owners and families may execute separate agreements for services, appliances (other than range and refrigerator) and other items that are not included in the lease if the agreement is in writing and approved by GHA.

The family is not liable under the lease for unpaid charges for items covered by separate agreements and nonpayment of these agreements cannot be cause for eviction. Any appliances, services or other items, which are routinely provided to unassisted families as part of the lease (such as air conditioning, dishwasher or garage) or are permanently installed in the unit, cannot be put under separate agreement and must be included in the lease. GHA will only approve a separate agreement if the family has the option of not utilizing the service, appliance or other item.

### **Information To Owners [24 CFR 982.307(b), 982.54(d)(7)]**

Upon written request from a prospective property owner, GHA will provide the following information about a program applicant and/or participant. However, if the household was admitted to the Section 8 program under the witness protection program no information will be provided.

- Current address as reflected in the file;
- Names, ages and relationship of household members;
- Former address if reflected in the file;

GHA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others, and compliance with other essential conditions of tenancy.

A statement of the GHA's policy on release of information to prospective landlords will be included in the briefing packet, which is provided to the family.

### **Contract Execution Process [24 CFR 982.305(c)]**

The Housing Assistance Payments Contract will be prepared by GHA upon approval of the RTA and

a passing inspection indicating that the unit is in compliance with all Federal Housing Quality Standards. Owners will be required to come to the GHA Section 8 office for contract signing for all new units placed under contract for the first time. Owners will be notified of the contract signing date and GHA will make every effort to coordinate contract-signing appointments at the same time for multiple units.

Owners will be required to provide proof of ownership for the assisted unit in a form acceptable to GHA. The HAP contract will be executed in the manner indicated on the proof of ownership. If the owner has assigned an agent to represent the owner, then appropriate documentation must be provided prior to execution of the HAP contract.

If GHA fails to prepare the contract and schedule a contract signing appointment prior to the approved lease effective date, housing assistance will be retroactive to the date the unit passed inspection or the lease effective date whichever is later. However, if the owner fails to attend the scheduled contract signing and does not contact GHA to re-schedule, the housing assistance payment will be effective on the date the owner actually signs the contract.

## SECTION 10

# HOUSING QUALITY STANDARDS AND INSPECTIONS

### General [24 CFR 982.401]

The Housing Quality Standards (HQS) are federal standards established by HUD that serve to measure the minimum quality of housing acceptable in the Section 8 Housing Programs. HQS standards are utilized to inspect housing units at initial occupancy and during the term of the Housing Assistance Payments contract. HQS standards apply to the building and premises, as well as the unit. Newly leased units must pass the HQS inspection before the beginning date of the HAP contract. GHA will inspect each unit under contract at least annually. GHA will also maintain a quality control inspection program, which will re-inspect a minimum of 10% of all inspections on a monthly basis to assure consistency of enforcement of HQS.

This Chapter describes GHA's procedures for performing HQS and other types of inspections, and standards for the timeliness of repairs. It also explains the responsibilities of the owner and family, and the consequences of non-compliance with HQS requirements for both families and owners.

### Guidelines/Types Of Inspections [24 CFR 982.401(a), 982.405]

Effort will be made at all times to encourage owners to provide housing above HQS minimum standards. However, GHA will not promote any additional acceptability criteria, which is likely to adversely restrict housing choice.

If the tenant is responsible for supplying the stove and/or the refrigerator, GHA will complete the initial inspection without the stove and refrigerator in the unit, provided that the family certifies that the appliances will be placed in the unit and will be in proper working order.

The following types of inspections will be conducted as required:

- **Annual** - an inspection conducted on a property prior to its re-certification date;
- **Re-inspection** - an inspection of a property which failed its annual inspection;
- **24-Hour Re-inspection** – an inspection on a property which had a failing item considered a 24-hour emergency situation;
- **RTA/Initial** - inspection on a property which the tenant has selected and is requesting approval of a new unit;
- **Complaint** - inspection on a property which has been requested by the resident or other involved party due to perceived problems with the property;
- **Courtesy** - inspection requested on a property which is not yet a part of the HAP program but is being considered, by the landlord, for participation in the program;
- **Abatement Cure** - inspection on property where abatement has commenced but is still within the thirty-day window prior to termination;
- **Re-instatement inspection** - inspection in which the contract was terminated but a determination has been made to re-instate the contract;
- **QA (Quality Assurance)** – 10% re-inspection by a supervisor of units previously inspected;

- **QA Re-inspection** - re-inspection on a failed QA;
- **Vacate Inspection** - a move out inspection conducted because the owner is entitled to a special claim.

**Timing of HQS Inspection**

Inspections will be conducted in accordance with the following timeframes:

| <b><u>Type of Inspection</u></b> | <b><u>To Be Scheduled</u></b>   | <b><u>To be Completed</u></b>            |
|----------------------------------|---|--|
| Initial                          | Within 24 hours from completion of rent negotiations  | Within 72 hours from schedule.           |
| Annual                           | 120 days prior to anniversary date  | 90 days prior to anniversary date        |
| Compliance                       | Within 24 hours from request  | Within 48 hours from schedule            |
| Courtesy                         | Within 24 hours from request  | Within 48 hours from schedule            |
| Emergency Re-inspection          | At initial inspection   | Within 24 hours of initial inspection    |
| Annual Re-inspection             | Upon notification by owner that the repairs have been completed by no later than 75 days prior to the anniversary date. | Within 60 days prior to anniversary date |
| Other Re-inspection              | 24 hours from notification by landlord that unit is ready for re-inspection   | Within 5 days from schedule.             |

The family must allow the PHA to inspect the unit at reasonable times with reasonable notice. Reasonable hours to conduct an inspection are between 8:30 a.m. and 5:00 p.m. Notice will be provided to the family and the owner via first class mail a minimum of fifteen (15) days prior to the first attempt for an inspection. The family and/or the owner will be notified by telephone or by a posted notice on the main entrance of the unit of a scheduled re-inspection.

Two attempts will be made for all inspection types. If access to the unit cannot be obtained after the second attempt, the unit will be considered in non-compliance with the HQS standards and

appropriate action will be taken based on the inspection type. Responsibility for access for annual inspections and any related required re-inspections is the responsibility of the assisted household and failure to provide access is a violation of the family obligations under the voucher contract. Access for all other inspection types is the responsibility of the owner. The landlord must correct all HQS deficiencies, which cause a unit to fail, unless it is a fail for which the tenant is responsible.

### **Time Standards for Repairs**

The owner must correct emergency items, which endanger the family's health or safety, within 24 hours from the initial inspection. Non-emergency repairs must be made within 10 days from the date of an initial inspection or re-inspection and within 30 days from the date of all other inspections or re-inspections. If a unit fails to comply with HQS at an initial inspection or re-inspection, the applicant will be notified to continue their search for housing within the time frame remaining on the voucher. If a unit fails to comply with HQS at any other inspection, actions will be taken as described below.

### **Modifications**

GHA will strictly use the federal Housing Quality Standards for acceptance of units under the Housing Choice Voucher Program. Exceptions to the HQS standards will only be considered to assure compliance with applicable historic preservation standards as required by the City of Gary. Any modifications or adaptations to a unit to permit a reasonable accommodation for a person with a disability must meet all applicable HQS requirements.

### **Emergency Repair Items [24 CFR 982.404(a)]**

The following items shall be defined as emergency and must be corrected within 24 hours of the initial inspection:

- Lack of an operable smoke detector;
- Ceiling damage reflecting imminent danger of falling;
- Major plumbing leaks or flooding;
- Natural gas leaks or fumes;
- Electrical problems which could result in shock or fire;
- No heat when outside temperature is below 40 degrees Fahrenheit and temperature inside unit is below 62 degrees Fahrenheit.
- Utilities not in service
- No running hot water
- Broken glass where someone could be injured
- Obstacle which prevents tenant's entrance or exit
- Lack of operable toilet

If the emergency repair item(s) are not corrected in the time period required and the owner is responsible for the repair, the housing assistance payment will be abated in accordance with the procedures outlined further in this plan.

If the emergency repair item(s) are not corrected in the time period required, and the assisted household caused the damage, a notice of pending termination will be issued to the to the family in accordance with the termination procedures outlined further in this plan.

### **Abatement and Contract Termination**

Failure for a unit under contract to pass a re-inspection will result in abatement of the Housing Assistance Payment. Abatement means that a daily pro-ration of the Housing Assistance Payment will be deducted from any future payments for each day that the unit is not in compliance with the HQS standards. A notice of abatement will be sent to the owner informing them that abatement will commence effective the first of the month following the date of notification of abatement. The abatement period will not extend beyond 30 days.

If the owner has not made the required repairs during the abatement period, the Housing Assistance Payments contract will be terminated in accordance with the provisions in the contract. The assisted family will be notified of the termination and will be advised to secure program move documents to commence search for a new housing unit. Once a termination notice has been issued, the HAP contract will not be re-instated even if the landlord proceeds to make repairs.

### **Determination Of Responsibility for Repairs [24 CFR 982.404, 982.54(d)(14)]**

The following HQS deficiencies are the responsibility of the family:

- Tenant-paid utilities not in service;
- Failure to provide or maintain family-supplied appliances;
- Documented damage to the unit or premises caused by a household member or guest beyond which is obvious as beyond normal wear and tear;
- Placement of large items of trash or inoperable vehicles anywhere on the assisted unit premises;
- Failure to maintain lawn and surrounding areas if a single-family structure.

“Normal wear and tear” is defined as items which can be charged against the tenant security deposit under state law or court practice.

All other HQS violations shall be the responsibility of the owner including for vermin infestation even if caused by the family's living habits. However, if such infestation is serious and repeated, it may be considered a lease violation and the owner may take appropriate action in accordance with the lease. If the family is responsible for deficiencies but the owner carries out the repairs, the owner will be encouraged to bill the family for the cost of the repairs and the family's file will be noted.

### **Consequences If Family Is Responsible [24 CFR 982.404(b)]**

If emergency or non-emergency violations of HQS are determined to be the responsibility of the family, the PHA will require the family to make any repair(s) or corrections within 24 hours for



emergency items and 30 days for non-emergency items. If the repair(s) or correction(s) are not made in this time period, the PHA will terminate assistance to the family, after providing an opportunity for an informal hearing. The owner's rent will not be abated for items which are the family's responsibility.

If the tenant is responsible and corrections are not made, the HAP contract will terminate when assistance is terminated.



## SECTION 11 RENT AND PAYMENT STANDARDS

### **General [24 CFR 982.502, 982.503, 982.504, 982.505, 982.505]**

It is GHA's responsibility to ensure that Payment Standards are sufficient to assure maximum program utilization, to provide program applicants and participants with adequate housing choice and to assure that the rents charged by owners at the time of initial lease up and at each annual re-certification are reasonable based upon unassisted comparable units in the rental market. This Chapter explains GHA's procedures for determination of rent-reasonableness, payments to owners, adjustments to the Payment Standards, and rent adjustments.

### **Initial Rent To Owner**

GHA will review the following items to determine if the rent requested by the owner meets the program requirements as follows:

- The requested rent plus the cost of tenant paid utilities (calculated on the most recent program utility allowance schedule) cannot exceed the applicable payment standard; or,
- Total tenant payment cannot exceed 40% of the assisted family's monthly-adjusted income.
- The rent to owner must be reasonable in comparison to rent for other comparable unassisted units.

### **Making Payments To Owners [24 CFR 982.451]**

Once the HAP Contract is executed, GHA will commence processing payments to the landlord. A contract action form will be completed by each caseworker for all contract actions processed throughout the month. A mid-month HAP run will occur on or around the 15<sup>th</sup> of each month to process any adjustments or other actions that have occurred since the previous month end processing.

A month end process will occur on or around the 28<sup>th</sup> day of each month to process all housing assistance payments for the first of the following month. A HAP register and detailed reconciliation process will be used each month as a basis for monitoring the accuracy and timeliness of payments.

Payment will be made on a master basis for all units under contract with a single property owner. Payments for different properties will only be processed if the owner provides a separate federal tax identification number. All payment will be made via direct deposit into an account designated by the property owner. A statement will be mailed to owners detailing the payments.

If payment is delayed beyond the fifth day of the month, GHA will be responsible for payment of late fees to the owner in accordance with the late fees identified in the lease agreement but not to exceed a total of \$50.00.

GHA will not be obligated to pay any late payment penalty if HUD determines that late payment is due to factors beyond GHA's control, such as a delay in the receipt of program funds from HUD. GHA will not use any program funds for the payment of late fee penalties to the owner.

### **Rent Reasonableness Determinations [24 CFR 982.507]**

A rent reasonableness test will be conducted to determine if the requested rent is reasonable in comparison to rent for other comparable unassisted units in the market. Rent reasonable tests will be conducted for the following:

- An initial rent requested on the RTA form;
- Prior to any increase in the rent to owner;
- If there is a five percent decrease in the published FMR 60 days before the contract anniversary;
- If directed by HUD; and,
- Based on a need identified by GHA.

At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by GHA. The owner will be advised that by accepting each monthly housing assistance payment s/he will be certifying that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises. If requested, the owner must provide GHA with information on rents charged by the owner for other units in the premises or elsewhere.

Rent reasonable data will be gathered from various sources which maintain a master database for all multi-family rental properties in the City of Gary. In addition, GHA will conduct a city-wide rental survey at least every three years, for small rental properties including one to four unit rentals identified based on data from the local assessor's offices. Supplemental data may be gathered from newspapers, realtors, and professional associations. The market areas for rent reasonableness are zip codes and census tracts within Gary, Indiana.

The following items will be used for rent reasonableness documentation:

- Location by zip code and census tract;
- Number of Bedrooms and bathrooms;
- Other identifiable amenities;
- Type and age of structure; and
- Tenant paid utilities.

Using an automated method, a search will be conducted in the GHA rent reasonable database to identify comparable units by the factors identified above. A minimum of two similar units will be identified and the corresponding data will be recorded on the rent reasonableness form.

This data will be compared with the requested rent for the assisted unit. If the requested rent is greater than the comparable units selected, GHA will negotiate with the owner to reach an agreed upon rent amount that meets the rent reasonable test. If the rent is less than the comparables, GHA will approve the rent increase.

### **Payment Standards For The Voucher Program [24 CFR 982.503]**

The Payment Standard is used to calculate the housing assistance payment for a family and is based on Fair Market Rents (FMR) published by HUD on an annual basis for the City of Gary, Indiana. GHA has established the payment standards at or above 100% but at or below 110% FMR of the published fair market rents. GHA will review the appropriateness of the Payment Standard annually when the new FMR is published. In determining whether a change is needed, GHA will consider all available resources including special requests to HUD to increase the published FMR from the 40<sup>th</sup> percentile of the area median to the 50<sup>th</sup> percentile, if warranted, to assure maximum housing choice for program applicants and participants and to encourage continued movement to areas of low poverty.

Case by case reviews of a higher payment standard will be considered as a reasonable accommodation for a family that includes a person with disabilities. If appropriate, GHA will make a request to HUD to use a payment standard up to 120% of the FMR.

### **Increase in Owner Rent (24 CFR 982.308 (g))**

The owner is required to notify GHA, in writing, at least 60 days before any change in the amount of the rent to owner is scheduled to go into effect. GHA will issue a notice to the owner of the upcoming anniversary date of a contract 90 to 120 days in advance of the anniversary date. An informational form will be provided to the owner to determine if he intends to renew the lease agreement with the tenant and whether there will be any changes in the lease including any change in the rent to owner.

Any changes in the rent to owner must comply with all provisions of the rent reasonableness requirements.



## SECTION 12 RE-CERTIFICATIONS

### **General - [24 CFR 982.516]**

GHA will reexamine the income and household composition of all assisted families at least annually. Families will be provided accurate annual and interim rent adjustments. Re-certifications and interim examinations of income will be processed in a manner that ensures families are given reasonable notice of rent increases. This Chapter defines GHA's policy for conducting annual re-certifications and coordinating annual activities. It also explains the interim reporting requirements for families, and the standards for timely reporting.

### **Annual Activities [24 CFR 982.516, 982.405]**

There are three activities that must be completed on an annual basis as follows:

- Re-certification of Income and Family Composition
- HQS Inspection
- Determination of rent reasonableness for any requested rent increase.

### **Annual Re-certification [24 CFR 982.516]**

GHA will maintain an automated re-certification tracking system and households will be notified by mail of the date and time for scheduled appointments a minimum of 90 days in advance of the anniversary date of their lease and Housing Assistance Payments contract. A listing of all required documentation necessary for the annual re-certification will be provided to the family with the notification of scheduled appointment. This information includes all documentation necessary to verify income, assets, allowances and deductions along with any additions or deletions of household members.

The head of household and spouse or co-head are required to be present at the re-certification interview. If the head of household is unable to attend the interview the appointment will be rescheduled. The family may call to request another appointment date up to ten (10) days prior to the scheduled interview and every effort will be made to accommodate the family's request. Priority for appointment dates and times will be given to assisted household's whose head or co-head is employed full time during normal working hours.

If the family does not appear for the re-certification interview, and has not rescheduled or made prior arrangements, the caseworker will issue a notice of termination of assistance, notifying the family of their right to an informal hearing. However, if the family schedules and maintains an appointment prior to the expiration date of the time limit to request a hearing, the termination action will be suspended.

If the outcome of the annual re-certification results in an increase in the tenant rent, a thirty-day

notice will be mailed to the family prior to the scheduled effective date of the annual re-certification. If less than thirty days are remaining before the scheduled effective date of the annual re-certification, the tenant rent increase will be effective on the first of the month following a thirty day notice.

If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the reexamination processing, there will be a retroactive increase in rent to the scheduled effective date of the annual re-certification.

If tenant rent decreases, it will be effective on the anniversary date. If the family causes a delay so that the processing of the reexamination is not complete by the anniversary date, the rent decrease will be effective on the first day of the month following completion of the reexamination processing by GHA.

### **Interim Re-certifications [24 CFR 982.516]**

Program participants are required to report all changes in household composition between annual re-certifications. This includes additions due to birth, adoption and court-awarded custody. The family must obtain PHA approval prior for all additions to the household prior to adding that person to the lease agreement.

If any new family member is added, an interim re-certification will be conducted to include any income of the new family member.

If a family reports zero income at the time of the annual re-certification and later obtains an income, an interim re-certification will be conducted. However, if a family has a change in income between annual re-certification, it is not required to be reported and no interim re-certification will be conducted.

Participants may choose to report a decrease in income and other changes, which would reduce the amount of tenant rent, such as an increase in allowances or deductions. If these changes are reported and it will result in a change in tenant rent, an interim re-certification will be completed.

Changes in rent for interim re-certification will become effective the first of the month following the month in which the changes was reported if it is a decrease and the first of the month after which the change occurred if it is an increase.

### **Income Changes Resulting From Welfare Program Requirements (24 CFR 5.615)**

Decreases in income resulting from changes or discontinuance of welfare benefits will be processed as follows:

- Tenant rent will not be decreased if welfare assistance is reduced because of fraud, failure to



participate in an economic self-sufficiency program, or noncompliance with a work activities requirement.

- Tenant rent will be decreased if welfare assistance is reduced because of the expiration of a lifetime time limit on receiving benefits or a situation where the family has complied with welfare program requirements but cannot or has not obtained employment.



## SECTION 13

### PROGRAM MOVES AND PORTABILITY

#### **General - [24 CFR 982.314, 982.353, 982.355(a)]**

HUD regulations permit families to move with continued assistance to another unit within GHA's jurisdiction, or to a unit outside of GHA's jurisdiction under the program portability provisions. The regulations also allow discretion to develop policies, which define any limitations or restrictions on moves. This Chapter defines the procedures for moves, both within and outside of GHA's jurisdiction, and the policies for restriction and limitations on moves.

#### **Permissible Moves**

Families will not be permitted to move during the initial year of occupancy. Assisted households will only be provided with program move documents for a voluntary move at the time of their scheduled annual re-certification process. Every effort will be made by GHA to coordinate program moves with all regularly scheduled annual activities.

Program move documents for mandatory moves may be issued at times other than annual re-certification for the following reasons:

- The Housing Assistance Contract is terminated by GHA for the owner's failure to comply with HQS or other terms of the contract;
- The owner has given the family a notice to vacate, or has commenced an action to evict the family through no fault of their own;
- A household member is newly diagnosed with a disability, which requires a reasonable accommodation.

Prior to issuance of program move documents; the family must present a notice of intent to move form signed by the owner and the family indicating that the family is current with all rent payments, GHA caused no damages beyond normal wear and tear, and is otherwise in compliance with all terms and conditions of the lease agreement. Upon receipt of this form, program move documents and a program move briefing will be provided to the family by their assigned caseworker. If the scheduled annual re-certification was completed more than 120 days prior to the program move, a complete re-certification will be conducted prior to issuance of the program move briefing packet. The annual re-certification date will be changed to coincide with the lease-up date for the new assisted unit.

#### **Portability [24 CFR 982.353]**

Portability applies to families moving out of or into GHA's jurisdiction within the United States and its territories from another geographic location.

Within the limitations of the regulations and this policy, a participant family has the right to receive tenant-based voucher assistance to lease a unit anywhere in the United States where a Public Housing Authority operates a tenant-based assistance program. However, an applicant must reside within the jurisdiction of the Gary Housing Authority for one year prior to exercising the portability option. The family must be income eligible under the income limits of the jurisdiction to which they intend to port during the initial 12-month period after admission to the program.

If a family requests portability, the location where they intend to port must be identified in the request. GHA will contact the "receiving" PHA in that jurisdiction and advise them of the family's intent. A voucher and corresponding portability documents will be issued to the family.

GHA will absorb all incoming portable families provided there is funding available. A GHA voucher will be issued to the incoming family for the period of time remaining on the voucher issued by the initial PHA. GHA will notify the initial PHA of their action to absorb the voucher. All incoming voucher holders must attend a new admissions program briefing.

GHA will not permit families to exercise portability if the family is in violation of any family obligations under their Housing Choice Voucher; if the family owes any money to GHA; or, if the family has vacated the assisted unit in violation of the lease agreement.

### **Billing Procedures**

The receiving PHA is responsible for billing GHA for 100% of the Housing Assistance Payment and 80% of the Administrative Fee (at GHA's rate) for each "Portability" Voucher leased as of the first day of the month. GHA will not issue payment until an invoice is received by the receiving PHA. Payment beyond year one will only continue if GHA receives the HUD 50058 form indicating that an annual re-certification has been completed in accordance with program requirements.

## SECTION 14

### CONTRACT TERMINATIONS

#### **General [24 CFR 982.311, 982.314]**

The Housing Assistance Payments (HAP) Contract is the contract between the owner and GHA, which defines the responsibilities of both parties. This Chapter describes the circumstances under which the contract can be terminated by GHA and by the owner, and the policies and procedures for such terminations.

#### **Contract Termination [24 CFR 982.311]**

The term of the HAP Contract is the same as the term of the lease. The HAP Contract may be terminated by the PHA, or by the owner, or may terminate automatically if the tenant vacates the contract unit. No future subsidy payments on behalf of the family will be made to the owner after the month in which the contract is terminated. However, the owner may retain the housing assistance payment for the month in which the unit was vacated.

If the family continues to occupy the unit after the Section 8 contract is terminated, the family is responsible for the total amount of rent due to the owner.

After a contract termination, if the family meets the criteria for a program move, the family may lease-up in another unit. The contract for the new unit may begin during the month in which the family vacated the previous unit and prorated housing assistance will be paid from the effective date of the new contract.

#### **Termination Of Tenancy By The Owner: Evictions (24 CFR 982.310, 982.455)**

If the owner wishes to terminate the lease, the owner is required to provide proper notice as stated in the lease. During the term of the lease, the owner may not terminate the tenancy except for the following grounds.

- Serious or repeated violations of the lease, including but not limited to failure to pay rent or other amounts due under the lease, or repeated violation of the terms and conditions of the lease;
- Other good cause because of something the family did or failed to do (982.310)

The owner must provide the tenant a written notice specifying the grounds for termination of tenancy, at or before the commencement of the eviction action. The notice may be included in, or may be combined with, any owner eviction notice to the tenant. The owner eviction notice means a notice to vacate, or a complaint, or other initial pleading used under State or local law to commence an eviction action.

If the owner has begun eviction and the family continues to reside in the unit, GHA will continue to make housing assistance payments to the owner until the owner has obtained a court judgment or other process allowing the owner to evict the tenant and the tenant has vacated the assisted unit. By receipt of the housing assistance payment, the owner certifies that the tenant is still in the unit, the rent is reasonable and she/he is in compliance with the contract.

If an eviction is not due to a serious or repeated violation of the lease, and if the PHA has no other grounds for termination of assistance, GHA will issue a program move packet so that the family can move with continued assistance.

**Termination Of The Contract By GHA [24 CFR 982.404(a), 982.453, 982.454, 982.552(a)(3)]**

The HAP contract terminates automatically when the family vacates the unit regardless of cause. The HAP contract will also terminate if the assistance to the family is terminated; funding is no longer available under the ACC contract with HUD; or 180 days have passed since the last housing assistance payment to the owner.

Notification will be provided to the owner and the tenant in accordance with the requirements of the HAP contract when action is taken by GHA to terminate the contract. The effective termination date will be the end of the month following the month in which the notification was provided to the owner.

## SECTION 15

### DENIAL OR TERMINATION OF ASSISTANCE

#### **General [24 CFR 5.902, 5.903, 5.905, 982.4, 982.54, 982.552, 982.553]**

GHA will deny or terminate assistance for a family because of the family's action or failure to act. Families are provided with a written description of the Family Obligations under the program, the grounds under which the PHA can deny or terminate assistance, and procedures for informal hearings. This Chapter describes when GHA is required to deny or terminate assistance, and the policies for the denial of a new commitment of assistance and the grounds for termination of assistance under an outstanding HAP contract.

#### **Denial/Termination [24 CFR 982.54, 982.552, 982.553]**

If denial or termination is based upon behavior resulting from a disability, GHA will delay the denial or termination in order to determine if there is an accommodation, which would negate the behavior resulting from the disability.

Denial of assistance for an applicant may include any or all of the following:

- Denial for placement on the waiting list;
- Denying a voucher or withdrawing a voucher;
- Refusing to enter into a HAP contract or approve a tenancy;
- Refusing to process or provide assistance under portability procedures;

Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a tenancy;
- Terminating housing assistance payments under an outstanding HAP contract;
- Refusing to process or provide assistance under portability procedures.

#### **Mandatory Denial and Termination [24 CFR 982.552(b) (10)(d)]**

In accordance with federal regulations, GHA must deny assistance to applicants, and terminate assistance for participants for the following reasons:

- If any member of the family fails to sign and submit HUD or PHA required consent forms for obtaining information;
- If no member of the family is a U.S. citizen or eligible immigrant;
- If the family is under contract and 180 days have elapsed since the last housing assistance payment was made;

- Persons convicted of manufacturing or producing met amphetamine in violation of any Federal or State law;
- A participant family is evicted from housing assisted under the program for serious violation of the lease;
- Any household member is currently engaging in illegal use of a drug;
- A household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- A member of the household is subject to a lifetime registration requirement under a State sex offender registration program.

**Grounds for Denial or Termination of Assistance [24 CFR 982.552(c)]**

In addition to the above mandatory reasons for denial and/or termination of assistance, GHA will deny program assistance to an applicant or terminate assistance to a participant for any of the following reasons:

- The family violates any family obligation under the program as listed in 24 CFR 982.551;
- If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- The family currently owes rent or other amounts to GHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;
- The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
- The family participating in an FSS program fails to comply, without good cause, with the family's FSS contract of participation;
- If the family fails to fulfill its obligation under the Section 8 welfare-to-work voucher program;
- The family has engaged in or threatened abusive or violent behavior toward GHA personnel;
  - "Abusive or violent behavior towards PHA personnel" includes verbal as well as physical abuse or violence. Use of expletives that are generally considered insulting, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate, may be cause for termination or denial.
  - "Threatening" refers to oral or written threats or physical gestures that communicate an intent to abuse or commit violence.
  - Actual physical abuse or violence will always be cause for termination.
- A member of the family's drug or alcohol abuse interferes with the health, safety or peaceful enjoyment of other project residents;
- If any member of the family commits drug-related criminal activity, or violent criminal activity;

**Drug** - means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).



**Drug-related criminal activity** - is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance.

**Violent criminal activity** - includes any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property.

**Covered person** - means a tenant, any member of the tenant's household, a guest or another person under the tenant's control.

**Guest**- means a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. The requirements of part 982 apply to a guest as so defined.

**Other person under the tenant's control** - means that the person, although not staying as a guest (as defined in this chapter) in the unit, is, or was at the time of the activity in question, on the premises because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not *under the tenant's control*.

**Standard for Violation** - GHA will deny participation in the program to applicants and terminate assistance to participants in cases where there is reasonable cause to believe that a household member is illegally using a drug or if the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents, including cases where the PHA determines that there is a pattern of illegal use of a drug or a pattern of alcohol abuse. GHA will consider the use of a controlled substance or alcohol to be a pattern if there is more than one incident during the previous 12 months.

**"Engaged in or engaging in" violent criminal activity** - means any act within the past 3 years by an applicant or participant or household member which involved criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage, which resulted in the arrest and/or conviction of the applicant, participant, or household member.

The existence of the above-referenced behavior by any household member, regardless of the applicant or participant's knowledge of the behavior, shall be grounds for denial or termination of assistance.

### **Family Obligations [24 CFR982.551]**

All obligations of the family are explicitly stated on the Housing Choice Voucher form which serves as the contractual document between GHA and program participants. These obligations are discussed in detail with program participants at the mandatory briefing sessions prior to admission to the program.

Violation of any of these family obligations will be grounds for termination of assistance.

## **Notice of Termination of Assistance**

GHA will provide a written notice of intent to terminate housing assistance, which will include the following information:

- The family obligation that has been violated;
- The specific action(s) which occurred in violation of the family obligation;
- The effective date of the proposed termination,
- The family's right, if they disagree, to request an Informal Hearing to be held prior to termination of assistance; and,
- The date by which a request for an informal hearing must be received by the PHA.

The PHA will simultaneously provide written notice of the contract termination to the owner so that it will coincide with the Termination of Assistance. The Notice to the owner will not include any details regarding the reason for termination of assistance.

## **Required Evidence**

GHA will pursue fact-finding efforts as needed to obtain evidence for termination of assistance. Pending termination actions will be based on the following rules of evidence:

- *Preponderance of evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.
- *Credible evidence* may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence can be considered credible evidence. Other credible evidence includes documentation of drug raids or arrest warrants.

## **Confidentiality of Criminal Records**

GHA will make every reasonable effort to ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

## **Housing Authority Discretion [24 CFR 982.552(c)]**

In deciding whether to deny or terminate assistance because of action or failure to act by members of the family, the GHA will consider all of the circumstances in each case, including the seriousness of the case. GHA will use its discretion in reviewing the extent of participation or culpability of individual family members and the length of time since the violation occurred.

GHA will also review the family's more recent history and record of compliance, and the effects that

denial or termination of assistance may have on other family members who were not involved in the action or failure to act.

### **Lease Violations**

The following criteria will be used to decide if a serious or repeated violation of the lease will result in termination of assistance:

- If the owner terminates tenancy through court action for serious or repeated violation of the lease;
- If the owner notifies the family of termination of tenancy for serious or repeated lease violations, and the family moves from the unit prior to the completion of court action, and there are police reports, neighborhood complaints or other third party information, that has been verified by the PHA.
- Nonpayment of rent will always be considered a serious violation of the lease.

### **Notification of Eviction**

If the family requests program move documents and an eviction is pending, GHA will not issue program move papers. However, if the program move papers are issued because GHA was not informed of the pending eviction, a new tenancy will not be approved. The voucher will be withdrawn until such time that a determination is made as to the household's violation of family obligations.

### **Proposed Additions to the Family**

GHA will deny a family's request to add additional family members who are:

- Persons who have been evicted from public housing;
- Persons who have previously violated a family obligation listed in 24CFR 982.51 of the HUD regulations;
- Persons who have been part of a family whose assistance has been terminated under the Section 8 program;
- Persons who commit drug-related criminal activity or violent criminal activity;
- Persons who commit fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- Persons who currently owe rent or other amounts to GHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act; or
- Persons who have engaged in or threatened abusive or violent behavior toward PHA personnel.

### **Limitation on Profit-making Activity in Unit**

Families are encouraged to use the assisted unit for legal profit making ventures provided that the owner and GHA have approved such use at the time of initial lease up and such use is in compliance with all State and local laws and ordinances. However, if the business activity results in the inability of the family to use any of the critical living areas, such as a bedroom, utilized for a business which is not available for sleeping, it will be considered a violation of the family obligations and appropriate action will be taken.

### **Missed Appointments And Deadlines [24 CFR 982.551, 982.552 (c)]**

It is a Family Obligation to supply information, documentation, and certification as needed for the PHA to fulfill its responsibilities. The PHA schedules appointments and sets deadlines in order to obtain the required information. The Obligations also require that the family allow the PHA to inspect the unit, and appointments are made for this purpose.

An applicant or participant who fails to keep an appointment, or to supply information required by a deadline without notifying the PHA, may be sent a Notice of Denial or Termination of Assistance for failure to provide required information, or for failure to allow the PHA to inspect the unit.

The family will be given information about the requirement to keep appointments and the number of times appointments will be rescheduled, as specified in this Plan. Appointments will be scheduled and time requirements will be imposed for the following events and circumstances: Eligibility for Admissions; Verification Procedures; Certificate/Voucher Issuance and Briefings; Housing Quality Standards and Inspections; Re-certifications; and Appeals.

The only acceptable reasons for missing appointments or failing to provide information by deadlines are medical emergencies, as approved by GHA, and incarceration or other official detainment.

### **Procedure when Appointments are Missed or Information not Provided**

For most purposes in this Plan, the family will be given two opportunities before being issued a notice of termination or denial for breach of a family obligation.

After issuance of the termination notice, if the family offers to correct the breach within the time allowed requesting a hearing, the notice will be rescinded if the family offers to cure and the family does not have a history of non-compliance.

## SECTION 16

### OWNER PROHIBITIONS AND RESTRICTIONS

#### **General [24 CFR 982.54, 982.306, 982.453]**

It is the policy of GHA to recruit owners to participate in the Voucher program. GHA will provide owners with prompt and professional service in order to attract an adequate supply of available housing for rent under the Section 8 program. Federal regulations define when GHA must prohibit an owner from participating in the program, and when GHA has the discretion to disapprove or otherwise restrict the participation of owners in certain categories. This Chapter describes the criteria for owner disapproval, and the various penalties for owner violations.

#### **Disapproval Of Owner [24 CFR 982.306, 982.54(d)(8)]**

Owners participate in the Section 8 Program at will and do not have a right of participation. For purposes of this section, "owner" includes a principal, management agent or any other party acting on behalf of an owner.

GHA will prohibit the participation of property owners for any of the following reasons:

- The owner has been disbarred, suspended, or subject to a limited denial of participation under 24 CFR part 24;
- An administrative or judicial action has been instituted against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements and such action is pending investigation and/or resolution;
- A court or administrative agency has determined that the owner has violated the Fair Housing Act or other federal equal opportunity requirements;
- The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f);
- The owner has committed fraud, bribery or any other corrupt act in connection with any federal housing program;
- The owner has engaged in drug-related criminal activity or any violent criminal activity;
- The owner has a history or practice of non-compliance with HQS for units leased under the Section 8 programs or any other federal housing program;
  
- The owner has a history or practice of failing to terminate tenancy of tenants of units assisted

under Section 8 or any other federally assisted housing program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that:

- Threatens the right to peaceful enjoyment of the premises by other residents;
  - Threatens the health or safety of other residents, or of owner employees or other persons engaged in management of the housing.;
  - Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises;
  - Is involved in drug-related criminal activity or violent criminal activity;
- The owner has not paid State or local real estate taxes, fines or assessments.
  - The owner has failed to comply with regulations, the mortgage or note, or the regulatory agreement for projects with mortgages insured by HUD or loans made by HUD.

### **Restriction of Immediate Family Members**

GHA is prohibited from approving a Housing Assistance Contract with an owner that is the parent, child, grandparent, grandchild, sister or brother of any member of the household to be assisted. However, this provision may be waived as a reasonable accommodation for a family member who is a person with a disability, provided that the assisted household has made reasonable efforts to locate other suitable housing and has been unsuccessful.

In cases where the owner and tenant bear the same last name, GHA will require the family and owner to certify whether they are related to each other in any way. Failure to disclose relationship will be considered fraud and grounds for termination of tenancy and prohibition of future program participation by the owner.

### **Owner Restrictions And Penalties [ 24 CFR 982.453]**

If an owner has committed fraud or abuse or is guilty of frequent or serious contract violations, GHA will restrict the owner from future participation in the program for a period of time commensurate with the seriousness of the offense. GHA may also terminate any additional Housing Assistance Contracts with the owner.

Before imposing any penalty against an owner the PHA will review all relevant factors pertaining to the case, and will consider such factors as the owner's record of compliance and the number of violations.

### **Proof of Ownership**

Landlords will be required to provide proof of ownership prior to execution of a Housing Assistance Contract. Acceptable documentation may include a Real Estate Act of Sale; the property deed or title; or other acceptable legal documentation. Utility bills, insurance documents or other such documents will not be considered sufficient evidence of ownership.

The Housing Assistance Payments Contract will be executed in the format as indicated on the proof of ownership. Ownership by more than one individual will require execution of all parties or appropriate legal documentation such as power of attorney, which designates a single individual to act on behalf of all owners.

Designation of a management agent or other payee will be approved with appropriate legal documentation signed and notarized by all owners of the property.

GHA will approve the assignment and transfer of a HAP contract to a new owner at the request of an owner of record. The change of ownership will be processed upon written request accompanied by appropriate documentation showing the transfer of title and recorded deed or a last will and testament identifying an executor, along with a death certificate for the owner of record.





## SECTION 17 OWNER OR FAMILY DEBTS

### **General (24 CFR 982.552)**

This chapter describes the GHA's policies for the recovery of monies, which have been overpaid for families, and to owners. It describes the methods that will be utilized for collection of monies and the guidelines for different types of debts. It is the PHA's policy to meet the informational needs of owners and families, and to communicate the program rules in order to avoid owner and family debts. Before a debt is assessed against a family or owner, the file must contain documentation to support the PHA's claim that the debt is owed. The file must further contain written documentation of the method of calculation, in a clear format for review by the owner; the family or other interested parties.

When families or owners owe money to the PHA, the PHA will make every effort to collect it. The PHA will use a variety of collection tools to recover debts including, but not limited to Requests for lump sum payments; Civil suits; Payment agreements; Abatements; Reductions in HAP to owner; Collection agencies; Credit bureaus; and, Income tax set-off programs.

### **Payment Agreement For Families [24 CFR 982.552 (c)(v-vii)]**

A Payment Agreement as used in this Plan is a document entered into between the PHA and a person who owes a debt to the PHA. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of payment, any special provisions of the agreement, and the remedies available to the PHA upon default of the agreement.

GHA will not enter into a payment agreement for any of the following reasons:

- If the family already has a Payment Agreement in place;
- If the PHA determines that the family committed program fraud; or
- If the PHA determines that the debt amount is larger than can be paid back by the family with one year.

The following terms will guide the execution of a repayment agreement with a program participant.

- The maximum amount for which the PHA will enter into a payment agreement with a family is not to exceed the difference between tenant rent and 50% of monthly-adjusted income.
- The maximum length of time the PHA will enter into a payment agreement with a family is for 12 months.

### **Payment Agreements - Late Payments**

A payment will be considered to be in arrears if the payment has not been received by the close of the business day on which the payment was due.

If the due date is on a weekend or holiday, the due date will be at the close of the next business day.

If the family's payment agreement is in arrears, and the family has not contacted or made arrangements with the PHA, the PHA will require the family to pay the balance in full or terminate the housing assistance

If the family requests a move to another unit and has a payment agreement in place and the payment agreement is not in arrears, the family will be required to pay the balance in full prior to the issuance of a voucher.

If the family requests a move to another unit and is in arrears on a payment agreement for the payment of an owner claim, the family will be required to pay the balance in full, or be terminated from the program.

### **Debts Due To Misrepresentations/Non-Reporting Of Information [24 CFR 982.163]**

HUD's definition of program fraud and abuse is a single act or pattern of actions that:

Constitutes false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead, and that results in payment of Section 8 program funds in violation of Section 8 program requirements.

### **Family Error/Late Reporting**

Families who owe money to the PHA due to the family's failure to report increases in income will be required to repay in accordance with the guidelines in the Payment Agreement Section of this Chapter.

### **Program Fraud**

Families who owe money to the PHA due to program fraud will be required to repay in accordance with the guidelines in the Payment Agreement Section of this Chapter.

If a family owes an amount, which equals or exceeds \$2,500 as a result of program fraud, the case will be referred to the Inspector General. Where appropriate, the PHA will refer the case for criminal prosecution.

### **Owner Debts To The PHA [24 CFR 982.453(b)]**

If the PHA determines that the owner has retained housing assistance payments the owner is not entitled to, the PHA may reclaim the amounts from future housing assistance or claim payments owed the owner for any units under contract.

If future housing assistance or claim payments are insufficient to reclaim the amounts owed, the PHA will Require the owner to pay the amount in full within 30 days; Pursue collections through the local court system; and Restrict the owner from future participation.

### **Writing Off Debts**

Debts owed to the Section 8 Program from program participants or owners will be reviewed each year jointly with the Section 8 staff and the Finance staff to determine if such debts are valid and collectible. Debts will be written off if:

- The debtor's whereabouts are unknown and the debt is more than 3 years old;
- A determination is made that the debtor is judgment proof;
- The debtor is deceased;
- The debtor is confined to an institution indefinitely or for more than 3 years; or,
- The amount is less than \$100.00 and the debtor cannot be located.



## SECTION 18

### COMPLAINTS AND APPEALS

#### **General [24 CFR 982.401]**

The informal hearing requirements defined in HUD regulation are applicable to participating families who disagree with an action, decision, or inaction of the PHA. This chapter describes the policies, procedures and standards to be used when families disagree with a PHA decision. The procedures and requirements are explained for preference denial meetings, informal reviews and hearings. It is the policy of the PHA to ensure that all families have the benefit of all protections due to them under the law.

#### **General Complaints**

GHA will respond promptly to complaints from families, owners, employees, and members of the public. All complaints will be documented. However, GHA does not require that complaints regarding HQS violations be put in writing. HQS complaints may be reported by telephone.

**Complaints from families:** If a family disagrees with an action or inaction of the PHA or owner, the family must first contact their caseworker. If a complaint is not resolved, it will be referred to a Supervisor.

**Complaints from owners:** If an owner disagrees with an action or inaction of the PHA or a family, the owner must also contact the assigned supervisor. If the complaint is not resolved, it should also be referred to a supervisor.

**Complaints from staff:** If a staff person reports an owner or family either violating or not complying with program rules, the complaint will be referred to their assigned supervisor.

**Complaints from the general public:** Complaints or referrals from persons in the community in regard to the PHA, a family or an owner will be referred to an assigned supervisor.

#### **Informal Review Procedures For Applicants [24 CFR 982.54(d)(12), 982.554]**

Reviews are provided for applicants who are denied assistance before the effective date of the HAP contract. The exception is that when an applicant is denied assistance for citizenship or eligible immigrant status, the applicant is entitled to an informal hearing.

When the PHA determines that an applicant is ineligible for the program, the family must be notified of their ineligibility in writing. The notice must contain:

- The reason(s) they are ineligible;
- The procedure for requesting a review if the applicant does not agree with the decision; and,
- The time limit for requesting a review.

When denying admission for criminal activity as shown by a criminal record, the PHA will provide the subject of the record and the applicant with a copy of the criminal record upon which the decision to deny was based.

The PHA must provide applicants with the opportunity for an informal review of decisions denying the following actions:

- Listing on or removal from the waiting list;
- Issuance of a voucher;
- Participation in the program; and,
- Assistance under portability procedures.

Informal reviews are not required and will not be provided for established policies and procedures and PHA determinations such as:

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- A determination of the family unit size under the PHA subsidy standards
- Refusal to extend or suspend a voucher
- A PHA determination not to grant approval of the tenancy
- Determination that unit is not in compliance with HQS
- Determination that unit is not in accordance with HQS due to family size or composition

### **Procedure for Review**

A request for an informal review must be received in writing by the close of the business day, no later than 10 days from the date of the PHA's notification of denial of assistance. The informal review will be scheduled within 15 days from the date the request is received.

The person who made or approved the decision under review, nor a subordinate of such person can conduct the informal review. All reviews will be conducted by a departmental supervisor other than the person who rendered the original decision.

In order to expedite the review and provide improved service to customers, GHA will encourage the review to be conducted by telephone if acceptable to the applicant. The applicant will be given the option of presenting oral or written objections to the decision. Both the PHA and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense.

A notice of the review findings will be provided in writing to the applicant within 10 days after the review. It shall include the decision of the review officer, and an explanation of the reasons for the decision.

All requests for a review, supporting documentation, and a copy of the final decision will be retained in the family's file.

**Informal Hearing Procedures [24 CFR 982.555(a-f), 982.54(d)(13)]**

Hearing procedures will be provided to families in the briefing packet at the time of issuance of the voucher.

When the PHA makes a decision regarding the eligibility and/or the amount of assistance, applicants and participants must be notified in writing. The PHA will give the family prompt notice of such determinations, which will include:

- The proposed action or decision of the PHA;
- The date the proposed action or decision will take place;
- The family's right to an explanation of the basis for the PHA's decision.
- The procedures for requesting a hearing if the family disputes the action or decision;
- The time limit for requesting the hearing.

When terminating assistance for criminal activity as shown by a criminal record, the PHA will provide the subject of the record and the tenant/participant with a copy of the criminal record upon which the decision to terminate was based

GHA will provide participants with the opportunity for an informal hearing for decisions related to any of the following determinations. The opportunity for an informal hearing will be provided before termination of assistance.

- Determination of the family's annual or adjusted income and the computation of the housing assistance payment;
- Appropriate utility allowance used from schedule;
- Family unit size determination under PHA subsidy standards;
- Determination to terminate assistance for any reason; and,
- Determinations to terminate a family's FSS contract, withhold supportive services, or propose forfeiture of the family's escrow account.

Informal hearings are not required for established policies and procedures and PHA determinations such as:

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- Establishment of the PHA schedule of utility allowances for families in the program
- A PHA determination not to approve an extension or suspension of a voucher term
- A PHA determination not to approve a unit or lease
- A PHA determination that an assisted unit is not in compliance with HQS (PHA must provide hearing for family breach of HQS because that is a family obligation determination)
- A PHA determination that the unit is not in accordance with HQS because of the family size
- A PHA determination to exercise or not exercise any right or remedy against the owner under a HAP contract

### **Notification of Hearing**

It is GHA's objective to resolve disputes at the lowest level possible, and to make every effort to avoid the most severe remedies. However, if this is not possible, the PHA will ensure that applicants and participants will receive all of the protections and rights afforded by the law and the regulations.

When the PHA receives a request for an informal hearing, a hearing shall be scheduled within 30 days. The notification of hearing will contain:

- The date and time of the hearing;
- The location where the hearing will be held;
- The family's right to bring evidence, witnesses, legal or other representation at the family's expense;
- The right to view any documents or evidence in the possession of the PHA upon which the PHA based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing.
- A notice to the family that the PHA will request a copy of any documents or evidence the family will use at the hearing.

Requests for documents or evidence must be received by with party no later than 15 days before the scheduled hearing date.

### **Hearing Procedures**



After a hearing date is agreed to, the family may request to reschedule only upon showing "good cause," which is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family.

If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, the family must contact the PHA within 24 hours, excluding weekends and holidays. The PHA will reschedule the hearing only if the family can show good cause for the failure to appear.

Families have the right to:

- Present written or oral objections to the PHA's determination;
- Examine the documents in the file which are the basis for the PHA's action, and all documents submitted to the Hearing Officer;
- Copy any relevant documents at their expense;
- Present any information or witnesses pertinent to the issue of the hearing;
- Request that PHA staff be available or present at the hearing to answer questions pertinent to the case; and
- Be represented by legal counsel, advocate, or designated representatives at their own expense.

If the family requests copies of documents relevant to the hearing, the PHA will make the copies for the family and assess a charge of \$.25 per copy. In no case will the family be allowed to remove the file from the PHA's office.

In addition to other rights contained in this Chapter, the PHA has a right to:

- Present evidence and any information pertinent to the issue of the hearing;
- Be notified if the family intends to be represented by legal counsel, advocate, or another party;
- Examine and copy any documents to be used by the family prior to the hearing;
- Have its attorney present; and
- Have staff persons and other witnesses familiar with the case present.

The informal hearing shall be conducted by the Hearing Officer appointed by the PHA who is neither the person who made or approved the decision, nor a subordinate of that person.

The PHA may appoint hearing officers who are managers from other departments in the government of the jurisdiction or are professional mediators or arbitrators, employed by the county Bar Association or a mediation, dispute resolution, or arbitration service.

The hearing shall concern only the issues for which the family has received the opportunity for hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

No documents may be presented which have not been provided to the other party before the hearing if requested by the other party. "Documents" includes records and regulations.

The Hearing Officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision.

If the family misses an appointment or deadline ordered by the Hearing Officer, the action of the PHA shall take effect and another hearing will not be granted.

The Hearing Officer will determine whether the action, inaction or decision of the PHA is legal in accordance with HUD regulations and this Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A notice of the hearing findings shall be provided in writing to the PHA and the family within 10 days and shall include:

- A clear summary of the decision and reasons for the decision;
- If the decision involves money owed, the amount owed;
- The date the decision goes into effect.

The PHA is not bound by hearing decisions:

- Which concern matters in which the PHA is not required to provide an opportunity for a hearing
- Which conflict with or contradict to HUD regulations or requirements;
- Which conflict with or contradict Federal, State or local laws; or
- Which exceed the authority of the person conducting the hearing.

The PHA shall send a letter to the participant if it determines the PHA is not bound by the Hearing Officer's determination within 10 days. The letter shall include the PHA's reasons for the decision.

All requests for a hearing, supporting documentation, and a copy of the final decision will be retained in the family's file.

**Provisions For "Restrictions On Assistance To Non-Citizens" [24 CFR Part 5, Subpart E]**

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while the PHA hearing is pending but assistance to an applicant may be delayed pending the PHA hearing.

### **INS Determination of Ineligibility**

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, the PHA notifies the applicant or participant within ten days of their right to appeal to the INS within thirty days or to request an informal hearing with the PHA either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give the PHA a copy of the appeal and proof of mailing or the PHA may proceed to deny or terminate. The time period to request an appeal may be extended by the PHA for good cause.

The request for a PHA hearing must be made within fourteen days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members the PHA will:

- Deny the applicant family
- Defer termination if the family is a participant and qualifies for deferral
- Terminate the participant if the family does not qualify for deferral

If there are eligible members in the family, the PHA will offer to prorate assistance or give the family the option to remove the ineligible members.

All other complaints related to eligible citizen/immigrant status shall be handled as follows:

- If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.
- Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.
- Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of tenant rent and Total Tenant Payment.
- Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

**Mitigating Circumstances For Individuals With Disabilities [24 CFR 982.204, 982.552(c)]**

When applicants are denied placement on the waiting list, or the PHA is terminating assistance, the family will be informed that presence of a disability may be considered as a mitigating circumstance during the informal review process. Such circumstances shall be considered when making the final determination of the review or hearing.

## SECTION 19 SPECIAL HOUSING TYPES

### **General [24 CFR 982.601]**

GHA will permit the use of all types of special housing arrangements in the Housing Choice Voucher Program. Special housing arrangements include such housing alternatives as shared housing, congregate housing, assisted living, cooperative housing and other housing choices that meet the needs of program participants. Families may choose whether to rent housing that qualifies as a special housing type or to rent other eligible housing in accordance with requirements of the program.

GHA will not set aside any program funding from the Housing Choice Voucher Program for use in special housing types. However, GHA will administer any vouchers it may receive from HUD as the result of a national set aside for special program types.

### **Single Room Occupancy [24 CFR 982.602]**

Single room occupancy (SRO) refers to a housing unit that generally lacks a kitchen and may have a shared bathroom. A single person may use a Housing Choice Voucher to reside in an SRO housing unit.

A separate lease and housing assistance payment contract will be executed for each assisted person residing in an SRO. The payment standard used for an SRO unit is 75 percent of the zero bedroom payment standard as determined annually by GHA. While an assisted person resides in SRO housing, the SRO payment standard must be used to calculate the housing assistance payment.

The utility allowance for an assisted person residing in SRO housing is 75 percent of the zero bedroom utility allowance. The PHA will ensure that all SRO units approved for the program are in compliance with all of the Housing Quality Standards for SROs as regulated in 24 CFR 982.605.

### **Congregate Housing [24 CFR 982.606]**

Congregate housing normally refers to a housing unit located in a home or building that shares a central kitchen facility. The facility may have shared bathrooms or may offer individual bathroom facilities for each living unit. A warm up kitchen with a small counter and microwave may also be included in the unit.

An elderly person or a person with disabilities may use their Housing Voucher to reside in a congregate housing unit. The PHA may also approve a family member or live-in aide to reside with the elderly person or person with disabilities. The PHA will approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

A separate lease and HAP contract will be executed for each assisted family residing in a congregate housing unit. Unless there is a live-in aide, the payment standard for a family that resides in a congregate housing unit is the zero-bedroom payment standard on the PHA payment standard schedule. However, if there are two or more rooms in the unit (not including kitchen or sanitary facilities), the payment standard for a family that resides in a congregate housing unit is the one bedroom payment standard amount.

The PHA will ensure that all congregate housing units approved for the program are in compliance with all of the Housing Quality Standards for congregate housing as regulated in 24 CFR 982.609.

### **Group Homes [24 CFR 982.610, 982.612]**

A group home is defined as a facility that is licensed, certified, or otherwise approved in writing by the State, or the State's licensing department for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities. It is more common to see group homes used for persons with disabilities than for elderly persons.

An elderly person or a person with disabilities may use their Housing Voucher to reside in a State-approved group home. If approved by the PHA, a live-in aide may reside with a person with disabilities. The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. However, GHA will not approve assistance for a person to live in a group home if file documentation indicates that the person is in need of continual medical or nursing care.

Except for a live-in aide, all residents of a group home must be elderly persons or persons with disabilities. No more than twelve persons may reside in a group home. This limit covers all persons who reside in the unit, including assisted and unassisted residents and any live-in aide.

There will be a separate HAP contract and lease for each assisted person living in a group home. For a group home the term "pro-rata portion" means that which is derived by dividing the number of persons in the assisted household by the total number of residents (assisted and unassisted) residing in the group home. The number of persons in the assisted household equals one assisted person plus any PHA-approved live-in Aide.

The rent to owner for an assisted person may not exceed the pro-rata portion of the reasonable rent for the group home. The reasonable rent for a group home is determined in accordance with 982.503. In determining reasonable rent the PHA will consider whether sanitary facilities, and facilities for food preparation and service, are common facilities or private.

Unless there is a live-in aide, the family unit size will be determined as a zero bedroom. If there is a live-in aide, the live-in aide will be counted in determining the family unit size.

The payment standard for a person who resides in a group home is the lower of the payment standard for the family unit size; or the pro-rata portion of the payment standard amount on the PHA payment standard schedule for the group home size (total number of bedrooms in the group home).

The utility allowance for each assisted person residing in a group home is the pro-rata portion of the utility allowance for the group home unit size. The PHA will ensure that all group home units approved for the program are in compliance with all of the Housing Quality Standards for group homes as regulated in 24 CFR 982.614.

### **Shared Housing [24 CFR 982.615]**

Shared housing is a single housing unit occupied by more than one household. The unit normally consists of both common space for shared use by both households and separate private space (sleeping and bathing quarters) for each household. An assisted family may use their Housing Voucher to reside in shared housing. In shared housing, an assisted family may share a unit with another resident or residents of a unit. The unit may be a house or an apartment.

The PHA may approve a live-in aide to reside with a family in order to care for a person with a disability. The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. Other persons who are assisted or not assisted under the tenant-based program may reside in a shared housing unit.

The owner of a shared housing unit may also reside in the unit. A resident owner may enter into a HAP contract with the PHA. However, housing assistance may not be paid on behalf of an owner. The PHA will not approve assistance for a person or family that is related by blood or marriage to a resident owner. There will be a separate housing assistance payment contract and lease for each assisted family residing in a shared housing unit.

For shared housing, the term "pro-rata portion" means the ratio derived by dividing the number of bedrooms in the private space available for occupancy by a family by the total number of bedrooms in the unit. For example, for a family entitled to occupy three bedrooms in a five bedroom unit, the ratio would be 3/5.

The rent to owner to owner for the family may not exceed the pro-rata portion of the reasonable rent for the shared housing dwelling unit.

For a family that resides in a shared housing unit the payment standard is the lower of the payment standard amount on the PHA payment standard schedule for the family unit size or the pro-rata portion of the payment standard amount on the PHA payment standard for the shared housing unit size.

The utility allowance for an assisted family living in shared housing is the pro-rata portion of the utility allowance for the shared housing unit. The PHA will ensure that all shared housing units approved for the program are in compliance with all of the Housing Quality Standards for shared housing as regulated in 24 CFR 982.618.

### **Cooperative Housing [24 CFR 982.619]**

A cooperative refers to a type of housing in which an individual has an ownership interest, normally shares or a percentage, in the overall property. Co'ops are always designated on the ownership documents as cooperative housing and the PHA will confirm that a property is so designated prior to processing a voucher under this housing arrangement.

The PHA will approve a family living in cooperative housing if it is determined that assistance under the program will help maintain affordability of the cooperative unit for low-income families. The PHA will not approve assistance for a family in cooperative housing until the PHA has also determined that the cooperative has adopted requirements to maintain continued affordability for low-income families after transfer of a cooperative member's interest in a cooperative unit (such as a sale of the resident's share in a cooperative corporation).

For cooperative housing, the rent to owner is the monthly carrying charge under the occupancy agreement/lease between the member and the cooperative.

The carrying charge consists of the amount assessed to the member by the cooperative for occupancy of the housing. It includes the member's share of the cooperative's debt service, operating expenses, and necessary payments to cooperative reserve funds. However, the carrying charge does not include down-payments or other payments to purchase the cooperative unit, or to amortize a loan to the family for this purpose. Gross rent is the carrying charge plus any tenant paid utility.

The lease and other appropriate documents will stipulate that the monthly carrying charge is subject to Section 8 limitations on rent to owner. The payment standard is applied in accordance with standard procedures for applicability of payment standards described earlier in this plan. Utility allowances are also applied in accordance with standard procedures.

The PHA will ensure that all cooperative housing units approved for the program are in compliance with all of the Housing Quality Standards outlined in the "Housing Quality Standards and Inspections" chapter, and regulated by 24 CFR 982.401.

#### **Manufactured Homes [24 CFR 982.620]**

A manufactured home is a structure that is built on a permanent chassis, is designed for use as a principal residence but is movable, is not anchored to a foundation but does have tie downs. The PHA will permit a family to lease a manufactured home and space with assistance under the program. The PHA will also provide assistance for a family that owns the manufactured home and leases only the space.

A manufactured home must meet all the HQS requirements outlined in the "Housing Quality Standards and Inspections" chapter and regulated by 24 CFR 982.401. In addition the manufactured home also must meet the following requirements:

- A manufactured home must be placed on the site in a stable manner, and must be free from hazards such as sliding or wind damage.
- A tie-down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors to resist wind overturning and sliding must securely anchor a manufactured home.



## **Manufactured Home Space Rental [24 CFR 982.622]**

Rent to owner for a manufactured home space will include payment for maintenance services that the owner must provide to the tenant under the lease for the space. Rent to owner does not include the cost of utilities and trash collection for the manufactured home. However, the owner may charge the family a separate fee for the cost of utilities or trash collection provided by the owner.

During the assisted tenancy, the rent to owner for the manufactured home space may not exceed a reasonable rent as determined by the PHA. The PHA will not approve a lease for a manufactured home space until the PHA has determined that the initial rent to owner for the space is a reasonable rent. At least annually during the assisted tenancy, the PHA will re-determine that the rent is reasonable.

The PHA will determine whether the rent to owner for a manufactured home space is a reasonable rent in comparison to rents for other comparable manufactured home spaces. The PHA will consider the size and location of the space and any services and maintenance provided by the owner in accordance with the lease.

By accepting each monthly housing assistance payment from the PHA, the owner of the manufactured home space certifies that the rent to owner for the space is not more than rent charged by the owner for unassisted rental of comparable spaces in the same manufactured home park or elsewhere. If requested by the PHA, the owner must provide the PHA information on rents for other manufactured home space.

The FMR for a manufactured home space will be determined by HUD and published annually. The initial rent to owner for leasing a manufactured home space may not exceed the published FMR for a manufactured home space. The FMR for rental of a manufactured home space is generally 40 percent of the published FMR for a two-bedroom unit.

During the term of a voucher tenancy, the amount of the monthly housing assistance payment for a family will equal the lesser of:

- The payment standard minus the total tenant payment; or
- The rent paid for rental of the real property on which the manufactured home owned by the family is located (the space rent) minus the total tenant payment.

The space rent is the sum of the following as determined by the PHA:

- Rent to owner for the manufactured home space;
- Owner maintenance and management charges for the space;
- The utility allowance for tenant paid utilities.

The PHA will establish utility allowances for manufactured home space rental. For the first twelve months of the initial lease term only, the allowances will include a reasonable amount for utility hook-up charges payable by the family, if the family actually incurs the expenses because of a move.

Allowances for utility hook-up charges do not apply to a family that leases a manufactured home space in place. Utility allowances for manufactured home space will not be applied to cover the costs of digging a well or installation of a septic system.

## SECTION 20

### PROGRAM INTEGRITY

#### **General [24 CFR 792.101 to 792.204, 982.54]**

The US Department of Housing and Urban Development conservatively estimates that 200 million dollars is paid annually to program participants who falsify or omit material facts in order to gain more rental assistance than they are entitled to under the law. HUD further estimates that 12% of all HUD-assisted families are either totally ineligible, or are receiving benefits which exceed their legal entitlement.

GHA is committed to assuring that the proper level of benefits is paid to all participating families, and that housing resources reach only income-eligible families so that program integrity can be maintained. The PHA will take all steps necessary to prevent fraud, waste, and mismanagement so that program resources are utilized judiciously. This chapter outlines GHA's policies for the prevention, detection and investigation of program abuse and fraud.

#### **Criteria For Investigation Of Suspected Abuse And Fraud**

Under no circumstances will the PHA undertake an inquiry or an audit of a participating family arbitrarily. The PHA's expectation is that participating families will comply with HUD requirements, provisions of the voucher, and other program rules. The PHA staff will make every effort (formally and informally) to orient and educate all families in order to avoid unintentional violations. However, the PHA has a responsibility to HUD, to the Community, and to eligible families in need of housing assistance, to monitor participants and owners for compliance and, when indicators of possible abuse come to the PHA's attention, to investigate such claims.

The PHA will initiate an investigation of a participating family only in the event of one or more of the following circumstances:

**Referrals, Complaints, or Tips.** The PHA will follow up on referrals from other agencies, companies or persons which are received by mail, by telephone or in person, which allege that a family is in non-compliance with, or otherwise violating the family obligations or any other program rules. Such follow-up will be made providing that the referral contains at least one item of information that is independently verifiable. A copy of the allegation will be retained in the family's file.

**Internal File Review.** A follow-up will be made if PHA staff discovers (as a function of a certification or recertification, an interim redetermination, or a quality control review), information or facts which conflict with previous file data, the PHA's knowledge of the family, or is discrepant with statements made by the family.

**Verification of Documentation.** A follow-up will be made if the PHA receives independent verification or documentation which conflicts with representations in the family's file (such as public record information or credit bureau reports, reports from other agencies).

## **Steps To Prevent Program Abuse And Fraud**

The PHA management and staff will utilize various methods and practices (listed below) to prevent program abuse, non-compliance, and willful violations of program rules by applicants and participating families. This policy objective is to establish confidence and trust in the management by emphasizing education as the primary means to obtain compliance by families.

**Program Orientation Session.** Mandatory orientation sessions will be conducted by the PHA staff for all prospective program participants, either prior to or upon issuance of a voucher. At the conclusion of all Program Orientation Sessions, the family representative will be required to sign a "Program Briefing Certificate" to confirm that all rules and pertinent regulations were explained to them.

**Resident Counseling.** The PHA will routinely provide participant counseling as a part of every recertification interview in order to clarify any confusion pertaining to program rules and requirements.

**Review and explanation of Forms.** Staff will explain all required forms and review the contents of all (re)certification documents prior to signature.

**Use of Instructive Signs and Warnings.** Instructive signs will be conspicuously posted in common areas and interview areas to reinforce compliance with program rules and to warn about penalties for fraud and abuse

**Participant Certification.** All family representatives will be required to sign a "Participant Certification" form, as contained in HUD's Participant Integrity Program Manual.

## **Steps To Detect Program Abuse And Fraud**

The PHA Staff will maintain a high level of awareness to indicators of possible abuse and fraud by assisted families.

**Quality Control File Reviews.** Prior to initial certification, and at the completion of all subsequent re-certifications, 100% of participant files will be reviewed by a supervisor. Such reviews shall include, but are not limited to:

- Assurance that verification of all income and deductions is present.
- Changes in reported Social Security Numbers or dates of birth.
- Authenticity of file documents.
- Ratio between reported income and expenditures.
- Review of signatures for consistency with previously signed file documents.
- All forms are correctly dated and signed.

**Observation.** The PHA Management and Occupancy Staff (to include inspection personnel)

will maintain high awareness of circumstances which may indicate program abuse or fraud, such as unauthorized persons residing in the household and unreported income.

**Public Record Bulletins** may be reviewed by Management and Staff.

**State Wage Data Record Keepers.** Inquiries to State Wage and Employment record keeping agencies as authorized under Public Law 100-628, the Stewart B. McKinley Homeless Assistance Amendments Act of 1988, may be made annually in order to detect unreported wages or unemployment compensation benefits

**Credit Bureau Inquiries.** Credit Bureau inquiries may be made (with proper authorization by the participant) in the following circumstances:

- At the time of final eligibility determination
- When an allegation is received by the PHA wherein unreported income sources are disclosed.
- When a participant's expenditures exceed his/her reported income, and no plausible explanation is given.

### **Handling Of Allegations Of Possible Abuse And Fraud**

The PHA staff will encourage all participating families to report suspected abuse to their assigned caseworker. The caseworker will be responsible for conducting a preliminary review of allegations to determine their validity. All such referrals, as well as referrals from community members and other agencies, will be thoroughly documented and placed in the participant's file.

All allegations, complaints and tips will be carefully evaluated in order to determine if they warrant follow-up. GHA will not follow up on allegations which are vague or otherwise non-specific. Caseworkers will be responsible for referring cases to their assigned supervisor if it is determined to be a valid allegation and supervisors will be responsible for following up or referring the case to GHA's Director of Housing Management. Only allegations which contain one or more independently verifiable facts will be reviewed.

**File Review.** An internal file review will be conducted to determine: If the subject of the allegation is a client of the PHA and, if so, to determine whether or not the information reported has been previously disclosed by the family. It will then be determined if the PHA is the most appropriate authority to do a follow-up (more so than police or social services). Any file documentation of past behavior as well as corroborating complaints will be evaluated.

**Conclusion of Preliminary Review.** If at the conclusion of the preliminary file review there is/are fact(s) contained in the allegation which conflict with file data, and the fact(s) are independently verifiable, the Director of Housing will initiate an investigation to determine if the allegation is true or false.

### **Overpayments To Owners**

If a landlord has been overpaid as a result of fraud, misrepresentation or violation of the Contract, GHA may terminate the Contract and will make every effort to recover any overpayments. Payments otherwise due to the owner may be deducted from other contracts in order to repay the PHA or the tenant, as applicable.

### **Investigation of Allegations Of Abuse And Fraud**

If the PHA determines that an allegation is referred to the Director of Housing Management, or a person designated to monitor the program compliance, an investigation will be conducted. The steps taken will depend upon the nature of the allegation and may include, but are not limited to, the items listed below. In all cases, the PHA will secure the written authorization from the program participant for the release of information.

- **Credit Bureau Inquiries.** In cases involving previously unreported income sources, a CBI inquiry may be made to determine if there is financial activity that conflicts with the reported income of the family.
- **Verification of Credit.** In cases where the financial activity conflicts with file data, a *Verification of Credit* form may be mailed to the creditor in order to determine the unreported income source.
- **Employers and Ex-Employers.** Employers or ex-employers may be contacted to verify wages which may have been previously undisclosed or misreported.
- **Neighbors/Witnesses.** Neighbors and/or other witnesses may be interviewed who are believed to have direct or indirect knowledge of facts pertaining to the PHA's review.
- **Other Agencies.** Investigators, caseworkers or representatives of other benefit agencies may be contacted.
- **Public Records.** If relevant, the PHA will review public records kept in any jurisdictional courthouse. Examples of public records which may be checked are: real estate, marriage, divorce, uniform commercial code financing statements, voter registration, judgments, court or police records, state wage records, utility records and postal records.
- **Interviews with Head of Household or Family Members.** The PHA will discuss the allegation (or details thereof) with the Head of Household or family member by scheduling an appointment at the appropriate PHA office. The PHA staff person who conducts such interviews will maintain a high standard of courtesy and professionalism. Under no circumstances will management tolerate inflammatory language, accusation, or any unprofessional conduct or language. If possible, an additional staff person will attend such interviews.

### **Documents, Evidence And Statements Obtained By The PHA**

Documents and other evidence obtained by the PHA during the course of an investigation will be

considered "work product" and will either be kept in the participant's file, or in a separate "work file." In either case, the participant's file or work file shall be kept in a locked file cabinet. Such cases under review will not be discussed among PHA Staff unless they are involved in the process, or have information, which may assist in the investigation.

### **Conclusion Of The Investigative Review**

At the conclusion of the investigative review, the reviewer will report the findings to the Section 8 Program Director. It will then be determined whether a violation has occurred, a violation has not occurred, or if the facts are inconclusive.

### **Evaluation Of The Findings**

If it is determined that a program violation has occurred, the PHA will review the facts to determine:

- The type of violation (procedural, non-compliance, fraud);
- Whether the violation was intentional or unintentional.
- What amount of money (if any) is owed by the family.
- If the family is eligible for continued occupancy.

### **Action Procedures For Violations Which Have Been Documented**

Once a program violation has been documented, the PHA will propose the most appropriate remedy based upon the type and severity of the violation.

1. **Procedural Non-compliance.** This category applies when the family "fails to" observe a procedure or requirement of the PHA, but does not misrepresent a material fact, and there is no retroactive assistance payments owed by the family.
  - (a) **Warning Notice to the Family.** In such cases a notice will be sent to the family, which contains the following:
    - A description of the non-compliance and the procedure, policy or obligation which was violated;
    - The date by which the violation must be corrected, or the procedure complied with;
    - The action which will be taken by the PHA if the procedure or obligation is not complied with by the date specified by the PH; and,
    - The consequences of repeated (similar) violations.
2. **Procedural Non-compliance - Overpaid Assistance.** When the family owes money to the PHA for failure to report changes in income or assets, the PHA will issue a Notification of Overpayment of Assistance. This Notice will contain the following:

- A description of the violation and the date(s);
- Any amounts owed to the PHA;
- A ten day response period; and,
- The right to disagree and to request an informal hearing with instructions for the request of such hearing.

Participant Fails to Comply with PHA's Notice. If the Participant fails to comply with the PHA's notice, and a family obligation has been violated, the PHA will initiate termination of assistance.

Participant Complies with PHA's Notice. When a family complies with the PHA's notice, the staff person responsible will meet with him/her to discuss and explain the Family Obligation or program rule which was violated. The staff person will complete a Participant Counseling Report, give one copy to the family and retain a copy in the family's file.

- 3. Intentional Misrepresentations.** When a participant falsifies, misstates, omits or otherwise misrepresents a material fact which results (or would have resulted) in an overpayment of housing assistance by the PHA, the PHA will evaluate whether or not: the participant had knowledge that his/her actions were wrong, and the participant willfully violated the family obligations or the law.

Knowledge that the action or inaction was wrong. This will be evaluated by determining if the participant was made aware of program requirements and prohibitions. The participant's signature on various certification, briefing certificate, Personal Declaration and Things You Should Know are adequate to establish knowledge of wrong-doing.

The participant willfully violated the law. Any of the following circumstances will be considered adequate to demonstrate willful intent:

- (a) An admission by the participant of the misrepresentation.
- (b) That the act was done repeatedly.
- (c) If a false name or Social Security Number was used.
- (d) If there were admissions to others of the illegal action or omission.
- (e) That the participant omitted material facts which were known to him/her (e.g., employment of self or other household member).
- (f) That the participant falsified, forged or altered documents.
- (g) That the participant uttered and certified to statements at an interim (re)determination which were later independently verified to be false.

- 4. Dispositions of Cases Involving Misrepresentations.** In all cases of misrepresentations involving efforts to recover monies owed, the PHA may pursue, depending upon its



evaluation of the criteria stated above, one or more of the following actions:

- (a) Criminal Prosecution: If the PHA has established criminal intent, and the case meets the criteria for prosecution, the PHA will notify HUD's RIGI, and terminate rental assistance.
- (b) Administrative Remedies: The PHA will terminate assistance and execute an administrative repayment agreement in accordance with the PHA's Repayment Policy.

5. **The Case Conference for Serious Violations and Misrepresentations.** When the PHA has established that material misrepresentation(s) have occurred, a Case Conference will be scheduled with the family representative and the PHA staff person who is most knowledgeable about the circumstances of the case.

This conference will take place prior to any proposed action by the PHA. The purpose of such conference is to review the information and evidence obtained by the PHA with the participant, and to provide the participant an opportunity to explain any document findings which conflict with representations in the family's file. Any documents or mitigating circumstances presented by the family will be taken into consideration by the PHA. The family will be given 10 days to furnish any mitigating evidence.

A secondary purpose of the Participant Conference is to assist the PHA in determining the course of action most appropriate for the case. Prior to the final determination of the proposed action, the PHA will consider:

- The duration of the violation and number of false statements.
- The family's ability to understand the rules.
- The family's willingness to cooperate, and to accept responsibility for his/her actions
- The amount of money involved.
- The family's past history
- Whether or not criminal intent has been established.
- The number of false statements.

6. **Notification to Participant of Proposed Action.** The PHA will notify the family of the proposed action no later than 15 days after the case conference by certified mail.



**SECTION 21**  
**SECTION 8 MANAGEMENT ASSESSMENT PROGRAM**

**General**

The U. S. Department of Housing and Urban Development implemented the Section 8 Management Assessment Program (SEMAP) on October 13, 1998 to serve as a management tool for objectively measuring program compliance, identifying management capabilities and deficiencies, as well as improving risk assessment for potential program problems. SEMAP also provides local housing agencies with a structured self-assessment system for evaluating the tenant-based rental assistance programs.

**Performance Indicators**

The following performance indicators have been established to help meet HUD's overall goal of getting the right Section 8 families in the right units at the right cost. Effective delivery of rental assistance and family-self-sufficiency goals is also measured. The individual indicators and their assigned points are presented below.

| Performance Indicator   | Total Possible Points |
|---|-----------------------|
| 1. Selection from the Waiting List  | 15                    |
| 2. Rent Reasonableness  | 20                    |
| 3. Adjusted Income  | 20                    |
| 4. Utility Allowance  | 5                     |
| 5. HQS Quality Control  | 5                     |
| 6. HQS Enforcement  | 10                    |
| 7. Expanding Housing Opportunity  | 5                     |
| 8. Payment Standards  | 5                     |
| 9. Annual Reexaminations  | 10                    |
| 10. Tenant Rent Calculations  | 5                     |
| 11. PreContract HQS Inspections   | 5                     |
| 12. Annual Inspections  | 10                    |
| 13. Lease-Up  | 20                    |
| 14. FSS Escrowing and % of Families<br>with Escrow Accounts               | 5<br>5                |
| 15. Deconcentration Bonus   | 5                     |
| <b>TOTAL POSSIBLE POINTS</b>  | <b>150</b>            |
| <b>High Performer: 90+% Standard Performer: 61-89% Troubled: &lt;=60%</b> |                       |

## **Certification Period**

GHA is required to submit a certification to HUD by March 31<sup>th</sup> of each year for the period from April 1<sup>st</sup> through March 31<sup>th</sup> (GHA's fiscal year).

## **The SEMAP Certification Process**

The certification for each of the performance indicators is supported by documentation from the following sources:

- ◆ Family files and MIS (CCS) computer records
- ◆ Multi-Family Tenant Characteristic System (MTCS)
- ◆ Management files, marketing materials, studies, and surveys.

## **Family Files and CCS Computer Records**

A random sample of family files and CCS Computer Records along with management files, marketing materials, studies and surveys were reviewed to support the following SEMAP indicators:

- ◆ Indicator 1: Selection from the Waiting List
- ◆ Indicator 2: Rent Reasonableness
- ◆ Indicator 3: Adjusted Income
- ◆ Indicator 4: Utility Allowance Schedule
- ◆ Indicator 5: HQS Quality Control
- ◆ Indicator 6: HQS Enforcement
- ◆ Indicator 7: Expanding Housing Opportunities
- ◆ Indicator 8: Payment Standards
- ◆ Indicator 15: De-concentration (Bonus)

## **MTCS Data**

The Multi-Tenant Characteristic System (MTCS) is a computerized tracking and monitoring system used by HUD to track family data in both the Section 8 and public housing programs. Family information is electronically submitted to MTCS upon completion of a HUD 50058 Family Report.

The following SEMAP indicators are evaluated based on information from the MTCS database.

- ◆ Indicator 9: Annual Reexaminations
- ◆ Indicator 10: Tenant Rent Calculations
- ◆ Indicator 11: Pre-Contract HQS
- ◆ Indicator 12: Annual Inspections
- ◆ Indicator 13: Lease-Up
- ◆ Indicator 14: FSS Enrollment and Escrow Account

## **Summary by Indicator**

### **Indicator 1: Selection from the Waiting List**

The purpose of this indicator is to determine whether the local housing agency has written admission policies in its Administrative Plan and to confirm whether the agency follows their admission policies when selecting applicants from the waiting list. The Administrative Plan must be formally adopted by the Housing Authority and must be submitted to HUD.

#### **Verification Process**

HUD will rate this indicator on the SEMAP certification. An agency can earn either all or none of the 15 points for this indicator. To earn all 15 points, the review must confirm that the agency has written admissions policies in its Administrative Plan and at least 98% of the families in the sample were selected from the waiting list in accordance with these policies and met the selection criteria that determined their places on the waiting list and their order of selection.

### **Indicator 2: Rent Reasonableness**

The purpose of this indicator is to determine whether the housing agency has implemented a written, reasonable method for determining and documenting the rent charged for each unit leased. The method used must ensure that the rent charged is reasonable based on current rents for comparable unassisted units at the time of initial leasing; when there is any increase in the rent to owner; and at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary.

#### **Verification Process**

This indicator will be rated by HUD on the PHA's SEMAP certification. An agency can earn a maximum of 20 points for this indicator if the review confirms that:

- ◆ The PHA has a reasonable method it follows to determine reasonable rent which considers location, size, type, quality, and age of the units, and the amenities, housing services, and maintenance and utilities provided by the owner; and
- ◆ A random sample of tenant files demonstrates that the rent reasonable system was used and documented in 98% of the files sampled for initial lease-up, any rent increase to owner, and if there is a 5% decrease in the published FMR in effect 60 days prior to the HAP contract anniversary.

Fifteen points can be earned if the review confirms that the above criterion is met in 80-97% of the units sampled for the review. Zero points are earned if the rent reasonableness method is used and documented in less than 80% of the random sample files that are reviewed.

### **Indicator 3: Adjusted Income**

The purpose of this indicator is to determine whether the housing agency has verified and correctly determined adjusted annual income for each assisted family at the time of admission; and at annual reexamination.

#### **Verification Process**

This indicator will be rated by HUD on the SEMAP certification. An agency can earn a maximum of 20 points for this indicator if the review confirms that based on a random sample in at least 90% of the families:

- ◆ The HA obtains 3<sup>rd</sup> party verification of reported family income, the value of assets totaling more than \$5000, expenses related to deductions from annual income and other factors that affect the determination of adjusted income, and/or the HA documents in tenant files why third party verification was not available;
- ◆ The HA properly attributes and calculates allowances for any medical, child care, and/or disability assistance expenses; **and**
- ◆ The PHA uses the appropriate utility allowance to determine gross rent for the unit leased.

Fifteen points can be earned if the review confirms that the above criteria are met in 80-89% of the files sampled for the review. Zero points are earned if adjusted income determinations are correct and properly documented in less than 80% of the random sample files reviewed.

### **Indicator #4 – Utility Allowance Schedule**

The objective of this indicator is to determine whether the PHA maintains an up-to-date utility allowance schedule in accordance with HUD program regulations, (24 CFR 982.517.)

#### **Verification Process**

This indicator will be rated by HUD on the SEMAP certification. An agency can earn a maximum of 5 points for this indicator if the review confirms that the PHA reviewed utility rate data within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10 percent or more in a utility rate since the last time the utility allowance schedule was revised.

### **Indicator #5 – HQS Quality Control Inspections**

The purpose of this indicator is to determine whether a PHA supervisor or other qualified person re-inspects a sample of the units under contract during the last completed PHA fiscal year. The quality control inspection process tests consistency in adherence to the Housing Quality Standards and also helps to determine if inspectors require additional training.

### **Verification Process**

This indicator will be rated by HUD on the PHA's SEMAP certification. An agency can earn a maximum of 5 points for this indicator, if the review confirms that:

- ◆ A sample of assisted units were quality control inspected based on the sample size required for the number of units under contract.
- ◆ The sample represents units recently inspected (HQS inspections performed during the 3 months preceding the quality control inspection)
- ◆ The sample represents cross-section of inspectors and neighborhoods

### **Indicator #6 – HQS Enforcement**

The purpose of this indicator is to test the Housing Authority's ability to insure that life-threatening HQS deficiencies are corrected within 24 hours from the date of inspection and that all other HQS deficiencies are corrected within no more than 30 calendar days from the date of the inspection or any HA-approved extension. The indicator also tests whether the Authority has appropriately abated the rent to owner no later than the first of the month following the specified correction period, and if not corrected termination of the HAP contract. This indicator also measures the response of the HA for family caused defects, and whether or not the Authority takes prompt and vigorous action to enforce the family obligations.

### **Verification Process**

This indicator will be rated by HUD on the HA's SEMAP certification. An agency can earn a maximum of 10 points for this indicator if the review confirms that based on a random sample:

- ◆ 100% of life threatening emergencies were completed within 24 hours;
- ◆ 98% of all other cited HQS deficiencies were corrected within no more than 30 days or any HA approved extension;
- ◆ If deficiencies were not corrected within required time frame, the HAP payment was abated no later than the first of the month following the correction period or the HAP contract was terminated or for family-caused defects took prompt and vigorous action to enforce the family obligations.

### **Indicator #7 – Expanding Housing Opportunities**

The purpose of this indicator is to determine whether the housing agency has adopted and implemented a written policy to encourage participation by owners with units located outside areas of poverty or minority concentration; informs rental voucher and certificate holders of the full range of areas where they may lease units both inside and outside of the PHA's jurisdiction; and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.

## **Verification Process**

This indicator will be rated by HUD on the HA's SEMAP certification. An agency can earn a maximum of 5 points for this indicator if the review confirms that:

- ◆ The HA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration; the HA clearly delineates areas in its jurisdiction that the HA considers areas of poverty or minority concentration, and which includes actions the HA will take to encourage owner participation.
- ◆ The HA encouraged participation by owners outside areas of poverty and minority participation.
- ◆ The HA has prepared maps that show various areas, both within and outside of its jurisdiction.
- ◆ The HA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the rental voucher or certificate programs, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration
- ◆ The HA's information packet includes an explanation of how portability works and includes a list of neighboring HA with the name, address and telephone number of a portability contact person at each.
- ◆ PHA has analyzed whether rental voucher and certificate holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, if such difficulties have been found, PHA documentation shows that the PHA has analyzed whether it is appropriate to seek approval of area exception rents in any part of its jurisdiction and has sought HUD approval of exception rents when necessary.

## **Indicator #8 – Payment Standards**

The purpose of this indicator is to determine whether the housing agency has verified and correctly determined adjusted annual income for each assisted family at the time of admission; and annual reexamination.

## **Verification Process**

This indicator will be verified by HUD through the use of payment standard information submitted to HUD on the SEMAP certification form and MTCS gross rents and FMR data. An agency can earn a maximum of 5 points for this indicator if:

- ◆ At least 98% of the families newly leased in the certificate program, excluding over-FMR families, have initial gross rents at or below the applicable FMR or approved exception rent limit, and



- ◆ That the PHA has adopted payments standards which do not exceed the applicable FMR or approved exception rent limit and which are not less than 80% of the current FMR, unless approved by HUD.

Zero points are earned if the random sample demonstrates that more than 2% of the files sample have gross rents that exceed the applicable FMR, or HUD-approved exception rent limits, or the HA's rental voucher program payment.

### **Indicator #9 – Annual Re-Certifications**

The purpose of this indicator is to determine whether the housing agency completes an annual re-examination for each participating family at least every 12 months.

#### **Verification Process**

This indicator will be verified by MTCS reports showing the percent of reexaminations that are more than 2 months overdue. An agency can earn a maximum of 10 points for this indicator if the MTCS report confirms that fewer than 5% of all PHA reexaminations are more than 2 months overdue. Five points can be earned if the report confirms that 5 to 10% of all PHA reexaminations are more than 2 months overdue. Zero points are earned if more than 10% of all PHA reexaminations are more than 2 months overdue.

### **Indicator #10 – Correct Tenant Rent Calculations**

The purpose of this indicator is to determine whether the housing agency correctly calculates tenant rent in the rental certificate program, and the family's share of the rent to owner in the rental voucher program.

#### **Verification Process**

This indicator will be verified by MTCS reports. The reports will demonstrate the percent of tenant rent and family's share of the rent to owner calculations that are incorrect based on data sent to HUD on the HUD-50058 form.

An agency can earn a maximum of 5 points for this indicator if the MTCS report confirms that 2% or fewer of all PHA tenant rent and family's share of rent to owner calculations are incorrect. Zero points will be awarded if more than 2% of all PHA tenant rent and family's share of rent to owner calculations are incorrect.

### **Indicator #11 – Pre-contract HQS Inspections**

The purpose of this indicator is to determine whether newly leased units passed HQS inspection on or before the beginning date of the assisted lease and HAP contract.

## **Verification Process**

This indicator will be verified by the MTCS report which shows the percent of newly leased units where the beginning date of the assistance contract is before the date the unit passed HQS inspection. If 98 to 99 percent of newly leased units passed HQS inspection before the beginning of the HAP contract, the PHA will receive 5 points. If fewer than 98% passed inspection prior to execution of the contract, the PHA will receive 0 points.

## **Indicator #12 – Annual HQS Inspections**

The purpose of this indicator is to determine whether the housing agency inspects each unit under contract at least annually.

This indicator will be verified by the MTCS report, which shows the percent of HQS inspections that are more than 2 months passed due. It should be noted that the 2-month allowance is provided to accommodate a possible lag in the housing agency's electronic submission and not in the completion of the inspection.

## **Verification Process**

This indicator will be verified by the MTCS report, which shows the percent of HQS inspections that are more than 2 months passed due. It should be noted that the 2-month allowance is provided to accommodate a possible lag in the housing agency's electronic submission and not in the completion of the inspection. The PHA will receive 10 points if fewer than 5% of the annual inspections are more than two months late, 5 points if 5% to 10% are more than two months late and, 0 points if more than 10% of annual inspections are more than two months late.

## **Indicator #13 – Lease-Up**

The purpose of this indicator is to determine whether the housing agency entered into HAP contracts for the number of units under budget for the last fiscal year.

## **Verification Process**

This indicator will be verified by the percent of units leased during the last completed HA fiscal year as determined by taking unit-months under HAP contract as shown on the HA's latest approved year-end operating statement, dividing that result by 12, and then dividing that result by the number of units budgeted as shown on the PHA's approved budget for the same fiscal year.

An agency can earn a maximum of 20 points for this indicator if the percent of units leased during the last fiscal year was 98% or more. Fifteen points will be awarded if 95-98% of the units were leased during the last fiscal year. Zero points will be awarded if less than 95% of the units were leased during the last fiscal year.

### **Indicator #14 – Family Self-Sufficiency**

The purpose of this indicator is to determine whether the PHA has enrolled families in the FSS program as required, and the extent of the PHA's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in MTCS that have had increases in earned income which resulted in escrow account balances.

#### **Verification Process**

HUD will verify this indicator through the MTCS report that shows the number of families currently enrolled in FSS. This number is divided by the number of mandatory FSS slots based on funding reserved for the PHA through the second to last completed Federal Fiscal Year, or based on a reduced number of mandatory slots under a HUD-approved exception. An MTCS report also shows the percent of FSS families with FSS progress reports who have escrow account balances. HUD also uses information reported on the SEMAP certification by initial PHA's concerning FSS families enrolled in their FSS programs but who have moved.

### **Indicator #15 – Deconcentration**

The purpose of this indicator is to determine what percentage of Section 8 families with children who live in and who have moved during the reporting period, moved to low-poverty census tracts in the PHA's principal operating area.

#### **Verification Process**

This indicator will be verified by the PHA data submitted for the de-concentration bonus and the latest independent auditor annual audit report.

#### **Required Action Plan**

An operational improvement plan is required for any PHA deemed substandard under the Section 8 Management Assessment Program. Upon HUD's confirmation of a substandard score the PHA must prepare a detailed action plan identifying the tasks necessary to improve each failed indicator. HUD may also require an action plan for any individual indicator that does not reach a passing score even if the overall rating of the PHA is standard.



## SECTION 22 HOMEOWNERSHIP

### **General (24 CFR 982.625)**

The Gary Housing Authority will provide current Housing Choice Voucher participants with the option of participating in a Homeownership Program in accordance with the provisions set forth in the final rule issued on October 12, 2000 by the U. S. Department of Housing and Urban Development, the plan set forth herein and any future notices issued by HUD.

### **Program Set-Aside**

The number of Housing Choice Vouchers that will be made available for the homeownership program will initially be limited to 100 vouchers. Upon use of all 100 vouchers, an additional set aside of 100 will be designated for homeownership based on availability.

### **Eligibility Criteria (24 CFR 982.627)**

The following criteria shall be established to determine eligibility for participation in the Section 8 Homeownership Program:

- The head of the household or spouse must have maintained full time employment continuously for a minimum of one year or be an elderly or disabled family.
- Total annual household income must exceed \$10,500 per year or \$6,800 for an elderly or disabled household and cannot be derived from any form of welfare unless it is an elderly or disabled household.
- No family member can have any ownership interest in any real property.
- No family household member may receive any rental income during any period of homeownership assistance.
- No family member may have a history of any default on a mortgage or other purchase instrument for the past three years prior to receiving assistance under the homeownership program.
- All household members age 18 and older must satisfactorily complete a homeownership counseling and education program prior to approval for participation in the homeowner program.
- The family must be a first time homebuyer. No individual household member may have held title to any property for a period of three years prior to participation in the program.
- An existing Section 8 rental voucher participant cannot convert the rental voucher to a homeowner voucher until such time that the lease expires on the rental unit and all program and family obligations have been met.

- The family may be a participant in the Family Self-Sufficiency program administered by GHA or another similar self-sufficiency program and have satisfactorily met all program goals and objectives, or develop and successfully complete a homeownership plan for a minimum of six months.
- Applicants must have acceptable credit to obtain private mortgage financing and complete a pre-qualification process for a mortgage prior to determination of final eligibility.

### **Homeownership Applications and Waiting List**

GHA will maintain a separate waiting list for Section 8 Homeownership. Prior to being placed on the waiting list for homeownership, applicants must have completed an application for homeownership and been determined eligible in accordance with the criteria stated above. Preference will be given to applicants for homeownership in order, as follows:

1. Applicants who have been pre-qualified for a mortgage that want to purchase any homeownership unit developed under a HUD approved HOPE VI revitalization program;
2. Applicants who have been pre-qualified for a mortgage that want to convert their existing rental voucher to a homeownership voucher;
3. All other applicants who have been pre-qualified for a mortgage.

### **Self-Sufficiency and Homeownership Counseling (24 CFR 982.630)**

GHA will target the homeownership program to current and future participants of the Section 8 Family Self-Sufficiency program and the HOPE VI Self-sufficiency programs provided that Section 8 Assistance will not be used jointly with HOPE VI funds for the same assisted family.

GHA will enter into an Agreement with one or more certified homebuyer counseling agencies to administer the required homeownership-counseling program. Interested households will be referred to the GHA partner for pre-determination of credit worthiness. If it is determined that a household is credit worthy, then a homeownership plan will be developed. If a family is not credit worthy, the family will be referred to the FSS program (if not a current participant) to move the family towards credit worthiness.

### **Issuance of Homeownership Voucher**

Upon successful completion of the homeownership plan, the family will be referred to a participating financial institution and be pre-qualified for an affordable home. GHA will provide the financial institution with the family's estimated homebuyer subsidy for inclusion in the qualification determination.

The family will be issued a homebuyer voucher upon submission of the pre-qualification confirmation from the financial institution. The voucher will be valid for a total of 180 days from the date of issuance. The family must enter into a purchase agreement within the time period allotted. No extensions will be granted.

### **Total Housing Costs**

The total housing costs for the assisted family is defined as principal, interest, taxes, insurance, utilities and a maintenance reserve as determined by GHA. Total housing costs cannot exceed the applicable payment standard under the Housing Choice Voucher Program based on the appropriate bedroom size.

### **Purchase Agreement and Home Inspection**

The voucher family must provide GHA with a copy of the purchase agreement for the selected home. GHA will conduct an inspection and determine compliance with the federal Housing Quality Standards. The family will be provided with a copy of the HQS inspection and will be responsible for correction of any deficiencies.

The family must obtain an independent professional home inspection of the homes' major systems at the expense of the family. The inspection must cover all building systems and components, including foundation and structure, housing interior and exterior and the roofing, plumbing, electrical and heating systems.

If the family is purchasing a new construction home, the home must be fully completed before entering into the purchase agreement and must specify that a closing date will occur not more than 90 days from the date of the purchase agreement.

### **Ownership Title**

The title of the unit to be purchased may be held jointly by one or more members of the assisted household or may be in a cooperative in which one or more members of the assisted household own shares. Town homes, condominiums or other structure types are acceptable as long as a fee simple title can be transferred to the assisted family.

### **Down Payment and Financing (24 CFR 982.632)**

A minimum down payment equal to 3% of the purchase price of the selected home must be required for participation in the program. At least 1% of this requirement must come from the households own funds.

The assisted household is required to secure a private fixed rate thirty year, twenty year or fifteen year fully amortizing mortgage. GHA at its sole discretion may approve seller financing. Any financing with balloon payments is prohibited.

### **Subsidy Payments**

The total tenant payment, tenant rent and housing assistance payments shall be calculated in accordance with all provisions of the Housing Choice Voucher Program. The housing assistance payment will be paid directly to the first mortgage holder on a monthly basis. The family will be responsible for paying their portion of total housing costs directly to the mortgage holder on a timely basis. In addition, the family will be required to establish a restricted savings or checking

account and deposit the required maintenance reserve on a monthly basis. Copies of the maintenance reserve account will be provided to GHA on an annual basis at the time of re-certification.

### **Continuation of Assistance (24 CFR 982.633)**

Section 8 assistance will continue as long as the assisted family resides in the approved home but cannot exceed ten years for a fifteen-year mortgage and fifteen years for a thirty-year mortgage.

If a family defaults on the mortgage the homeownership voucher will automatically convert to a rental voucher and the family will be required to locate an appropriate unit in accordance with all requirements of the Housing Choice Voucher Program. This limitation does not apply to elderly or disabled households.

### **Family Obligations**

Prior to final closing on the purchased unit, the family must execute a statement of family obligations agreeing to comply with the following:

- The household must comply with the terms of any mortgage that secures the debt used to purchase the home and any refinancing of such debt.
- As long as the family is receiving homeownership assistance, the family may not sell, convey or transfer any interest in the home to any family member in the household without the consent of GHA.
- The family must maintain the house as their principal residence as long as they receive Section 8 assistance.
- The family must supply to GHA all information regarding income and family composition on an annual basis in order to determine total tenant payment, tenant rent and subsidy payments.
- The family must immediately notify GHA of any decreases or increases in income and provide all relevant information to conduct an interim re-certification of income.
- The family shall sign an authorization permitting GHA and any lender holding a mortgage to the assisted property to exchange any information related to the household.
- The family must notify GHA immediately of any late payments, delinquent notices or default notices and must agree to participate in default counseling with a designated agency to become current.
- The family must agree to maintain the home in compliance with HQS and local codes at all times and to perform any maintenance which may be required.



- The family must participate in post purchasing counseling and any other related courses as may be required by GHA.

**Termination of Assistance (24 CFR 982.638)**

Assistance may be terminated by GHA for the family's failure to comply with any of the obligations outlined above. All termination actions are subject to the requirements and family rights under the Housing Choice Voucher Program.



## SECTION 23

# MODERATE REHABILITATION PROGRAM

### **General**

The Moderate Rehabilitation (Mod Rehab) Program was established through the Housing and Community Development Amendment of 1978 to bridge the gap between Section 8 Substantial Rehabilitation and Section 8 Rental Assistance and was intended to upgrade marginally deteriorated existing buildings for use as assisted rental housing.

The overall plan for Moderate Rehabilitation Program is designed to achieve three major objectives:

- To increase freedom of housing choice by providing assisted housing in areas where low-income families have not previously been able to find housing.
- To assist lower income families to remain in areas where private rehabilitation is increasing rents and decreasing the amount of rental housing.
- To supplement a local government's efforts to preserve or revitalize a neighborhood.

### **Purpose**

The purpose of this section of the Administrative Plan is to establish policies for items, which are not covered under Federal regulation for the Moderate Rehabilitation Program.

This section of the Administrative Plan addresses those items unique to the Section 8 Moderate Rehabilitation Program. Many operational and administrative policies for the Moderate Rehabilitation Program are treated the same as in the Housing Choice Voucher Program. Therefore, if a policy is not specifically addressed in this section of the Plan, then GHA's position on that policy is either already identified in other sections of this plan or otherwise addressed in the federal regulations.

The section also includes guidance for the Moderate Rehabilitation Single Room Occupancy (SRO) Program for Homeless Individuals. The purpose of the SRO program is to provide rental assistance for homeless individuals with substance abuse problems and to provide ongoing rehabilitative and support services for program participants.

### **Family Outreach**

GHA will be using a combined waiting list for tenant based and project based housing assistance including the Moderate Rehabilitation Program. Therefore, opening of the wait list will be completed in accordance with the policies identified previously in this plan.

GHA will inform families on the waiting list of the Moderate Rehabilitation program opportunities. If there is insufficient interest and response for available units, GHA will advertise for applicants specifically for the Section 8 Moderate Rehabilitation Programs.

### **Income Limitations**

The HA will admit families who are very low-income and low-income to a project (s) which initially became available for occupancy before October 1, 1981.

Projects, which became available for occupancy on or after October 1, 1981, will only admit very-low income families

### **Other Criteria For Admission**

Families whose Total Tenant Payment, computed in accordance with Federal Regulations, exceed the current Gross Rent for the Moderate Rehabilitation unit will not be admitted.

### **Tenant Selection**

GHA will maintain a combined waiting list for the Moderate Rehabilitation and Project Based Assistance Program and will refer applicants to owners of these properties upon notification of a vacancy. Owners remain responsible for tenant selection and may choose to reject referrals from the PHA for reasons related to suitability. The owner must provide GHA in writing with the reasons for rejection of referrals made to Mod Rehab units.

All vacant units under HAP Contract must be rented to eligible families referred by GHA. The owner must be willing to accept applicants from the waiting list to fill eligible vacant units when they meet the owner's selection criteria, in order for the unit to continue to be eligible under the HAP Contract.

The PHA is responsible for obtaining income, asset and allowance information, conducting verifications, and determining tenant eligibility or rent. Applicants already on the waiting list will be requested to fill out a full application to determine final eligibility.

If within thirty days of the owner's notification of the vacancy, GHA is unable to refer a sufficient number of interested applicants on the waiting list, the owner may advertise or solicit applicants and refer the families to the GHA for application, verifications, and eligibility determination.

### **Determining Unit Size**

The size of the families referred to the Moderate Rehabilitation unit will be based on the number of bedrooms available in the unit pursuant to the Subsidy Standard schedule identified previously in this Plan.

When a change in family composition requires a change in bedroom size, the HA will determine whether the unit is overcrowded or under occupied, in which case the owner must offer the family a suitable alternative unit should one be available and the family will be required to move.

If the owner does not have a suitable unit, GHA will refer the family to other available project based assistance units (Mod Rehab or PBA). If the family refuses to accept an appropriate available unit, the family's assistance will be terminated on the last day of the month following the month in which the family rejected the offer of an appropriate unit size.

### **Statement Of Family Responsibility Issuance And Briefing**

After the owner has notified the PHA of a vacancy, the owner has determined tenant suitability, verification has been completed and the family has been determined eligible, the family will be issued a Statement of Family Responsibility for participation in the Moderate Rehabilitation Program.

However, GHA will not issue a Statement of Family Responsibility to the family unless the household representative has attended a briefing. Applicants who provide prior notice of inability to attend a briefing will automatically be scheduled for the next briefing if a briefing is scheduled within the next 30 days. Applicants who fail to attend a scheduled briefing, without prior notification and approval of the PHA, may be denied admission based on failure to complete the certification process.

The PHA will conduct the briefing in group or individual sessions and will provide a full explanation of the following:

- Family obligations as stated in the Statement of Family Responsibility and the program regulations;
- Federal, State and local fair housing laws;
- The fact that the subsidy is tied to the unit and the family must occupy a unit rehabilitated under the program;
- The family's options under the program should the family be required to move due to an increase or decrease in family size;
- The advisability and availability of blood lead level screening for children under seven years of age and HUD's requirements for inspecting, testing, and in certain circumstances, abated lead-based paint;
- Information as to the Tenant Rent; and,
- The schedule of Allowances for Utilities and other services.

### **Lease Agreement**

GHA will provide the owner with a Mod Rehab lease agreement as approved by HUD. The owner and the family must execute the lease agreement and provide an executed copy to GHA for the tenant file.

### **Security Deposit Requirements**

The maximum amount of security deposit that can be collected by the owner shall be the greater of one month's Total Tenant Payment or \$50.

### **Housing Quality Standards And Inspections**

In addition to the inspections identified previously in this plan, GHA will conduct a move out or vacate inspection if the owner intends to file a claim for special payment identified in the Housing Assistance Payments contract for the unit. Annual

Annual HQS inspections will be conducted on the anniversary date of the HAP contract for the unit, not on the anniversary date of the tenant lease. Annual inspections will be conducted for all units under a single contract at the same time to facilitate inspection of common areas within multi-unit buildings.

If an owner fails to comply with housing quality standards and other obligations under the Contract, the HA will abate the housing assistance payment for that unit until the owner is in compliance. If the owner fails to meet the compliance requirements within the timeframe specified under the abatement, the project-based assistance for that unit will be terminated.

The termination of the effected unit(s) does not automatically terminate the entire Contract. However, the contract is amended to reduce the number of eligible units to exclude those units for which the owner failed to bring into compliance with the HQS standards.

Upon amendment or termination of a contract, the family may elect to stay in the unit and pay market rent; however, their rental assistance will terminate since the unit does not meet HQS and was removed as an assisted unit under the Contract.

If the family was not at fault and they are eligible for continued assistance, the family may continue to receive housing assistance through the conversion of the Moderate Rehabilitation unit to a Housing Choice Voucher.

The family will be issued a Voucher, which must be used in a non-Moderate Rehabilitation project. The unit continues to count as a Moderate Rehabilitation unit and remains under the Moderate Rehabilitation Annual Contributions Contract (ACC), which provides for such a conversion of unit(s); no amendment to the ACC is necessary to convert to a voucher.

After the family leaves the Program, the converted Moderate Rehabilitation "Voucher" will be reissued to another family on the Section 8 waiting list.

### **Contract Rent Adjustments**

Contract rent adjustments are based on the published annual adjustment factor. The AAF is applied to the original base rent in affect at the time of HAP contract execution. Rent changes will be applied annually at the anniversary date of the HAP contract.

Special rent increases or increases in excess of the allowable annual adjustment may be requested by the owner based on increases in fixed costs.

### **Family Moves**

The Moderate Rehabilitation Program provides project-based assistance, which is tied to the unit under contract. Therefore, if the family vacates the unit, no additional assistance will be available to the family unless the family transfers to another Mod Rehab unit with the approval of GHA and the property owner.

All terminations of lease agreements for cause must be carried out through judicial process under State and local law. The owner cannot terminate or refuse to renew the lease except upon the following grounds:

- Serious or repeated violation of the terms and conditions of the lease;
- Violation of applicable Federal, State or local law; or
- Other good cause.

The owner must serve a written notice of termination of tenancy to the family, which states the date the tenancy shall terminate. Such date must be in accordance with the following guidelines:

- When termination is based on failure to pay rent, the date of termination must not be less than five working days after the family's receipt of the notice.
- When termination is based on other good cause, the date of the termination must be not earlier than thirty days after the notice is served on the family.

The Notice of Termination must contain the following:

- State the reasons for such termination with enough specificity to enable the family to prepare a defense;
- Advise the family that if a judicial proceeding for eviction is instituted, the tenant may present a defense in that proceeding; and
- Be served on the family by sending a prepaid first class, properly addressed letter (return receipt requested) to the tenant at the dwelling unit, or by delivering a copy of the Notice to the dwelling unit.

### **Denial Or Termination Of Assistance**

In accordance with 24 CFR 882.413 GHA may terminate assistance to Mod Rehab participants for the following reasons:

- Failure to comply with all provisions of the lease agreement; and,

- Failure to fulfill all of its obligations under the Statement of Family Responsibility, which include the following:
  - Providing such family income information and records as may be required in the administration of the program;
  - Permitting inspection of its dwelling unit at reasonable times after reasonable written notice;
  - Giving at least thirty days notice in writing to the HA of the family's intention to vacate the unit;
  - Cooperating with the PHA in finding another unit where the family is no longer eligible for the Contract unit it occupies because of a change in family size;
  - Not assigning the lease or subleasing the premises, and;
  - Not providing accommodations for boarders or lodgers.
  - Engaging in drug-related criminal activity or violent criminal activity, including criminal activity by any family member.

Only members listed in Item I on the Statement of Family Responsibility and children born to or adopted by one of these family members are entitled to housing assistance under this program. Any other increases in the family size must be approved by the HA in advance. The family agrees that any persons who move in without permission by be required to leave the unit if the HA determines that the unit has become overcrowded.

### **Zero (\$) Assistance Tenants**

A family's eligibility for housing assistance payments shall continue until the Total Tenant Payment equals the Gross Rent. At that time, the family may remain in the unit and pay market rent. The unit remains under contract and all responsibilities of the owner and family under the contract continue to apply.

Rental assistance will resume if at any time the family notifies the HA that their situation has changed and they are again eligible to receive rental assistance and the HAP Contract is still in effect.

### **Owner Claims For Vacancies, Damages And Unpaid Rent**

According to 24 CFR 882.411 and the contract, owners are entitled to special claim payments for damages, unpaid rent and vacancies under certain terms and conditions. These terms and conditions are specified in the Housing Assistance Payments contract.

The owner will be required to notify GHA that a unit has been vacated. A move out inspection will be conducted if the owner indicates that they intend to file a special claim. The vacate inspection will be completed within 5 days from the owners request and the results of the inspection will be provided to the owner within 5 days from the date of the inspection.



Claims must be submitted within 10 days from the date of the inspection results. Claims received after that date will not be approved.

### **Complaints And Appeals**

Informal reviews do not apply to the Mod Rehab program, as there are no specific applicants for the program. Informal Hearings are available to program participants for denial or termination of assistance. The policy governing hearings for the Mod Rehab Program is the same as the Housing Choice Voucher Program.



## SECTION 24

# PROJECT BASED ASSISTANCE PLAN

### **General**

The Gary Housing Authority will provide Project Based Section 8 Vouchers in accordance with the provisions set forth in CFR Part 983 and the guidance notice issued by the U. S. Department of Housing and Urban Development on January 16, 2001, the plan set forth herein and any future notices issued by HUD.

### **Program Set-Aside**

The number of project based units that will be made available for the PBA Program will be equal to 20% of the total funding available under the Annual Contributions Contract (ACC) for tenant based assistance (Housing Choice Voucher funding), equivalent to 20% of the baseline units established by HUD.

Up to 20% of any new funding increments may also be designated for project-based assistance provided that the funding is not designated for any other special purpose under the Housing Choice Voucher Program.

### **Agency Plan**

Prior to entering into a Housing Assistance Payments Contract for Project Based Assistance, GHA will determine that said contract is consistent with the Annual Agency Plan. Consistency with the Plan will be determined through the existence of circumstances indicating that project-basing of Section 8 assistance, rather than tenant-basing of the same amount of assistance, is an appropriate option and is consistent with the requirements of "deconcentrating poverty and expanding housing and economic opportunities".

To assure consistency with deconcentration of poverty all new project based assistance agreements or Housing Assistance Payments contracts must be for units located in census tracts with poverty rates of less than 20%, unless GHA secures an exception from the HUD.

### **Eligible Housing Units**

GHA will provide project based assistance for new construction, rehabilitation and existing housing based on the criteria established further in this plan.

A housing unit will be considered an existing unit for purposes of the project-based voucher program, if, at the time of selection of the project, the unit requires a maximum expenditure of less than \$1,000 per assisted unit to comply with the Federal Housing Quality Standards (HQS). A housing unit will be considered a rehabilitation unit if the unit requires a minimum of more than \$1,000 per assisted unit to comply with HQS.

All proposed sites for rehabilitation and new construction must meet the site and neighborhood standards as defined in 24CFR 983.6. Ineligible properties include the following:

- Housing for which the construction or rehabilitation is started before execution of the PBA agreement;
- Shared housing, nursing homes, and facilities providing continual psychiatric, medical, nursing services, board and care, or intermediate care;
- Properties within the grounds of penal, reformatory, medical, mental and similar public or private institutions;
- Properties located in the Coastal Barrier Resources;
- Properties located in areas having special flood hazards unless, it is located in an area participating in the National Flood Insurance Program.

Other federal requirements to determine eligibility of units include the following: prohibition from using PBA in units with other assistance under the U.S. Housing Act of 1937 within five years prior to PBA; minimizing displacement as defined in 24CFR983.10; Equal Opportunity and environmental requirements defined in 24CFR983.11 and Uniform Federal Accessibility Standards (UFAS) as defined in 24 CFR Section 8.23,

### **Income Mix**

No more than 25% of the total units in a multi-family development may receive project-based assistance unless the assisted units are made available to elderly or disabled families.

This provision only applies to units assisted with project-based vouchers; there is no limitation on the income of other tenants in a PBA project or on households with tenant-based voucher assistance.

### **Notification of Program Availability**

GHA will accept applications for the PBA program on an annual basis until such time that the full program set-aside has been placed under HAP contract.

The availability of project-based assistance will be advertised in a newspaper of general circulation once a week for three consecutive weeks. In addition, GHA will conduct an owner's workshop to advise all interested parties of the program advantages, proposal requirements, evaluation criteria, tenant selection requirements and other general program requirements.

The following items will be included in the program advertisement:

- The deadline for submission of applications (not less than 60 days from the date of the announcement of availability).
- The total estimated number of units to be selected for assistance.
- The proposal evaluation criteria and timelines for selection of units.

## **Owner Application Requirements**

Property owners responding to the notification of PBA funding must submit an application in the form prescribed by GHA. The application must contain at a minimum the following information:

- A description of the housing including the number of units by size, bedroom count, bathroom count, sketches of the proposed new construction or rehabilitation, unit plans and estimated date of construction, if applicable. Amenities and other services should also be included in this description.
- Evidence of site control and for new construction, identification and description of the proposed site, site plan and neighborhood.
- Evidence of current zoning or evidence to indicate that rezoning is likely and will not delay the project.
- The proposed contract rent for the project including which utilities are included and for those utilities not included an estimate of average monthly costs for the first year of occupancy.
- A statement identifying all information related to displacement and relocation and identification of the responsible party that will carry out the relocation.
- Identification of the owner and other project principals, investors and other parties that have a substantial interest in the project and information on the qualifications and experience of the principal participants.
- A management and maintenance plan for the project.
- Evidence of financing to support the project.
- Other relevant information as determined by GHA.

## **Program Selection Criteria**

In addition to the criteria identified above under eligible units, the following threshold criteria must be met for an application to be considered for selection for the PBA program.

- The proposed project must not permanently displace any current tenants. Tenants may be temporarily relocated if necessary during rehabilitation of the unit at the expense of the owner.
- Rental levels must not exceed 110% of the Fair Market Rent or any approved exception payment standard and must be reasonable in relation to rents charged in the private market for unassisted comparable units.

- If a unit has been allocated a low income housing tax credit (IRS Code 42) but is not located in a qualified census tract, as defined in the law, the rent levels may be set at any level that is comparable with unassisted market rate units.

Following are the review criteria with associated point values that will be used by GHA in the evaluation process of proposals received under the PBA program. There is no minimum passing score, nor a specific maximum score. Projects will be ranked by score and the highest ranked projects will undergo further review by GHA. The selected projects must comply with all requirements set forth in this plan and all application HUD regulations.

| Evaluation Criteria  | Points     |
|--|------------|
| The proposed housing serves an underserved target population in order of priority: developmentally disabled; other disabled; elderly; and large families.  | 20         |
| The proposal preserves and rehabilitates historic properties or develops new affordable housing through new construction.  | 20         |
| The proposal submitted demonstrates a thorough, in-depth, well-planned project meeting all federal requirements and other eligibility criteria.  | 20         |
| The applicant's qualifications are appropriate for the project under consideration and firm financial commitments are adequately documented.   | 20         |
| Rental subsidy is necessary for the viability of the project, management of the project is consistent with Section 8 requirements and the degree to which supportive services will be provided to the project. | 20         |
| <b>TOTAL MAXIMUM POINTS</b>  | <b>100</b> |

Prior to selecting the units for project based assistance, GHA will make a determination that the application is responsive and in compliance with all selection criteria and is otherwise in compliance with HUD program regulations and requirements.

**Establishment of Initial Rents**

The Housing Authority will contract with a State certified general appraiser and establish the rents in accordance with the provisions outlined above or seek approval of proposed rents from HUD for any GHA owned units or HUD insured or co-insured mortgage.

**Rehabilitation Work and New Construction Requirements**

The owner will be required to prepare work write ups, construction specifications and plans upon request as determined appropriate by GHA for rehabilitation and new construction projects. In addition, new construction projects require certification by a design architect that the proposed new construction reflected in the working drawings and specifications complies with housing quality standards, local codes and ordinances and zoning requirements.

The owner is responsible for selecting a responsible contractor for rehabilitation and new construction and said contractor must provide GHA with a non-debarment certification.

An agreement to enter in a Housing Assistance Payments (HAP) Contract will be executed upon satisfactory completion of all requirements identified above. Upon execution of the HAP, the construction period shall commence. The construction period shall be determined in accordance with the approved application and entered into the HAP agreement. GHA will perform regular inspections during the construction period.

Upon completion of construction, the owner must provide GHA with a certificate of occupancy and an owner certification pursuant to 24CFR983.104. GHA will perform a final inspection prior to acceptance of the units and notify the owner of any deficiencies that may exist. The owner will be allotted a time extension if warranted or GHA may reject any units that do not meet program requirements. If deficiencies are not cured in the agreed upon time or the owner fails to complete the work within the timeframe identified in the AHAP agreement, GHA may adjust the number of units to be placed under contract or not proceed with execution the HAP agreement.

### **Housing Assistance Payments Contract**

Upon acceptance of the units by GHA, a Housing Assistance Payments contract for Project Based Assistance for the Housing Choice Voucher Program will be executed in the format prescribed by HUD (52530-A).

GHA will execute all PBA HAP contracts for a period of 10 years, subject to future availability of funding under the ACC with HUD. In addition, the HAP contract will permit two extensions for a period of five years each, based on a determination by GHA that an extension is necessary to achieve long term affordability of the housing.

The HAP contract will provide for annual review of the rental amounts. Adjustments of rents will be subject to the annual adjustment factor provided that the rents charged for the PBA units are comparable to unassisted units in the rental market.

Special rent adjustments above the annual adjustment factor shall also be considered if it is determined that the rent continues to be reasonable. The owner shall be responsible for providing GHA with market comparability data for any special rent increase that is requested.

GHA will provide for vacancy payment under the PBA contract for up to 60 days provided that the vacancy is not the fault of the owner and the owner GHA taken every reasonable action to minimize the likelihood and extent of vacancies.

### **Tenant Selection**

Tenants residing in units selected for the PBA program who otherwise qualify for Section 8 assistance will be placed on the GHA Section 8 waiting list. Owners may also refer applicants to the waiting list based on GHA waiting list policies and selection criteria.

GHA will maintain a combined waiting list for Moderate Rehabilitation and Project Based Assistance, but separate from the tenant based waiting list. Applicants will be referred to available PBA or MR units as they reach the top of the list and units are available.

Admission to PBA units is subject to HUD requirements and 75% of all new admissions on an annual basis must be at or below 30% of median income of the area. The remaining 25% shall have annual incomes between 30% and 50% of median income. An exception to this admission criteria will be made for any continuously assisted family in the Section 8 tenant base program or the Public Housing program who wishes to locate to a PBA unit.

Owners must lease all assisted units to eligible families. Failure to do so will result in a reduction of the units under contract or other legal remedies including suspension or debarment from HUD programs.

After one year of occupancy in a PBA unit, a tenant may move. GHA will convert PBA tenants wishing to move to Housing Choice Voucher participants by providing them with the next available voucher. Housing Assistance payments will continue on the PBA unit until the tenant vacates the PBA unit.

The owner is responsible for screening and selection of tenants in accordance with the written selection criteria approved as part of the original proposal for the PBA program. The owner must promptly notify GHA in writing of the rejection of a family and the grounds for such decision.

If the owner rejects an applicant family who believes the rejection was unlawful discrimination, GHA will assist the family or refer the family to the local Fair Housing Center or the HUD field office.

When a family is selected for a PBA unit, GHA will brief the family and provide them with all required written information and documents identified in 24CFR983.203.

### **Ongoing Activities**

GHA shall administer the PBA program in accordance with all provisions under the Housing Choice Voucher program including issuing of monthly HAP payments, annual re-certification of household composition and income and annual inspection of all units to assure compliance with HQS.

The owner is responsible for managing the units in accordance with all requirements under the approved management plan and the Housing Assistance Payments contract. After initial



occupancy, the owner must immediately notify GHA of any vacancies. GHA will refer a minimum of five families to the owner from its exiting waiting list.

If GHA has not referred an adequate number of applicant families to the owner within 30 days from notification of the vacancy, the owner may advertise and solicit applications from otherwise eligible families. Upon selection of an applicant, the owner will refer the applicant to GHA for processing and briefing.

If a determination is made that the unit does not meet HQS requirements due to overcrowding as defined in the subsidy standards in the GHA Housing Choice Voucher program, then GHA will issue tenant based assistance upon availability.

**Other Policies**

All other policies stated in the Section 8 administrative plan related to occupancy of Section 8 tenant-based assisted units will apply to Project Based units as appropriate.



## SECTION 25 OTHER SPECIAL PROGRAMS

### **General**

The US Department of Housing and Urban Development periodically provides funding under the Section 8 Housing Choice Voucher Program for special programs. GHA generally will apply for these programs and if successful may have a set aside of special use vouchers that will be administered in accordance with the provisions of the funding notification issued by HUD. The following is a summary description of the special programs currently administered by GHA. Unless otherwise stated, the general administrative requirements of these programs will be the same as stated throughout this Plan.

### **Family Self-Sufficiency Action Plan**

**Goals And Objectives** - The overall goal of the GHA FSS Program is to enable families to become economically and socially independent through the coordination and delivery of existing community services. The GHA approach to administration of an effective FSS Program requires a mixture of creativity and flexibility, in addition to accountability, for both the family and service providers.

The overall plan of the FSS Program is to achieve the following objectives:

1. Introduce FSS to all families who are eligible to participate with the understanding that the commitment to change "begins from within."
2. Implement a needs assessment to identify each family's strengths and barriers; establish interim goals that lay the foundation for the common final goals of each family joining FSS.
3. Establish interagency partnerships to achieve high quality and comprehensive service delivery to all members of a family with long term results.
4. Meet with FSS participants on a yearly basis to review goals and to assess the accountability of the families and the agencies involved.

GHA's standards for completion of the FSS Contract of Participation include:

- to seek and maintain suitable employment.
- to become independent of welfare assistance and remain independent for 12 consecutive months before the FSS Contract expires.
- to be in good standing with no current or anticipated debt to either Section 8 or the Landlord.

**Family Objectives** - The overall plan for the family participating in FSS is to achieve the following objectives:

1. Begin to recognize the connection between self-perceptions and self-imposed limitations. By learning that thoughts can shape and form one's life, the prescription for success is to "begin within."

2. Achieve a greater level of self-discipline, self-esteem and self-motivation by accepting responsibility for decisions and actions.
3. Demonstrate commitment and accountability to the Individual Training and Services Plan in which both goals and barriers are assessed.

**Outreach Procedures** - Recruiting must remain an ongoing effort. FSS is not a one time "take it or leave it" offer. The entire staff is encouraged to promote FSS during daily contact with families. Outreach procedures are objective and provide reasonable opportunity to find out about FSS.

**Recruitment Of Participants** - After the initial Briefing that offers FSS, the Housing Specialist will also offer FSS to every Section 8 participant during his/her initial enrollment and/or recertification. Family Self-Sufficiency staff will explain the benefits of the program to each potential FSS participant who wishes to meet with FSS staff. If the participant desires to enroll in the program, he/she will meet with a Family Self-Sufficiency staff person to complete the Family Self-Sufficiency Assessment Form. An overview of the FSS Contract will be explained and completed during the face-to-face interview.

**Selection Of Participants** - Housing assistance shall not be delayed to an applicant for Section 8 on the basis that the applicant elects not to participate in FSS at the time it is introduced. Families will be recruited from current Section 8 Voucher participants as well as from Project Based Assistance.

**Eligibility For FSS** - Every effort is made to promote the FSS concept to those least likely to participate as well as those already involved in FSS type activities. By using a self-select approach, the emphasis is for families to express a commitment to change by joining FSS.

#### **Eligibility Factors**

1. Families (including individuals) who qualify for any bedroom size will be eligible.
2. As a voluntary program, Section 8 does not screen or select families for participation.
3. In the event a family joined FSS and then left the Section 8 program, later, if they return to the Section 8 program, the family would be eligible to rejoin the FSS Program after a period of 12 months (from the date they left FSS) for good cause. Good cause means circumstances beyond the control of the FSS family as determined by GHA, such as serious illness or involuntary loss of employment. In this situation, no monies in escrow from the previous contract are transferable.
4. In the event a family does not complete their FSS Contract and remains on the Section 8 program, they would be eligible to rejoin the FSS Program after a period of 12 months (from the date the FSS contract expired) for good cause (as defined above).

**Motivational Factors** - Limited motivational screening factors include:

1. Willingness to learn about FSS.
2. Willingness to enroll and participate in the FSS Program.

3. Demonstrated commitment to the Individual Training and Services Plan that establishes short range and long range goals.
4. Willingness to sign a release of information for other agencies to have access to file information.
5. Willingness to provide information and/ or meet with FSS as is deemed necessary regarding the family's participation in FSS.

**Information Assessment** - The FSS staff person will review the Assessment Form with the enrollee to identify client strengths and determine areas of interest. The FSS staff person will evaluate current client support systems and possible educational and training needs. With the FSS focus of achieving economic and social self-sufficiency through employment and continued career development, FSS staff will identify support services that may reduce the dependency of low-income families on welfare assistance and on Section 8.

The topics, which will be explored in the Family Self-Sufficiency Assessment Form, are: Child/Dependent Care, Social Systems, Health, Legal Issues, Budgeting, Transportation, Housing, Education/Training and Employment. These categories have been identified as areas upon which families begin the process of setting goals and developing an individual plan by which to become self-sufficient. Resources and referrals will be provided to FSS participants based upon areas of need identified on the Assessment Form.

**Goal Development And Planning** - With supportive counseling from FSS staff, each participant will be asked to work with FSS to develop an Individual Training and Services Plan by learning to set goals. With a goal being "the end toward which an effort is directed," a family will be asked to decide what he/she wants to accomplish during the five year FSS Contract. The staff person will assist the participant to break down the long term goals into manageable steps. In addition, FSS staff will encourage the family to identify goals that are reasonable and attainable.

In the first year of the FSS contract, the family will be asked to identify 1-2 specific goals in order to start to accomplish the long-range goals of self-sufficiency. Sub-goals will be identified as active steps to lead to the goal to be accomplished during the first year. The participant will receive a copy of the Individual Training and Services Plan and the FSS Contract. The FSS staff person will explain the requirement to meet with FSS staff on an annual basis in order to review completion of the annual goals. The annual review for FSS will likely coincide with the participant's annual recertification.

**Annual Review** - The Family Self-Sufficiency staff will review both HUD's mandatory goals to successfully complete the program and the specific yearly goals relevant to the family as listed on the Individual Training and Services Plan. In addition, the family will be provided with a balance of the current escrow amount. The previous year's goals will be reviewed and the family will work with FSS staff to set goals for the following year. The participant will have an opportunity to amend their long-term goals as needed. The FSS staff person will again assist the participant to set goals that are sufficiently specific and concrete so that the goals are measurable. Available resources will be provided as necessary.

During the Annual Review, the participant will also complete the HUD 50058 FSS Addendum. The participant will be reminded to return the following year to update and review goals until the contract expires or the family completes the FSS Contract (whichever occurs first).

**Incentives - Including Escrow Clarification** - To encourage participation in FSS, every effort will be made to collaborate with other agencies, companies and persons to identify resources that will benefit or enhance a family's life as they progress toward the goal of economic self-sufficiency.

Incentives may include:

1. Identifying volunteer activities in the community relevant to family's goals.
2. Resume service (by referral).
3. Internet access to search for jobs, scholarship and other information.
4. Making job referrals and also references for those families we come to know.
5. Scholarship opportunities, including writing letters of recommendation.
6. At the request of the family, delaying issuance of the Voucher for a period not to exceed twelve (12) months when it allows the family to complete a goal-oriented FSS type activity. By supporting a family's decision to complete a current goal, FSS is laying a foundation for a partnership with both the agencies already providing services and the family. In these cases, the family does not lose their place on the waiting list.
7. Establishing the escrow savings account and allowing interim disbursement of a portion of the family's escrow account during the Contract period for expenses deemed by FSS to be consistent with the goals of the family's Individual Training and Services Plan. Such needs may include, but are not limited to, the following:
  - a. School tuition or other school expenses
  - b. Job training expenses
  - c. Business start-up expenses
  - d. Transportation

The following limitations apply for partial disbursements:

- a. Withdrawals can be made only once during a 12-month period.
  - b. No more than 50% of the total amount in escrow may be withdrawn (exception to this % may be considered).
  - c. When withdrawal is to purchase an automobile, the family must have a minimum of \$ 4000.00 to withdraw 50% or \$2000.00.
  - d. Payment to be made either to the family or to a pre-approved third party when possible.
  - e. Receipt(s) must be submitted after purchase has been made.
  - f. Limit of three payments to be made relevant to transportation.
8. No monthly deposit will be made to a family's escrow account if the FSS family has not paid the family contribution towards rent.
  9. Assistance in completion of various applications for school enrollment and/or funds.

**Consequences Of Noncompliance With FSS Contract Of Participation** - Families are required to meet with FSS staff on an annual basis in order to review progress and/or completion of the most recent annual goals listed on the Individual Training and Services Plan. By use of a Goal Worksheet, a staff person will assess the FSS participant's current situation to set short-term goals with the family for the next twelve months. These short-term goals will be summarized on the Individual Training and Services Plan as part of the family's FSS contract.

The following corrective actions will be taken in order of progression to determine if the FSS Contract will remain in effect:

1. The offer to counsel family to update interim goals and review what activities or services would be appropriate.
2. Notification in writing that supportive services will be withheld until family initiates or follows through on activities consistent with FSS goal.
3. Notification in writing of our intention to terminate FSS Contract will include right to an informal hearing.

Penalties for FSS action to terminate FSS Contract include:

1. Termination of supportive services.
2. Forfeiture of amount in FSS escrow saving account.
3. Family would not be eligible to rejoin FSS Program for a period of 12 months and then only if the family can demonstrate that they are ready to commit to FSS goals and objectives.

PHA will not terminate Section 8 assistance as a consequence of termination of the FSS Contract of Participation. Family may continue to receive Section 8 subsidies according to the terms of the Voucher and Lease/Contract in effect.

FSS and family may mutually agree to terminate FSS Contract. The same terms apply as listed under penalties.

**Interims** - GHA will follow its established policy to determine whether an interim should be completed.

**Portability Of FSS Contract And Escrow Account** - A family participating in FSS becomes eligible for portability of FSS Contract and escrow account 12 months after the effective date of the FSS Contract as long as the family is in good standing with Section 8 and FSS.

1. As the Initial PHA, we will permit the family to continue to participate in our FSS Program if the family demonstrates it can meet its FSS goals and responsibilities in its new location. This option is available when the Voucher is administered by the Receiving PHA. Cooperation of the receiving PHA is needed to confirm accuracy of deposits we would make in the escrow account.
2. As the Receiving PHA, we may absorb the FSS Contract when the Voucher is absorbed. Any monies in the escrow savings account will be transferred from the Initial PHA to the Receiving PHA.

**Contract Completion** - The Family Self-Sufficiency staff will review the family's status relative to the goals listed in the Individual Training and Services Plan and the HUD mandated goals in the FSS Contract to determine whether the family has successfully completed the FSS program. All participants will be asked to complete an Exit Form. Participants who have funds in the escrow account will also complete the Application for Withdrawal of Escrow Accounts form. Upon review of the request for escrow funds, the Family Self-Sufficiency staff will determine whether to recommend that the escrow funds be released to the family.

The staff will process the request for payment of escrow for those participants who have achieved GHA's standards for completion of the FSS Contract as stated above. This is accomplished by working with the family to set annual goals in the Individual Training and Services Plan that encourage the family to move toward personal and program goals of self-sufficiency.

**Networking In The Community** - An FSS program goal is to serve as a connector for families to available community services rather than to serve in the role of traditional case manager. For this reason, it is important to develop a support network of those agencies that have the common purpose of providing supportive services to enable families to achieve self-sufficiency.

**Program Coordinating Committee** - The FSS Program Coordinating Committee will coincide with the Community and Supportive Services Partnership Committee for the HOPE VI Program. This committee includes all service agencies with whom the Authority has partnership agreements for the provision of support services that assist families in working towards economic self-sufficiency.

**Coordination Of Services** - Services and activities under the FSS Program will be coordinated with relevant community services (including training, education and child care) in order to avoid duplication of services and activities.

**Final Goal For Each Family Who Joins FSS** - The head of each FSS family will seek and maintain suitable employment and become and remain independent of welfare assistance for 12 consecutive months prior to the end of the FSS Contract.

1. Definition of "seeking and maintaining employment" - Head of FSS family must apply for employment, attend job interviews and otherwise follow through on employment opportunities.
2. Definition of "suitable employment" - Based on the person's skills, education and available job opportunities within the Charleston County metropolitan area, a job should be analyzed according to the following criteria:
  - a. current level of income
  - b. benefits including health & retirement, and costs involved
  - c. tuition reimbursement
  - d. location of job relevant to source and cost of transportation and day care
  - e. job satisfaction
  - e. potential for advancement



Definition of "minimum suitable employment" – minimum wage x 30 hrs. per week with consideration for extenuating circumstances such as health, child's health, student status, long range career plan.

3. Verification of welfare free status (as currently defined by HUD) must be provided prior to final withdrawal of escrow account funds.



**The Housing Authority of the  
City of Gary, Indiana**

**Statement of Policies Governing  
Admission to and Occupancy Of  
Low Rent Public Housing**

**Revised August 9, 2007**

Adopted Resolution No. 2007-2022

# **Housing Authority of the City of Gary, Indiana** **Admissions and Continued Occupancy Policy**

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# SECTION 1

## STATEMENT OF POLICIES AND OBJECTIVES

### 1.1 Compliance with Civil Rights Laws

**1.1.1.** It is the policy of the Gary Housing Authority to comply with all applicable laws relating to Civil Rights, including:

- a) Title VI of the Civil Rights Act of 1964 (24 CFR § Part 1);
- b) Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988). (24 CFR § Part 100);
- c) Executive Order 11063, Section 504 of the Rehabilitation Act of 1973 (24 CFR § Part 8);
- d) The Age Discrimination Act of 1975 (24 CFR § Part 146);
- e) Title II of the Americans with Disabilities Act;
- f) Any applicable State laws or local ordinances; and
- g) Any legislation protecting the individual rights of tenants, applicants or staff that may subsequently be enacted.

**1.1.2.** The Gary Housing Authority shall not discriminate in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any project or projects under the Housing Authority's jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof (24 CFR § 100.5).

**1.1.3.** The Gary Housing Authority shall not:

- a) Deny any family the opportunity to apply for housing, nor deny any qualified applicant the opportunity to lease housing suitable to its needs;
- b) Provide housing which is different from that provided others;
- c) Subject a person to segregation or disparate treatment;
- d) Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- e) Treat a person differently in determining eligibility or other requirements for admission;
- f) Deny a person access to the same level of services.

## 1.2 Deconcentration of Poverty

It is the policy of the Gary Housing Authority to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income developments and lower income tenants into higher income developments.

### **Established Income Range**

GHA shall conduct an annual analysis of the incomes of the families residing in “covered developments,” as defined below, to determine the established income range (EIR). The EIR will determine which developments require income mixing for the twelve-month period following the analysis. The income analysis shall be conducted as follows:

Step 1 - GHA shall determine the average household income for all covered developments by taking the aggregate total of all household income and dividing by the total occupied households.

Step 2 - GHA shall then determine the average income of each covered development by taking the total of all household income in that development and dividing by the total occupied units in that development.

Step 3 – The established income range (EIR) shall be calculated as 85% to 115% of the aggregate average household income for all covered developments.

Step 4 – The average household income for each covered development shall then be compared to the EIR to determine if the development is low income or high income.

A low income development shall be defined as those developments whose average household income is below the lowest point of the EIR (85%). A high income development shall be defined as those developments whose average household income is above the highest point of the EIR (115%).

The income profile of each development outside the EIR range shall be explained and justified in GHA’s Annual Agency Plan. Those developments where the income profile cannot be justified shall be targeted for deconcentration and income mixing using the following strategies:

**Revitalization Strategies** - Certain public housing developments will be redeveloped as “mixed income” properties as defined further under Section 5, C (4) (d). These new “mixed income” properties will utilize a “floating unit” concept that will designate income eligible households based on an approved unit mix. Under this new approach, a maximum number of households at varying income levels are designated for the development. However, specific units are not identified by housing type or income level. A detailed mixed-finance proposal will be developed for each applicable GHA property. Upon approval by the Department of Housing and Urban Development of each mixed-finance proposal, the corresponding unit types and household income mix will be identified and incorporated under this Deconcentration Policy.

**Improvement Strategies** – Additional investment and improvements will be targeted to those developments with average income below the established income range.



**Tier II Preferences** – To further deconcentration efforts, Tier II preferences as described under Section 4(B) have been implemented. The intent of the Tier II preferences is to attract higher income households to the developments, thus reducing the level of concentration of very low income households.

### **Exempt and Covered Developments**

Public Housing developments shall be exempt from the deconcentration and income-mixing provisions outlined above based on the following:

- The development has fewer than 100 public housing units.
- The development has been designated and approved by HUD as a development that houses only elderly persons, or persons with disabilities, or both.
- All units in the development have been approved for demolition or conversion to tenant-based assistance.
- The development includes public housing units operated in accordance with a HUD approved mixed-finance plan using HOPE VI or public housing funds awarded before January 22, 2001.

“**Covered Developments**” are all developments that do not meet any of the deconcentration exemption criteria, as provided by HUD, and as listed above.

## **1.3 Addressing Barriers to Equal Housing Opportunities**

**1.3.1** In accordance with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act of 1988 as amended, the Gary Housing Authority will make reasonable accommodations to permit people with disabilities to take full advantage of the housing program.

**1.3.2** Reasonable accommodations shall include relocation of persons with disabilities to appropriate accessible units if available. If an appropriate unit is not available, persons with disabilities may request that GHA make reasonable accommodations in accordance with all provisions of the law.

**1.3.3** In making reasonable accommodations to existing housing programs (24 CFR § 8.24) for otherwise qualified persons with disabilities, the Gary Housing Authority is not required to:

- a) *Make each of its existing facilities accessible [24 CFR § 8.24 (a) (1)]; or make structural alterations when other methods can be demonstrated to achieve the same or similar effect [24 CFR § 8.24 (b)];*

- b) Make structural alterations that require the removal or altering of a load-bearing structural member [24 CFR § 8.32 (c)];*
- c) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level [24 CFR § 8.26];*
- d) Take any action that would result in a fundamental alteration in the nature of the program [24 CFR § 8.24 (a) (2)]; and*
- e) Take any action that would result in an undue financial and administrative burden on the Authority [24 CFR § 8.24 (a) (2)].*

#### **1.4 Office, Facility, and Program Accessibility**

GHA will make every effort to assure that its offices, facilities and programs are accessible to persons with a full range of disabilities. If offices, facilities and programs are not accessible, alternate arrangements will be made, subject to the undue financial and administrative burden test.

Documents and presentations intended for use by applicants and residents will be made available in formats accessible for those with vision or hearing impairments. For applicants or residents who have limited reading skills, staff will read and explain documents that are normally handed out to be read or completed (24 CFR § 8.6).

At the point of initial contact, the Gary Housing Authority staff will ask all applicants whether they require some form of communication other than plain language paperwork. Alternative forms of communication might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, enlarged printed materials, information on tape, and having someone (friend, relative or advocate) accompany the applicant to receive, interpret and explain housing materials. Should an alternate form of communication be required, applicant must provide GHA prior notification (24 CFR § 8.6).

Staff will be trained to provide examples, verbally and in written format, of complicated concepts such as eligibility, rent computation, applicant screening, reasonable accommodations, and lease compliance to enable applicants with learning or cognitive disabilities to understand as much as possible. (24 CFR § 8.6).

**At a minimum the Gary Housing Authority will prepare the following information in clearly written and accessible formats:**

- a) Marketing and informational materials;**
- b) Information about the application process;**
- c) The application form;**
- d) All form letters and notices to applicants and residents;**
- e) General statement about reasonable accommodation;**

- f) Orientation materials for new residents;**
- g) The lease and house rules;**
- h) Guidance or instructions about care of the housing unit;**
- i) Information about opening, updating or closing the waiting list, and**
- j) All information related to applicant's rights.**

## **1.5 Marketing and Informational Materials**

**1.5.1** The Gary Housing Authority will conduct outreach activities as needed to maintain an adequate application pool representative of the eligible population in the area. Outreach efforts are determined by the level of vacancy at GHA sites, availability of units through turnover, and waiting list characteristics. The Gary Housing Authority will periodically assess these factors in order to determine the need for and scope of any marketing efforts.

**1.5.2** Marketing and informational materials will be subject to the following:

- a) All marketing materials must comply with Fair Housing Act requirements with respect to wording, logo, size of type, and other requirements. (24 CFR § 110);
- b) Marketing will describe the housing units, application process, waiting list and preference structure accurately;
- c) Marketing materials will make clear who is eligible: low income individuals, families who may be elderly and or disabled, and families eligible because of mixed income requirements;
- d) Marketing material will be written in simple, clear language;
- e) Marketing materials will clearly describe the Gary Housing Authority' responsibility to provide reasonable accommodations to people with disabilities; and
- f) An effort will be made to target all agencies that serve and advocate for potentially qualified applicants (*e.g.* the disabled, to ensure that accessible/adaptable units are used by people who can best take advantage of their features).

## SECTION 2 ELIGIBILITY FOR ADMISSION

### 2.1 Eligibility Requirements

1. The Gary Housing Authority will admit only eligible applicants.
2. An applicant is eligible by meeting all of the following criteria:
  - a) Is a family or a single person, as defined in this policy (24 CFR § 5.403);
  - b) Heads a household in which at least one member is either a citizen or an eligible immigrant (24 CFR § 200, and §5.500 through 5.528);
  - c) Has an Annual Income at the time of admission that does not exceed the income limits for admission as established annually by the U. S. Department of Housing and Urban Development [(24 CFR § 5.405(a)].
  - d) Provides a Social Security number for each family member age 6 years or older, or certifies that a household member does not have a Social Security number. However a Social Security number must be provided at the next regular scheduled reexamination (24 CFR § Part 5);
  - e) Meets the provisions as defined under the screening criteria in this policy.

### 2.2 Ineligibility for Admission

**Persons are not eligible for housing assistance and will not be placed on the waiting list if the applicant or members of the applicant household have a documented history of any of the following circumstances:**

- 2.2.1 Has any outstanding balance owed to GHA under the public housing or Section 8 program for previous participation in these programs;
- 2.2.2 Is subject to a lifetime registration requirement under the Indiana sex offender registration program;
- 2.2.3 Meets any of the following criteria as established under the *One Strike and You're Out Policy*; unless applicant presents evidence of rehabilitation as outlined in paragraph C below.
  - a) Any member of an applicant household has been evicted from public housing or a Section 8 assisted unit because of criminal or drug-related criminal activity within three years of the application date. Drug-related criminal activity is defined as “the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance” (42 USC 1437d).
  - b) The Authority determines that there is reasonable cause to believe that such member’s illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of GHA property by residents and employees.

- c) Individuals convicted of manufacturing or producing methamphetamine (speed). See Section 428 of the FY 1999 HUD Appropriations Act that amends section 16 of the USHA to add a new subsection (f).

### **2.3 Consideration of Rehabilitation**

When making determinations concerning applicant eligibility, GHA may consider whether the applicant household member in question can demonstrate that:

1. They have successfully completed a supervised drug or alcohol rehabilitation program and are no longer engaging in illegal use of a controlled substance or abuse of alcohol; or
2. They have been otherwise rehabilitated successfully and are no longer engaging in illegal use of a controlled substance or abuse of alcohol; or
3. They are participating in a supervised drug or alcohol rehabilitation program and are no longer engaging in illegal use of a controlled substance or abuse of alcohol; or
4. For persons who previously have been evicted from public housing for drug-related criminal activity, that the circumstances leading to the eviction no longer exist (**42 USC 1437d**).

## SECTION 3 PROCESSING OF APPLICATIONS

**GHA accepts and processes all applications in accordance with applicable HUD Regulations.**

### **3.1 Application Process**

Applications will be available and can be completed at all developments. Additionally, applications may be picked up at the Gary Housing Authority central office.

A two step application process will be utilized as follows:

1. **Preliminary application:** A preliminary application form will be completed by each household applying for housing. The information provided on the pre-application form will be utilized for placement of the applicant on the waiting list. No information will be verified at this time. A preliminary eligibility determination will be made and applicants will be placed on the waiting list, based solely on the self-certification on the pre-application form. Incorrect or false information provided on the pre-application form will affect the applicant's ability to obtain housing at the formal application stage.
2. **Formal application:** A formal application will be required at the time that the applicant nears the top of the waiting list for those developments that the applicant has selected. "Near the top of the waiting list" shall be considered as 120 days from which GHA estimates that an appropriate unit will become available. At this time, the applicant must appear for an interview at the designated site to complete the formal application. A formal eligibility determination will be made upon completion of the formal application process.

### **3.2 Waiting List Management**

**Site Based Waiting Lists** - GHA will utilize site based waiting lists for each public housing community. Applicants must select a desired site and may only apply to an unlimited number of sites any given time. Different sites will have distinct tenant selection criteria based on the type of site as identified further in this policy.

1. Applicants who are apparently eligible shall be placed in order on their designated site waiting list as follows:
  - a) Applicants with preferences for the designated site to which they apply
  - b) Applicants with no preferences for the designated site to which they apply
  - c) Applicants with preferences for other sites
  - d) Applicants with no preferences for other sites

2. Each group of applicants identified in (B1) shall be placed in further order by bedroom size and date and time of application.
3. GHA will update the waiting list at least once a year by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by telephone and mail.
4. At the time of placement on the waiting list, applicants will be notified of their eligibility, their preference categories, if applicable and the approximate length of time before a unit is expected to become available. GHA will also advise families at this time, of their responsibility to notify GHA when their circumstances, mailing address or phone numbers change.
5. Applicants who do not meet the eligibility criteria based on the self-certification information provided on the pre-application, will be informed in writing that they appear to not be eligible for placement on the waiting list. Ineligible applicants will be informed of the reason for the determination of ineligibility and provided an opportunity for an informal hearing, provided that they request such hearing within 14 days from the date of mailing.

### **3.3 Opening and Closing Waiting Lists:**

1. GHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. GHA may elect to close a waiting list completely; close a list during certain times of the year; or restrict intake by preference, type of project, by bedroom size, or type of dwelling unit.
2. Decisions about closing the waiting list will be based on the number of applications available for a particular size or type of unit, the number of applicants who qualify for a preference, and the ability of GHA to house an applicant in an appropriate unit within a twelve month period. GHA will publicly announce any decision to close a waiting list, restrict intake, or re-open a waiting list.
3. During the period when the waiting list is closed, GHA will not maintain a list of individuals who wish to be notified when the waiting list is reopened.
4. GHA will post notices at each site office advising the public of the status of the waiting list for that site. Thirty days prior to re-opening a designated waiting list that was previously closed, GHA will publish a notice in a newspaper of general circulation advising the public of the opening of the waiting list for that site and the process for accepting applications.

## **SECTION 4**

### **PREFERENCE SYSTEM**

#### **4.1 Local Preferences for New Admissions for All Communities**

All applicants shall be provided the opportunity to claim a local preference at the time of initial application or at any time while on the waiting list. Preferences shall be applied based on a “lumping” method, meaning that all preferences have equal weight. Applicants will receive the same priority for placement on the waiting list regardless of which or how many preferences are claimed.

Local preferences are defined as follows:

- 1. Live/Work in GHA’s Jurisdiction** – A person who lives and/or work in the City of Gary, Indiana. All applicants claiming this preference will be given priority over those not claiming the preference.
- 2. Employment** - applicants whose head or co-head has been employed for a minimum of 90 days at the time of application in a permanent position of not less than 20 hours per week or applicants whose head or co-head is unable to work because of age or disability as defined under [24 CFR 982.207 (b)(2)]. Applicants who do not meet this requirement at the time of initial application but later qualify may claim this preference at any time upon completion of 90 days of employment while on the waiting list.
- 3. Job Training** - applicants whose head or co-head are enrolled in a formal recognized job training program (as defined by federal regulations under the income exclusion provisions). Applicants who do not meet this requirement at the time of initial application but later qualify may claim this preference at any time when enrolling in a formal recognized job training program while on the waiting list.
- 4. Veterans and Veterans’ Family** – applicants who have served in the armed forces or families of those who have served in the armed forces.

#### **4.2 Near Elderly Preference for All Communities**

If the waiting list contains no eligible elderly applicants, or none of the elderly applicants is interested in moving into available units, and GHA has conducted outreach to attract elderly families, “near elderly” families will be admitted to those developments designated as elderly only developments prior to “other singles”. “Near elderly” applicants are defined as those applicant whose head, co-head or sole member is at least 55 year old but under 62 years of age.

#### **4.3 Change in Preference Status While on the Waiting List**

**Applicants are responsible for contacting GHA when the family experiences a change in the circumstances that qualifies applicants for a housing preference. Upon such notification, GHA will review the family’s preference status and adjust their position on the waiting list accordingly. GHA will inform applicants in writing of how the change in status has affected the family’s place on the waiting list.**



## **SECTION 5**

### **UNIT TYPE AND SIZE STANDARDS**

#### **5.1 Bedroom Size and Unit Assignment**

In selecting an applicant for a particular unit, GHA will match the characteristics of the applicant family with the type of unit available. Applicant households will be matched to units according to family size and general occupancy standards with discretion permitted to accommodate family circumstances and family choice. GHA's unit size standards have been designed to assist as many families as possible without overcrowding the units and to make every effort to minimize vacancies.

1. GHA has established guidelines for determining the bedroom size assigned to applicant households based on the following criteria:
  - a) Generally, two persons shall be assigned to each bedroom,
  - b) Head and Co-Head shall share a bedroom;
  - c) Children of the same sex shall share a bedroom regardless of age;
  - d) Children of opposite sex, with the exception of infants and toddlers under age 5, shall not share a bedroom.
  - e) Children, with the exception of unborn children and infants under two years of age, shall not share a bedroom with parents;
  - f) Live-in aides (as defined by federal regulations) shall not share a bedroom except with their family members, if applicable.
  
2. **The following table shall serve as the guide in assigning applicants to the waiting list and determining unit size for changes in family composition for existing residents.**

## MINIMUM-NUMBER-OF-PERSONS-PER UNIT ASSIGNMENT STANDARD

| NUMBER OF BEDROOMS | MAX PERSONS/UNIT | MIN PERSONS/UNIT |
|--------------------|------------------|------------------|
| <b>0BR</b>         | <b>1</b>         | <b>1</b>         |
| <b>1BR</b>         | <b>2</b>         | <b>1</b>         |
| <b>2BR</b>         | <b>4</b>         | <b>2</b>         |
| <b>3BR</b>         | <b>6</b>         | <b>3</b>         |
| <b>4BR</b>         | <b>8</b>         | <b>6</b>         |
| <b>5BR</b>         | <b>10</b>        | <b>8</b>         |

### **3. The following criteria will apply to allow for modifications of the unit assignment standards:**

- a) The following standards will not be modified, unless it is a case of reasonable accommodations for a person with disabilities.
  - 1) Two children of the same sex, regardless of age, will be required to occupy the same bedroom.
  - 2) An unborn child will be counted as a person in determining unit size. A single pregnant woman shall be assigned to a one bedroom unit, based on the general criteria of infants sharing with a parent.
  - 3) Children who are temporarily away from the home because of placement in foster care, kinship care or away at school will be considered in bedroom size.
  - 4) A single person who is not an elderly, disabled, or displaced person, or the remaining member of a resident's family, will not be provided a housing unit with two or more bedrooms [24 CFR 5.405(c)].
  - 5) An elderly or disabled person may receive a unit with two or more bedrooms when assisted by a live-in aide or for purposes of reasonable accommodation.
  - 6) A displaced single person (as defined in 24 CFR 5.403) will not be provided a housing unit with two or more bedrooms.
  - 7) A remaining family member may occupy a unit with two or more bedrooms if the unit in which they reside is larger than a one bedroom unit. However, upon re-certification, the remaining family member is subject to the unit size standards and will be housed according to the appropriate bedroom size.
- b) The following modifications may be allowed at the request of the family. A family may ask for any of the modification listed below for purposes of more appropriately matching a unit to their circumstances (especially when doing

so will expedite housing). Any requests by the family must be in writing and will be documented in their applicant/housing file. GHA staff will assist with the written request as needed.

- 1) Persons of different generations (parent, child, grandparent) or opposite sex (other than husband and wife) may occupy the same bedroom.
  - 2) Two children of the opposite sex, regardless of age, may share a bedroom
  - 3) A single head of household parent may choose to share a bedroom with his/her children.
3. Under these unit standards, applicant households may be eligible for more than one bedroom size. In such instances, the family may wait for both bedroom sizes. For example: A mother with an infant chooses a one bedroom unit over a two bedroom unit to be housed quicker. At any time while on the waiting list, an applicant may remove their request to modify occupancy standards to be housed in a smaller unit. This action will not be considered a refusal of housing.
  4. GHA will make every available effort to comply with City Code and Ordinances when ever possible.

## **5.2 Accessible Units**

When an accessible unit becomes vacant, GHA shall offer such unit:

1. First to a current resident of the same development, or other GHA developments, having disabilities that require the accessible features of the vacant unit and who are currently occupying a unit without such features, or if no such occupant exists, then;
2. Second, to an eligible qualified applicant on the waiting list having a disability requiring the accessibility features of the vacant unit; or if no such applicant exists, then;
3. Third, to an applicant not having disabilities that require the accessible features of the unit. However, when offering an accessible unit to such applicant, the applicant must agree to move to a non-accessible unit if GHA identifies a family in need of the accessible unit (24 CFR § 8.27).

## **5.3 Designated Units**

1. Designated units will be first offered to applicants whose household characteristics “match” those of the vacant unit available.
2. By matching unit and family characteristics, families lower on the waiting list may receive an offer of housing ahead of families higher on the list with an earlier application date.

3. If there are no “matching” families on the waiting list, the unit will be offered to the family at the top of the waiting list for the appropriate bedroom size unless admission is restricted to only the designated population.
4. Listed below are four types of designated units. When such matching is required or permitted by law, GHA will give preference to the families described below.
  - a) *Units designated for elderly families (implementing regulations at 24 CFR § 945.201, 945.105, 945.203, and 945.303) **only elderly families will be admitted to such units or buildings covered by an approved Allocation Plan.***
  - b) Units designated for disabled families (implementing regulations at 24 CFR § 945.105, 945.201, 945.203, 945.205, and 945.303) **disabled families will receive a preference for admission to units that are covered by an approved Allocation Plan.**
  - c) Mixed Income units – **units designated for households with certain income requirements under other federal regulations such as the Low Income Housing Tax Credit units, Bond Financed units, HOME units. Only families meeting the income requirements for these units will be admitted.**

## SECTION 6

### EVALUATING FINAL ELIGIBILITY

#### 6.1 Applicant Interviews and Verification Documents

1. **GHA will schedule applicant interviews as families approach the top of the waiting list. In this interview, the following items will be verified to determine qualification for admission into public housing:**
  - a) Family composition and type (Elderly/Disabled/Non-elderly)
  - b) Annual Income
  - c) Assets and Asset Income
  - d) Allowance Information
  - e) Preferences
  - f) Social Security Numbers of all Family Members
  - g) Information Used in Applicant Screening
  - h) Citizenship or eligible immigration status

2. **GHA will verify applicant claims by: a written third party verification; phone verifications with the results recorded in the applicants file with staff signature; or, if no other form of verification is available, applicant certification. Applicants must sign releases, verification consent forms, and otherwise cooperate fully in obtaining or providing the necessary verifications.**

**If written third party verification cannot be obtained, the file shall be documented stating the reason why a third party verification was not obtained.** (24 CFR § 960.259)

3. Verification of citizenship or eligible immigration status shall be carried out pursuant to (24 CFR § 5.512) using the Immigration and Naturalization Service's (INS) SAVE system and, if needed, a manual search of INS records. Assistance to a family may not be delayed or denied on the basis of ineligible immigration status of a family member if the INS appeals process has not been concluded [24 CFR §5.514(b)].
4. **Applicants reporting zero income must complete a "survival" form. In addition, applicants will be asked about the status of any application or benefits through temporary assistance programs ("zero income" applicants who are admitted must submit "survival" forms on a monthly basis.)**

## **6.2 Applicant Screening Criteria**

- 1. GHA will determine the acceptability of applicants based on the following screening criteria established in accordance with HUD's regulations (24 CFR Part 960). GHA will preclude admission of applicants whose habits and practices may be expected to have a detrimental effect on other residents or the development's environment. Applicants must demonstrate the ability to comply with essential provisions of the lease as summarized below. Applicants will be denied admission if unable to demonstrate ability to meet these requirements.**
- 2. All applicants must demonstrate through an assessment of current and past behavior the ability:**
  - a) To pay rent and other charges as required by GHA in a timely manner;**
  - b) To care for and avoid damaging the unit and common areas;**
  - c) To use facilities and equipment in a reasonable way;**
  - d) To create no health, or safety hazards, and to report maintenance needs;**
  - e) Not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;**
  - f) Not to engage in any activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff;**
  - g) To comply with necessary and reasonable rules and program requirements of HUD and GHA;**
  - h) To successfully complete a self-sufficiency program in accordance with the Individual Service and Training Plan under the HOPE VI Community and Supportive Service program, if applicable;**
  - i) To comply with health and safety codes; and,**
  - j) To be gainfully employed, in job training and/or in search of employment provided that the applicant is not elderly or disabled.**
- 3. Applicants will be denied admission if there is a documented record of any of the following during the three year period preceding application:**
  - a) Criminal activity involving crimes of physical violence to persons or property;**
  - b) Criminal acts which would adversely affect the health, safety or welfare of other tenants including any and all drug related activity;**
  - c) Previous termination from the Section 8 Housing Assistance program for violation of family obligations under the certificate or voucher;**
  - d) Previous eviction from Public Housing for violation of the lease agreement;**
  - e) Documented history of any criteria established previously in this policy.**

4. Applicants will be denied admission if GHA discovers that the applicant has intentionally misrepresented or failed to report any facts which are necessary to determine eligibility and/or suitability for admission to public housing.

### **6.3 Authorization**

1. The applicant's signature on the HUD "release of information and privacy act form" authorizes GHA to make necessary inquiries into the applicant's behavior or background as it relates to lease compliance. This includes obtaining arrest information in order to determine the likelihood of lease compliance.
2. Information requested for applicant screening shall be reasonably related to assessing the conduct of the applicant and other family members listed on the application. Any costs incurred to complete the application process and screening must be paid by GHA.
3. Screening factors used in the application process include, but are not limited to criminal background checks (including arrest history) credit check, payment history for utility charges, prior landlord history, and a home visit. Failure to meet the requirements of these "checks" will result in applicant rejection.

### **6.4 Notification**

1. Applicants determined eligible and suitable for admission will be notified by mail. This notice will include the approximate date of occupancy.
2. Applicants determined unqualified for admission will be promptly notified. These applicants will receive a Notice of Rejection from GHA, stating the basis for such determination. GHA shall provide such applicants with an opportunity for informal review of the determination and to present mitigating circumstances. The informal review for applicants should not be confused with the resident grievance process. Applicants are not entitled to use of the resident grievance process [24 CFR § 960.207(a)].
3. In addition to mitigating circumstances, applicants who are known to have a disability and have been determined eligible but who fail to meet the screening criteria, will be offered the opportunity to have their cases examined to determine whether reasonable accommodations will make it possible for them to be housed in accordance with the Screening Procedures.
4. Residents relocated under the HOPE VI Program who are not qualified for re-occupancy in a new HOPE VI community may invoke the Public Housing Grievance process.

## **SECTION 7**

### **VERIFICATION PROCEDURES**

General [24 CFR Part 5, Subparts B, D, E and F; 982.158; 24CFR Part 5.617]

All factors affecting eligibility for the Public Housing Program and calculation of total tenant payment, tenant rent and housing assistance will be verified by GHA. PHA staff will obtain written verification from independent sources whenever possible and will document tenant files whenever third party verifications are not possible as to why third party verification was impossible to obtain.

Applicants and program participants must provide true and complete information upon request by GHA. Verification requirements are designed to maintain program integrity. This section explains the procedures and standards for verification of income, assets, allowable deductions, family status, and changes in family composition. GHA will obtain proper authorization from the family before requesting information from independent sources.

#### **7.1 Methods of Verification And Time Allowed [24 CFR 982.516]**

All required information will be verified using four methods of verification, Third-Party Written, Third-Party Oral, Up Front Income Verification (UIV), and Review of Documents. Third Party Verification of Income and allowances must be obtained, or the file must be documented why third party verification was not available. GHA staff will explain the types of information that the GHA will verify during interviews, and the methods of verification the GHA will use, including upfront income verification (UIV) and computer matching.

**Up Front Income Verification** - This method requires the verification of income, before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals. The types of income that may be verified using upfront income verification (UIV) are:

- (1) Gross Wages and Salaries (including overtime pay, commission, fees, tips, bonuses, and other compensation for personal services.)
- (2) Unemployment Compensation
- (3) Welfare Benefits
- (4) Social Security Benefits (including Federal and State benefits, Black Lung benefits, dual benefits.)
  - (a) Social Security (SS)
  - (b) Supplemental Security Income (SSI)

Other income types (i.e., child support, pensions, etc.) should be verified using upfront income verification techniques if the resources are available.



Available Upfront Income Verification Techniques that will be used by GHA are:

- (1) Computer matching agreements with a federal, state, or local government agency, or a private agency;
  - (2) Use of HUD's Tenant Assessment Subsystem (TASS); or
  - (3) Submit direct requests for income verifications to a federal, state, or local government agencies or a private agency.
- **Third-Party Written** – This method requires a written document to be sent to the source of the verification and a written response to be received via facsimile or mail service. Hand carried third party verifications are not acceptable. Verifications received electronically directly from the source are also considered third party written verifications.
  - **Third-Party Oral** – This method requires an authorization form signed by the applicant or participant to be sent to the source of the verification and a GHA staff member verifies by telephone the required information and records such information on the required verification forms.
  - **Review of Documents** – This method is used for documents that are hand-carried by the applicant or participant and copied at the GHA office or reviewed by staff with the information recorded and certified by staff on the requisite forms.

Self-certification or self-declaration forms from the applicants or participants are not acceptable methods of verification.

GHA will allow two (2) weeks for return of third-party verifications and two (2) weeks to obtain other types of verifications before going to the next method identified above. The file must be documented as to why third party written verification was not used.

Verifications may not be more than 120 days old at the time of issuance of a voucher to a program applicant or a program participant. Therefore, a re-certification must be completed prior to issuance of a voucher for any program move in which the last re-certification was completed more than a 120 days prior to issuance of the voucher.

#### **Release of Information [24 CFR 5.230]**

All adult family members will be required to sign the HUD 9886 Release of Information/Privacy Act form. In addition, family members will be required to sign specific authorization forms when information is needed that is not covered by the HUD form 9886. Family refusal to cooperate with the HUD prescribed verification system will result in denial of admission or termination of assistance based on violation of the family obligation to supply any information and to sign consent forms.

## **Computer Matching**

Where allowed by HUD and/or other State or local agencies, computer matching will be utilized to verify required information. When computer matching results in a discrepancy with other information obtained from other sources, GHA will follow up with the family and verification sources to resolve the discrepancy. If the family has unreported or underreported income, appropriate action will be taken including termination of assistance, if warranted, in accordance with other sections of this plan.

## **HUD Income Discrepancy Program**

HUD is precluded from disclosing information from the Internal Revenue Service (IRS) to GHA. However, if HUD receives information from federal tax return data indicating a discrepancy in the income reported by the family, HUD will notify the family of the discrepancy. The family is required to disclose this information to the PHA (24 CFR 5.240). HUD's letter to the family will also notify the family that HUD has notified the PHA in writing that the family has been advised to contact the PHA. HUD will send the PHA a list of families who have received "income discrepancy" letters.

When the PHA receives notification from HUD that a family has been sent an "income discrepancy" letter, the PHA, after 40 days following the date of notification, will contact the tenant by mail, asking the family to promptly furnish any letter or other notice by HUD concerning the amount or verification of family income.

When the family provides the required information, the PHA will verify the accuracy of the income information received from the family, review the interim re-certification policy, identify unreported income, charge retroactive rent as appropriate, and change the amount of rent or terminate assistance, as appropriate, based on the information.

If the participant fails to respond to GHA, GHA will ask HUD to send a second letter. After an additional 40 days, GHA will send a letter to the head of household, warning of the consequences if the family fails to contact the PHA within two weeks.

If the tenant claims a letter from HUD was not received, GHA will ask HUD to send a second letter with a verified address for the tenant. After 40 days, the PHA will contact the tenant family. After an additional 40 days, the PHA will set up a meeting with the family to complete IRS forms 4506 and 8821.

If the tenant family fails to meet with the PHA or will not sign the IRS forms, the PHA will send a warning letter to the head of household, notifying the family that termination proceedings will begin within one week if the tenant fails to meet with the PHA and/or sign forms.

If tenant does receive a discrepancy letter from HUD, The PHA will set up a meeting with the family. If the family fails to attend the meeting, the PHA will reschedule the meeting. If the family fails to attend the second meeting, the PHA will send a termination warning. The family must bring the original HUD discrepancy letter to the PHA.

If tenant disagrees with the tax data contained in the HUD discrepancy letter, the PHA will ask the tenant to provide documented proof that the tax data is incorrect. If the tenant does

not provide documented proof, the PHA will obtain proof to verify the Federal tax data using third party verification.

### **Items To Be Verified [24 CFR 982.516]**

The following information must be verified to determine initial program eligibility, to calculate total tenant payment, tenant rent and housing assistance and at each annual re-certification of income.

- All income not specifically excluded by the regulations.
- Full-time student status including High School students who are 18 or over.
- Current assets including assets disposed of for less than fair market value in preceding two years.
- Childcare expense where it allows an adult family member to be employed or to further his/her education.
- Total medical expenses of all family members in households whose head or spouse is elderly or disabled.
- Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus for a disabled member of the family, which allow an adult family member to be employed.
- Disability for determination of allowances or deductions.
- U.S. citizenship/eligible immigrant status
- Social Security Numbers for all family members over 6 years of age or older who have been issued a social security number.
- Familial/Marital status when needed for head or co-head definition.
- Verification of Reduction in Benefits for Noncompliance
  - GHA will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance *before* denying the family's request for rent reduction.

### **7.2 Verification of Income, Assets and Allowances [24 CFR 982.516]**

Verification will be conducted using the following procedures:

- **Employment Income** – Verification forms request the employer to specify the Dates of employment; Amount and frequency of pay; date of the last pay increase; likelihood of change of employment status and effective date of any known salary increase during the next 12 months; year to date earnings; estimated income from overtime, tips, bonus pay expected during next 12 months.
  - Acceptable methods of verification include, in this order: employment verification form completed by the employer; check stubs or earning statements, which indicate the employee's gross pay, frequency of pay or year to date earnings; W-2 forms plus income tax return forms; income tax returns signed by the family must be used for verifying self-employment income, or income from tips and other gratuities.

- Applicants and program participants may be requested to sign an authorization for release of information from the Internal Revenue Service for further verification of income.
- In cases where there are questions about the validity of information provided by the family, GHA will require the most recent federal income tax statements.
- **Social Security, Pensions, Supplementary Security Income (SSI), Disability Income** – Acceptable methods of verification include, in this order: benefit verification form completed by agency providing the benefits; award or benefit notification letters prepared and signed by the providing agency; computer report electronically obtained or in hard copy.
- **Unemployment Compensation** – Acceptable methods of verification include, in this order: verification form completed by the unemployment compensation agency; computer report electronically obtained or in hard copy, from unemployment office stating payment dates and amounts; payment stubs.
- **Welfare Payments or General Assistance** – Acceptable methods of verification include, in this order: verification form completed by payment provider; written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months; computer-generated Notice of Action; computer-generated list of recipients from Welfare Department.
- **Alimony or Child Support Payments** – Acceptable methods of verification include, in this order: copy of a separation or settlement agreement or a divorce decree stating amount and type of support and payment schedules; a notarized letter from the person paying the support; copy of latest check and/or payment stubs from Court Trustee. PHA must record the date, amount, and number of the check.
  - If payments are irregular, the family must provide: a copy of the separation or settlement agreement, or a divorce decree stating the amount and type of support and payment schedules; a statement from the agency responsible for enforcing payments to show that the family has filed for enforcement; a notarized affidavit from the family indicating the amount(s) received; a written statement from an attorney certifying that a collection or enforcement action has been filed.
- **Net Income from a Business** – In order to verify the net income from a business, GHA will view IRS and financial documents from prior years and use this information to anticipate the income for the next 12 months. Acceptable methods of verification include: IRS Form 1040, including: Schedule C (Small Business); Schedule E (Rental Property Income); Schedule F (Farm Income); if accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense, computed using straight-line depreciation rules;

audited or unaudited financial statement(s) of the business; credit report or loan application; Documents such as manifests, appointment books, cash books, bank statements, and receipts will be used as a guide for the prior six months (or lesser period if not in business for six months) to project income for the next 12 months. The family will be advised to maintain these documents in the future if they are not available.

- **Recurring Contributions** – The family must furnish a notarized statement which contains the following information: the person who provides the gifts; the value of the gifts; the regularity (dates) of the gifts; the purpose of the gifts and the
- **Zero Income Status** – Families claiming to have no income will be required to execute verification forms to determine that forms of income such as unemployment benefits, TANF, SSI, are not being received by the household. GHA will also request information from the Department of Labor. A credit report will also be used if information is received that indicates the family has an unreported income source.
- **Full-time Student Status** – Only the first \$480 of the earned income of full time students, other than head, co-head, or spouse, will be counted towards family income. Financial aid, scholarships and grants received by full time students are not counted towards family income. Verification of full time student status includes: written verification from the registrar's office or other school official; school records indicating enrollment for sufficient number of credits to be considered a full-time student by the educational institution.
- **Savings Account Interest Income and Dividends** – Acceptable methods of verification include, in this order: account statements, passbooks, certificates of deposit, or PHA verification forms completed by the financial institution and broker's statements showing value of stocks or bonds and the earnings credited the family. Earnings can be obtained from current newspaper quotations or oral broker's verification; IRS Form 1099 from the financial institution, provided that the PHA must adjust the information to project earnings expected for the next 12 months.
- **Interest Income from Mortgages or Similar Arrangements** – Acceptable methods of verification include, in this order: a letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for next 12 months. (A copy of the check paid by the buyer to the family is not sufficient unless a breakdown of interest and principal is shown.); amortization schedule showing interest for the 12 months following the effective date of the certification or re-certification.
- **Net Rental Income from Property Owned by Family** – Acceptable methods of verification include, in this order: IRS Form 1040 with Schedule E (Rental Income); copies of latest rent receipts, leases, or other documentation of rent amounts; documentation of allowable operating expenses of the property: tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense; lessee's written

statement verifying rent payments to the family and family's self-certification as to net income realized.

- **Family Assets** – GHA will require information necessary to determine the current cash value of the family's assets, (the net amount the family would receive if the asset were converted to cash). Acceptable verification may include any of the following: verification forms, letters, or documents from a financial institution or broker; passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker; quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate; real estate tax statements if the approximate current market value can be deduced from assessment; financial statements for business assets; copies of closing documents showing the selling price and the distribution of the sales proceeds; appraisals of personal property held as an investment.
- **Assets Disposed of for Less than Fair Market Value (FMV)** - For all certifications and re-certifications, GHA will obtain the family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or re-certification. If the family certifies that they have disposed of assets for less than fair market value, verification is required that shows: (a) all assets disposed of for less than FMV, (b) the date they were disposed of, (c) the amount the family received, and (d) the market value of the assets at the time of disposition. Third party verification will be obtained wherever possible.
- **Child Care Expenses** – Written notarized verification from the person who receives the payments is required. Verifications must specify the child care provider's name, address, telephone number, the names of the children cared for, the number of hours the child care occurs, the rate of pay, and the typical yearly amount paid, including school and vacation periods. GHA will also request verification as to whether the certifying individual is a licensed childcare provider and advise the provider that such income may be reported to other sources including the IRS.
- **Medical Expenses** – All expense claims will be verified by one or more of the methods: written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, of (a) the anticipated medical costs to be incurred by the family and regular payments due on medical bills; and (b) extent to which those expenses will be reimbursed by insurance or a government agency; written confirmation by the insurance company or employer of health insurance premiums to be paid by the family; written confirmation from the Social Security Administration of Medicare premiums to be paid by the family over the next 12 months.
- **Assistance to Persons with Disabilities** [24 CFR 5.611©] – Written certification from a reliable, knowledgeable professional that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him/her to be employed or to function sufficiently independently to enable another family member to be employed. Family's certification as to whether they receive

reimbursement for any of the expenses of disability assistance and the amount of any reimbursement received.

**Attendant Care:** Attendant's written certification of amount received from the family, frequency of receipt, and hours of care provided. Certification of family and attendant and/or copies of canceled checks family used to make payments.

**Auxiliary Apparatus:** Receipts for purchases or proof of monthly payments and maintenance expenses for auxiliary apparatus. In the case where the person with disabilities is employed, a statement from the employer that the auxiliary apparatus is necessary for employment is needed.

### **7.3 Verifying Non-Financial Factors [24 CFR 5.617(b)(2)]**

In order to prevent program abuse, GHA will require applicants to furnish verification of legal identity for all family members. The following documents will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required: certificate of birth, naturalization papers; church issued baptismal certificate; U.S. military discharge (DD 214); or U.S. passport.

Documents considered acceptable for the verification of legal identity for minors may be one or more of the following: certificate of birth; adoption papers; or custody agreements.

#### **Familial Relationships**

Certification will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists, the family may be asked to provide verification. Verification of divorce status will be a certified copy of the divorce decree, signed by a Court Officer. Verification of a separation may be a copy of court-ordered maintenance or other legal records. Verification of marriage status is a marriage certificate.

#### **Verification of Permanent Absence of Family Member**

If the family reports an adult member who was formerly a member of the household permanently absent, the following information must be presented as verification prior to removing any household member from the assisted household: legal evidence of divorce action; evidence of legal separation; order of protection/restraining order obtained by one family member against another; lease or rental agreement showing the individual listed as the member of another household; a document from a Court or correctional facility stating how long they will be incarcerated.

#### **Verification of Disability**

Verification of disability must be receipt of SSI or SSA disability payments under Section 223 of the Social Security Act or 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)) or verified by appropriate diagnostician such as

physician, psychiatrist, psychologist, therapist, rehab specialist, or licensed social worker, using the HUD language as the verification format.

#### **7.4 Verification of Social Security Numbers [24 CFR 5.216]**

Social security numbers must be provided as a condition of eligibility for all family members age six and over if they have been issued a number. Verification of Social Security numbers will be done through a Social Security Card issued by the Social Security Administration. If a family member cannot produce a Social Security Card, only the following documents showing his or her Social Security Number may be used for verification. The family is also required to certify in writing that the document(s) submitted in lieu of the Social Security Card information provided is/are complete and accurate: driver's license; identification card issued by a Federal, State or local agency; identification card issued by a medical insurance company or provider (including Medicare and Medicaid); an identification card issued by an employer or trade union; an identification card issued by a medical insurance company; earnings statements or payroll stubs; IRS Form 1099; benefit award letters from government agencies

New family members ages six and older will be required to produce their Social Security Card or provide the substitute documentation described above together with their certification that the substitute information provided is complete and accurate. This information is to be provided at the time the change in family composition is reported.

If an applicant or participant is able to disclose the Social Security Number but cannot meet the documentation requirements, the applicant or participant must sign a certification to that effect provided by the PHA. The applicant/participant or family member will have an additional thirty (30) days to provide proof of the Social Security Number. If they fail to provide this documentation, the family's assistance will be terminated.

In the case of an individual at least 62 years of age, the PHA may grant an extension for an additional 60 days to a total of 120 days. If, at the end of this time, the elderly individual has not provided documentation, the family's assistance will be terminated. If the family member states they have not been issued a number, the family member will be required to sign a certification to this effect.



## **SECTION 8**

### **TENANT SELECTION AND ASSIGNMENT PLAN**

**The Gary Housing Authority will utilize a site based tenant selection and assignment plan. Under this plan, each applicant may select only one site location and/or may indicate acceptance for any available location.**

#### **8.1 Applicant Selection**

- 1. Applicants will be selected from the waiting lists as follows:**
  - a) Residents relocated under a HOPE VI program in order of preference as described in this policy;**
  - b) New Applicants with preferences for the designated site to which they apply**
  - c) New Applicants with no preferences for the designated site to which they apply**
  - d) New Applicants with preferences for other sites**
  - e) New Applicants with no preferences for other sites based on date and time of application.**
- 2. Accessible units will first be offered to applicants with disabilities for which the accessible unit was designed as discussed previously in this policy.**

#### **8.2 Offers of Housing**

1. When an applicant's name reaches the top of any of their chosen list, they will be made an offer of housing. Offers are communicated by phone, mail, or the method of communication designated by the applicant when reasonable accommodation is needed for a disability.
2. Offers made over the phone will be confirmed by letter to the applicant. If the Authority is unable to contact an applicant by phone, a notification letter will be sent to the applicant. Applicants who do not respond to this notice within 10 working days of the date of the notice will be considered "non-responsive" and withdrawn from all waiting lists
3. If more than one unit of the appropriate size and type is available at the location of the applicant choice, the first unit ready for occupancy will be offered to the applicant.
4. If an applicant declines the first offer of housing (without "good cause") their name will be removed from the site based list where the offer was made. Applicants may not choose another list(s) as a replacement for the location of the refusal.

5. If an applicant is willing to accept the unit offered but is unable to move at the time of the offer or if acceptance of the offer of a suitable vacancy will result in undue hardship, applicant will keep their place on the waiting list. The applicant must be able to document that the hardship claimed is “good cause” for refusing an offer of housing, and “good cause” must be verified to GHA’s satisfaction.
6. **Examples of good cause reasons for the refusal of an offer of housing, include, but are not limited to the following. GHA recognizes that other causes may not be listed here below but taken into consideration:**
  - a) Inaccessibility to source of employment, education, or job training that would require an adult household member to quit a job, drop out of an educational institution, or job training program. Or inaccessibility to children’s day care or educational program that would take a child out of day care or an educational program;
  - b) The family demonstrates to GHA’s satisfaction that accepting the offer will place a family member’s life, health, or safety in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency or a threat assessment that verifies danger from criminal activity. Reasons offered must be specific to the family. Refusals due to location alone are not good cause;
  - c) The unit is inappropriate for the applicant’s disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move;
  - d) An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing [24 CFR § 945.303 (d)]; or
7. **Examples of good cause related to an applicant’s willingness to accept an offer but inability to move at the time of the offer include:**
  - a) A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (each as listed on final application) or live-in aide necessary to the care of the principal household member;
  - b) The family head, spouse or sole member is serving on an impaneled jury.
8. If an applicant declines the second offer of housing (without “good cause”) their name will be removed from all waiting lists.
9. GHA will maintain a record of units offered, including location, date, and circumstances of each offer, and each acceptance or rejection, including the reason for the rejection.
10. Applicants who are not accepted for admission to Public Housing shall be entitled to request a review provided that such review is requested in writing within 14 days from the date of notification by GHA of the decision to deny admission.

### **8.3 Unit Assignment**

Units available for occupancy will be assigned in the following order:

1. Relocated Residents – Residents relocated pursuant to a HOPE VI or other HUD approved relocation plan that have a right to return to a newly developed unit and other wise meet all eligibility requirements under the right to return agreement will be offered units prior to any other applicants.
2. Emergency Transfers – Transfers of existing residents within the same site, requiring emergency transfers as defined further in this policy, will be offered available units prior to all other transfers or applicants.
3. Mandatory Transfers – Transfers of existing residents within the same site, requiring mandatory transfers due to changes in family composition will be offered available units prior to applicants or other existing residents.
4. New Admissions - Applicants from the waiting list will be offered available units in the manner described above.
5. Singles – Single applicants who are not elderly, disabled, displaced or near elderly, will be offered available units only when no other existing resident or applicant exists to fill a vacant available unit. Single applicants with preferences will be offered units prior to those with no preferences.

## SECTION 9 LEASING AND OCCUPANCY OF DWELLING UNITS

### 9.1 General Leasing Policy

Units will be leased without regard to the race, religion, sex, age, national origin, disability or familial status of applicants, except as specifically provided herein.

1. **All GHA units will be occupied pursuant to a signed *Residential Lease Agreement* that complies with HUD's regulations** (24 CFR Part 966).
2. **The lease shall be signed by the head and co-head of household and by an authorized GHA representative, prior to actual admission** [24 CFR § 966.4 (p)].
3. **Changes in family composition, income, or status between the time of the final eligibility determination and the leasing of the unit will be processed prior to executing the dwelling lease.**
4. **If a resident transfers from one GHA unit to another, a new lease will be executed for the dwelling into which the family moves** [24 CFR § 966.4 (c)(3)].
5. **If at any time during the life of the lease agreement, a change in the resident's status results in the need for changing or amending any provision of the lease, either:**
  - a) **A new lease contract will be executed;**
  - b) **A Notice of Rent Adjustment will be executed; or**
  - c) **An appropriate rider will be prepared and made a part of the existing lease, or appropriate insertions will be made within the lease. All copies of such riders or insertions are to be dated and signed by the resident and an authorized GHA representative** [24 CFR § 966.4 (o)].
  - d) **All charges due under any lease with GHA will transfer to any new lease that is subsequently executed with the same household.**

### 9.2 Pre-Occupancy and Leasing Requirements

1. A pre-occupancy conference shall be conducted prior to leasing the unit to the prospective resident. This conference will acquaint the family with the provisions of the lease, explain all occupancy requirements, obtain or arrange payment for the security deposit and the first months rent, orient the family to the environment and establish a good rapport with the family.

2. GHA is responsible for assuring that the family understands the lease provisions prior to signature and occupancy of the unit. Special arrangements will be made as identified previously in this policy for persons with disabilities, persons with limited comprehension and/or persons needing other than plain language paperwork.
3. A move-in inspection shall be conducted jointly with the family. A checklist will be utilized to indicate the exact condition of the unit at the time of move in and to assure that the unit is in full compliance with the Uniform Physical Condition Standards. (UPCS) The move-in inspection will be signed by the family and an authorized GHA representative.
4. If the applicant accepts the unit, the manager shall verify the move in date and execute a lease. If the applicant refuses the unit, a signed reason for refusal must be obtained from the applicant.

### **9.3 Occupancy Requirements**

1. Only those persons listed on the most recent lease or certification form shall be permitted to occupy a dwelling unit [24 CFR §§ 960.209 (b) and 966.4 9 (a) (2)]. Except for births to or adoptions by family members, any family seeking to add a new member must request approval in writing prior to the new member occupying the unit [24 CFR § 966.4 (f)(3) & (c)(2)]. GHA will not unreasonably withhold such approval.
2. Following the receipt of a family's request for approval to add a new person to the lease, GHA will conduct a pre-admission screening of the proposed new member. The results of screening shall be used to determine whether the GHA will approve the admission of the new member.
3. In accordance with state law, certain criminal or arrest information for household members under the age of 18 years is not available. This does not preclude GHA from using such information when a household member under the age of 18 years is being prosecuted as an adult under the law. This provision is subject to change should the State or locality modify its laws concerning the availability of police or court records for juvenile offenders.
4. Situations when an additional family member is added to the household include but are not limited to the following:
  - a) Resident requests to add the new co-head to the lease;
  - b) Resident desires to add a new family member to the lease, employ a live-in aide, or take in a foster child or children; or
  - c) An adult assumes responsibility as the head of house for a family whose remaining family member(s) is under 18 (and is not an emancipated minor(s)).

5. Residents who fail to notify GHA of additions to the household or who permit persons to join the household without undergoing screening are in violation of the lease. Such persons will be considered unauthorized occupants by GHA and the entire household will be subject to eviction [24 CFR § 966.4 (f)(3)].
6. If a guest or family member stays with a resident household longer than 14 consecutive days, management must be notified. If the guest or family member stays longer than 30 consecutive days, the Head of Household must apply to add the guest or family member to the lease.
7. Residents are not permitted to allow roomers and lodgers to occupy a dwelling unit. Violation of this provision is grounds for termination of the lease [24 CFR § 966.4 (f) (2)].
8. Residents shall not allow a former resident of GHA who has been evicted for violations of the lease under the *One Strike, You're Out* provisions, to occupy the unit for any period of time. Violation of this requirement is grounds for termination of the lease.
9. Family members who move from the dwelling unit shall be removed from the lease [24 CFR § 966.4 (f)(3)]. The resident has the responsibility to report the move-out within 30 calendar days of its occurrence. Individuals may be readmitted to the unit subject to eligibility and suitability requirements.
10. Any additions to the unit shall not cause over crowding. Medical hardship, or other extenuating circumstances shall be considered by GHA in making determinations under this paragraph.

## **SECTION 10**

### **CALCULATION OF RENT**

**10.1 Rent Choice:** Once each year, at the anniversary date of the lease agreement, each household shall have the opportunity to choose between two methods for determining the amount of tenant rent to be paid each month by the household. The family may choose to pay a flat rent as describe further in this section, or the family may choose to pay an income based rent. Income based rent shall be determined as follows:

#### **10.2 Total Tenant Payment**

1. Total tenant payment (TTP) is the amount the tenant pays towards rent and utilities that are not included in the rent.
2. The calculation of total tenant payment (TTP) shall be the greater of:
  - a) 30% of monthly adjusted income,
  - b) 10% of monthly income, or,
  - c) GHA's minimum rent.
3. Total tenant payment shall never exceed the established flat rent.

#### **10.3 Tenant Rent**

1. Tenant rent is calculated by subtracting a utility allowance for tenant paid utilities from the total tenant payment.
2. If the utility allowance is greater than the total tenant payment, the tenant rent will be zero and a utility reimbursement payment (URP) will be established.

#### **10.4 Minimum Rent**

Minimum rent shall be determined as follows:

1. Total tenant payment shall be the greatest of 30% of monthly adjusted income, 10% of monthly income or \$50.00 for all resident households whose annual adjusted income is greater than zero.
2. The minimum rent shall automatically be waived for all households whose annual adjusted income is below or equal to zero.
3. A "hardship request" shall be available to residents who claim they are unable to pay the established minimum rent. Hardship criteria shall include the following situations:
  - The household has lost eligibility to or is awaiting an eligibility determination for a federal, state or local assistance program;
  - The family would be evicted as a result of the imposition of the minimum rent;

- The income of the family has decreased because of changed circumstances, including loss of employment;
  - A death in the family has occurred;
  - Other circumstances determined by GHA.
4. A household will be exempt from paying minimum rent upon satisfactory documentation that the hardship described above is of a long term basis. If exempted such exemption will be effective retroactively to the date of the request of the hardship.
  5. If the “hardship” is temporary (less than 90 days) then the household will not be exempt from the minimum rent requirement and shall be responsible for full payment of minimum rent. However, a non-payment of rent eviction procedure will not be initiated during the period of “temporary” hardship. (within 90 days from the date of the request for hardship)

## **10.5 Flat Rents**

1. Flat rents shall be established for all communities as follows:
  - Mixed Income Communities – Flat rents shall be equivalent to the rent charged for the market rate units at all mixed income communities.
  - Public Housing Communities – Flat rents for communities comprised of 100% public housing units shall be equivalent to the Gary Section 8 Fair Market Rents.
2. At the time of the regularly schedule annual re-examination of income (lease renewal date), each household will be provided in writing with the option of paying an income based rent or a flat rent in accordance with the flat rent schedule for the community in which they reside.
3. When the tenant rent for a household residing in a mixed income community equals the market rate rent, then that household shall be converted to a market rate resident and the next available unit shall be rented as a public housing unit. Such conversion shall be effective at the next regularly scheduled annual re-examination of income.
4. If a family elects to pay a flat rent, then the next regularly scheduled re-examination of income shall occur three years from the date of such election and not interim reporting requirements shall apply. However, a family elected to pay a flat rent may at anytime request a conversion back to an income based rent. Upon such request, GHA will conduct an interim re-examination of income and calculate TTP and tenant rent in accordance with the provisions outlined in this policy.
5. If a family elects to pay an income based rent, then all reporting requirements stated in this policy shall apply.



## **10.6 Utility Reimbursement Payment**

1. Utility allowances will be applied for all tenant paid utilities based on a schedule of average consumption for an energy efficient household. The Section 8 Housing Assistance Program utility allowance schedule will be utilized for all scattered site public housing units and GHA will establish a separate schedule for each individual development where a utility allowance may apply.
2. A separate allowance will also be provided in those cases where the household provides the primary range and refrigerator. A utility allowance will not be provided for secondary appliances or in those cases where the resident refuses to accept a working range and refrigerator from GHA.
3. Utility reimbursement payments may be made on a monthly, quarterly, semi-annual or annual basis as determined by GHA.
4. If the household has elected to pay a flat rent, utility allowances and utility reimbursement payment do not apply.

## **10.7 Resident-Paid Utilities**

**The following requirements apply to residents living in developments with resident-paid utilities or applicants being admitted to such developments:**

1. **Paying the utility bill is the resident's obligation under the Authority's lease.**
2. **Applicants and/or residents must provide a written confirmation from the utility provider that the utilities have been turned on. If a resident or applicant is unable to get utilities connected, the resident or applicant will not be permitted to move into a unit with resident paid utilities.**
3. **When a resident submits an application for utility service in his/her own name, the resident must sign a third-party notification agreement so that GHA will be notified if the resident fails to pay the utility bill that would result in a disconnection of utility service.**

## **10.8 Security Deposits**

The family will pay a security deposit at the same time of lease signing. The security deposit will be as follows:

1. \$100.00 for elderly development sit and elderly/near elderly high rises.
2. \$125.00 for scattered sites.
3. \$100.00 for Public Housing Developments

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second

unit is greater than that for the first, the difference will be collected from the family. Conversely, if the second deposit is less, the difference will be refunded to the family.

## **10.9 Information Provided to Households**

The following information shall be provided to families to permit them to make an informed choice as to whether they want to pay an income based rent or a flat rent:

1. The dollar amounts of tenant rent under each rent option.
2. GHA's policies on converting from income based rent to flat based rent.
3. Should the household elect to pay a flat rent, utility allowances and utility reimbursement payments do not apply.

## **SECTION 11**

### **ANNUAL AND INTERIM EXAMINATIONS**

#### **11.1 Income Based Rent Requirements**

Families electing to pay income based rent must be reexamined at least annually to recompute total tenant payment and tenant rent. All households will be reexamined each year upon the anniversary of the Residential Lease Contract

Residents will be notified in advance regarding the date of the reexamination. At that time, GHA will advise households of any documents needed for the reexamination.

The head of household, the spouse and each additional adult living in the household must sign the HUD form 9886, Authorization for Release of Information/Privacy Act Notice, at the time of initial admission, annual reexamination and/or interim reexamination.

#### **11.2 Flat Rent Requirements**

Families electing to pay flat rents will be reexamined for family composition only at least annually. A reexamination of family income shall be completed at least once every three years.

#### **11.3. Re-examination Requirements**

- 1. At the time of re-examination, the head and any co-head of the household are required to sign forms required by HUD and/or GHA.**
- 2. Employment, income, allowances, Social Security numbers, and such other data as is deemed necessary, will be verified and all verified findings will be documented and filed in the resident's folder (24 CFR § 960.206).**
- 3. Verified information will be analyzed and a determination made with respect to:**
  - a) Family Composition***
  - b) Unit size required for the family;***
  - c) Rent the family will pay; and***
  - d) The need to transfer the family to a smaller or larger unit, or a unit with accessible features.***
- 4. Income shall be computed in accordance with the definitions and procedures set forth in the federal regulations. (24 CFR § 5.609).**

- 5. Families failing to respond to a notice of a reexamination will be sent a notice of lease violation. Failure to respond to the notice of lease violation will result in termination of the lease [24 CFR § 886.124(c)].**

#### **Action Following Reexamination**

- 1. If there is any change in rent, a Notice of Rent Adjustment (NORA) will be issued which will serve as an amendment to the Residential Dwelling Lease. [24 CFR § 966.4 © & (o)].**
- 2. If any change in the unit size is required, the resident will be placed on a transfer list in accordance with the transfer criteria described this policy and moved to an appropriate unit when one becomes available [24 CFR § 966.4 ©(3)].**
3. If the family causes an unreasonable delay in the reexamination processing, the following policy will be applied:
  - a) If the family's rent decreases, the decrease will be implemented the first of the month following the completion of the reexamination processing.
  - b) If the family's rent increases, the increase will be implemented retroactive to the family's reexamination effective date.
4. If GHA causes an unreasonable delay in the reexamination processing, any change in rent will be implemented retroactively to the effective date of the reexamination.

### **11.4 Interim Reexaminations of Income**

1. Families electing to pay income based rent must comply with the following requirements between regularly scheduled reexaminations of family composition and income:
  - a) Between annual reexamination, residents must report increases in income (as defined in 24 CFR §5.609) to the housing manager within 10 calendar days of the occurrence. No rent increase will take effect until the next regularly scheduled reexamination, if the increase is reported within this required time frame.
  - b) Residents must promptly (within 10 calendar days) furnish to GHA any letter or other notice from HUD concerning the amount or verification of family income. [(24 CFR § 5.240 (b)].
  - c) Failure of the resident to report in a timely manner will result in a rent increase and the increase will be retroactive to the first of the month following the month in which the increase in income was effective.
  - d) Any reported decrease in income will result in a recalculation of tenant rent, and if applicable, tenant rent will be decreased effective the first of the month following the month in which the decrease was reported.

- e) Residents with seasonal or part-time employment of a cyclical nature will be asked for third party documentation of the circumstances of their employment including start and ending dates. Income from these sources will be annualized for determination of rent based on average earnings during the prior periods.
  - f) GHA may process an interim adjustment in rent if at an annual or interim re-certification a resident misrepresents the facts upon which the rent is based.
  - g) Complete justification and verification of the circumstances applicable to rent adjustments must be documented by the resident and approved by GHA (24 CFR § 960.206).
2. Interim reexaminations for families paying flat rent will be conducted based on the following:
- a) The family may at anytime request and be permitted to convert from paying a flat rent to an income based rent if the family is unable to pay the flat rent due to a financial hardship, defined as follows:
    - The family has experienced a decrease in income because of changed circumstances, including the loss or reduction of employment, death in the family or a reduction in other assistance.
    - The family has experienced an increase in expenses because of changed circumstances, for medical costs, child care, transportation, education or similar items.
  - b) GHA will complete the interim reexamination within 30 days from the date of the family's request to convert from the flat based rent to income based rent. The flat rent will become effective the first of the month following the request.

## **11.5 Notice of Rent Adjustment**

Residents will be sent a Notice of Rent Adjustment 30 days prior to any adjustment in rent. This notice will list the current rent, the new rent, and the effective date of the rent adjustment. Rent may be adjusted as a result of an annual re-certification, an interim re-certification, or when a change in policies affects the rent calculation. The effective date of the rent change will correspond to the action taken as described under annual and interim reexamination policies described above.

## **11.6 Failure to Report Accurate Information**

If GHA discovers that a resident has misrepresented or failed to report to Management the facts upon which his/her rent is based so that the rent being paid is less than what should have been charged, then the increase in rent will be made retroactive to the first of the month following the month in which the misrepresentation occurred. Failure to report accurate information is also grounds

for initiating eviction proceedings in accordance with GHA's dwelling lease [24 CFR § 966.4 (c)(2)].

## 11.7 Changes in Family Characteristics

All changes in family composition and household characteristics must be reported at the time that they occur. The following policies shall govern changes in family composition.

1. Any additional adult member to be added to the household must meet GHA's suitability criteria and is subject to all screening procedures prior to admission to the household and amendment of the dwelling lease.
2. Children who are "temporarily" absent from the household due to placement in foster care will continue to be considered as part of the family composition as long as there is a likelihood that they will return to the household within a twelve month period.
3. A person with disabilities who "recovers" after initial admission may remain as a remaining member of a tenant family but will no longer qualify for authorized deductions and may be required to relocate to another unit if they are in an accessible unit and no longer require the accommodations in that unit.
4. If a single pregnant woman was admitted and does not retain guardianship of the prospective child after its birth, she may remain as a remaining member of a tenant family but may be required to transfer to a smaller unit based on the unit size standards.
5. If a resident requires the services of a live-in aide as defined under the federal regulations, (24CFR 5.403) an additional bedroom will be allowed for the live-in aide. Family members of the live-in aide will be permitted to occupy the unit so long as it does not overcrowd the unit. An additional bedroom for family members of the live-in aide will not be permitted.
6. Families may have foster children live in the unit as long as it does not result in overcrowding. Foster children will be counted as household members for the purposes of determining unit size standards but are not eligible for allowances and deductions (with the exception of child care).
7. In cases of joint or shared custody, children will be considered part of the household if the head of household and/or spouse have at least 50% custody of the child. The same child cannot be claimed by more than one applicant or resident household. When a child is included as part of the family, all income and allowances related to that child are utilized in calculation of rent.
8. Remaining members of a Public Housing family will be permitted to continue occupancy in the dwelling unit after the lease holder has vacated under the following conditions:
  - a) The head and co-head of household involuntarily vacated the unit or voluntarily vacated the unit, and,

- b) A remaining family member has resided in the unit and been listed as a household member on the head of household lease agreement for a minimum of two years, and,
  - c) The remaining family members meet all eligibility and suitability requirements set forth by GHA, and,
  - d) The remaining family members are legally able to assume responsibility for minors and can execute the lease under state laws, **OR**,
  - e) A new head of household is added to the household who can legally assume responsibility for minors, can execute the lease under state laws and meets all eligibility and suitability requirements set forth by GHA.
  - f) A determination of the designated new head of household will be made within 30 days from the date of notification to GHA by the family that the previously designated head of household has vacated the unit.
9. Remaining family members will not be permitted to continue occupancy in the dwelling unit after the head and co-head have vacated the unit, if the unit was vacated on a voluntary basis, and no remaining family member has resided in the unit and been listed on the head of household lease agreement for a minimum of two years. In these circumstances, the unit will be considered as having been abandoned by the leaseholder and all appropriate action under the residential dwelling lease will be pursued.

## **11.8 Remaining Family Members and Prior Debt**

1. **If remaining family members continue to occupy the dwelling unit as described above, any outstanding debt owed to GHA by the former head of household will be addressed as follows:**
  - a) **If the debt cannot be collected from the former head of household (e.g. death, incarceration, hospitalization), as a party to the lease, remaining adult family members 18 years of age or older will be responsible for arrearages incurred by the former head of house.**
  - b) **GHA will not hold remaining family members responsible for any portion of the arrearage incurred prior to the remaining member attaining age 18.**
  - c) **Remaining family members under age 18 shall not be held responsible for the rent arrearages incurred by the former head of household.**
  - d) **Except as required above, a new head of household added to the Lease will not be charged for any arrearage incurred by the former head of household.**
  - e) **If the Lease held by the new head of the household is an extension of occupancy under a prior lease(s) with GHA, any amounts due under the prior lease(s) may be charged and collected as if the amounts were**

**incurred under the current lease (debt follows the head of the household).**

- f) A determination will be made by GHA within 30 days from the date of notification by the family of a change in the designated head of household.**



## **SECTION 12**

### **ANNUAL AND ADJUSTED INCOME**

#### **12.1 Annual Income (24 CFR § 5.609)**

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional family member age 18 years or older including all net income from assets for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non-recurring, or sporadic as defined below or is specifically excluded from income by another federal statute. Annual income includes but is not limited to:

1. The full amount before any payroll deductions of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. The net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered as income when used to reimburse the family for cash or assets invested in the business;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for the straight line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property.

Where the family has Net Family Assets in excess of \$5,000. Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate as determined by HUD;

4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts. Except delayed or deferred periodic payment of social security or supplemental security income benefits;
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.
6. All welfare assistance payments received by or on behalf of any family member.

7. Periodic and determinable allowances, such as alimony and child support payments, and regular cash contributions or gifts received from persons not residing in the dwelling; and
8. All regular pay, special pay (not including pay for exposure to hostile fire), and allowances of a family member in the Armed Forces.
9. Regular contributions and gifts.
10. Relocation payments.

## **12.2 Items Excluded in Annual Income [24 CFR §5. 609]**

Annual Income does not include and it is not limited to the following, or any future changes in the regulation(s):

1. Income from the employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);
3. Lump sum or delayed additions to family assets, such as inheritances, insurance payments, (including payments under health, and accident insurance, and worker's compensation) capital gains, and settlement for personal property losses; (but see paragraphs A.4 and A.5 above if the payments are or will be periodic in nature);
4. Amounts received by the family that are specifically for, or in reimbursement of the cost of medical expenses for any family member;
5. Income of a live-in aide, provided the person meets the definition of a live-in aide (See Section 12 of these policies);
6. The full amount of student financial assistance paid directly to the student or the educational institution;
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8. Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income and benefits that are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
9. Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) to allow participation in a specific program;
10. A resident services stipend. A resident services stipend is a modest amount (not to exceed \$200/month per person) received by a GHA resident for performing a

service for GHA, on a part-time basis, that enhances the quality of life in public housing.

11. Temporary, non-recurring, or sporadic income (including gifts);
12. Reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
13. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of the household and spouse);
14. Adoption assistance payments in excess of \$480 per adopted child;
15. Preferred periodic payments of supplemental security income and social security benefits;
16. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
17. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937.

### **12.3 Disallowance of Increase in Annual Income**

Wages for employment of family members may be excluded from annual income under the following conditions:

1. A family's annual income increases as a result of employment of a family member who was unemployed for one or more years previous to employment.
2. A family's annual income increases as the result of increased earnings by a family member during participation in any economic self-sufficiency or other job training program.
3. A family's annual income increases as a result of new employment or increased earnings of a family member during or within six months after receiving assistance, benefits or services under any state program for temporary assistance for needy families, provided that the total amount over a six month period is at least \$500.00
4. During a cumulative twelve month period beginning on the date that a family member is first employed or the family first experiences an increase in annual income attributable to employment, the full amount of the difference between the new employment income and any previous income of that family member shall be excluded from annual income for calculation of rent.

5. During the second cumulative twelve month period after the date that a family member is first employed or the family first experiences an increase in annual income attributable to employment, one half (50%) of the difference between the new employment income and any previous income of that family member shall be excluded from annual income for calculation of rent.
6. The disallowance of increases in income under this section, are limited to a maximum lifetime period of 48 months. However, during this lifetime period, full exclusion is limited to 12 months and the 50% exclusion is limited to another 12 months as described above.
7. Previously unemployed includes a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

## **12.4 Training Income**

Federal regulations contain special provisions related to the treatment of income received from training programs when determining annual income, as follows:

1. The earnings and benefits to any family member resulting from participation in a program providing employment training and supportive services in accordance with the Family Support Act; or any comparable federal, state or local law are excluded from annual income during the exclusion period.
2. The exclusion period means the period during which the family member participates in a program described, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program.
3. Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
4. If the family member is terminated from employment with good cause, the exclusion period shall end.
5. A comparable federal, state or local law means a program providing employment training and supportive services that is authorized by a federal, state, or local law, funded by the federal, state or local government; is operated or administered by a public agency; and has as its objective to assist participants in acquiring employment skills.
6. Incremental earnings and benefits resulting to any family member from participation in a state or local employment training program (including training programs not affiliated with local government) are excluded from annual income only for the period of time during participation in the employment training program.
7. Incremental amounts excluded under these provisions must be received under employment training programs with clearly defined goals and objectives.

## **12.5 Reduction in Welfare Benefits**

If a family receiving welfare benefits has a reduction in such benefits as the result of the following actions or failure to act on the part of the family, then the amount of the welfare benefits shall be imputed and included in annual income:

- Fraud by a family member in connection with the welfare program,
- Sanctions by the welfare agency against the family for noncompliance with a requirement to participate in an economic self-sufficiency program.

Welfare reduction does not include reduction or termination as the result of expiration of a lifetime limit on payments of benefits, inability of a family member to obtain employment or because a family member has not complied with other welfare agency requirements.

Imputed welfare income is the amount the family would have not received had they received a reduction in welfare benefits for the reasons identified above. The amount of the imputed welfare benefit is offset by any additional income a family receives that commences after the welfare sanctions were imposed. The imputed welfare income is reduced to zero when the additional income equals the amount of the total welfare benefits.

## **12.6 Anticipating Annual Income (24 CFR § 5.609)**

Annual income shall be anticipated utilizing current circumstances, unless verification forms indicate an imminent change in income. GHA will average all known sources of income that vary to determine annual income.

## **12.7 Adjusted Income (24 CFR § 5.611)**

**Adjusted Income (the income upon which rent is based) means Annual Income less the following deductions and exemptions.**

### **1. For All Families**

- a) Child Care Expenses — **A deduction of amounts anticipated to be paid by the family for the care of children under 13 years of age for the period for which Annual Income is computed. BUT ONLY when such care is necessary to enable a family member to be gainfully employed or to further his/her education. Amounts deducted cannot be reimbursed expenses and shall not exceed:**
  - 1) **The amount of income earned by the family member enabled to work; or**
  - 2) **An amount determined to be reasonable (for the hours of class attendance and adequate time for commuting to the educational facility) when the expense is incurred to permit education.**

- b) **Dependent Deduction** — An exemption of \$480 for each member of the family residing in the household (other than the head of household, or spouse, Live-in Aide, or foster child) who is under eighteen years of age or who is eighteen years of age or older and disabled, or a full-time student.
  - c) **Disability Expenses** — a deduction of amounts not reimbursed paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member(s), including the disabled member, to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work.
    - 1) **Equipment and auxiliary apparatus** may include but are not limited to: wheelchairs, lifts, reading devices for the visually disabled, and equipment added to cars and vans to permit their use by the disabled family member.
    - 2) *For non-elderly families and elderly families without medical expenses:* the amount of the deduction equals the cost of all expenses not reimbursed for disabled care and equipment less three percent of Annual Income, provided the amount so calculated does not exceed the employment income earned.
    - 3) *For elderly families with medical expenses:* the amount of the deduction equals the cost of all expenses not reimbursed for disabled care and equipment less three percent of Annual Income (provided the amount so calculated does not exceed the employment income earned) **PLUS** medical expenses as defined below.
2. **For elderly and disabled families only**
- a) **Medical Expense Deduction:** A deduction not reimbursed for Medical Expenses, including insurance premiums, anticipated for the period for which Annual Income is computed. Medical expenses include but are not limited to: services of physicians and other health care professionals, services of health care facilities, insurance premiums (including the cost of Medicare), prescription and non-prescription medicines, transportation to and from treatment, dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by GHA for the purpose of determining a deduction from income the expenses claimed must be verifiable.

- 1) *For elderly families without disability expenses:* *The amount of the deduction shall equal total medical expenses less three percent of annual income.*
  - 2) *For elderly families with both disability and medical expenses:* *the amount of the deduction is calculated as described in paragraph 1.c) above.*
- b) Elderly/Disabled Household Exemption: **An exemption of \$400 per household, see Definitions in the next section.**

## **SECTION 13**

### **TRANSFER POLICY**

The Gary Housing Authority will implement this policy to transfer a household from the household's current unit to another unit of suitable size and type located in a building other than the building where the family currently resides. This transfer policy does not apply to persons requiring reasonable accommodations because of a disability. GHA will make reasonable accommodations for persons with disabilities as described in Section 1 of this Admissions and Occupancy Policy, Nondiscrimination and Accessibility.

#### **13.1 Emergency Transfers**

Emergency transfers are transfers which are implemented when unit or building conditions pose an immediate threat to resident life, health, or safety as determined by GHA or a governing body with jurisdiction over such matters, or a federal, state or local court. The following procedures will govern emergency transfers.

1. Emergency transfers shall not be limited to transfer within the same public housing community and may require transfer to another public housing and/or mixed income site.
2. GHA is not required to give minimum notice of an emergency transfer but will make every effort to provide as much notice as permitted under the circumstances.
3. GHA cannot guarantee a desired location for emergency transfers but an attempt will be made to meet the resident's location preference when possible.
4. Refusal to comply with an emergency transfer may be grounds for lease termination.
5. Upon request by the resident, emergency transfers may be used to alleviate verified medical problems of a life threatening nature or when household members need protection from attack by a criminal element in a particular property or neighborhood based on a threat assessment by a law enforcement agency (example: witness protection program, domestic violence).

#### **13.2 Mandatory Transfers**

Mandatory transfers are transfers required by GHA for purposes such as closing a building; implementing redevelopment or building rehabilitation activities; achieving vacancy consolidation; and, adjusting for over-housed living conditions. (**24 CFR 8.30**).

1. Mandatory transfers shall only occur within the same community in which the resident resides. No transfers shall occur to other public housing or mixed income communities other than for emergency reasons outlined above.



2. To the extent possible and subject to any rights of return, GHA will make every effort to allow residents in good standing to select the development to which to transfer when implementing mandatory transfers for redevelopment or rehabilitation of units.
3. The conditions for good standing are: no repayment agreement or unpaid balance at any time in the past year; good credit history with utility companies (when applicable); no criminal activity or history of disturbances that resulted in lease violations or violations as defined in GHA's *One Strike Policy* as indicated by notices of lease violation in the resident's file; and a good housekeeping record, as indicated by housekeeping inspection reports in the resident's file.
4. GHA will provide written notice a minimum of 60 days in advance of the transfer date for mandatory transfers. For transfers subject to the Uniform Relocation Act (URA), GHA will provide notice in accordance with URA standards.
5. Refusal of a mandatory transfer can be grounds for lease termination.

### **13.3 Resident Requested Transfers**

Resident requested transfers are transfers, (other than a request for an emergency transfer as described in Section 11, A, 4 of this policy), for the convenience of the residents, transfers which adjust for overcrowding or transfers to permit a family that requires a unit with accessible features to occupy such a unit and are available to residents in good standing who have resided in a development for at least one year.

Resident requested transfers shall only be permitted within the same community in which the resident resides. Resident requested transfers will not be permitted for residents who desire to live in another GHA development or another type of development. Residents must apply as a new admission to transfer to another public housing or mixed income community.

### **13.4 Transfer Waiting List**

Emergency and mandatory transfers will have priority over new admissions and will be processed prior to selecting a new applicant from the waiting list.

Resident requested transfers will be placed on the appropriate waiting list, according to date and time of transfer request and will be processed in conjunction with new applicants from the waiting list.

Emergency and mandatory transfers will be based on the availability and appropriate bedroom size without regard to location.

When transferring families into GHA buildings other than the building where the family currently resides, GHA will take into consideration issues of personal safety

as described in Section 11, A, 4 of this policy. If such safety issues exist, and to the extent possible, GHA will provide the family an alternative unit.

GHA will bear the cost of all emergency transfers. GHA will also bear the cost of mandatory transfers related to closing a building, redevelopment or building rehabilitation or achieving vacancy consolidation.

**If a resident refuses to accept a transfer unit offered, without good cause, lease termination procedures will be implemented if the transfer is an emergency or mandatory transfer as described above. If the transfer is a resident requested transfer, and the resident refuses a unit offered, the resident will not be permitted to request a subsequent transfer for a period of one year from the date of refusal of the unit offered.**

## **SECTION 14**

### **LEASE ENFORCEMENT POLICY**

#### **14.1 Lease Enforcement**

All provisions of the Residential Dwelling Lease shall be consistently and strictly enforced. GHA will process lease terminations in accordance with all applicable HUD regulations and the dwelling lease. [24 CFR § 966.4 (1)(2)].

The Residential Dwelling Lease shall be renewed automatically, unless the family fails to comply with the Community Service Requirement or Self-Sufficiency Activities.

#### **14.2 Service Requirements**

Except for an exempt family member as defined in this policy, each adult resident of the household must contribute 8 hours per month of community service; or participate in an economic self-sufficiency program for 8 hours per month; or perform 8 hours of a combination thereof.

GHA shall contract for the administration of the community service and self-sufficiency activities through partnerships with those entities responsible for the delivery of resident services at each GHA development. GHA shall provide a written description of the service requirements, the process for claiming exemption, and GHA's verification of such status, to all residents at least 90 days prior to the required implementation date.

GHA will review the family's compliance with the service requirements annually at the time of annual reexamination of family composition and/or income.

Exempt household members under this requirement include any household whose head, co-head or sole member is elderly or disabled.

#### **14.3 Record Keeping Requirements**

A written record of lease violations and termination actions shall be maintained by GHA, and shall contain the following information:

1. Name of resident, number and identification of unit occupied;
2. Date of the Notice of Lease Termination and any other notices required by State or local law; these notices may be on the same form and will run concurrently;
3. Specific reason(s) for the Notices, the section of the lease violated, and other facts pertinent to the issuing of the Notices described in detail;
4. Date and method of notifying resident; and
5. Previous notices warning residents of actions or behavioral problems that rise to the level of a lease violation. A summary of any conference held with the resident, including dates, names of conference participants, and conclusions.

## **14.4 Grievance**

- 1. When disputes arise between a resident and GHA concerning an action or failure to act in accordance with the Residential Lease Agreement, residents will have the opportunity to resolve this dispute through a grievance hearing according to GHA's Grievance Procedures (24 CFR § 966.50).**
- 2. Grievance procedures will not apply to eviction or termination of tenancy cases involving any activity that threatens the health, safety, or right of peaceful enjoyment of the premises by other residents, persons residing in the immediate vicinity of the premises or GHA employees; or any violent or drug-related criminal activity on or near GHA property, and any criminal activity resulting in a felony conviction. (24 CFR § 966.51)**

# **The Housing Authority of the City of Gary, Indiana**

## **Public Housing Grievance Policy**

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### **Purpose**

The Housing Authority of the City of Gary, Indiana, hereafter referred to as The Gary Housing Authority (GHA) shall provide Residents of Public Housing the opportunity to settle grievance against the Housing Authority, its agents and/or its employees. The GHA Grievance Policy sets forth the requirements, standards, and criteria by which tenants are allowed an grievance hearing if the tenant disputes within a reasonable time any GHA action or failure to act involving the tenant's lease with the GHA or GHA regulations which adversely affect the individual tenant's rights, duties, welfare or status. This policy shall be provided to all Residents upon execution of a Residential Lease Agreement and shall be incorporated as part thereof.

Disputes: The Grievance Policy shall not be applicable to tenant disputes between residents not involving GHA, or to class action disputes. Furthermore, the Grievance Policy is not a forum for initiating or negotiating policy changes between a group or groups of residents and GHA's Board of Commissioners. Therefore, individuals acting as Hearing Officers in accordance with the procedures outlined below will have no authority to change any provision of the Residential Lease Agreement, the Grievance Policy or any other related operational policy of GHA.

### **Applicability**

The Gary Housing Authority shall respond to any tenant complaint which a resident may have with respect to GHA's action or failure to act, provided that such action or failure to act,

adversely affects the individual resident's rights, duties, welfare or status. This policy shall apply to all individual grievances unless otherwise stated herein. This policy does not in anyway prohibit any individual resident from seeking other remedies, which may be available under federal, state and/or local laws.

### **Due Process**

The U.S. Department of Housing and Urban Development (HUD) has issued a due process determination that the laws of the State of Indiana require that a resident be given the opportunity for a hearing in a court, which provides the basic Elements of Due Process, before eviction from a dwelling unit. Therefore, this Grievance Policy shall not apply to any termination of tenancy or eviction that involves the following:

- any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of GHA;
- any drug-related criminal activity on or off such premises;
- violent criminal activity on or off the premises; or,
- any activity resulting in a felony conviction of any member of the household.

### **Informal Settlement of Grievance**

Any grievance shall be personally presented, either orally or in writing, to the GHA Central Office or to the office of the project in which the complainant resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within a reasonable time and one (1) copy shall be given to the tenant and one retained in the GHA's tenant file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing under 24 CFR 966.55 may be obtained if the complainant is not satisfied.

### **Definitions**

The following definitions shall apply to this policy and the corresponding procedures.

- **Grievance** – any dispute which a tenant may have with respect to GHA actions or failure to act in accordance with the individual's lease agreement or GHA regulations which adversely affect the individual tenant's rights, duties, welfare or status.
- **Complainant** – any tenant whose grievance is presented to the GHA or at the project management office in accordance with the procedures outlined in this policy and federal regulations cite in 24 CFR 966.54 and 966.55(a).

- **Elements of Due Process** – an eviction action or a termination of tenancy in a state or local court in which the following procedural safeguards are required:
  - (1) Adequate notice to the tenant of the grounds for terminating the tenancy and for evictions;
  - (2) Right of the tenant to be represented by counsel;
  - (3) Opportunity for the tenant to refute the evidence presented by the GHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;
  - (4) A decision on the merits
  
- **Hearing Officer** – a person selected in accordance with federal regulation 24 CFR 966.55 to hear grievances and render a decision with respect thereto.
  
- **Hearing Panel** – a panel selected in accordance with federal regulations 24 CFR 966.55 to hear grievances and render a decision with respect thereto.
  
- **Tenant** – the adult person (or persons) other than a live-in aide:
  - (1) Who resides in the unit, and who executed the lease with the GHA as lessee of the dwelling unit, or if no such person now resides in the unit,
  - (2) Who resides in the unit, and who is the remaining head of household of the tenant family residing in the dwelling unit.
  
- **Resident Organization** – includes a resident management corporation.
  
- **Drug-Related Activities** - The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. Section 802)

## **SECTION 15**

### **HOPE VI HOMEOWNERSHIP PROGRAM**

The Gary Housing Authority wishes to foster homeownership among its present public housing and Section 8 program participants as well as other income eligible households who may apply for either program. In furtherance of this goal, the Authority will implement programs that provide opportunities for homeownership as the circumstances allow.

#### **Scattered Site Homeownership Program**

#### **To Be Provided by Section 8 or Housing Operations**

#### **HOPE VI Lease-To-Purchase Homeownership Program**

Pursuant to the Duneland Village HOPE VI grant awarded to the Gary Housing Authority, the Authority submitted to HUD a proposed Lease-to-Purchase Homeownership Plan (The Plan). By letter dated November 21, 2002 this plan was approved by HUD and became effective on December 3, 2002 upon execution by both HUD and the Gary Housing Authority. This Plan is hereby incorporated in its entirety (and included as an exhibit), but important ACOP issues are detailed below.

### **15.1 General Terms of the HOPE VI Lease-To-Purchase Program**

Except as enumerated below or in the approved Lease-To-Purchase Homeownership Plan, all terms and conditions of this Governing Admission and Continued Occupancy of Low Rent Public Housing Statement apply to the HOPE VI Lease-To-Purchase Program.

### **15.2 Participant Selection**

Pursuant to the Approved HOPE VI Lease-To-Purchase Plan, there will be a separately maintained Site Based Waiting list for participants in this Program. This waiting list will be maintained by the department responsible for the program in coordination with the Applications Department. (At this time said department is the HOPE VI office.) Interested applicant can apply at either the office during regular business hours or by response to outreach efforts that are conducted. The following guidelines apply:

- i. Eligibility
  - a. Pursuant to the preferences listed below, prospective HOPE VI Lease-To-Purchase program participants will be present participants in the public housing and Section 8 program.
  - b. As such they must be income eligible for their respective programs.
  - c. Further they must be in good standing in their program, that is, current in their rent payments and in compliance with the terms of their lease.
  - d. They must be desirous of and prepared to assume the obligations of homeownership.

- e. They must be willing to undergo the counseling detailed and required in the Homeownership Plan.
  - f. They must be willing to comply with the terms of the Lease-To-Purchase Homeownership Program lease and assume many everyday maintenance chores.
  - g. Further they must have the reasonable expectation of earning \$25,000 per year at time of purchase (one to three years after occupancy) and therefore, must be employed or in a program that will result in their employment within the specified period. [This last requirement may be modified if the Authority institutes a Section 8 Homeownership in which these applicants can participate.]
  - h. Normal occupancy rules apply in determining allocation of houses of different bedroom sizes, although as this is a homeownership program, reasonable under-occupancy will be permitted.
- ii. Preferences
- Participants in the HOPE VI Lease-To-Purchase Program will be offered in the following order to qualified participants:
1. Residents of Duneland as of the time of the HOPE VI application.
  2. Other public housing residents
  3. Section 8 participants in the FSS Program

Should there be applicants with equal eligibility and preference status, selection will be by date and time of the application.

### **15.3 General Terms**

In general, program participants of the HOPE VI Lease-To-Purchase Program during the period of tenancy must comply with regular public housing rules. However, the terms contained in the Approved HOPE VI Lease-To-Purchase Homeownership Lease spell out additional responsibilities relative to the process of preparing for homeownership.

i. Rules of Occupancy

Program participants are expected to progress to homeownership as quickly as possible.

- 1) Participants in the HOPE VI Lease-To-Purchase Homeownership Program are expected to comply with all the terms of their lease and general public housing rules. This includes but is not limited to timely rent payment, maintaining the premises as described in the lease, respecting the quiet enjoyment of neighbors, complying with program requirements (income verification, inspection, etc.)
- 2) Participants are required to prepare themselves for homeownership within the one to three year period specified in the Plan and the lease. This includes successfully completed the various training courses identified in the Plan, assuming most of the cleaning and maintenance chores, working with the GHA designated counselor to navigate the home purchase process, etc.



## **15.4 Termination**

Participants are subject to termination from the program and eviction from their unit for the following causes:

i. Violation of Lease

Participants are subject to eviction and termination for violating basic provisions of the lease such as rent payment, providing required information, respecting the quiet enjoyment of neighbors, etc.

ii. Failing to Comply with Homeownership Program Requirements

1. Participants who either state or make clear by their actions (failure to work with homeownership counselor, take required training course, interest in a different unit, will not meet income requirements, will not be able to provide down payment, etc.) that they are no longer pursuing or capable of pursuing ownership of the specific unit in which they are residing shall be relocated from the unit, and may be subject to termination from the program.
2. Participants who do not complete the purchase of the homeownership unit in which they reside shall be relocated from the unit, and may be subject to termination from the program.

### **HOPE VI Public Housing Residents**

The Duneland Village HOPE VI mixed-income, mixed finance rental complex is governed by a Management Plan that was adopted by the Gary Housing Authority and Duneland Village LLC, the owners of the complex, and submitted to HUD as part of the evidentiaries for approval. The said Management Plan incorporates substantially all the terms of the Agency's Admission and Continued Occupancy Policies. However, by the terms of the Management Plan, for the public housing residents at the Duneland HOPE VI site, the Management Plan is the governing document and takes precedence in cases where the terms differ.

### **Tenant Selection**

Pursuant to the Management Plan adopted by the Authority after negotiation with the site owner and approved by HUD, residents of Duneland at the time the HOPE VI application was submitted have priority during initial lease-up. These residents will have a ninety-day period to exercise this right. The ninety-day period will begin at least forty-five (45) days prior to general marketing by the owner and its managing agent. After this ninety-day period, the owner and its managing agent will maintain a site-based waiting list for the public housing units, and tenant selection will be based on the terms of the Management Plan.

## SECTION 16

### DEFINITIONS OF TERMS

**Accessible Dwelling Units** - when used with respect to the design, construction or alteration of an individual dwelling unit, means that the unit is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical disabilities. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in (24 CFR § 8.32 & § 40) the Uniform Federal Accessibility Standards] is “accessible” within the meaning of this paragraph. When a dwelling unit in a existing facility is being made accessible for use by a specific individual, the unit will be deemed accessible when it meets the standards that address the impairment of that individual.

**Accessible Facility** - means all or any portion of a facility other than an individual dwelling unit used by individuals with physical disabilities (24 CFR § 8.3).

**Accessible Route** - for persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility (24 CFR § 8.3 & § 40.3.5).

**Adaptability** - the ability to Change certain elements in a dwelling unit to accommodate the needs of disabled and non-disabled persons; or ability to meet the needs of persons with different types and degrees of disability (24 CFR § 8.3 & § 40.3.5).

**Allocation Plan** - the Plan submitted by the GHA and approved by HUD under which the GHA is permitted to designate a building or portion of a building for occupancy by Elderly Families or Disabled Families (24 CFR § 945).

**Alteration** - any Change in a facility or its permanent fixtures or equipment. It does not include: normal maintenance or repairs, re-roofing, interior decoration or Changes to mechanical systems [24 CFR § 8.3 & § 8.23 (b)].

**Applicant** - a person or a family that has applied for admission to housing.

**Area of Operation** - the jurisdiction of the GHA as described in State law and the GHA’s Articles of Incorporation.

**Assets** - means “cash (including checking accounts), stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets do not include the value of personal property such as furniture, automobiles and household effects.” IMPORTANT: See the definition of Net Family Assets, for assets used to compute annual income (24 CFR § 5.603).

**Auxiliary Aids** - means services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities (24 CFR § 8.3).

**Care attendant** - a person that regularly visits the unit of a GHA resident to provide supportive or medical services. Care attendants have their own place of residence (and if requested by GHA must demonstrate separate residence) and do not live in the public housing unit. Care attendants have no rights of tenancy.

**Citizen** - a citizen (by birth or naturalization) or national of the United States (24 CFR § 5.504).

**Co-head of household** - a household where two persons are held responsible and accountable for the family.

**Continued Assistance** - a mixed family may receive continued housing assistance (full housing benefits instead of pro-rated rent) if: the head of household or spouse has citizenship or eligible immigration status (as of November 29, 1996), and the family composition consists of: the children of the head of household and/or spouse and the parents of head of household and/or spouse (24 CFR § 5.518).

**Dependent** - a member of the household, other than head, spouse, sole member, foster child, or Live-in Aide, who is under 18 years of age, or 18 years of age or older and disabled or a full-time student (24 CFR § 5.603).

**Designated Family** - means the category of family for whom GHA elects to designate a project (e.g. elderly family in a project designated for elderly families) in accordance with the 1992 Housing Act (24 CFR § 945.105).

**Designated Housing** (or designated project) - a project(s), or portion of a project(s) designated for elderly only or for disabled families only in accordance with a HUD approved allocation plan (24 CFR § 945. 105).

**Disabled Family** - means a family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides [24 CFR 5.403(b)].

**Displaced Person** - means a family in which each member, or whose sole member is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. For purposes of redevelopment activities, a family may also be displaced as defined in the Uniform Relocation Act. Such families have been displaced if they have been required to permanently move from real property for the rehabilitation or demolition of such real property. These families may be entitled to special benefits under the Uniform Relocation Act [49 CFR § 24.2 (g)].

**Divestiture Income** - imputed income from assets disposed of by applicant or resident in the last two years at less than fair market value. (See the definition of Net Family Assets in this section.)

**Elderly Family** - means a family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

**Elderly Person** - A person who is at least 62 years of age (24 CFR § 945.105).

**Eligible Immigration Status** - For non-citizens, the proof of eligible immigration status consists of a signed certification of eligible immigration status and the original copy of an acceptable INS document. Examples: Alien Registration Receipt Card (for permanent resident aliens), Arrival-Departure Record, Temporary Resident Card, Employment Authorization Card, or a receipt from INS for a replacement document for one of the above listed categories (24 CFR § 5.508).

**Family** - One or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of the law who will live together in GHA housing. Or two or more persons who are not so related, but can verify shared income or resources and who will live together in GHA housing. This definition includes but is not limited to:

1. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
2. An elderly family;
3. A disabled family;
4. A displaced family;
5. The remaining member of a tenant family; and
6. A single person who is not an elderly or displaced person with disabilities, or the remaining member of a tenant family [24 CFR § 5.403 (b)].

**Full-Time Student** - a person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school, or trade school (24 CFR § 5.603).

**Head of the Household** - means the family member (identified by the family) who is held responsible and accountable for the family.

**Individual with Disabilities Section 504 definition** (24 CFR § 8.3) The Section 504 definitions of Individual with Disabilities and Qualified Individual with disabilities are not the definitions used to determine program eligibility. Instead, use the definition of person with disabilities as defined later in this section. Note: the Section 504, Fair Housing, and Americans with Disabilities Act (ADA) definitions are similar. ADA uses the term “individual with a disability.”

Individual with disabilities means any person who has a physical or mental impairment that:

1. Substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

**For purposes of housing programs, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.**

**Definitional elements:**

1. As used in this definition the phrase, “physical or mental impairment” means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or
2. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.
3. “Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
4. “Has a record of such an impairment” means a history of, or has been - classified as having, a mental or physical impairment that substantially limits one or more major life activities.
5. “Is regarded as having an impairment” means:
  - a) Has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation;
  - b) Has a physical or mental impairment that substantially limits one or more major life activities only as result of the attitudes of others toward such impairment; or
  - c) Has none of the impairments defined in this section but is treated by a recipient as having such an impairment.

**The 504 definition of disabled does not include homosexuality, bisexuality, or transvestitism. Note: These characteristics do not disqualify an otherwise disabled applicant/resident from being covered. The 504 definition of individual with disabilities is a civil rights definition. To be considered for admission to public housing a person must meet the program definition of person with disabilities found in this section.**

**Live-in Aide** - a person who resides with an elderly person(s) or person(s) with disabilities and who: is determined by GHA to be essential to the care and well being of the person(s); is not obligated to support the family member; would not be living in the unit except to provide the necessary supportive services; and submits verification of qualifications or certification as a live-in aide by a social worker or health care provider (24 CFR § 5.403).

**Live-in Aides shall comply with the following provisions.**

1. Before a Live-in Aide may be moved into a unit, a third-party verification must be supplied that establishes the need for such care and the fact that the person cared for will be able to remain in the unit and comply with the lease terms as the result of such care;
2. Move-in of a Live-in Aide must not result in overcrowding of the existing unit (although, a reasonable accommodation for a resident with a disability may be to move the family to a larger unit);
3. Live-in Aides have no right to the unit as a remaining member of a resident family;
4. Relatives who satisfy the definitions and stipulations above may qualify as a Live-in Aide but only if they sign a statement prior to moving in relinquishing all rights to the unit as the remaining member of a resident family.
5. A live-in aide can be a single person. A live-in aide with a family may also be considered for admission to the unit provided that the addition of the Live-in Aide's family does not result in overcrowding of the existing unit. The adult members of the live-in aide's family must meet GHA's screening criteria.
6. A Live-in Aide will be required to meet GHA's screening requirements with respect to past behavior especially:
  - a) A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety, or welfare of other tenants or neighbors;
  - b) Criminal activity such as crimes of physical violence to persons or property and other criminal acts including drug-related criminal activity which would adversely affect the health, safety, or welfare of other residents or staff or cause damage to the unit or the development; and

- c) A record of eviction from housing or termination from residential programs.

**Low-Income Household** - a family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller and larger families (24 CFR § 5.603).

**Medical Expense Allowance** - for purposes of calculating adjusted income for elderly or disabled families only, medical expenses mean the medical expense in excess of 3% of Annual Income, when these expenses are not compensated for or covered by insurance (24 CFR § 5.603).

**Minor** - A minor is a person less than 18 years of age. An unborn child will not be considered as a minor. (See definition of dependent.) Some minors are permitted to execute contracts, provided a court declares them “emancipated.”

**Mixed Family** - a family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status. Mixed families are eligible for housing assistance based on a pro-rated rent (24 CFR § 5.504).

**Mixed Population Housing Development** - means a public housing development for elderly and disabled families. The GHA is not required to designate this type of project under 24 CFR 945 or prepare an allocation plan (24 CFR § 945.105).

**Multifamily Housing Development** - for purposes of Section 504, means a project containing five or more dwelling units (24 CFR § 8.3).

**National** - person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession (24 CFR § 5.504).

**Flat Rents** – The rental value of the unit if the PHA could lease the public housing unit on the private market. In determining flat rents, the location, quality, size, type and age must be considered.

**Net Family Assets** (24 CFR § 5.603 and 24 CFR § 5.609) - the net cash value, after deducting reasonable costs that would be incurred in disposing of:

1. Real property (land, houses, mobile homes);
2. Savings (CDs, IRA or KEOGH accounts, checking and savings accounts, precious metals);
3. Cash value of whole life insurance policies;
4. Stocks and bonds (mutual funds, corporate bonds, savings bonds);
5. Other forms of capital investments (business equipment);
6. Net cash value is determined by subtracting the reasonable costs likely to be incurred in selling or disposing of an asset from the market value of the asset. Examples of such costs are: brokerage or legal fees, settlement costs for real property, or penalties for withdrawing saving funds before maturity;

7. Net Family assets also include the amount in excess of any consideration received for assets disposed of by an applicant or resident for less than fair market value during the two years preceding the date of the initial application or re-examination. This does not apply to assets transferred as the result of a foreclosure or bankruptcy sale; and
8. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms (24 CFR § 5.603).

**Person with disabilities** (24 CFR § 945.105) - means a person who:

1. **Has a disability as defined in Section 223 of the Social Security Act** (42 USC. 423); **or,**
2. **Is determined to have a physical or mental impairment that:**
  - a) *Is expected to be of long continued and indefinite duration;*
  - b) *Substantially impedes his/her ability to live independently; and,*
  - c) *Is of such nature that such disability could be improved by more suitable housing conditions; or,*
3. **Has a developmental disability as defined in Section 102 (5) (b) of the Developmental Disabilities Assistance and Bill of Rights Act** [42 USC. 6001 (5)].

**Portion of development** - includes, one or more buildings in a multi-building project; one or more floors of a project or projects; a certain number of dwelling units in a project or projects (24 CFR § 945.105).

**Pro-rated Rent** - Calculated by subtracting the Total Tenant Payment (TTP) from the Maximum Rent. The result is the family maximum subsidy. Divide the family maximum subsidy by the number of household members. This is the member maximum subsidy. Multiply the member maximum subsidy by the number of family members with citizenship or eligible immigration status. This is the eligible subsidy. Subtract the eligible subsidy from the maximum rent to arrive at the family's rent (24 CFR § 5.520).

**Development, Section 504** - means the whole of one or more residential structures and appurtenant structures, equipment, roads, walks, & parking lots which are covered by a single contract for Federal financial assistance or application for assistance, or are treated as a whole for processing purposes, whether or not located on a common site (4 CFR § 8.3).

**Qualified Individual with Disabilities, Section 504** - with respect to any non-employment program or activity which requires a person to perform a service or to achieve a level of accomplishment, means an individual with disabilities who meets the essential eligibility requirements and who can achieve the purpose of the program or activity without modifications in the program or activity that the recipient (GHA) can demonstrate would result in a fundamental alteration in its nature (24 CFR § 8.3).



1. **Essential eligibility requirements include:** “...stated eligibility requirements such as income as well as other explicit or implicit requirements inherent in the nature of the program or activity, such as requirements that an occupant of multifamily housing be capable of meeting the recipient’s selection criteria and be capable of complying with all obligations of occupancy with or without supportive services provided by persons other than the recipient.
2. For example, a chronically mentally ill person whose particular condition poses a significant risk of substantial interference with the safety or enjoyment of others or with his or her own health or safety in the absence of necessary supportive services may be “qualified” for occupancy in a project where such supportive services are provided by the recipient as a part of the assisted program. The person may not be “qualified” for a project lacking such services.

**Service Provider** - means a person or organization qualified and experienced in the provision of supportive services, and that is in compliance with any licensing requirements imposed by State or local law for the type of service or services to be provided. The service provider may provide the service on either a for-profit or not-for-profit basis (24 CFR § 945.105).

**Single Person** - means a person who lives alone or intends to live alone, who is not an elderly person, a person with disabilities, a displaced person, a near-elderly person, or the remaining member of a tenant family.

**Standard Permanent Replacement Housing** [24 CFR § 950.305(a)(2)] - such housing is:

1. Decent, safe, and sanitary;
2. Adequate for the family size;
3. Occupied pursuant to a lease or occupancy agreement; and
4. Does not include a transient facility such as a motel, hotel, or temporary shelter for victims of domestic violence or homeless families. In the case of domestic violence, the term does not include the housing unit that the applicant, applicant’s spouse, or other member shared with the person who engaged in the violence.

**Spouse** - means the husband or wife of the head of the household.

**Supportive Services** - means services available to persons residing in a development, requested by disabled families and for which there is a need. The term may include, but is not limited to, meal services, health-related services, mental health services, services for non-medical counseling, meals, transportation, personal care, bathing, toileting, housekeeping, chore assistance, safety, group and socialization activities, assistance with medications (in accordance with State law), case management, and personal emergency (24 CFR § 945.105).

**Supportive Services Plan** - The plan describing how GHA will provide or arrange for the provision of the appropriate supportive services requested by the disabled families who will occupy the designated housing and who have expressed a need for these services. [24 CFR § 945.205(b)]

**Tenant Rent** - The amount payable monthly by the Family as rent to GHA. Where all utilities (except telephone) and other essential housing services are supplied by the Authority, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the GHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance (24 CFR § 5.603).

**Total Tenant Payment (TTP)** - The portion of rent that is based on a resident's income. The greater of 30% of the monthly Adjusted Income (as defined in these policies) or 10% of the monthly Annual Income (as defined in these policies) or Welfare Rent, but never less than the Minimum Rent. If the Resident pays the utilities, the amount of the Utility Allowance is deducted from the TTP. See the definition for Tenant Rent. (24 CFR § 5.613).

**Uniform Federal Accessibility Standards** - Standards for the design, construction, and alteration of publicly owned residential structures to insure that physically disabled persons will have ready access to and use of such structures. The standards are set forth in Appendix A to 24 CFR Part 40. See cross reference in 504 regulations [24 CFR § 8.32 (a)].

**Utilities** - means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility (24 CFR § 5.603).

**Very Low-Income Family** - means a family whose Annual Income does not exceed 50 percent of the median Annual Income for the area, with adjustments for smaller and larger families, as determined by the Secretary of Housing and Urban Development (24 CFR § 5.603).

**Utility Reimbursement** - means funds that are reimbursed to a resident when the Utility Allowance for a unit exceeds the resident's Total Tenant Payment (24 CFR § 5.603).

**Economic Self-Sufficiency Program** (24 CFR § 5.603(b). - any program designed to encourage, assist, train, or facilitate the economic independence of HUD assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

**Extremely Low Income Family** - a family whose annual income does not exceed 30 percent of the median income for the area (AMI), as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30% of the median income for the area if HUD finds

that such variations are necessary because of unusually high or low family incomes. (24CFR 5.603 (b)).

**Flat Rent** – a rent determined by the GHA based on the market rent charged for comparable units in the private unassisted rental market, equal to the estimated rent for which GHA could promptly lease a public housing unit after preparation for occupancy. (24CFR 960.253 (b)).

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Gary Housing Authority

Grant Type and Number  
 Capital Fund Program: IN36P011501-03  
 Capital Fund Program

Federal FY of Grant:

2003

Original Annual Statement  
 Performance and Evaluation Report for Period Ending:  
 Summary by Development Account

Replacement Housing Factor Grant No:  
 Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 4) 6/25/07  
 Final Performance and Evaluation Report

| Line No. | Description   | Total Estimated Cost |                 |                 | Total Actual Cost |  |  |
|----------|---|----------------------|-----------------|-----------------|-------------------|--|--|
|          |   | Original             | Revised         | Obligated       | Expended          |  |  |
| 1        | Total non-CFP Funds                                       |                      |                 |                 |                   |  |  |
| 2        | 1406 Operations   | 705,000.00           | 818,484.00      | 818,484.00      | 705,000.00        |  |  |
| 3        | 1408 Management Improvements                              | 0.00                 | 446,346.13      | 446,346.13      | 0.00              |  |  |
| 4        | 1410 Administration                                       | 203,775.08           | 203,275.08      | 203,275.08      | 203,275.08        |  |  |
| 5        | 1411 Audit  | 0.00                 | 0.00            | 0.00            | 0.00              |  |  |
| 6        | 1415 liquidated Damages                                   | 0.00                 | 0.00            | 0.00            | 0.00              |  |  |
| 7        | 1430 Fees and Costs                                       | 147,200.00           | 147,200.00      | 147,200.00      | 147,200.00        |  |  |
| 8        | 1440 Site Acquisition                                     | 0.00                 | 0.00            | 0.00            | 0.00              |  |  |
| 9        | 1450 Site Improvement                                     | 0.00                 | 0.00            | 0.00            | 0.00              |  |  |
| 10       | 1460 Dwelling Structures                                  | 1,990,000.00         | 1,615,000.00    | 1,615,000.00    | 1,606,550.04      |  |  |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   | 0.00                 | 0.00            | 0.00            | 0.00              |  |  |
| 12       | 1470 Non-dwelling Structures                              | 0.00                 | 0.00            | 0.00            | 0.00              |  |  |
| 13       | 1475 Non-dwelling Equipment                               | 1,046,445.92         | 862,115.79      | 862,115.79      | 862,115.79        |  |  |
| 14       | 1485 Demolition   |                      |                 |                 |                   |  |  |
| 15       | 1490 Replacement Reserve                                  |                      |                 |                 |                   |  |  |
| 16       | 1492 Moving to Work Demonstration                         |                      |                 |                 |                   |  |  |
| 17       | 1495.1 Relocation Costs                                   |                      |                 |                 |                   |  |  |
| 18       | 1499 Development Activities                               |                      |                 |                 |                   |  |  |
| 19       | 1502 Contingency  |                      |                 |                 |                   |  |  |
| 20       | Amount of Annual Grant: (sum of lines 2-19)               | \$ 4,092,421.00      | \$ 4,092,421.00 | \$ 4,092,421.00 | \$ 3,524,140.91   |  |  |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                 |                 |                   |  |  |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                 |                 |                   |  |  |
| 23       | Amount of line 20 Related to Security                     |                      |                 |                 |                   |  |  |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                 |                 |                   |  |  |

6/24/2007

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

| PHA Name Gary Housing Authority               |  | Grant Type and Number<br>Capital Fund Program #:IN36F011501-03<br>Capital Fund Program<br>Replacement Housing Factor #: |            | Federal FY of Grant: 2003 |                    |                         |                         |                                   |
|---|--|---|------------|---------------------------|--------------------|-------------------------|-------------------------|-----------------------------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories   | Dev. Acct No.   | Quantity   | Total Estimated Cost      |                    | Total Actual Cost       |                         | Status of Proposed Work           |
|   |  |   |            | Original                  | Revised            | Funds Obligated         | Funds Expended          |                                   |
| HA-Wide Operations                            | <ul style="list-style-type: none"> <li>Improve PHAS Score</li> <li>REAC Deficiencies</li> </ul>        | 1406  | 1 LS       | 705,000.00                | 818,484.00         | 818,484.00              | 705,000.00              |                                   |
| HA-Wide Mgmt. Improvements                    | <ul style="list-style-type: none"> <li>Resident Training</li> <li>Staff Training</li> </ul>            | 1408  | 1 LS       |                           |                    |                         |                         |                                   |
|   | <ul style="list-style-type: none"> <li>Security/Management Needs</li> <li>Computer Software</li> </ul> | 1408  | 1 LS       | 0.00<br>0.00              | 446,346.13<br>0.00 | 446,346.13              |                         |                                   |
| HA-Wide Admin                                 | Non-Technical Salaries   | 1410  | 1 LS       |                           |                    |                         |                         |                                   |
|   | Technical Salaries   | 1410  | 1 LS       | 166,285.21                | 166,285.21         | 166,285.21              | 166,285.21              |                                   |
|   | Legal Expense  | 1410  | 1 LS       | 0.00                      |                    |                         |                         |                                   |
|   | Fringe Benefits  | 1410  | 1 LS       | 36,898.87                 | 36,989.87          | 36,989.87               | 36,989.87               |                                   |
|   | Travel Expense   | 1410  | 1 LS       | 0.00                      |                    |                         |                         |                                   |
|   | Sundry Expense   | 1410  | 1 LS       | 500.00                    |                    |                         |                         |                                   |
|   | Telephone  | 1410  | 1 LS       | 0.00                      |                    |                         |                         |                                   |
|   | Audit  | 1411  | 1 LS       | 0.00                      |                    |                         |                         |                                   |
| HA-Wide Fees and Costs                        | A & E services @ 5% of the annual Grant amount   | 1430  | 1 LS       | 147,200.00                | 147,200.00         | 29,500.00<br>117,700.00 | 29,500.00<br>117,700.00 | CVR-Closed<br>J. Childs<br>Closed |
| Delaney - East IN 11-01                       | Soffit and Fascia Replacement  | 1460  | Total Site | 500,000.00                | 500,000.00         | 500,000.00              | 500,000.00              | 2003 & 2004                       |
| Delaney IN 11-01 & 04                         | Re-Roofing of Units and Comm. Bldg.  | 1460  | Total Site | 500,000.00                | 500,000.00         | 500,000.00              | 500,000.00              | 2003 & 2004                       |
|   |  |   |            |                           |                    |                         |                         |                                   |
|   |  |   |            |                           |                    |                         |                         |                                   |

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

PHA Name Gary Housing Authority

Grant Type and Number  
Capital Fund Program #: IN36P011501-03  
Capital Fund Program  
Replacement Housing Factor #:

Federal FY of Grant: 2003

| Development Number<br>Name/HA-Wide Activities        | General Description of Major Work Categories   | Dev. Acct No.                                | Quantity                                     | Total Estimated Cost  |   | Total Actual Cost   |                                       | Status of Proposed Work                                      |
|--|--|--|--|---|---|---|---------------------------------------|--|
|  |  |  |  | Original  | Revised   | Funds Obligated   | Funds Expended                        |  |
| <b>Dorie Miller</b><br>IN 11-05                      | Residing Exterior of 51 Buildings<br>Replace Heating Furnaces for Units  | 1460<br>1460                                 | Total Site<br>288 EA                         | 375,000.00<br>0.00  | 0.00<br>0.00  | 0.00  |                                       | FFA<br>FFA   |
| <b>3280 Pierce</b><br><b>High-Rise</b><br>IN 11-07   | Replace Intercom System<br>Update Interior Lobby   | 1475<br>1475                                 | 1LS<br>1LS                                   | 50,000.00   | 11,508.40   | 11,508.40   | 11,508.40                             | FFA<br>FFA   |
| <b>Scattered Site</b><br>IN 11-09                    | Replace Heating Furnaces for Units   | 1460   | 28 EA  | 0.00  | 0.00  |   |                                       | FFA  |
| <b>Carolyn Mosby</b><br><b>High Rise</b><br>IN 11-11 | Update Interior Lobby Area<br>Upgrade Interior Hallways<br>Replace Intercom System   | 1475<br>1475<br>1475                         | 1 LS<br>1 LS<br>1 LS                         | 50,000.00<br>18,000.00<br>50,000.00                                     | 17,161.47<br>0.00<br>0.00                                     | 17,161.47   | 17,161.47                             | FFA<br>FFA<br>FFA  |
| <b>Miller Heights</b><br>IN 11-17                    | Residing Exterior for Buildings<br>Replace Exterior Doors  | 1460<br>1460                                 | 55 Each<br>110 EA                            | 615,000.00  | 623,274.20  | 623,274.20  | 606,550.04                            | Completed<br>FFA   |
| <b>Scattered Sites</b><br>IN 11-23                   | Interior Bathroom Improvements<br>Replace Exterior Doors   | 1460<br>1460                                 | 21 EA<br>42 EA                               |   |   |   |                                       | FFA<br>FFA   |
| <b>Al Thomas</b><br><b>High Rise</b><br>IN 11-24     | Replace Hall Carpeting<br>Upgrade Hallway Lighting<br>Replace Intercom System<br>Install New Fire Alarm System<br>Install New Sprinkler System<br>Replace Hot Water Boiler | 1475<br>1475<br>1475<br>1475<br>1475<br>1475 | 1 LS<br>1 LS<br>1 LS<br>1 LS<br>1 LS<br>1 LS | 20,000.00<br>15,000.00<br>0.00<br>100,000.00<br>651,311.92<br>25,161.00 | 0.00<br>0.00<br>0.00<br>100,000.00<br>651,311.92<br>25,161.00 | 0.00<br>0.00<br>0.00<br>100,000.00<br>651,311.92,2<br>25,161.00 | 100,000.00<br>651,311.92<br>25,161.00 | FFA<br>FFA<br>FFA<br>2003 & 2004<br>2003 & 2004<br>Completed |



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

| Development Number<br>Name/HA-Wide<br>Activities | All Fund Obligated<br>(Quart Ending Date) |         | All Funds Expended<br>(Quarter Ending Date) |         | Reasons for Revised Target Dates |
|--|---|---------|---|---------|----------------------------------|
|  | Original                                  | Revised | Original                                    | Revised |                                  |
| HA - Wide  | 9/05                                      |         | 9/07  |         |                                  |
| Delaney East IN 11-01                            | 9/05                                      |         | 9/07  |         |                                  |
| Delaney West IN 11-04                            | 9/05                                      |         | 9/07  |         |                                  |
| 3280 Pierce IN 11-07                             | 9/05                                      |         | 9/07  |         |                                  |
| Dorie Miller IN 11-05                            | 9/05                                      |         | 9/07  |         |                                  |
| Scattered Site IN 11-05                          | 9/05                                      |         | 9/07  |         |                                  |
| Carolyn Mosby Hi Rise<br>IN 11-11                | 9/05                                      |         | 9/07  |         |                                  |
| Miller Heights IN 11-17                          | 9/05                                      |         | 9/07  |         |                                  |
| Scatter Site IN 11-23                            | 9/05                                      |         | 9/07  |         |                                  |
| Al Thomas High Rise<br>IN 11-25                  | 9/05                                      |         | 9/07  |         |                                  |

PHA Name:  
Gary Housing Authority

Grant Type and Number  
Capital Fund Program #: IN36P011501-03  
Capital Fund Program Replacement Housing Factor #:

Federal FY of Grant: 2003

Name Minnetta L. Nelson Date June 25, 2007

Title Interim Executive Director





**GARY HA**  
Grant Information

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**Grant: IN36P011501-03 (CFP) Capital Fund Program**

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Unavailable for drawdown

| Status | Line Item | Name                   | Authorized          | Disbursed           | Payments in Process | Balance           |
|--------|-----------|------------------------|---------------------|---------------------|---------------------|-------------------|
|        | 0100      | Reserved Budget        | 0.00                | 0.00                | 0.00                | 0.00              |
|        | 0110      | Initial Budget         | 0.00                | 0.00                | 0.00                | 0.00              |
|        | 1406      | Operations             | 705,000.00          | 705,000.00          | 0.00                | 0.00              |
|        | 1408      | Management Improvement | 0.00                | 0.00                | 0.00                | 0.00              |
|        | 1410      | Adminstration          | 203,775.08          | 203,275.08          | 0.00                | 500.00            |
|        | 1411      | Audit Cost             | 0.00                | 0.00                | 0.00                | 0.00              |
|        | 1430      | Fees & Costs           | 147,200.00          | 147,200.00          | 0.00                | 0.00              |
|        | 1450      | Site Improvement       | 0.00                | 0.00                | 0.00                | 0.00              |
|        | 1460      | Dwelling Structures    | 1,990,000.00        | 1,606,550.04        | 0.00                | 383,449.96        |
|        | 1465      | Dwelling Equipment     | 0.00                | 0.00                | 0.00                | 0.00              |
|        | 1475      | Non-Dwelling Equipment | 1,046,445.92        | 862,115.79          | 0.00                | 184,330.13        |
|        |           | <b>Totals</b>          | <b>4,092,421.00</b> | <b>3,524,140.91</b> | <b>0.00</b>         | <b>568,280.09</b> |



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**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Gary Housing Authority  
 Grant Type and Number  
 Capital Fund Program: IN36P011502-03  
 Capital Fund Program

Federal FY of Grant:  
 2003

Replacement Housing Factor Grant No:  
 Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 4) 6/25/07  
 Final Performance and Evaluation Report

| Line No. | Performance and Evaluation Report for Period Ending:<br>Summary by Development Account | Total Estimated Cost |            | Total Actual Cost |               |
|----------|--|----------------------|------------|-------------------|---------------|
|          |  | Original             | Revised    | Obligated         | Expended      |
| 1        | Total non-CFP Funds  | 143,778.00           | 183,755.00 | 183,755.00        | 120,737.26    |
| 2        | 1406 Operations  | 0.00                 | 183,755.00 | 85,202.12         |               |
| 3        | 1408 Management Improvements   | 0.00                 | 0.00       | 0.00              |               |
| 4        | 1410 Administration  |                      |            |                   |               |
| 5        | 1411 Audit   |                      |            |                   |               |
| 6        | 1415 Liquidated Damages  |                      |            |                   |               |
| 7        | 1430 Fees and Costs  | 380,994.67           | 304,846.56 | 304,846.56        | 304,846.56    |
| 8        | 1440 Site Acquisition  |                      |            |                   |               |
| 9        | 1450 Site Improvement  | 0.00                 | 60,000.00  | 0.00              |               |
| 10       | 1460 Dwelling Structures   | 304,005.33           | 96,421.44  | 0.00              |               |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable  |                      |            |                   |               |
| 12       | 1470 Non-dwelling Structures   | 0.00                 | 0.00       | 0.00              |               |
| 13       | 1475 Non-dwelling Equipment  | 0.00                 | 0.00       | 0.00              |               |
| 14       | 1485 Demolition  |                      |            |                   |               |
| 15       | 1490 Replacement Reserve   |                      |            |                   |               |
| 16       | 1492 Moving to Work Demonstration  |                      |            |                   |               |
| 17       | 1495.1 Relocation Costs  |                      |            | 90,000.00         |               |
| 18       | 1499 Development Activities  | 90,000.00            | 90,000.00  | 90,000.00         |               |
| 19       | 1502 Contingency   |                      |            |                   |               |
| 20       | Amount of Annual Grant: (sum of lines 2-19)  | \$ 918,778.00        | 918,778.00 | \$ 762,356.56     | \$ 425,583.82 |
| 21       | Amount of line 20 Related to LBP Activities  |                      |            |                   |               |
| 22       | Amount of line 20 Related to Section 504 Compliance                                    |                      |            |                   |               |
| 23       | Amount of line 20 Related to Security  |                      |            |                   |               |
| 24       | Amount of line 20 Related to Energy Conservation Measures                              |                      |            |                   |               |

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

| PHA Name Gary Housing Authority               |   | Grant Type and Number<br>Capital Fund Program # IN36P011502-03<br>Capital Fund Program<br>Replacement Housing Factor #: |          |                      | Federal FY of Grant: 2003 |                 |                   | Status of Proposed Work |                               |
|---|---|---|----------|----------------------|---------------------------|-----------------|-------------------|-------------------------|-------------------------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories  | Dev. Acct No.   | Quantity | Total Estimated Cost |                           |                 | Total Actual Cost |                         |                               |
|   |   |   |          | Original             | Revised                   | Funds Obligated | Funds Expended    |                         |                               |
| HA-Wide Operations                            | <ul style="list-style-type: none"> <li>• Improve PHAS Score</li> <li>• REAC Deficiencies</li> </ul>   | 1406  | 1 LS     | 143,778.00           | 183,755.00                | 183,755.00      | 120,737.26        |                         |                               |
| HA-Wide Mgmt. Improvements                    | <ul style="list-style-type: none"> <li>Unit Revitalization Plan</li> <li>Security/Management Needs</li> <li>Community Prog Service</li> <li>Computer Software Upgrades</li> <li>Staff Training</li> </ul> | 1408  | 1 LS     | 0.00                 | 0.00                      | 0.00            |                   |                         |                               |
|   |   | 1408  |          | 0.00                 | 85,202.12                 | 85,202.12       |                   |                         |                               |
|   |   | 1408  |          | 0.00                 | 29,076.89                 | 29,076.89       |                   |                         |                               |
|   |   | 1408  |          | 0.00                 | 64,475.99                 | 64,475.99       |                   |                         |                               |
|   |   | 1408  |          | 0.00                 | 5,000.00                  | 5,000.00        |                   |                         |                               |
| HA-Wide Admin                                 | Technical Salaries  | 1410  | 1 LS     |                      |                           |                 |                   |                         |                               |
|   | Non-Technical Salaries  | 1410  | 1 LS     | 0.00                 | 0.00                      | 0.00            |                   |                         |                               |
|   | Technical Training  | 1410  | 1 LS     | 0.00                 | 0.00                      | 0.00            |                   |                         |                               |
| HA-Wide Fees and Costs                        | A&E Services @ 3% of the Annual Grant Amount  | 1430  | 1 LS     | 210,994.67           | 210,994.67                | 210,994.67      | 210,994.67        | 210,994.67              | F&F Extens<br>F&F             |
|   | Grant Writer/Developer  | 1499  | 1 LS     | 90,000.00            | 90,000.00                 | 90,000.00       | 90,000.00         | 93,851.89               | 93,851.89                     |
| Site Improvement                              | HOPE VI Homeownership Phase   | 1450  |          | 0.00                 | 0.00                      | 0.00            |                   | 0.00                    | Moved to<br>2005              |
| Doric Miller IN 11-05                         | Fire Hydrants   | 1450  | 8        | 0.00                 | 57,450.00                 | 0.00            |                   | 0.00                    | Pre-HUD<br>Approval<br>Status |
| Concord Village IN 11-15                      | Air Conditioner for Office and Community Center   | 1450  | 1        | 0.00                 | 2,550.00                  | 0.00            |                   |                         | Per-HUD<br>Approval<br>Status |

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

| PHA Name Gary Housing Authority               |  | Grant Type and Number<br>Capital Fund Program #:IN36P011502-03<br>Capital Fund Program<br>Replacement Housing Factor #: |          |                      | Federal FY of Grant: 2003 |                   |                |                         |
|---|--|---|----------|----------------------|---------------------------|-------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No.   | Quantity | Total Estimated Cost |                           | Total Actual Cost |                | Status of Proposed Work |
|   |  |   |          | Original             | Revised                   | Funds Obligated   | Funds Expended |                         |
| HA-Wide Dwelling Structures                   | 504 Compliance of Office                     | 1460  | 1 LS     | 20,000.00            | 0.00                      |                   |                | FFA                     |
| Genesis Towers IN 11-25                       | Injector Pump                                | 1460  | 1 LS     |                      | 2,106.72                  |                   |                | Per-HUD Approval        |
|   | Remote Card Reader                           | 1460  | 1 LS     |                      | 19,863.00                 |                   |                | Per-HUD Approval        |
| Al Thomas IN 11-24                            | Block Heater                                 | 1460  | 1 LS     |                      | 571.72                    |                   |                | Per-HUD Approval        |
| Glen Park High Rise IN 11-07                  | Hot Water Heater Boiler                      | 1460  | 1 LS     |                      | 36,940.00                 |                   |                | Per-HUD Approval        |
| Carolyn Mosby HI Rise IN 11-11                | Hot Water Heater Boiler                      | 1460  | 1 LS     |                      | 36,940.00                 |                   |                | Per-HUD Approval        |
| Dorie Miller IN 11-05                         | Residing Exterior of 51 Buildings            | 1460  | 51 EA    | 304,005.33           | 0.00                      | 0.00              |                | FFA                     |
| HA-Wide Demolition                            | Demolition of 7 Units                        | 1485  | 7 EA     |                      |                           |                   |                | Moved to 2004           |

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

| PHA Name:<br>Gary Housing Authority              | Grant Type and Number<br>Capital Fund Program #: IN36P011502-03<br>Capital Fund Program Replacement Housing Factor #: |         | Federal FY of Grant: 2003                   |          |                                  |  |
|--|---|---------|---|----------|----------------------------------|--|
|  | All Fund Obligated<br>(Quart Ending Date)   |         | All Funds Expended<br>(Quarter Ending Date) |          | Reasons for Revised Target Dates |  |
| Development Number<br>Name/HA-Wide<br>Activities | Original  | Revised | Actual                                      | Original |                                  | Revised  |
| HA - Wide Activities                             | 2/06  |         |   | 2/08     |                                  |  |
| HA - Wide Dwelling<br>Structure                  | 2/06  |         |   | 2/08     |                                  |  |
| HA - Wide Demolition                             | 2/06  |         |   | 2/08     |                                  | Project was delayed                                  |
| Dorie Miller IN 11-05                            | 2/06  |         |   | 2/08     |                                  | Project was delayed/environmental issues (asbestos)  |
| Dorie Miller IN 11-05                            |   |         |   | 2/08     |                                  | New site improvement project to address fire safety  |
| Concord Vill IN 11-15                            |   |         |   | 2/08     |                                  | New site improvement project for community center    |
| Genesis Tower IN 11-25                           |   |         |   | 2/08     |                                  | New dwelling structure project for security purposes |
| Al Thomas IN 11-24                               |   |         |   | 2/08     |                                  | New dwelling structure project to address heating    |
| Glen Park IN 11-07                               |   |         |   | 2/08     |                                  | New dwelling structure project (boiler)              |
| Carolyn Mosby IN 11-11                           |   |         |   | 2/08     |                                  | New dwelling structure project (boiler)              |
| Development Activities                           |   |         |   | 2/08     |                                  | HOPE VI Homeownership Phase Cost                     |

Name Minnetta E. Nelson  
 Title Interim Executive Director

Date June 25, 2007

Grant Information



**GARY HA**  
Grant Information

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**Grant: IN36P011502-03 (CFP) Capital Fund Program**

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| Unavailable for drawdown |           |                        |                   |                   |                     |                   |
|--------------------------|-----------|------------------------|-------------------|-------------------|---------------------|-------------------|
| Status                   | Line Item | Name                   | Authorized        | Disbursed         | Payments in Process | Balance           |
|                          | 0100      | Reserved Budget        | 0.00              | 0.00              | 0.00                | 0.00              |
|                          | 0110      | Initial Budget         | 0.00              | 0.00              | 0.00                | 0.00              |
|                          | 1406      | Operations             | 143,778.00        | 120,737.26        | 0.00                | 23,040.74         |
|                          | 1408      | Management Improvement | 0.00              | 0.00              | 0.00                | 0.00              |
|                          | 1410      | Adminstration          | 0.00              | 0.00              | 0.00                | 0.00              |
|                          | 1430      | Fees & Costs           | 380,994.67        | 304,846.56        | 0.00                | 76,148.11         |
|                          | 1460      | Dwelling Structures    | 304,005.33        | 0.00              | 0.00                | 304,005.33        |
|                          | 1485      | Demolition             | 0.00              | 0.00              | 0.00                | 0.00              |
|                          | 1499      | Development Activity   | 90,000.00         | 0.00              | 0.00                | 90,000.00         |
|                          |           | <b>Totals</b>          | <b>918,778.00</b> | <b>425,583.82</b> | <b>0.00</b>         | <b>493,194.18</b> |



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# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Gary Housing Authority

Grant Type and Number  
 Capital Fund Program: IN36P011501-04  
 Capital Fund Program

Federal FY of Grant:  
 2004

Replacement Housing Factor Grant No:

Original Annual Statement  
 Performance and Evaluation Report for Period Ending: 12/31/05  
 Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no:2) 7/08/07  
 Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |                 |                 | Total Actual Cost |  |  |
|----------|---|----------------------|-----------------|-----------------|-------------------|--|--|
|          |   | Original             | Revised         | Obligated       | Expended          |  |  |
| 1        | Total non-CFP Funds                                       |                      |                 |                 |                   |  |  |
| 2        | 1406 Operations   | 958,000.00           | 958,000.00      | 958,000.00      | 958,000.00        |  |  |
| 3        | 1408 Management Improvements                              | 183,200.00           | 183,200.00      | 77,754.01       | 77,754.01         |  |  |
| 4        | 1410 Administration                                       | 227,855.00           | 227,855.52      | 214,355.52      | 214,355.52        |  |  |
| 5        | 1411 Audit  | 0.00                 | 0.00            | 0.00            | 0.00              |  |  |
| 6        | 1415 liquidated Damages                                   | 0.00                 | 0.00            | 0.00            | 0.00              |  |  |
| 7        | 1430 Fees and Costs                                       | 210,000.00           | 252,094.85      | 252,094.00      | 98,722.24         |  |  |
| 8        | 1440 Site Acquisition                                     | 0.00                 |                 |                 |                   |  |  |
| 9        | 1450 Site Improvement                                     | 60,000.00            | 37,714.09       |                 |                   |  |  |
| 10       | 1460 Dwelling Structures                                  | 1,943,394.61         | 2,021,308.33    | 2,021,308.33    | 682,041.08        |  |  |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   | 186,902.00           | 172,633.98      | 146,578.79      | 146,578.79        |  |  |
| 12       | 1470 Non-dwelling Structures                              | 250,000.00           | 57,905.15       |                 |                   |  |  |
| 13       | 1475 Non-dwelling Equipment                               | 681,970.00           | 790,611.08      | 704,698.34      | 276,355.64        |  |  |
| 14       | 1485 Demolition   | 80,000.00            | 80,000.00       |                 |                   |  |  |
| 15       | 1490 Replacement Reserve                                  |                      |                 |                 |                   |  |  |
| 16       | 1492 Moving to Work Demonstration                         |                      |                 |                 |                   |  |  |
| 17       | 1495.1 Relocation Costs                                   | 10,000.00            | 10,000.00       | 10,000.00       | 10,000.00         |  |  |
| 18       | 1499 Development Activities                               |                      |                 |                 |                   |  |  |
| 19       | 1502 Contingency  |                      |                 |                 |                   |  |  |
| 20       | Amount of Annual Grant: (sum of lines 2-19)               | \$ 4,791,323.00      | \$ 4,791,323.00 | \$ 4,384,789.84 | \$ 2,463,807.28   |  |  |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                 |                 |                   |  |  |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                 |                 |                   |  |  |
| 23       | Amount of line 20 Related to Security                     |                      |                 |                 |                   |  |  |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                 |                 |                   |  |  |

7/27/2007

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

| PHA Name Gary Housing Authority               |   | Grant Type and Number<br>Capital Fund Program #:IN36P011501-04<br>Capital Fund Program<br>Replacement Housing Factor #: |            | Federal FY of Grant: 2004  |                        |                         |                         |                                    |
|---|---|---|------------|----------------------------|------------------------|-------------------------|-------------------------|------------------------------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories  | Dev. Acct No.   | Quantity   | Total Estimated Cost       |                        | Total Actual Cost       |                         | Status of Proposed Work            |
|   |   |   |            | Original                   | Revised                | Funds Obligated         | Funds Expended          |                                    |
| HA-Wide Operations                            | <ul style="list-style-type: none"> <li>Improve PHAS Score</li> <li>REAC Deficiencies</li> </ul>   | 1406  | 1 LS       | \$958,000.00               | 958,000.00             | \$958,000.00            | \$958,000.00            |                                    |
| HA-Wide Mgmt. Improvements                    | <ul style="list-style-type: none"> <li>Resident Training/Travel</li> <li>Staff Training/Travel</li> <li>Security/Management Needs</li> <li>Computer Software</li> </ul>   | 1408  | 1 LS       | \$3,200.00<br>\$100,000.00 | 3,200.00<br>100,000.00 | \$2,961.24<br>69,660.53 | \$2,961.24<br>69,660.53 |                                    |
| HA-Wide Admin                                 | <ul style="list-style-type: none"> <li>Non-Technical Salaries</li> <li>Technical Salaries</li> <li>Legal Expense</li> <li>Fringe Benefits</li> <li>Travel Expense</li> <li>Sundry Expense</li> <li>Telephone Expense</li> <li>Internal Audit</li> <li>Recreational Equipment</li> </ul> | 1410  | 1 LS       | 0.00                       | 0.00                   | \$0.00                  | \$0.00                  |                                    |
| HA-Wide Fees and Costs                        | <ul style="list-style-type: none"> <li>A &amp; E services @ 6% of the annual Grant amount</li> </ul>  | 1430  | 1 LS       | \$210,000.00               | 252,094.85             | 2,094.85                | 2,094.85                | J. Childs<br>Project<br>Eliminated |
| HA-Wide Site Acquisition                      | <ul style="list-style-type: none"> <li>GHA acquisition of building or property for future central office.</li> </ul>  | 1440.10   | 1 LS       | \$0.00                     | 0.00                   | 0.00                    | 0.00                    |                                    |
| Delaney - East IN 11-01                       | <ul style="list-style-type: none"> <li>Re-Roofing of Units and Comm. Bldg.</li> <li>Rough Carpentry</li> </ul>  | 1460  | Total Site | \$698,463.00               | 720,748.91             | 720,748.91              | 435,222.08              | 2003 & 2004                        |
|   |   | 1460  |            | \$0.00                     | \$19,872.00            | \$19,872.00             |                         |                                    |



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

| PHA Name Gary Housing Authority               |   | Grant Type and Number<br>Capital Fund Program #:IN36P011501-04<br>Capital Fund Program<br>Replacement Housing Factor #: |                          | Federal FY of Grant: 2004                  |                                  |                                      |                                |                         |
|---|---|---|--------------------------|--|----------------------------------|--------------------------------------|--------------------------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories  | Dev. Acct No.   | Quantity                 | Total Estimated Cost                       |                                  | Total Actual Cost                    |                                | Status of Proposed Work |
|   |   |   |                          | Original                                   | Revised                          | Funds Obligated                      | Funds Expended                 |                         |
| <b>Delaney - East</b><br>IN 11-01             | Painting<br>Insulation  | 1460<br>1460  |                          | \$0.00<br>\$0.00                           | \$1,580.00<br>\$193,043.00       | \$1,580.00<br>193,043.00             |                                |                         |
| <b>Delaney - West</b><br>IN 11-04             | Replace Building Exterior Siding<br>Trimming and Landscaping                          | 1460<br>1450  | 42 EA<br>1 LS            | \$250,000.00<br>\$60,000.00                | 0.00<br>37,714.09                | \$0.00<br>\$0.00                     | \$0.00<br>\$0.00               | FFA                     |
| <b>Dorie Miller</b><br>IN 11-05               | Replace Heating Furnaces<br>Install Storm and Upstairs window Screens                 | 1465<br>1460  | 25EA<br>Total Site       | \$13,000.00<br>\$175,000.00                | 13,000.00<br>112,735.00          | 13,000.00<br>112,735.00              | 13,000.00<br>112,735.00        | Completed               |
|   | Install new security screens  | 1460  | Total Site               | \$240,000.00                               | 285,006.00                       | 285,006.00                           | \$0.00                         |                         |
|   | Asbestos Abatement  | 1460  | 51EA                     | \$63,608.61                                | 0.00                             |                                      |                                | FFA                     |
|   | Kitchen countertops & cabinets  | 1465  |                          | \$4,211.81                                 | 4,211.81                         | 4,211.81                             | 4,211.81                       | Completed               |
|   | Roofing/Soffit/Fascia   | 1460  |                          | \$0.00                                     | 33,133.00                        | 33,133.00                            |                                |                         |
|   | Rough Carpentry   | 1460  |                          | \$0.00                                     | 11,336.00                        | 11,336.00                            |                                |                         |
|   | Siding  | 1460  |                          | \$0.00                                     | 52,162.00                        | 52,162.00                            |                                |                         |
|   | Insulation  | 1460  |                          | \$0.00                                     | 1,237.00                         | 1,237.00                             |                                |                         |
| <b>East Point</b><br>IN 11-06                 | Install new exterior doors<br>Residing exterior of buildings<br>Roofs/soffits/fascias | 1460<br>1460<br>1460  | 140 EA<br>35 EA<br>35 EA | \$50,000.00<br>\$241,323.00<br>\$75,000.00 | 187,322.00<br>0.00<br>205,606.00 | 187,322.00<br>\$0.00<br>\$205,606.00 | \$0.00<br>\$0.00<br>\$0.00     |                         |
|   | Replace gutters/downspouts  | 1460  | 35 EA                    | \$25,000.00                                | 24,531.00                        | 24,531.00                            | \$0.00                         |                         |
|   | Painting  | 1460  |                          | 0.00                                       | 27,520.00                        | 27,520.00                            | 0.00                           |                         |
|   | Finish Hardware   | 1460  |                          | 0.00                                       | 11,392.42                        | 11,392.42                            | 0.00                           |                         |
| <b>Scattered Site</b><br>IN 11-09             | Replace Heating Furnaces<br>Residing exterior of buildings<br>Replace Roofs           | 1460<br>1460<br>1460  | 28 EA<br>28 EA<br>28 EA  | \$125,000.00<br>0.00<br>0.00               | 134,084.00<br>0.00<br>0.00       | 134,084.00<br>\$0.00<br>\$0.00       | 134,084.00<br>\$0.00<br>\$0.00 | FFA<br>FFA<br>FFA       |
|   | Replace gutters, soffits, and fascias   | 1460  | 28 EA                    | 0.00                                       | 0.00                             | \$0.00                               | \$0.00                         | FFA                     |

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

| PHA Name Gary Housing Authority               |   | Grant Type and Number<br>Capital Fund Program # IN36P011501-04<br>Capital Fund Program<br>Replacement Housing Factor #: |                                      |   | Federal FY of Grant: 2004                 |                                      |                            |                                 |
|---|---|---|--------------------------------------|---|---|--------------------------------------|----------------------------|---------------------------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories  | Dev. Acct No.   | Quantity                             | Total Estimated Cost                        |   | Total Actual Cost                    |                            | Status of Proposed Work         |
|   |   |   |                                      | Original                                    | Revised                                   | Funds Obligated                      | Funds Expended             |                                 |
| Scattered Site<br>IN 11-08                    | Residing exterior of buildings<br>Replace Roofs   | 1460  | 17 EA                                | 0.00  | 0.00                                      | \$0.00                               | \$0.00                     | FFA                             |
| Concord Village                               | Replace gutters, soffits and fascias  | 1460  | 17 EA                                | 0.00  | 0.00                                      | \$0.00                               | \$0.00                     | FFA                             |
| Concord Village<br>IN 11-15                   | Residing exterior of buildings<br>Replace Roofs   | 1460  | 6 EA                                 | 0.00  | 0.00                                      | \$0.00                               | \$0.00                     | FFA                             |
| Miller Heights<br>IN 11-17                    | Replace gutters, soffits and fascias<br>Roof Replacement<br>Replace gutters, soffits and fascias<br>Demolition Fire/Flood units | 1460<br>1460<br>1460<br>1485  | 6 EA<br>6 EA<br>55 EA<br>55 EA<br>EA | 0.00<br>0.00<br>0.00<br>0.00<br>\$40,000.00 | 0.00<br>0.00<br>0.00<br>0.00<br>40,000.00 | \$0.00<br>\$0.00<br>\$0.00<br>\$0.00 | \$0.00<br>\$0.00<br>\$0.00 | FFA<br>FFA<br>FFA<br>FFA<br>FFA |
| Concord<br>IN 11-19                           | Replace exterior siding<br>Kitchen and Bathroom renovation  | 1460<br>1460  | 7 EA<br>1 LS                         | 0.00<br>0.00                                | 0.00<br>0.00                              |                                      |                            | FFA<br>FFA                      |
| Colonial Gardens<br>IN 11-20                  | Roof replacement<br>Replace gutters, soffits and fascias<br>Demolition Fire/Flood units   | 1460<br>1460<br>1485  | 160 EA<br>1 LS<br>EA                 | 0.00<br>0.00<br>\$40,000.00                 | 0.00<br>0.00<br>40,000.00                 |                                      |                            | FFA<br>FFA                      |
| Broadway Manor<br>IN 11-22                    | Flat Roofs Alterations<br>Replace exterior siding   | 1460<br>1460  | 6 EA<br>6 EA                         | 0.00<br>0.00                                | 0.00<br>0.00                              |                                      |                            | Bid Process<br>FFA              |
| Al Thomas<br>IN 11-24                         | Fire Alarm & Sprinkler Systems<br>AC/Heating Unit Replacement   | 1475<br>1465  | 1LS<br>15 EA                         | \$461,970.08<br>\$8,703.00                  | 570,611.08<br>8,703.00                    | 570,611.08<br>8,703.00               | 142,268.38<br>8,703.00     |                                 |
| Central Warehouse                             | Reconfiguration of Warehouse  | 1470  | 1 EA                                 | \$250,000.00                                | 57,905.15                                 |                                      |                            |                                 |

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

| PHA Name Gary Housing Authority               |  | Grant Type and Number<br>Capital Fund Program #: IN36P011501-04<br>Capital Fund Program<br>Replacement Housing Factor #: |          |                      | Federal FY of Grant: 2004 |                   |                |                         |
|---|--|--|----------|----------------------|---------------------------|-------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories       | Dev. Acct No.  | Quantity | Total Estimated Cost |                           | Total Actual Cost |                | Status of Proposed Work |
|   |  |  |          | Original             | Revised                   | Funds Obligated   | Funds Expended |                         |
| <b>HA-Wide</b>                                | Replace Ranges                                     | 1465   | 1LS      | \$25,000.00          | 24,950.00                 |                   |                |                         |
|   | Replace Refrigerators                              | 1465   | 1LS      | \$25,000.00          | 25,050.00                 | 25,050.00         | 25,050.00      |                         |
|   | Replace Hot Water Tanks                            | 1465   | 1LS      | \$26,025.00          | 26,025.00                 | 26,025.00         | 26,025.00      |                         |
|   | Replace Maint. Trucks/Cars & Equip.                | 1475   | 1LS      | \$33,100.00          | 33,100.00                 | 22,187.26         | 22,187.26      |                         |
|   | Renovation of Site Offices and Community Buildings | 1475   | 1LS      | \$0.00               | 0.00                      |                   |                | FFA                     |
| <b>HA-Wide</b>                                | Renovation of Site-Based Maint. Shops              | 1475   | 1LS      | 0.00                 | 0.00                      |                   |                | FFA                     |
| <b>HA-Wide</b>                                | Relocation Agency Wide                             | 1495   | 1LS      | \$10,000.00          | 10,000.00                 | 10,000.00         | 10,000.00      |                         |
|   | Network Computer Hardware                          | 1465   | 1LS      | 65,000.00            | 50,731.19                 | 49,626.00         | 49,626.00      |                         |
|   | New Standby Generator                              | 1475   | 1LS      | 111,900.00           | 111,900.00                | 111,900.00        | 111,900.00     | Completed               |
| <b>Genesis Tower</b>                          | Annunciator & Control Panel                        | 1465   | 1LS      | \$19,962.98          | 19,962.98                 | 19,962.98         | 19,962.98      | Completed               |

\*FFA: Contingent upon "Future Funds Available".



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

| PHA Name:<br>Gary Housing Authority              | Grant Type and Number<br>Capital Fund Program #: IN36P011501-04<br>Capital Fund Program Replacement Housing Factor #: |         | Federal FY of Grant: 2004                   |          |                                  |         |
|--|---|---------|---|----------|----------------------------------|---------|
|  | All Fund Obligated<br>(Quart Ending Date)   |         | All Funds Expended<br>(Quarter Ending Date) |          | Reasons for Revised Target Dates |         |
| Development Number<br>Name/HA-Wide<br>Activities | Original  | Revised | Actual                                      | Original |                                  | Revised |
| HA -- Wide                                       | 9/06  |         |   | 9/08     |                                  |         |
| IN 11-04 Delaney West                            | 9/06  |         |   | 9/08     |                                  |         |
| IN 11-05 Dorie Miller                            | 9/06  |         |   | 9/08     |                                  |         |
| East Point IN 11-06                              | 9/06  |         |   | 9/08     |                                  |         |
| Scattered Site IN 11-09                          | 9/06  |         |   | 9/08     |                                  |         |
| Scattered Site IN 11-08                          | 9/06  |         |   | 9/08     |                                  |         |
| Concord Village<br>IN 11-15                      | 9/06  |         |   | 9/08     |                                  |         |
| Miller Heights<br>IN 11-17                       | 9/06  |         |   | 9/08     |                                  |         |
| Concord IN 11-19                                 | 9/06  |         |   | 9/08     |                                  |         |
| Colonial Gardens<br>IN 11-20                     | 9/06  |         |   | 9/08     |                                  |         |
| Broadway Manor<br>IN 11-22                       | 9/06  |         |   | 9/08     |                                  |         |
| Genesis Tower IN 11-25                           | 9/06  |         |   | 9/08     |                                  |         |



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Gary Housing Authority

Grant Type and Number  
Capital Fund Program: IN3GF011501-05  
Capital Fund Program

Federal FY of Grant:  
2005

Replacement Housing Factor Grant No:

Original Annual Statement  
 Performance and Evaluation Report for Period Ending:  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 4 (8-01-07))  
 Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |                 |                 | Total Actual Cost |  |  |
|----------|---|----------------------|-----------------|-----------------|-------------------|--|--|
|          |   | Original             | Revised         | Obligated       | Expended          |  |  |
| 1        | Total non-CFP Funds                                       |                      |                 |                 |                   |  |  |
| 2        | 1406 Operations   | 680,000.00           | 913,564.00      | 913,564.00      | 680,000.00        |  |  |
| 3        | 1408 Management Improvements                              | 735,000.00           | 712,046.48      | 452,277.64      | 452,277.64        |  |  |
| 4        | 1410 Administration                                       | 316,429.78           | 251,429.78      | 251,429.78      | 251,429.78        |  |  |
| 5        | 1411 Audit  | 0.00                 | 0.00            |                 |                   |  |  |
| 6        | 1415 liquidated Damages                                   | 0.00                 | 0.00            |                 |                   |  |  |
| 7        | 1430 Fees and Costs                                       | 200,000.00           | 339,748.11      | 339,748.11      | 13,599.99         |  |  |
| 8        | 1440 Site Acquisition                                     | 0.00                 | 0.00            |                 |                   |  |  |
| 9        | 1450 Site Improvement                                     | 490,000.00           | 40,000.00       |                 |                   |  |  |
| 10       | 1460 Dwelling Structures                                  | 1,461,391.22         | 1,260,891.42    | 1,260,891.42    |                   |  |  |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   | 30,000.00            | 16,436.00       | 9,945.00        | 9,945.00          |  |  |
| 12       | 1470 Non-dwelling Structures                              | 180,000.00           | 18,705.21       | 18,705.21       | 18,705.21         |  |  |
| 13       | 1475 Non-dwelling Equipment                               | 225,000.00           | 825,000.00      | 817,915.40      | 127,915.40        |  |  |
| 14       | 1485 Demolition   | 20,000.00            | 0.00            |                 |                   |  |  |
| 15       | 1490 Replacement Reserve                                  | 0.00                 | 0.00            |                 |                   |  |  |
| 16       | 1492 Moving to Work Demonstration                         | 0.00                 | 0.00            |                 |                   |  |  |
| 17       | 1495.1 Relocation Costs                                   | 115,000.00           | 75,000.00       | 38,561.41       | 38,561.41         |  |  |
| 18       | 1499 Development Activities                               | 115,000.00           | 115,000.00      | 115,000.00      |                   |  |  |
| 19       | 1502 Contingency  | 0.00                 | 0.00            |                 |                   |  |  |
| 20       | Amount of Annual Grant: (sum of lines 2-19)               | \$ 4,567,821.00      | \$ 4,567,821.00 | \$ 4,218,037.97 | \$ 1,592,434.43   |  |  |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                 |                 |                   |  |  |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                 |                 |                   |  |  |
| 23       | Amount of line 20 Related to Security                     |                      |                 |                 |                   |  |  |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                 |                 |                   |  |  |

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

| PHA Name Gary Housing Authority               |   | Grant Type and Number<br>Capital Fund Program #:IN36P011501-05<br>Capital Fund Program<br>Replacement Housing Factor #: |          | Federal FY of Grant: 2005                           |   |                                     |                          |  |
|---|---|---|----------|---|---|-------------------------------------|--------------------------|--|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories  | Dev. Acct No.   | Quantity | Total Estimated Cost                                |   | Total Actual Cost                   |                          | Status of Proposed Work                |
|   |   |   |          | Original  | Revised   | Funds Obligated                     | Funds Expended           |  |
| <b>HA-Wide Operations</b>                     | <ul style="list-style-type: none"> <li>Improve PHAS Score</li> <li>REAC Deficiencies</li> </ul>   | 1406  | 1 LS     | 630,000.00<br>25,000.00<br>25,000.00                | 863,564.00<br>25,000.00<br>25,000.00                | 913,564.00                          | 680,000.00               |  |
| <b>HA-Wide Mgmt. Improvements</b>             | <ul style="list-style-type: none"> <li>Resident Training</li> <li>Staff Training</li> <li>Computer Software</li> </ul>  | 1408  | 1 LS     | 5,000.00<br>110,000.00<br>20,000.00                 | 5,000.00<br>95,320.68<br>20,000.00                  | 2,449.00                            | 2,449.00                 |  |
|   | <ul style="list-style-type: none"> <li>GHA Security</li> <li>Hi-Rise Security</li> <li>Vacant Unit Crew</li> <li>Preparation for REAC Inspection</li> <li>Material/Equipment Inventory</li> </ul> | 1408  | 1 LS     | 330,000.00<br>120,000.00<br>100,000.00<br>25,000.00 | 330,000.00<br>120,000.00<br>100,000.00<br>25,000.00 | 330,000.00<br>119,828.64            | 330,000.00<br>119,828.64 | Completed<br>Completed                 |
| <b>HA-Wide Admin</b>                          | Non-Technical Salaries  | 1410  | 1 LS     | 18,671.81   | 18,671.81   | 18,671.81                           | 18,671.81                | Completed                              |
|   | Technical Salaries  | 1410  | 1 LS     | 192,407.12  | 192,407.12  | 192,407.12                          | 192,407.12               | Completed                              |
|   | Legal Expense   | 1410  | 1 LS     | 5,000.00  | 0.00  |                                     |                          |  |
|   | Fringe Benefits   | 1410  | 1 LS     | 40,350.85   | 40,350.85   | 40,350.85                           | 40,350.85                | Completed                              |
|   | Travel Expense  | 1410  | 1 LS     | 50,000.00   | 0.00  |                                     |                          |  |
|   | Sundry Expense  | 1410  | 1 LS     | 5,000.00  | 0.00  |                                     |                          |  |
|   | Telephone Expense   | 1410  | 1 LS     | 2,500.00  | 0.00  |                                     |                          |  |
|   | Publication Expense   | 1410  | 1 LS     | 2,500.00  | 0.00  |                                     |                          |  |
|   | Independent Auditor   | 1411  | 1 LS     | 0.00  | 0.00  |                                     |                          |  |
| <b>HA-Wide Fees and Costs</b>                 | A & E Services  | 1430  | 1 LS     | 200,000.00  | 339,748.11  | 9,349.99                            | 6,349.99                 | J. Shuldiner<br>J Childs<br>F&F<br>IES |
|   | Environmental Engineering Services<br>Fee Accountant  |   |          | 0.00  | 0.00  | 250,000.00<br>76,148.11<br>4,250.00 | 4,250.00                 |  |



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

| PHA Name Gary Housing Authority               |  | Grant Type and Number<br>Capital Fund Program #IN36P011501-05<br>Capital Fund Program<br>Replacement Housing Factor #: |          | Federal FY of Grant: 2005 |           |                   |                |                         |
|---|--|--|----------|---------------------------|-----------|-------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost      |           | Total Actual Cost |                | Status of Proposed Work |
|   |  |  |          | Original                  | Revised   | Funds Obligated   | Funds Expended |                         |
|   | MIS Project Manager                          | 1430   | 1 LS     | 0.00                      | 0.00      |                   |                |                         |
|   | Section 8 Administrator                      | 1430   | 1LS      | 0.00                      | 0.00      |                   |                |                         |
| <b>Delaney -East</b>                          | Low-Water Pressure                           | 1460   | 1 LS     | 194,391.22                | 0.00      |                   |                | FFA                     |
| <b>IN 11-1</b>                                | Sewer Clean-out                              | 1450   | 1 LS     | 185,000.00                | 40,000.00 |                   |                |                         |
|   | Interior Painting                            | 1460   | 1 LS     | 120,000.00                | 0.00      |                   |                | FFA                     |
|   |  |  |          |                           |           |                   |                |                         |
| <b>Ivanhoe Gardens</b>                        | Sewer Clean-out                              | 1450   | 1 LS     | 0.00                      | 0.00      |                   |                |                         |
| <b>IN 11-02</b>                               |  |  |          |                           |           |                   |                |                         |
|   |  |  |          |                           |           |                   |                |                         |
| <b>Delaney - West</b>                         | Sewer Clean-out                              | 1450   | 1 LS     | 110,000.00                | 0.00      |                   |                | FFA                     |
| <b>IN 11-04</b>                               |  |  |          |                           |           |                   |                |                         |
|   |  |  |          |                           |           |                   |                |                         |
| <b>Dorie Miller Homes</b>                     | Sewer Clean-out                              | 1450   | 1 LS     | 110,000.00                | 0.00      |                   |                | FFA                     |
| <b>IN 11-05</b>                               | Learning Center Roof Repair                  | 1460   | 1LS      | 0.00                      | 0.00      |                   |                |                         |
|   | Replace Soffit and Fascia                    | 1460   | 1 LS     | 0.00                      | 0.00      |                   |                |                         |
|   | Site Improvements                            | 1450   | 1LS      | 0.00                      | 0.00      |                   |                |                         |
|   | Exterior Siding                              | 1460   | 25 EA    | 0.00                      | 0.00      |                   |                |                         |
|   | Low-Water Pressure                           | 1460   | 1LS      | 190,000.00                | 0.00      |                   |                | FFA                     |
|   |  |  |          |                           |           |                   |                |                         |
| <b>East Point</b>                             | Closet & Interior Doors                      | 1460   | 1 LS     | 220,000.00                | 0.00      |                   |                | FFA                     |
| <b>IN 11-06</b>                               | Replace Gutters, Soffit and Fascia           | 1460   | 35 EA    |                           |           |                   |                |                         |
|   | Replace Downspouts                           | 1460   | 35 EA    |                           |           |                   |                |                         |
|   | Carpentry (rough/Finish) & Hardware          | 1460   |          | 0.00                      | 61,818.22 | 61,818.22         |                | Bid Awarded             |
|   |  |  |          |                           |           |                   |                |                         |
| <b>3280 Pierce</b>                            | Interior Painting                            | 1460   | 1 LS     | 100,000.00                | 0.00      |                   |                | FFA                     |
| <b>IN 11-07 Hi-Rise</b>                       |  |  |          |                           |           |                   |                |                         |

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

| PHA Name Gary Housing Authority               |  | Grant Type and Number<br>Capital Fund Program #IN36P011501-05<br>Capital Fund Program<br>Replacement Housing Factor #: |          |                      | Federal FY of Grant: 2005 |                   |                |                         |
|---|--|--|----------|----------------------|---------------------------|-------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |                           | Total Actual Cost |                | Status of Proposed Work |
|   |  |  |          | Original             | Revised                   | Funds Obligated   | Funds Expended |                         |
| <b>Concord Village</b>                        | Closet & Interior Doors                      | 1460   | 1 LS     | 320,000.00           | 0.00                      |                   |                | FFA                     |
| <b>IN 11-08 &amp; 15</b>                      | Roofs/Soffit/Fascia/Gutters/Downspouts       | 1460   |          | 0.00                 | 142,900.00                | 142,900.00        |                | Bid Awarded             |
|   | Carpentry (Rough/Finish)                     | 1460   |          | 0.00                 | 11,053.00                 | 11,053.00         |                | Bid Awarded             |
|   | Painting                                     | 1460   |          | 0.00                 | 3,200.00                  | 3,200.00          |                | Bid Awarded             |
| <b>Carolyn Mosley Hi-Rise</b>                 | Exterior Roofing                             | 1460   | 1 LS     | 85,000.00            | 0.00                      |                   |                | FFA                     |
| <b>IN 11-11</b>                               | Interior Painting                            | 1460   | 1 LS     | 52,000.00            | 0.00                      |                   |                | FFA                     |
| <b>Miller Heights</b>                         | Sewer Clean-out                              | 1450   | 1 LS     | 85,000.00            | 0.00                      |                   |                |                         |
| <b>IN 11-17</b>                               | Closet & Interior Doors                      | 1460   | 1 LS     | 95,000.00            | 0.00                      |                   |                |                         |
|   | Replace Downspouts/Gutters                   | 1460   | 5 EA     | 0.00                 | 30,302.00                 | 30,302.00         |                | Bid Awarded             |
|   | Roofing/Soffit/Fascia                        | 1460   |          | 0.00                 | 199,415.00                | 199,415.00        |                | Bid Awarded             |
|   | Carpentry (Rough/Finish)                     | 1460   |          | 0.00                 | 70,525.00                 | 70,525.00         |                | Bid Awarded             |
|   | Painting                                     | 1460   |          | 0.00                 | 10,082.00                 | 10,082.00         |                | Bid Awarded             |
|   | Insulation                                   | 1460   |          | 0.00                 | 4,105.00                  | 4,105.00          |                | Bid Awarded             |
|   | Siding, Doors & Windows                      | 1460   |          | 0.00                 | 8,274.20                  | 8,274.20          |                | 2003 & 2005             |
| <b>Colonial Gardens</b>                       | Exterior Siding                              | 1460   | 1 LS     | 0.00                 | 0.00                      |                   |                | FFA                     |
| <b>IN 11-20</b>                               | New Administration Office                    | 1470   | 1 LS     | 0.00                 | 0.00                      |                   |                | FFA                     |
|   | Masonry                                      | 1460   |          | 0.00                 | 11,984.00                 | 11,984.00         |                | Bid Awarded             |
|   | Roofs/Soffit/Fascia/gutters/Downspouts       | 1460   |          | 0.00                 | 344,115.00                | 344,115.00        |                | Bid Awarded             |
|   | Carpentry (Rough/Finish) & Hardware          | 1460   |          | 0.00                 | 45,689.00                 | 45,689.00         |                | Bid Awarded             |
|   | Metal Doors-Entry/Storm                      | 1460   |          | 0.00                 | 47,758.00                 | 47,758.00         |                | Bid Awarded             |
|   | Painting                                     | 1460   |          | 0.00                 | 19,775.00                 | 19,775.00         |                | Bid Awarded             |

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

| PHA Name Gary Housing Authority                |  | Grant Type and Number<br>Capital Fund Program #:IN36P011501-05<br>Capital Fund Program<br>Replacement Housing Factor #: |            |                         |                   | Federal FY of Grant: 2005 |                |                         |  |
|--|--|---|------------|-------------------------|-------------------|---------------------------|----------------|-------------------------|--|
| Development Number<br>Name/HA-Wide Activities  | General Description of Major Work Categories   | Dev. Acct No.   | Quantity   | Total Estimated Cost    |                   | Total Actual Cost         |                | Status of Proposed Work |  |
|  |  |   |            | Original                | Revised           | Funds Obligated           | Funds Expended |                         |  |
| <b>Ivanhoe Gardens</b><br>IN 11-23             | Exterior Doors/Frame Repair<br>Carpentry (Rough/Finish) & Hardware<br>Painting<br>Gutters/Downspouts | 1460  |            | 0.00                    | 57,630.00         | 57,630.00                 |                | Bid Awarded             |  |
|  |  |   |            | 0.00                    | 20,872.00         | 20,872.00                 |                | Bid Awarded             |  |
|  |  |   |            | 0.00                    | 3,422.00          | 3,422.00                  |                | Bid Awarded             |  |
|  |  |   |            | 0.00                    | 20,295.00         | 20,295.00                 |                | Bid Awarded             |  |
| <b>Genesis Tower</b><br>IN 11-25               | Interior Lobby Upgrade and Hallways<br>Interior Lighting Upgrade                                     | 1470<br>1470  | 1LS<br>1LS | 130,000.00<br>50,000.00 | 18,705.21<br>0.00 | 18,705.21                 | 18,705.21      | FFA<br>FFA              |  |
| <b>HA-Wide</b><br>IN 11-1,5,6,8,17,<br>20 & 23 | Allowances/Bond/General Conditions   | 1460  |            | 0.00                    | 147,677.00        | 147,677.00                |                | Bid Awarded             |  |
| <b>HA-Wide</b>                                 | Replace Ranges   | 1465  | 1LS        | 10,000.00               | 3,245.00          |                           |                |                         |  |
|  | Replace Refrigerators  | 1465  | 1LS        | 10,000.00               | 3,246.00          |                           |                |                         |  |
|  | Replace Hot Water Tanks  | 1465  | 1LS        | 10,000.00               | 9,945.00          | 9,945.00                  | 9,945.00       | Completed               |  |
|  | Maintenance Equipment  | 1475  | 1LS        | 125,000.00              | 127,915.40        | 127,915.40                | 127,915.40     | Completed               |  |
|  | Replace Maintenance Trucks   | 1475  | 1LS        | 100,000.00              | 7,084.60          |                           |                |                         |  |
|  | Tree Trimming & Cutting  | 1450  | 1LS        | 0.00                    | 0.00              |                           |                | FFA                     |  |
|  | Landscape Sod and Dirt   | 1450  | 1LS        | 0.00                    | 0.00              |                           |                | FFA                     |  |
|  | Exterior Keys and Locks Change-out   | 1460  | 1LS        | 10,000.00               | 0.00              |                           |                | FFA                     |  |
|  | Exterior Doors Replacement   | 1460  | 1LS        | 50,000.00               | 0.00              |                           |                | FFA                     |  |
|  | Roof Repair and Replacement  | 1460  | 1LS        | 25,000.00               | 0.00              |                           |                | FFA                     |  |
|  | Asphalt Repair and Replacement   | 1450  | 1LS        | 0.00                    | 0.00              |                           |                | FFA                     |  |
|  | Curb & Sidewalk Repair and Replacement   | 1450  | 1LS        | 0.00                    | 0.00              |                           |                | FFA                     |  |
|  | Technical Advisor-Mixed Finance  | 1499  | 1LS        | 40,000.00               | 40,000.00         | 40,000.00                 | 40,000.00      |                         |  |



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

| Development Number<br>Name/HA-Wide<br>Activities | All Fund Obligated<br>(Quart Ending Date)   |         | All Funds Expended<br>(Quarter Ending Date) |        | Reasons for Revised Target Dates      |
|--|---|---------|---|--------|---------------------------------------|
|  | Original  | Revised | Actual                                      | Actual |                                       |
| PHA Name:<br>Gary Housing Authority              | Grant Type and Number<br>Capital Fund Program #: IN36P011501-05<br>Capital Fund Program Replacement Housing Factor #: |         | Federal FY of Grant: 2005                   |        |                                       |
|  |   |         |   |        |                                       |
| HA-Wide Operations                               | 9/07  |         | 9/09  |        |                                       |
| HA-Wide Mgmt.<br>Improvements                    | 9/07  |         | 9/09  |        |                                       |
| HA-Wide Admin                                    | 9/07  |         | 9/09  |        |                                       |
| HA-Wide Fees & Costs                             | 9/07  |         | 9/09  |        |                                       |
| Delaney -East<br>IN 11-1                         | 9/07  |         | 9/09  |        |                                       |
| Ivanhoe Gardens<br>IN 11-02                      | 9/07  |         | 9/09  |        | Development scheduled for disposition |
| Delaney - West<br>IN 11-04                       | 9/07  |         | 9/09  |        |                                       |
| Dorie Miller Homes<br>IN 11-05                   | 9/07  |         | 9/09  |        |                                       |
| East Point<br>IN 11-06                           | 9/07  |         | 9/09  |        |                                       |
| 3280 Pierce<br>IN 11-07 Hi-Rise                  | 9/07  |         | 9/09  |        |                                       |

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

| Development Number<br>Name/HA-Wide<br>Activities | All Fund Obligated<br>(Quart Ending Date)                       |         |        | All Funds Expended<br>(Quarter Ending Date) |         |        | Reasons for Revised Target Dates |
|--|---|---------|--------|---|---------|--------|----------------------------------|
|  | Original  | Revised | Actual | Original                                    | Revised | Actual |                                  |
| PHA Name:<br>Gary Housing Authority              | Grant Type and Number<br>Capital Fund Program #: IN36P011501-05 |         |        | Federal FY of Grant: 2005                   |         |        |                                  |
| Concord Village<br>IN 11-08 & 15                 | 9/07  |         |        | 9/09  |         |        |                                  |
| Carolyn Mosley<br>Hi-Rise IN 11-11               | 9/07  |         |        | 9/09  |         |        |                                  |
| Miller Heights IN 11-17                          | 9/07  |         |        | 9/09  |         |        |                                  |
| Colonial Gardens<br>IN 11-20                     | 9/07  |         |        | 9/09  |         |        |                                  |
| Ivanhoe Gardens<br>IN 11-23                      | 9/07  |         |        | 9/09  |         |        |                                  |
| Al Thomas IN 11-24                               | 9/07  |         |        |   |         |        |                                  |
| Genesis Tower<br>IN 11-25                        | 9/07  |         |        | 9/09  |         |        |                                  |
| HA-Wide IN 11-5,6,8,<br>17, 20 & 23              | 9/07  |         |        | 9/09  |         |        |                                  |
| HA-Wide  | 9/07  |         |        | 9/09  |         |        |                                  |

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_



## GARY HA Grant Information

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Menu Portfolio Grant Information

### Grant: IN36P011501-05 (CFP) Capital Fund Program

General Budget Vouchers Obl/Exp

Unavailable for drawdown

| Status | Line Item | Name                    | Authorized          | Disbursed           | Payments in Process | Balance             |
|--------|-----------|-------------------------|---------------------|---------------------|---------------------|---------------------|
|        | 0100      | Reserved Budget         | 0.00                | 0.00                | 0.00                | 0.00                |
|        | 0110      | Initial Budget          | 0.00                | 0.00                | 0.00                | 0.00                |
|        | 1406      | Operations              | 680,000.00          | 680,000.00          | 0.00                | 0.00                |
|        | 1408      | Management Improvement  | 735,000.00          | 452,277.64          | 0.00                | 282,722.36          |
|        | 1410      | Adminstration           | 316,429.78          | 251,429.78          | 0.00                | 65,000.00           |
|        | 1411      | Audit Cost              | 0.00                | 0.00                | 0.00                | 0.00                |
|        | 1430      | Fees & Costs            | 200,000.00          | 13,599.99           | 0.00                | 186,400.01          |
|        | 1450      | Site Improvement        | 490,000.00          | 0.00                | 0.00                | 490,000.00          |
|        | 1460      | Dwelling Structures     | 1,461,391.22        | 0.00                | 0.00                | 1,461,391.22        |
|        | 1465      | Dwelling Equipment      | 30,000.00           | 9,945.00            | 0.00                | 20,055.00           |
|        | 1470      | Non-Dwelling Structures | 180,000.00          | 18,705.21           | 0.00                | 161,294.79          |
|        | 1475      | Non-Dwelling Equipment  | 225,000.00          | 127,915.40          | 0.00                | 97,084.60           |
|        | 1485      | Demolition              | 20,000.00           | 0.00                | 0.00                | 20,000.00           |
|        | 1495      | Relocation Costs        | 115,000.00          | 38,561.41           | 0.00                | 76,438.59           |
|        | 1499      | Development Activity    | 115,000.00          | 0.00                | 0.00                | 115,000.00          |
|        |           | <b>Totals</b>           | <b>4,567,821.00</b> | <b>1,592,434.43</b> | <b>0.00</b>         | <b>2,975,386.57</b> |



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## GARY HA Grant Information

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Menu Portfolio Grant Information

### Grant: IN36P011501-05 (CFP) Capital Fund Program

General Budget Vouchers Obl/Exp

Obligation Start: 08-18-2005 Obligation End: 08-17-2007

| Reporting Period | Reported On             | Reported By | LOCCS Authorized | Cumulative Obligated | LOCCS Disbursed | Cumulative Expended |
|------------------|-------------------------|-------------|------------------|----------------------|-----------------|---------------------|
| 09-30-2005       | 10-12-2005              | F. MCMILLON | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 10-31-2005       | 11-08-2005              | F. MCMILLON | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 11-30-2005       | 12-05-2005              | F. MCMILLON | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 12-31-2005       | 01-03-2006              | F. MCMILLON | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 01-31-2006       | 02-02-2006              | F. MCMILLON | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 02-28-2006       | 02-27-2006              | F. MCMILLON | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 03-31-2006       | 03-21-2006              | F. MCMILLON | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 04-30-2006       | 04-21-2006              | A. PAYNE    | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 05-31-2006       | 05-31-2006              | A. PAYNE    | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 06-30-2006       | 06-29-2006              | A. PAYNE    | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 07-31-2006       | 07-25-2006              | A. PAYNE    | 4,567,821.00     | 0.00 0%              | 0.00            | 0.00 0%             |
| 08-31-2006       | 08-24-2006              | A. PAYNE    | 4,567,821.00     | 523,116.66 11%       | 523,116.66      | 520,000.00 11%      |
| 09-30-2006       | 09-27-2006              | A. PAYNE    | 4,567,821.00     | 774,546.44 16%       | 774,546.44      | 523,116.66 11%      |
| 10-31-2006       | 10-20-2006              | A. PAYNE    | 4,567,821.00     | 877,124.44 19%       | 877,124.44      | 874,546.44 19%      |
| 11-30-2006       | 11-27-2006              | A. PAYNE    | 4,567,821.00     | 898,946.31 19%       | 898,946.31      | 895,829.65 19%      |
| 12-31-2006       | 01-02-2007              | A. PAYNE    | 4,567,821.00     | 1,398,774.95 30%     | 1,398,774.95    | 1,398,774.95 30%    |
| 01-31-2007       | 01-16-2007              | A. PAYNE    | 4,567,821.00     | 1,507,531.35 33%     | 1,507,531.35    | 1,398,774.95 30%    |
| 02-28-2007       | 03-02-2007              | A. PAYNE    | 4,567,821.00     | 1,507,531.35 33%     | 1,507,531.35    | 1,507,531.35 33%    |
| 03-31-2007       | 04-04-2007              | A. PAYNE    | 4,567,821.00     | 1,507,531.35 33%     | 1,507,531.35    | 1,507,531.35 33%    |
| 04-30-2007       | 04-30-2007              | A. PAYNE    | 4,567,821.00     | 1,543,348.36 33%     | 1,526,640.70    | 1,526,640.70 33%    |
| 05-31-2007       | 06-05-2007              | A. PAYNE    | 4,567,821.00     | 1,553,293.36 34%     | 1,552,405.70    | 1,552,405.70 33%    |
| 06-30-2007       | 06-07-2007              | A. PAYNE    | 4,567,821.00     | 1,560,753.36 34%     | 1,559,865.70    | 1,552,405.70 33%    |
| 07-31-2007       | 07-31-2007              | A. PAYNE    | 4,567,821.00     | 4,218,037.97 92%     | 1,592,434.43    | 1,592,434.43 34%    |
| 08-17-2007       | Awaiting Grantee Update |             |                  |                      |                 |                     |

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# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Gary Housing Authority

Grant Type and Number  
 Capital Fund Program: IN36P011501-06  
 Capital Fund Program

Federal FY of Grant:

2006

Replacement Housing Factor Grant No:

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 3) 8/29/07

Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |                | Total Actual Cost |          |
|----------|---|----------------------|----------------|-------------------|----------|
|          |   | Original             | Revised        | Obligated         | Expended |
| 1        | Total non-CFP Funds                                       |                      |                |                   |          |
| 2        | 1406 Operations   | \$ 470,000.00        | \$ 155,984.00  |                   |          |
| 3        | 1408 Management Improvements                              | 235,000.00           | 0.00           |                   |          |
| 4        | 1410 Administration                                       | 282,500.00           | 40,734.00      |                   |          |
| 5        | 1411 Audit  | 5,000.00             | 0.00           |                   |          |
| 6        | 1415 liquidated Damages                                   | 0.00                 | 0.00           |                   |          |
| 7        | 1430 Fees and Costs                                       | 260,000.00           | 0.00           |                   |          |
| 8        | 1440 Site Acquisition                                     | 0.00                 | 0.00           |                   |          |
| 9        | 1450 Site Improvement                                     | 1,371,000.00         | 0.00           |                   |          |
| 10       | 1460 Dwelling Structures                                  | 1,512,752.00         | 1,363,128.00   |                   |          |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   | 30,000.00            | 0.00           |                   |          |
| 12       | 1470 Non-dwelling Structures                              | 50,000.00            | 0.00           |                   |          |
| 13       | 1475 Non-dwelling Equipment                               | 88,285.00            | 0.00           |                   |          |
| 14       | 1485 Demolition   | 50,000.00            | 0.00           |                   |          |
| 15       | 1490 Replacement Reserve                                  | 0.00                 | 0.00           |                   |          |
| 16       | 1492 Moving to Work Demonstration                         | 0.00                 | 0.00           |                   |          |
| 17       | 1495.1 Relocation Costs                                   | 50,000.00            | 0.00           |                   |          |
| 18       | 1499 Development Activities                               | 225,000.00           | 0.00           |                   |          |
| 19       | 1502 Contingency  | 50,000.00            | 0.00           |                   |          |
| 20       | Amount of Annual Grant: (sum of lines 2-19)               | \$4,679,537.00       | \$1,559,846.00 |                   |          |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                |                   |          |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                |                   |          |
| 23       | Amount of line 20 Related to Security                     |                      |                |                   |          |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                |                   |          |

8/29/2007

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

| PHA Name Gary Housing Authority               |  | Grant Type and Number<br>Capital Fund Program #:IN36P011501-06<br>Capital Fund Program<br>Replacement Housing Factor #: |          | Federal FY of Grant: 2006  |  |                   |                |                         |      |            |            |     |
|---|--|---|----------|----------------------------|--|-------------------|----------------|-------------------------|------|------------|------------|-----|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories   | Dev. Acct No.   | Quantity | Total Estimated Cost       |  | Total Actual Cost |                | Status of Proposed Work |      |            |            |     |
|   |  |   |          | Original                   | Revised  | Funds Obligated   | Funds Expended |                         |      |            |            |     |
| HA-Wide Operations                            | <ul style="list-style-type: none"> <li>• Improve PHAS Score</li> <li>• REAC Deficiencies</li> </ul>  | 1406  | 1 LS     | \$370,000.00               | 100,000.00   |                   |                |                         |      |            |            |     |
|   |  |   |          | \$50,000.00                | 55,984.00  |                   |                |                         |      |            |            |     |
| HA-Wide Mgmt. Improvements                    | <ul style="list-style-type: none"> <li>• Resident Training</li> <li>• Staff Training</li> <li>• Computer Software</li> <li>• Network Technical Assistance</li> </ul>   | 1408  | 1 LS     | \$10,000.00                | 0.00   |                   |                | FFA                     |      |            |            |     |
|   |  |   |          | \$30,000.00                | 0.00   |                   |                | FFA                     |      |            |            |     |
|   |  |   |          | \$5,000.00                 | 0.00   |                   |                | FFA                     |      |            |            |     |
|   |  |   |          | \$40,000.00                | 0.00   |                   |                | FFA                     |      |            |            |     |
| HA-Wide Admin                                 | <ul style="list-style-type: none"> <li>• GHA Security</li> <li>• Hi-Rise Security</li> <li>• Vacant Unit Crew</li> </ul>   | 1408  | 1LS      | \$0.00                     | 0.00   |                   |                | FFA                     |      |            |            |     |
|   |  |   |          | \$50,000.00                | 0.00   |                   |                | FFA                     |      |            |            |     |
|   |  |   |          | \$100,000.00               | 0.00   |                   |                | FFA                     |      |            |            |     |
| HA-Wide Fees and Costs                        | <ul style="list-style-type: none"> <li>Non-Technical Salaries</li> <li>Technical Salaries</li> <li>Legal Expense</li> <li>Fringe Benefits</li> <li>Travel Expense</li> <li>Sundry Expense</li> <li>Telephone Expense</li> <li>Publication Expense</li> <li>Independent Auditor</li> <li>A &amp; E services @ 6% of the annual Grant amount</li> <li>Phase II Environmental Assessment</li> <li>Technical Advisor -Mixed Finance</li> </ul> | 1410  | 1 LS     | \$50,000.00                | 38,000.00  |                   |                |                         |      |            |            |     |
|   |  |   |          | 1410                       | 1 LS   | \$150,000.00      | 0.00           |                         |      | FFA        |            |     |
|   |  |   |          | 1410                       | 1 LS   | \$5,000.00        | 0.00           |                         |      | FFA        |            |     |
|   |  |   |          | 1410                       | 1LS  | \$20,000.00       | 2,734.00       |                         |      |            |            |     |
|   |  |   |          | 1410                       | 1LS  | \$50,000.00       | 0.00           |                         |      | FFA        |            |     |
|   |  |   |          | 1410                       | 1 LS   | \$5,000.00        | 0.00           |                         |      | FFA        |            |     |
|   |  |   |          | 1410                       | 1 LS   | \$0.00            | 0.00           |                         |      | FFA        |            |     |
|   |  |   |          | 1410                       | 1 LS   | \$2,500.00        | 0.00           |                         |      | FFA        |            |     |
|   |  |   |          | 1411                       | 1 LS   | \$5,000.00        | 0.00           |                         |      | FFA        |            |     |
|   |  |   |          | 1430                       | 1 LS   | \$250,000.00      | 0.00           |                         |      | FFA        |            |     |
|   |  |   |          | 1430                       | 1LS  | \$10,000.00       | 0.00           |                         |      | FFA        |            |     |
|   |  |   |          | 1499                       | 1 LS   | \$225,000.00      | 0.00           |                         |      | FFA        |            |     |
|   |  |   |          | Broadway Manor<br>IN 11-22 | <ul style="list-style-type: none"> <li>Gas Furnace Replacement</li> <li>Roof Redesign</li> </ul> | 1460              | 1 LS           | 100,000.00              | 0.00 |            |            | FFA |
|   |  |   |          |                            |  |                   |                | 1460                    | 1 LS | 140,000.00 | 663,074.00 |     |

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

| PHA Name Gary Housing Authority               |  | Grant Type and Number<br>Capital Fund Program #: IN36P011501-06<br>Capital Fund Program<br>Replacement Housing Factor #: |  | Federal FY of Grant: 2006  |  |                   |                |   |
|---|--|--|--|--|--|-------------------|----------------|---|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories   | Dev. Acct No.  | Quantity   | Total Estimated Cost   |  | Total Actual Cost |                | Status of Proposed Work                       |
|   |  |  |  | Original   | Revised  | Funds Obligated   | Funds Expended |   |
| Ivanhoe Gardens<br>IN 11-02                   | Roofing Replacement and Repair<br>Exterior Waterlines Replacement<br>Streets & Sidewalks Repairs<br>Perimeter Fencing of Development<br>Appraisal<br>Demolition<br>Relocation Plan | 1460<br>1450<br>1450<br>1450<br>1450<br>1485<br>1495   | 1 LS<br>1 LS<br>1 LS<br>1 LS<br>1 LS<br>1 LS<br>1 LS | \$50,000.00<br>\$100,000.00<br>\$50,000.00<br>\$50,000.00<br>\$50,000.00<br>\$50,000.00<br>\$50,000.00 | 0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00 |                   |                | FFA<br>FFA<br>FFA<br>FFA<br>FFA<br>FFA<br>FFA |
| 3280 Pierce<br>IN 11-07                       | Closet & Interior Doors<br>Structural Problems<br>Laundry Facility<br>Roof Repair  | 1460<br>1460<br>1470<br>1460   | 1 LS<br>1 LS<br>1 LS<br>1 LS                         | \$140,000.00<br>\$150,000.00<br>\$50,000.00<br>\$0.00  | 0.00<br>0.00<br>0.00<br>294,739.00                   |                   |                | FFA<br>FFA<br>FFA<br>FFA                      |
| Colonial Gardens<br>IN 11-09                  | Sewer Clean-out<br>Closet & Interior Doors   | 1450<br>1460   | 1 LS<br>1 LS   | \$90,000.00<br>\$90,000.00   | 0.00<br>0.00   |                   |                | FFA<br>FFA                                    |
| Colonial Gardens<br>IN 11-10                  | Sewer Clean-out<br>Closet & Interior Doors   | 1450<br>1460   | 1 LS<br>1 LS   | \$90,000.00<br>\$90,000.00   | 0.00<br>0.00   |                   |                | FFA<br>FFA                                    |
| 650 Jackson<br>High-Rise<br>IN 11-11          | Interior Painting Bldg & Units<br>Roof Repair<br>Tuck Pointing & Structural Repairs  | 1460<br>1460<br>1460   | 1 LS<br>1 LS<br>1 LS                                 | \$100,000.00<br>0.00<br>\$25,000.00  | 0.00<br>405,315.00<br>0.00                           |                   |                | FFA<br>FFA<br>FFA                             |
| Genesis Tower<br>High-Rise<br>IN 11-25        | Interior Painting Bldg & Units<br>Resurface Elderly Residents Parking lot<br>New Employees Parking Lot   | 1460<br>1450<br>1450   | 1 LS<br>1 LS<br>1 LS                                 | \$200,000.00<br>\$25,000.00<br>\$50,000.00   | 0.00<br>0.00<br>0.00                                 |                   |                | FFA<br>FFA<br>FFA                             |

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

| PHA Name Gary Housing Authority               |  | Grant Type and Number<br>Capital Fund Program #:IN36P011501-06<br>Capital Fund Program<br>Replacement Housing Factor #: |          |                      | Federal FY of Grant: 2006 |                   |                |                         |
|---|--|---|----------|----------------------|---------------------------|-------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No.   | Quantity | Total Estimated Cost |                           | Total Actual Cost |                | Status of Proposed Work |
|   |  |   |          | Original             | Revised                   | Funds Obligated   | Funds Expended |                         |
| Ivanhoe Gardens<br>Scatter Site<br>IN 11-23   | Exterior Doors                               | 1460  | 1 LS     | \$10,000.00          | 0.00                      |                   |                | FFA                     |
| Miller Height<br>IN 11-17                     | Exterior Doors                               | 1460  | 1 LS     | 85,000.00            | 0.00                      |                   |                | FFA                     |
| HA-Wide                                       | Replace Ranges                               | 1465  | 1LS      | \$10,000.00          | 0.00                      |                   |                | FFA                     |
|   | Replace Refrigerators                        | 1465  | 1LS      | \$10,000.00          | 0.00                      |                   |                | FFA                     |
|   | Replace Hot Water Tank                       | 1465  | 1LS      | \$10,000.00          | 0.00                      |                   |                | FFA                     |
|   | Maintenance Equipment                        | 1475  | 1LS      | \$10,000.00          | 0.00                      |                   |                | FFA                     |
|   | Replace Maintenance Trucks                   | 1475  | 1LS      | \$78,285.00          | 0.00                      |                   |                | FFA                     |
|   | Tree Trimming & Cutting                      | 1450  | 1LS      | \$150,000.00         | 0.00                      |                   |                | FFA                     |
|   | Landscape Sod and Dirt                       | 1450  | 1LS      | \$150,000.00         | 0.00                      |                   |                | FFA                     |
|   | Exterior Keys and Locks Change-out           | 1460  | 1LS      | \$10,000.00          | 0.00                      |                   |                | FFA                     |
|   | Exterior Doors Replacement                   | 1460  | 1LS      | \$50,000.00          | 0.00                      |                   |                | FFA                     |
|   | Roof Repair and Replacement                  | 1460  | 1LS      | \$172,752.00         | 0.00                      |                   |                | FFA                     |
|   | Asphalt Repair and Replacement               | 1450  | 1LS      | \$150,000.00         | 0.00                      |                   |                | FFA                     |
|   | Curb & Sidewalk Repair and Replacement       | 1450  | 1LS      | \$300,000.00         | 0.00                      |                   |                | FFA                     |
|   | Window Replacement                           | 1460  | 1 LS     | \$100,000.00         | 0.00                      |                   |                | FFA                     |
|   | Exterior Security Lighting                   | 1450  | 1 LS     | \$100,000.00         | 0.00                      |                   |                | FFA                     |
|   | Hydrants                                     | 1450  | 1 LS     | \$16,000.00          | 0.00                      |                   |                | FFA                     |
|   | New Central Office Building                  | 1499  | 1 LS     | \$0.00               | 0.00                      |                   |                | FFA                     |
|   | Emergency Repairs                            | 1502  | 1 LS     | \$50,000.00          | 0.00                      |                   |                | FFA                     |

\*FFA: Contingent upon "Future Funds Available".

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

| PHA Name:<br>Gary Housing Authority         | Grant Type and Number<br>Capital Fund Program #: IN36P011501-06<br>Capital Fund Program Replacement Housing Factor #: |         | Federal FY of Grant: 2006                 |   |                                  |        |
|---|---|---------|---|---|----------------------------------|--------|
|   | Development Number<br>Name/HIA-Wide<br>Activities   |         | All Fund Obligated<br>(Quart Ending Date) | All Funds Expended<br>(Quarter Ending Date) | Reasons for Revised Target Dates |        |
|   | Original  | Revised | Actual                                    | Original                                    | Revised                          | Actual |
| Ivanhoe Gardens<br>IN 11-02                 | 7/08  |         |   | 7/10  |                                  |        |
| 3280 Pierce<br>IN 11-07 HI-Rise             | 7/08  |         |   | 7/10  |                                  |        |
| Colonial Gardens<br>IN 11-09                | 7/08  |         |   | 7/10  |                                  |        |
| Colonial Gardens<br>IN 11-10                | 7/08  |         |   | 7/10  |                                  |        |
| 650 Jackson<br>High-Rise<br>IN 11-11        | 7/08  |         |   | 7/10  |                                  |        |
| Broadway Manor<br>IN 11-22                  | 7/08  |         |   | 7/10  |                                  |        |
| Ivanhoe Gardens<br>Scatter Site<br>IN 11-23 | 7/08  |         |   | 7/10  |                                  |        |
| Genesis Tower<br>High-Rise<br>IN 11-25      | 7/08  |         |   | 7/10  |                                  |        |



**Assessment of Site-Based Waiting List Development  
Demographic Characteristics**  
(From 4/01/05 to 4/01/07)

| Development Information: (Name, number, location) | Date Initiated | Initial mix of Racial, Ethnic or Disability Demographics | Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL | Percent change between initial and current mix of Racial, Ethnic, or Disability demographics |
|---|----------------|--|---|--|
|---|----------------|--|---|--|

|                 |          |       |       |       |
|-----------------|----------|-------|-------|-------|
| IN-11 All Sites | 4/1/2005 | 1,853 | 1,004 | 45.8% |
|-----------------|----------|-------|-------|-------|

| Family Type                | FY 2005 | FY 2007 | Change | Percent |
|----------------------------|---------|---------|--------|---------|
| Waiting List Total         | 1,554   | 856     | -698   | -44.9%  |
| Income:                    |         |         |        |         |
| <=30% of AMI               | 1,542   | 459     | -1,083 | -70.2%  |
| >30% but <50% of AMI       | 11      | 36      | 25     | 227.3%  |
| >50% but <80% of AMI       | 1       | 66      | 65     | 6500.0% |
| Elderly                    | 71      | 37      | -34    | -47.9%  |
| Families with Disabilities | 299     | 148     | -151   | -50.5%  |
| Race:                      |         |         |        |         |
| White                      | 45      | 20      | -25    | -55.6%  |
| Black                      | 1,495   | 835     | -660   | -44.1%  |
| Asian                      | 14      | 1       | -13    | -92.9%  |
| Other                      | 0       | 0       | 0      | 0.0%    |
|                            | 1,554   | 856     | -698   | -44.9%  |
| Racial/Ethnic/Disability   | 1,853   | 1,004   | -849   | -45.8%  |
|                            |         |         |        | 65.00   |

# **GARY HOUSING AUTHORITY'S MAINTENANCE PLAN OF OPERATION**

## **GENERAL INFORMATION**

The Housing Authority of the city of Gary, Indiana (hereinafter referred to as Gary Housing authority of GHA) was formed in 1937 for the purpose of providing low-income public housing own and operated 20 public housing developments in Indiana 11-1,2,4,5,6,7,8,9,10,11,12,13,14, 15,17,18,19,20,22,23,24,25, and 27. The mission of the Gary Housing Authority's Board of Commissioners and staff is at all times to develop and maintain each Public Housing Development unit solely for the purpose of providing decent, safe and sanitary housing for eligible families in a manner that promotes serviceability, economy, efficiency and stability of the housing developments and the economic and social well-being of the residents.

## **STAFFING PLAN**

The Executive Director is responsible for the day-to-day operation of the Gary Housing Authority. The Executive Director implements policies and procedures instituted by the Board of Commissioners. All staff answers to the Executive Director or Deputy Director per the Gary Housing authority's Organizational Chart.

Gary Housing Authority's strategy for meeting the day-to-day maintenance needs of the properties is to assign specific maintenance staff to each development. The assignment of maintenance staff to specific locations will be at the discretion of the Maintenance Superintendent or Working Foreman. The Maintenance staff shall answer directly on a day-to-day basis to the Manager of his/her development.

The maintenance staff consists of 69 full time people including the Working Foreman and Laborers. It is the intent of Gary Housing authority to assign 1 maintenance man for each 50 units of housing. Each development shall consist of a minimum of a Serviceman III, II, 1, Janitor/Janitress and Laborer, with the exception of the elderly hi-rise building. They will consist of a Serviceman II, Caretaker, and a Janitor/Janitress.

## **GOALS AND OBJECTIVES**

The goals and objectives of Gary Housing Authority's Maintenance Department is to maintain each and every development in a condition equal to or greater than HQS requirements, to meet and exceed all maintenance related PHMAP Indicators #5 Unit Turnaround, #6 Outstanding Work Orders, and #7 Annual Inspection and conditions of Units and Major Systems and to properly utilize the existing staff with reasonable amount of overtime within budget and on schedule.

### **A. ANNUAL MAINTENANCE MANAGEMENT PLAN**

Gary Housing authority has established a maintenance plan in order to provide decent, safe, and sanitary housing through providing responsible maintenance in order to maintain its units. The purpose of GHA's Maintenance Plan is to improve the Authority's maintenance



operation to more effectively use all of its care resources and to improve **HUD PHMAP** scores.

This plan should help in the budgeting process, both I justifying and getting needed resources. The plan is designed to assess current and future needs. It will also help the Authority to remember that every decision it makes to direct resources toward one maintenance category affects the resources available in another. For example, if all resources are directed to resident-generated work orders, resources are not available to perform unit inspection repair.

However, application of resources in one area sometimes decreases needs in another. For example, conducting an annual preventive maintenance inspection and repair program (required by **PHMAP**) should reduce routine work requests and result in more available labor for vacancy renovations. A maintenance plan will also help **GHA** avoid a crisis approach to maintenance.

The components of **GHA's** comprehensive plan are as followed: Annual dwelling unit inspection and repair/preventive maintenance, building and site systems/equipment inspection/PM, repair, and servicing, painting, extraordinary repair and replacement, programmed maintenance, routine and janitorial, **Capital Funds** schedule (modernization), procurement schedule, training and quality control inspections. Such a comprehensive plan shall also be supported by a staffing plan, inventory and procurement plan, contract schedule, leave schedule, resident input, and approved budget.

# GARY HOUSING AGENCY MAINTENANCE PLAN

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Managing maintenance is a major role for any Hosing Agency and Gary is no exception. The number of public housing units in the GHA inventory determines the complexity of the job, the age of units, the characteristics of the families in occupancy and the location of the units. A well-managed maintenance operation will provide for:

1. A Planned Maintenance Program;
2. A timely response by Maintenance Staff to emergencies;
3. A work order system organized by type of work;
4. A minimal backlog of maintenance work orders;
5. A Maintenance Staff appropriately utilized, trained staffed and supervised;
6. A program for repairing and returning vacant units to occupancy within an acceptable time frame;
7. A routine Maintenance Program including regular janitorial services;
8. Cyclical painting of all units;
9. Regular servicing of mechanical systems;
10. Supervision of maintenance work carried out by private contractors;
11. Unit inspections carried out annually for occupied units as well as upon move-in and move-out; and
12. Grounds maintenance
13. Warehousing and Inventory Control

This Maintenance Plan outlines procedures, which provide for the effective performance of these functions of the GHA Maintenance Staff.

The importance of quality maintenance performed in a timely fashion cannot be over-emphasized as a priority for the GHA Systematic and prudent maintenance keeps the Agency's physical plant in a good state of repair and extends its useful life. This results in lower operating and upkeep cost. A competent Maintenance Program also enhances resident satisfaction and encourage resident cooperation.

The performance standards established for GHA maintenance functions are:

1. Respond to resident generated service requests within three working days;
2. Respond to emergency service requests within 24 hours;
3. Respond to urgent service requests within two working days;
4. Adhere to a documented Planned Maintenance Program;
5. Inspect all units for Planned Maintenance annually;
6. Complete all scheduled Planned Maintenance inspection in a timely fashion;
7. Adopt and adhere to a cyclical painting program;
8. Prepare vacant units for occupancy within 7 working days;
9. Provide maintenance employees with access to all necessary tools, equipment, supplies, and materials.

The Maintenance Staff plays a vital role in the management of GHA properties. The function and responsibility of the Maintenance Staff is a preserve the physical assets of the GHA and to provide

services to GHA residents allowing them to live in decent, safe, and sanitary housing in good repair.

## **I. MAINTENANCE PRIORTIES**

### **1. Policy**

In order to effectively maintain the physical condition of GHA communities, it is necessary to set certain priorities so that more urgent requirements can take precedence over routine needs. Maintenance work shall be performed according to the following priorities of work order categories:

- #1 Emergency—Life-threatening, or extreme property damage
- #2 Urgent—Major inconvenience to resident, property damage;
- #3 Routine—resident or management request;
- #4 HQS—Repairs required for local code or HQS compliance;
- #5 PM—Planned and seasonal maintenance;
- #6 Vacancy Prep—Prepare unit for occupancy;
- #7 After Hours Service—As stated;
- #8 Special Projects/Periodic—Any type of deferred maintenance;

### **2. Procedure**

The Foreman/Manager will review all work orders on hand at the beginning of each workday, evaluate, and prioritize them for completion in the order described above.

During the course of each workday, current work request will be evaluated as to priority. Current evaluations may require a re-scheduling of the day's workload to accomplish all work within the established priorities does not excuse failure to attain the maintenance performance standards.

#### **1. Emergency Work Orders**

Emergency items are those that if not repaired promptly could cause injury, loss of life, threaten health or cause serious property damage. Included under this priority are: broken gas lines or leaks, fires, loss of power, broken water lines, exposed electrical lines, loose ceilings, no heat (when outside temperature is less than 40°F), broken door locks, or other conditions that might cause harm to the resident or others or damage to property. Emergency work will be accomplished during the current workday or within 24 hours.

#### **2. Urgent Work Orders**

Urgent items are those that create a major inconvenience for residents but are not life threatening nor will cause serious property damage. These may include sink or toilet stoppage, refrigerator not running (except on Friday afternoon) or the like. Urgent work will be performed within two working days.

## **1. Routine Service**

Included in this category is all work items initiated as a result of resident or GHA requests. These may include electrical or plumbing repairs, fixing broken windowpanes and floor tiles, or the like. Routine maintenance is to be performed within three working days.

## **2. Unit Inspection**

Unit inspection work orders are those generated as part of the HQS Inspection Program and include both work orders issued for the initial inspection of a unit as well as work orders issued as a result of the inspection.

## **3. Planned Maintenance**

Planned Maintenance work orders are those automatically generated to assure completion of all necessary dwelling unit and system scheduled maintenance. This includes janitorial work, painting, and scheduled maintenance tasks.

## **4. Turnover of Vacant Units**

All vacant units requiring only minor rehabilitation shall be make ready by Maintenance Staff within 7 working days. Criteria for classifying units as needing rehabilitation can be found in Section V.

## **5. After Hours Service**

As stated, coverage provided by GHA maintenance staff to respond to emergencies after the end of the working day and over the weekend.

## **6. Special Projects**

Any type of deferred maintenance.

# **II. MAINTENANCE WORK ORDER SYSTEM**

## **1. Policy**

Work Orders are generated to notify the GHA of a need for repair. Resident requests for maintenance are make to the Maintenance Work Order Center. Maintenance employees shall make no repairs without an authorizing work order form. Repairs are to be performed within the time frames established in GHA performance standards.

## B. Procedures

### 1. Emergency

When the Work Order Center receives a work request, which is an emergency, the Maintenance Staff is contacted immediately. He/she will then proceed to the location of the emergency and verify the existence of an emergency situation.

### 2. Routine Service

A maintenance request called in by a resident or GHA staff will be received by the Work Order Center. They will issue the appropriate work order. Work orders will be categorized by the Manager or Service Person III and distribute to the appropriate staff.

The Maintenance Staff will pick up work orders at the Maintenance Office twice each day. The Service Person III/Manager will assign work orders twice each day at the beginning of the workday and immediately after lunch. Insofar as it is possible, maintenance employees will be issued parts and supplies needed to complete assigned work orders as part of their truck inventory. The Staff completing the work will record the time he/she started and completed the work. He/she will also record all material and supplies used to complete the work orders to ensure that they are complete and correct. The completed work orders will then be returned to the Work Order Center and Staff will file them in the unit files.

### 3. Maintenance Staff Generated Requests

The majority of work requests initiated by the GHA Staff will be those attributable to planned maintenance, or unit inspections. Such work orders will be issued and distributed to the Sites or Developments by the Work Order Center. The Foreman assigns these work orders, along with all others, and is responsible for seeing that they are completed within the proper time frames. All other aspects of these work orders are handled as with routine work orders.

## III. EMERGENCY SERVICE

### 1. Policy

The Maintenance Staff, Executive Director and Administrative Staff are authorized to act in a matter pertaining to the provision of emergency maintenance service for GHA owned developments. Emergency maintenance is provided to repair or correct conditions that may cause physical injury and/or cause damage to GHA property if not immediately corrected. "Emergency" is defined in Section II.B.1 above. Emergency service is provided 24 hours a day, 7 days a week.

**2. Procedure**

Maintenance Staff shall be on call 24 hours each day either at the GHA office or residence to receive emergency calls. He/she shall make the necessary repair or contain the situation until the repair can be completed. If he/she cannot resolve the matter, the on-call person must contact the appropriate service as designated by the Director of Facilities Management.

Between 5:00 p.m. and 8:00 a.m., the Maintenance Shift maintenance technician will receive all calls. The Maintenance Staff will make all necessary arrangements to resolve the problem. If the Maintenance Staff receives a call that is clearly not an emergency, he/she shall so inform the caller and also inform them first thing the next regularly scheduled workday. A work order shall be issued for each call to which an employee is dispatched. The work orders shall be completed in a manner prescribed in Section II.B.1.

**IV. ASSESSING RESIDENT CHARGES**

**1. Policy**

Residents will be assessed a charge for repairs made to their dwelling units in excess of what is required for normal wear and tear and damage which is caused by the resident, members of the resident's household, or the resident's guest. A listing of all resident charges is made available to residents.

**2. Procedure**

During the review of completed work orders, the Foreman determines whether the worker's conclusion is reasonable and records the amount to be charges. If it is determined that the resident should be held responsible, the work order is so marked and the resident is notified of the charges.

**V. VACANT UNIT PREPARATION**

**1. Policy**

It is the policy of the GHA prepares vacant units for re-occupancy within 7 working days. Timely and efficient preparation of the units for occupancy is essential for maximize rental income. Close cooperation and communication between maintenance and management are required to efficiently prepare and release vacant units and prevent vandalism.

**2. Procedure**

IX. On the day or the day before a resident is scheduled to vacate, the



Maintenance Staff shall inspect the unit. The resident shall certify the condition of the unit on the Unit Inspection Form. In cases where the resident vacates without notice, the Maintenance Staff shall perform the move-out within 24 hours of learning of the vacancy. During these inspections, the Maintenance Staff shall not all items which must be repaired and determine any damages to be charged to the resident account. Following inspection, the Maintenance Staff shall determine the extent of the work order, which must be prepared.

- X. All units shall be exterminated, cleaned and secured as soon as vacated, if possible.
  
- XI. The work orders prepared as a result of the unit inspection shall be distributed to the appropriate Maintenance Staff. The GHA shall note the vacancy on the Unit Status Report board and coordinate among the Maintenance Staff to prepare the unit within target-performance standards.
  
- XII. The Foreman shall meet with the GHA administration to establish priorities for the preparation of the specific units. These priorities are established according to demand for the unit as well as the ability of the GHA Staff to lease the unit quickly. The establishment of such priorities, however, shall not affect the meeting of the 7 working day unit turnaround standard.
  
- XIII. Circumstances will occur that will cause the Staff to exceed the 7 working day standard for unit preparation. These are individual exceptions and will not affect overall GHA performance of this function. These circumstances shall include the following categories:
  - a.) Fire damaged units;
  - b.) Developments where there are more that five (5) vacated units in one week; - note when it happen contract work is necessary
  - c.) Major rehabilitation of vacant units.
  
- XIV. If any one of the following work items are required in the vacant unit, it shall be classified as a major rehabilitation:
  - d.) Replace roof;
  - e.) Replace/repair entire plumbing system;
  - f.) Replace wall studs;
  - g.) Electrical re-wiring
  - h.) Replace bathtub.
  - i.) Replace 50% or more of interior doors:
  - j.) Replace entrance doors;
  - k.) Replace two or more windows (frames and panes);
  - l.) Replace gutters and downspouts;
  - m.) Replace two or more wall and/or ceilings (plaster and drywall);
  - n.) Replace kitchen cabinets;

- o.) Install commode seats;
- p.) Replace radiators, baseboard heating, and connectors;
- q.) Replace/repair three or more floors;
- r.) Replace/repair 50% or more floor tiles;
- s.) Replace kitchen sink;
- t.) Replace bathroom lavatory;
- u.) Repair interior and/or exterior steps;
- v.) Replace walls the are burst completely through;
- w.) Replace closet flange;
- x.) Replace ceramic wall tiles;
- y.) Replace entire walkways.

XV. If any combination of the following works items are required in a vacant unit, it shall be classified as a major rehabilitation (Volume work is a primary determination factor for a major rehabilitation.)

XVI. The Maintenance Staff shall perform the final inspection. Following this inspection, the Administrative Staff shall accept the unit as available for occupancy if all work is completed to the unit as available for occupancy if all work is completed to his/her satisfaction. If the unit is not accepted, the Maintenance Staff must see that the desired work is completed and schedule another final inspection. Acceptance of the unit is at the discretion of the Administrative Staff and it is expected that this discretion shall be exercised reasonably.

### 3. STEPS IN TURNOVER PROCESS

The following steps shall be performed on all turnover units:

1. Remove range and refrigerator (i.e. Unit located in high vandalism area);
2. Exterminated;
3. Remove debris, clean and secure unit;
4. Remove all picture hooks, nails, valances, curtain hooks, shower curtain pins, etc.;
5. Plaster as required, paint and clean unit;
6. Clean all light fixtures;
7. Repair floor tile. Mop the floors free of dirt, scuff marks, etc., excessive build-up of wax deposits should be remove;
8. Clean plumbing fixtures and cabinets thoroughly;
9. Change the locks on the apartment doors;
10. Return the range and refrigerator to the apartment when leased. Spare sets of removable gas range parts should be carried in stock. These parts should include; burner top plates, spider grates, top burners, drip trays, oven racks, broker racks, and/or pans and trays, etc. Parts removed should be cleaned and made ready for future use;
11. Final extermination if needed;
12. An apartment is deemed ready for occupancy by a new resident only if the range and refrigerator have been thoroughly cleaned inside and out,

- kitchen sink and tub scoured, bathroom equipment washed, paint spots removed from all tile and fixtures, all debris removed, and that apartment swept, mopped, and exterminated;
13. The Maintenance Staff/Manager will make final inspection for cleanliness and conformance to standards.

## **VI. PLANNED MAINTENANCE**

### **Policy**

The GHA Planned Maintenance Program is based on regular, scheduled, the methodical inspection of dwelling units, building, equipment, and major systems. These inspections are designed to maintain GHA property in good repair and to appreciably extend it's useful life by assuring repairs are made prior to actual breakdown, thereby minimizing both damage and repair costs. Planned maintenance in this way will result in lower operating cost. The GHA has instituted a Planned Maintenance Program as the first line of its Maintenance Program and will adhere to the required schedule, including the annual inspection of all dwelling units.

### **1. UNIT INSPECTION**

1. Maintenance Staff will inspect each occupied unit annually. The Maintenance Staff shall provide a list of units that will be inspected in the upcoming weeks. The GHA notify the resident of the upcoming inspection by sending a letter at least three days prior to the visit.
2. The Staff member who is conducting the inspection should follow the order and methodology prescribed below. When major work items are found, they should be listed on the Inspection Form in sufficient detail to enable the preparation of the work order. Unusual conditions should also be reported to the Administrative Staff in writing on the Inspection Form.

The staff performing the HQS inspection shall adhere to the following sequence:

- a.) Knock on the door, state the purpose of the visit and politely ask for admittance. If no one is home, Maintenance Staff is to let themselves in, perform the inspection and leave a not;
- b.) If the resident is home, the Maintenance Staff should ask if there is anything they missed that requires maintenance;
- c.) Maintenance Staff then fills out an Inspection Form and notes whether each element requiring attention, was in good repair, that the apartment has been checked, and all necessary work completed;

- d.) The same Maintenance Staff makes a note of additional work needed. Items that will require additional work orders.
3. The following items will be checked during the inspection;
- a.) Faucets – Faucets will be inspected for their general condition (peeling, faded chrome, drips, etc.) Faucet handles should be adjusted for proper closure. If proper closure cannot be obtained, the washers on both the hot and cold-water spindles will be replaced. When washers are changed, the faucet seat will also be replaced. On faucets equipped with non-renewable seats, defective seats will be ground to a smooth surface.
  - b.) Cooking Ranges – Cooking ranges will be inspected for oven door closure, gas cock adjustments, a gas flame adjustment, oven spring tension, and top and oven burner condition. Defects will be corrected immediately. If the range is found to be in poor condition, defects will be corrected immediately. If the range is found to be in poor condition because of resident neglect or lack of care, the problem will be reported on the Inspection form and reported to the Maintenance Staff;
  - c.) Hardware – Entrance door hinges will be lubricated and checked for spring tension closure. Apartment door locks, knobs, strike plates, and stops will be checked for fastening, alignment, and workability. Defects will be corrected immediately. Door cylinders will be checked for proper key way and pinning to the apartment master key. Cabinet hinges, friction catches, and pull handles will be inspected for proper closure, fastening, and alignment. Defects will be corrected immediately;
  - d.) Floor Tile – the general condition of floor tile will be noted on the form. When indentation's cracks, and bumps are found, the notation must include the color, size, and quantity of materials, and the room where tile replacement is necessary;
  - e.) Ceramic Tile – The general condition of walls will be noted on the form. When cracked, broken, or missing tile is found, the notation must include the color, size, and quantity of materials needed for the repair;
  - f.) Electrical – Switches will be operated to check their workability. Defective switches and missing cover plates will be replaced. Loose fixtures will be tightened. Fuse cutout boxes will be inspected for conformity to fuse stats and adapters. Any deviation from these fuse stats and adapters will

be corrected immediately. If there is indications of tampering with fuse boxes, a notation will be made on the form and a report made to the Maintenance Staff;

- g.) Plumbing Fixtures – Plumbing fixtures will be inspected for fastenings, workability, operation, water tightness and flow to and from the fixture. Leaks to and from fixtures, including tubing, valves, bonnets, packing and piping, will be repaired immediately. Combination sinks, drain boards, and washbasins will be inspected for damage, wear, or chipping areas. The Maintenance Staff will record the extent of damage on the Inspection Form for disposition. Flush tanks, flush tank covers, and toilet bowls will be inspected for cracks and chips. In repair is needed, notation will be made on the Inspection form and reported to the Work Order Center;
- h.) Refrigerator – Refrigerators will be checked for secure door closure, thermostat operation, freezing capability, and general condition. Of the refrigerator is found to be in poor condition because of lack of care or abuse, the problem will be noted on the Inspection Form;
- i.) General Unit Condition – The general condition of the entire apartment will be noted. The following items will be checked and a notation entered on the Inspection Form.
  - (1) Is unit unsanitary? If so, give details.
  - (2) Check washing machines for wall or floor fastening and for fixed connections to water supply and drainage.
  - (3) The serial and tag number of the range and refrigerator will be recorded on the Inspection Form for use in the annual inventory.
  - (4) The completed Inspection Form will be submitted to the Work Order Center who is responsible for initiating the work order arising from the inspection.
  - (5) These work orders will be categorized as Unit Inspection and their issuance noted on the Inspection Form.

## **Motor Vehicles**

The Motor Vehicle Maintenance Program is the responsibility of the Director of Maintenance. The Planned Maintenance Program consists of regular inspections scheduled on a time or mileage basis. An effective Planned Maintenance program will minimize the number of breakdowns and downtime of motor vehicle fleet, while ensuring the safety of the operator and occupants of the vehicles.

Each operator of a vehicle can contribute great to the program by promptly reporting all operating deficiencies, noises, or the like, to the Director of

Maintenance. The adherence to a well-planned and executed Planned Maintenance Program has great significance to the GHA because of the average age of the motor vehicle fleet beyond the normal life expectancy of the equipment. Accordingly, Planned Maintenance Inspections shall be scheduled for all motor vehicles.

#### **4. Scheduled Maintenance**

Specified tasks will be performed as required on a daily, weekly, or quarterly basis:

Daily - meter check, visual check, check all fluids

Weekly – check inside and outside of the vehicle

Quarterly – oil change as needed

#### **5. Unscheduled Maintenance and Repair**

The Maintenance Staff is responsible for the condition of their assigned vehicle and assuring that scheduled maintenance is performed. The Maintenance Department is responsible for the coordination of the completion of oil changes, lubrication, tune-ups, or other repairs and maintenance. Indianapolis fleet service is responsible for all repairs and services as needed.

### **Building and Systems Maintenance**

#### **6. Buildings**

The Maintenance Staff will inspect each building and all facilities at least annually. The inspection will include the complete building envelope, consisting of roofs, overhangs, exterior walls, windows, doors, railings, and infestation. In each development, the Maintenance Staff will inspect all grounds, playground equipment, roads, walks, and the drainage system. Particular attention will be given to evidence or sewer problems, gas leaks, and the electrical drops, and gas meter installations. The Maintenance Staff will report the conditions found and indicate the exact location of needed repairs or replacements. Regular inspections must also be made a HVA by GHA personnel or contractors.

#### **2. Heating System**

Planned Maintenance on heating systems is performed by GHA personnel or contractors.

#### **3. Equipment**

Whenever a new piece of equipment is purchased, a file is started including all recommended Planned Maintenance servicing dates.

This information is recorded for scheduling. A copy of the work order, which confirms the performance of scheduled maintenance, or the repair, or replacement of any parts, is placed in the file to establish a record of all work performed on the equipment or system.

**4. General Procedure**

All planned maintenance work performed is covered by a work order. The Work Order Center issues all planned maintenance work orders. Work orders are issued for all items to be completed on a daily basis by the Foreman and distributed to the proper Maintenance Staff the next morning. Weekly work items are generated at the end of the preceding week, while monthly work items are produced on the first working day of the month. Work to be accomplished quarterly is confirmed by work orders produced on the first of March, June, September, and December.

**VII. Painting**

**A. Policy**

Scheduling painting of GHA owned structures is essential to maintain a good appearance as well as to protect the structures from deterioration and structural damage. Exterior painting should be accomplished on a five-year cycle. The interior of dwelling units shall be painted at intervals no longer than every five years for family units, and every seven years for elderly units.

**B. Exterior**

1. The scheduling of exterior painting is the responsibility of the Maintenance Department and is programmed to accomplish the painting of approximately one-fifth of the total inventory each year.
2. Included in the above inventory are all appendage facilities within each development. These include the management/maintenance building and the Community Room.
3. Painting will be accomplished between cycles if it becomes necessary due to fire damage or other unavoidable circumstances.
4. Residents, unless employed to do so by the GHA, are not to apply paint in any manner to building exteriors. Should they do so, they will be responsible for the restoration of the property as directed by the GHA.

**C. Interiors**

1. The condition of the interior paint finish of each unit will be inspected when vacated and a unit will be re-painted as necessary prior to occupancy to bring it to standard of good property maintenance.
2. The interior of occupied units will be painted according to the cycle

painting standards or as soon as possible. The Maintenance Department will determine which occupied units have not been painted within the standard period and schedule them for painting as availability of Staff permits.

## **VIII. Extermination**

### **A. Policy**

It is the policy of the GHA to provide a safe and sanitary environment for all of its residents. To that extent the GHA shall perform scheduled and unscheduled (call back extermination in all properties maintained by the GHA).

### **B. Scheduled**

1. Management is responsible for notifying the residents and assuring the apartments are properly prepared.
2. All developments will be completely treated for pest's quarterly.

### **C. Unscheduled**

1. Duties and responsibilities, as stipulated in the scheduled requirements is an integral part of the unscheduled program.
2. Residents requiring interim extermination shall report this to the GHA office.
3. The GHA Administration will inform the Maintenance Staff that the apartment shall be exterminated.
4. Extermination services may be provided as needed and paid for by the resident.

### **D. Vacated Units**

All vacated units will be exterminated once during the make-ready process.

## **IX. Grounds/Janitorial Standards**

### **A. Policy**

Grounds and building areas shall be maintained in a manner, which will provide a pleasant environment for residents and will bring credit to the GHA.



**B. Procedure**

The following tasks will be completed according to the frequency indicated:

1. Policing grounds  
On paved surfaces where cars, benches, and play equipment is  
Manual sweeping attains prevalent, best results.

**X. Trash Collection**

**A. Policy**

The GHA will provide periodic trash collection at a frequency required maintaining the development in a sanitary condition with required tenant cooperation.

**B. Procedure**

Resident cooperation is required by placing all trash or garbage in the receptacles provided by the consistent with the pick-up schedule. Trash City of Gary Solid Waste Division may provide collection.

**XI. Lawn Care/Landscaping**

**A. Policy**

The GHA will keep all units and Office lawns and landscaping areas cut and trimmed during the growing season to enhance the image of the GHA and to provide an attractive setting for its residents and the general public.

**B. Procedure**

By March 1 of each year, the GHA will advertise for lawn care service in the local newspaper.

1. Lawns

- a.) Damage – In early spring, the Maintenance Staff will clean debris, tree limbs, large rocks, etc. From each lawn area and report excessive lawn damage to the GHA properties. Damage to trees, ornamental plants and shrubs will also be reported. The Maintenance Technician III will inform the Director of Maintenance of the Location and nature of damage, and scheduled corrective work.

A. Landscaping

- a.) Hedges and Shrubs – Ornamental plants should be trimmed on a regular basis. No plants should touch the foundation of any

building. They should be cut clear of any stairs or buildings. The height and width of any hedge depends on their location and purpose.

- b.) Trees – all dead or broken limbs should be cut clean near the trunk of the tree. No tree limb should touch any building.

## **XII. Training**

### **A Policy**

It is the intention of the GHA Maintenance Department to have a qualified well –trained work force. Its goal is to ensure that every member of the Department is thoroughly trained in his/her job skill in order to perform. Their mission in a timely and efficient manner.

### **B. Procedure**

There are two types of training available for Maintenance Staff, classroom and on-the-job.

Classroom Training – Consists of scheduled formal classroom instruction with a qualified instructor.

On –the-job Training – consists of skills instruction at a development with a qualified superior overseeing the work.

### **C. In House Training GHA**

The GHA will occasionally review training needs of the Department. In the event a new piece of equipment is purchased (new stove, refrigerator, etc.) that the Maintenance Staff is unfamiliar with, a training session will be prepared and scheduled for appropriate Staff members. Other in-house Staff training will be provided on an as needed basis.

### **D. Contracted Training**

The GHA may, if the need arises contract for outside training services with private agencies. This method of training may include trade school facility members, manufacturing representative, etc. This method of training may take place at either a GHA facility or at the contracted agent’s location. All contracted training must be approved by the Executive Director, who will authorize training if funds are available,

### **E. Handbooks, Training Manuals, Brochures**

The GHA Staff will keep all maintenance related handbooks, training manuals, brochures, and literature in an assessable location for use by the Maintenance Staff.

### **XIII. Warehousing and Inventory Control**

#### **A. Policy**

Controls shall be maintained at Central Maintenance Warehouse and at the development sights and tight controls are to be adhered to. Inventory management involves keeping track of materials. Specifically, what and how much you need, how often to buy it, how to store it securely, and how to distribute it. What and how much you need, will be based on input from work order data and maintenance staff.

#### **B. Procedures**

Vendors can provide inventory levels and orders points are based on frequency of use and how quickly supply. GHA's tracking systems shall be automated. GHA's inventory system will constrain and track the following data: actual amount of stock on hand (by recording depletion's and additions), stock locations in the warehouse, costs, history of orders and deliveries, maximum amount to be kept on hand, and identification of levels at which to reorder each stock item (to prevent stock outages) based on usage rates, and delivery experience by vendors.

Regular counts of stock should be made periodically (at least annually, but more frequently for better control) and compared to tracking records. At the time of purchase, all Capital Assets-appliances and major office, maintenance, vehicles and playground equipment should be identified or tagged with an identification number that is recorded in a log. At the time of placement, the location of the appliance should be logged. During annual inspections, inspectors should confirm that the correct appliances are in each unit as recorded in the log. Work orders will help to monitor the use of supplies.

At GHA, a work order is required to obtain the supplies requested. after the work order is completed, maintenance staff are required to return a copy of the completed work order (signed by the resident) to the inventory department to document that the supplies requested were used for the purpose for which they were requested. GHA requires the return of the old parts with the work order that required replacing that old part with new. Where there are other warehouses throughout the Authority, supplies there shall be inventoried and tracked just as if they were in the warehouse.

### **XIV. CAPITAL ASSET MAINTENANCE**

Capital Assets, which may include appliances, vehicles, office equipment,

maintenance equipment and tools shall be the responsibility of the Maintenance Superintendent. This shall include the following equipment: Upright vacuum all vehicles, mowers, edger's, hedges and string trimmer, etc. If GHA's tools and equipment are not maintained, parts may rust or break when it is needed the most.

A new snow blower may need to be purchased quickly because a part was not replaced three months ago that would have kept the snow blower working for several years. Similar to building systems, tools, and equipment should be inspected regularly according to a schedule established by, the maintenance superintendent, in accordance with manufacturer recommendations. At GHA, this is considered part of the Authority's preventive maintenance program.

## **XVI. OTHER GOALS AND OBJECTIVES**

### **A. Policy**

Other goals and objectives of GHA's maintenance plan is to stay within it's Budget for labor, materials and contract cost for services in areas GHA lack expertise. Also, it is GHA's intention to maintain a healthy and fruitful relation with local 208.

#### **1. SERVICE CONTRACTS SCHEDULE/PROCUREMENT PLAN**

GHA has a Blanket Purchase Agreement Pricing (BPA) as of 2/26/04.

A BPA is an easier method of obtaining goods and services by opening charge accounts with qualified vendors.

The benefits of a BPA are;

- Affixed price list for a specific time frame
- A formal agreement to terms and conditions for an on call or as needed basis
- Because of pricing availability work load is reduced making it convenient for customers and vendors to work together
- An itemized invoice is submitted monthly for all deliveries made during that billing cycle. Delivery tickets need not be attached to support deliveries

GHA has contracted with outside firms to provide elevator, HVAC repair and vehicle maintenance. Each of these contracts were procured in accordance with the GHA's procurement policies, based upon the HUD regulations at 24 CFR 85.36.

**2. MATERIAL SUPPLIES, AND EQUIPMENT**

Based upon an analysis of the consumption and use of materials and supplies for last year, GHA has budgeted a projected dollar increase in items to be consumed based upon the continued and expanding emphasis on the GHA's PM program.

**3. QUALITY CONTROL**

Wrench time; Refer to Facilities Management Maintenance Time Standards/Schedules.

**4. BUDGET**

GHA's budget has been developed based upon established goals, Schedules, staff requirements, and known income sources. GHA believes It has developed a very fiscally responsible budget.

**5. LEAVE SCHEDULE**

Refer to the contract agreement between GHA and Maintenance Men Union Local 208.