

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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

Page #

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 - 1. Housing Needs
 - 2. Financial Resources
 - 3. Policies on Eligibility, Selection and Admissions
 - 4. Rent Determination Policies
 - 5. Operations and Management Policies
 - 6. Grievance Procedures
 - 7. Capital Improvement Needs
 - 8. Demolition and Disposition
 - 9. Designation of Housing
 - 10. Conversions of Public Housing
 - 11. Homeownership
 - 12. Community Service Programs

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

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 IN005b01.doc
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart IN005a01.doc
- FY 2000 Capital Fund Program 5 Year Action Plan
Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Pet Policy IN005c01.doc
 - Community Service IN005d01.doc

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 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 X 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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X 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 X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plas	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	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
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by

completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	HIGH						
Income >30% but <=50% of AMI	HIGH						
Income >50% but <80% of AMI	LOW						
Elderly	HIGH						
Families with Disabilities	HIGH						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- X Consolidated Plan of the Jurisdiction/s
Indicate year: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- X Other sources: (list and indicate year of information)
The US Census data and the American Housing Survey did not have any information in it relative to this table. The Consolidated Plan only gives general information and not any specific information. The table was completed based on the little information that we had.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	104		
Extremely low income <=30% AMI	86	83%	
Very low income (>30% but <=50% AMI)	14	13%	
Low income (>50% but <80% AMI)	4	4%	
Families with children	63	61%	
Elderly families	8	8%	
Families with Disabilities	12	12%	
Black	31	30%	
White	73	70%	
Other	0		
Hispanic	0		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	41	39%	

Housing Needs of Families on the Waiting List			
2 BR	39	38%	
3 BR	16	15%	
4 BR	8	8%	
5 BR	N/A		
5+ BR	N/A		
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	466		240
Extremely low income <=30% AMI	372	79%	
Very low income (>30% but <=50% AMI)	94	21%	
Low income (>50% but <80% AMI)	0	0	
Families with children	381	81.75%	
Elderly families	12	.02%	
Families with Disabilities	34	.07%	
Black	164	35%	
White	301	64%	
Other	0	0%	
Hispanic	1	.01%	

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

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

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X Reduce time to renovate public housing units
- X Seek replacement of public housing units lost to the inventory through mixed finance development
- X Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X 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

- X 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
- X 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

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- X 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
- X Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

- X 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

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty /minority concentrations
- X Other: (list below)
Give the HUD Fair Housing Booklet to each participant/landlords

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:

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	1,255,603	
b) Public Housing Capital Fund	1,201,004	
c) HOPE VI Revitalization	Will Apply	
d) HOPE VI Demolition	Will Apply	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,787,861	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	146,703	
g) Resident Opportunity and Self-Sufficiency Grants	Will Apply	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant	Will Apply	
i) HOME	Will Apply	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below)	688,548	
3. Public Housing Dwelling Rental Income	688,548	
4. Other income (list below)	N/A	
5. Non-federal sources (list below)	N/A	
Total resources		

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)
 - X Other: (describe)
At initial application they are interviewed according to income limits.
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
 - X Rental history
 - X Housekeeping
 - X Other (describe)
Owing other Housing Agencies
- c. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. X 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
 - X Site-based waiting lists
 - X Other (describe)
One Master List
- b. Where may interested persons apply for admission to public housing?
- X PHA main administrative office
 - X PHA development site management office
 - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?

5

2. X 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? 5
3. X Yes No: May families be on more than one list simultaneously
If yes, how many lists? 5
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 X PHA main administrative office
 All PHA development management offices
 Management offices at developments with site-based waiting lists
 X 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)
 X One
 Two
 Three or More
- b. X 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 X 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)
 X Emergencies
 X Overhoused
 X Underhoused

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

c. Preferences

1. X Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- X Other source (list)
 - 1. House Rules
 - 2. Special information for individual complexes

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

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

(6) Deconcentration and Income Mixing

a. X 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. X 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)

X Adoption of site based waiting lists

If selected, list targeted developments below:

Munsyana Homes, Parkview Apts., Earthstone Terrace, Southern Pines
And Gillespie Tower

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

If selected, list targeted developments below:

Munsyana Homes, Parkview Apts., Earthstone Terrace, Southern Pines and
Gillespie Tower

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

X Other (list policies and developments targeted below)

Implemented a Deconcentration & Income Mixing Policy

Accepting applications on site.

Munsyana Homes, Parkview Apartments, Earthstone Terrace, Southern Pines,
and Gillespie Tower.

d. X 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)

X Additional affirmative marketing

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- X List (any applicable) developments below:
Munsyana Homes, Parkview Apartments, Southern Pines and Earthstone Terrace

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

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

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)
- X 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
 - X More general screening than criminal and drug-related activity (list factors below)
If any member of the family has been evicted from public housing during the last 3 years.
If any member of the family has committed drug-related criminal activity, or violent criminal activity within the past 3 years
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 the HA or to another HA in connection with Section 8 or public housing assistance under the 1937 Act.
The family has not reimbursed any HA 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 breaches an agreement with an HA to pay amounts owed to an HA or amounts paid to an owner by an HA.

The family has engaged in or threatened abusive or violent behavior toward HA personnel.

Violations of family obligations in past 3 years.

Other (list below)

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

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

d. Yes X 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

X Other (describe below)

Address of participant and names and addresses of current and previous landlords if known.

(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)

X 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)

X PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

- Extenuating circumstances such as hospitalization or a family emergency for an extended period of time.
- The HA is satisfied the family has made a reasonable effort to locate a unit.
- The family was prevented from finding a unit due to disability accessibility requirements or for large 3, 4, or 5 bedroom units.

(4) Admissions Preferences

- a. Income targeting

- X 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. X 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

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- X Substandard housing
- X Homelessness
- X 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
- X 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
- X Victims of reprisals or hate crimes

- X Other preference(s) (list below)
Low income working preference

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your 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
- 1 Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
Low income working preference

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

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

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

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

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

- The PHA applies preferences within income tiers
- X 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---

- X 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)

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

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

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

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

1. X 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:

We will charge the Fair Market rent as listed in the current Federal Register.
This will be our Flat Rent. This will be a choice of Tenant Rent.

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

- X 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
- X No

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

N/A

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

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

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

f. Rent re-determinations:

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

- Never

- At family option
- X 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)_____
- X Other (list below)
Any time a family experiences an income decrease or change in family composition.

g. Yes X 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.)
- X The section 8 rent reasonableness study of comparable housing
 - X Survey of rents listed in local newspaper
 - X 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
 - X 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)

- X 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
- X Other (list below)
Increase in utility cost

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

- X 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)

- X Success rates of assisted families
- X Rent burdens of assisted families
- X Other (list below)
Availability of suitable units below payment standard
Rent reasonableness Data base/Average Rent to Owners
Financial Feasibility

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	542	120
Section 8 Vouchers	740	144
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	542	N/A
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)

Admission, Selection and Occupancy Policy

Selection Assignment Plan

Abandonment Policy

House Rules

Affirmative Action Plan

Procurement Policy

Preventive Maintenance Requirements

Litter and Trash Policy

Pest Control/Roach Procedures

Community Room Policies

Pet Policy

Community Service Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

Affirmative Action 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)
- X 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 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

PHA Plan Table Library

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

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

Capital Fund Grant Number 501-02 FFY of Grant Approval: (04-2002

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	.00
2	1406 Operations	80,000.00
3	1408 Management Improvements	58,000.00
4	1410 Administration	105,000.00
5	1411 Audit	2,300.00
6	1415 Liquidated Damages	.00
7	1430 Fees and Costs	100,000.00
8	1440 Site Acquisition	25,000.00
9	1450 Site Improvement	.00
10	1460 Dwelling Structures	457,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	.00
12	1470 Nondwelling Structures	20,000.00
13	1475 Nondwelling Equipment	38,000.00
14	1485 Demolition	.00
15	1490 Replacement Reserve	.00
16	1492 Moving to Work Demonstration	.00
17	1495.1 Relocation Costs	.00
18	1498 Mod Used for Development	265,704.00
19	1502 Contingency	50,000.00
20	Amount of Annual Grant (Sum of lines 2-19)	1,201,004.00
21	Amount of line 20 Related to LBP Activities	.00
22	Amount of line 20 Related to Section 504 Compliance	.00
23	Amount of line 20 Related to Security	.00
24	Amount of line 20 Related to Energy Conservation Measures	.00

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
001	Site Acquisition	1440	25,000.00
001	Emergencies	1460	8,000.00
001	Tile (FA)	1460	5,000.00
001	Emergencies	1470	5,000.00
001	Mod Use for Development	1498	265,704.00
004	Emergencies	1460	5,000.00
004	Tile (FA)	1460	2,000.00
004	Emergencies	1470	5,000.00
005	Emergencies	1460	5,000.00
005	HVAC	1460	200,000.00
005	Tile (FA)	1460	5,000.00
005	Emergencies	1470	5,000.00
006	Emergencies	1460	10,000.00
006	Carpet	1460	7,000.00
008	Emergencies	1460	5,000.00
008	HVAC	1460	200,000.00
008	Tile (FA)	1460	5,000.00
008	Emergencies	1470	5,000.00
All	Operations	1406	80,000.00
All	Vac Reduction Trng/Temp Help	1408	12,000.00
All	Rent Coll Pro Trng	1408	13,000.00
All	PHM/FSS/RI/MOD	1408	20,000.00
All	Software Upgrades	1408	13,000.00
All	Mod Administration	1410	72,000.00
All	Mod Benefits	1410	33,000.00
All	Audit Costs	1411	2,300.00
All	A & E	1430	80,000.00
All	Planning	1430	20,000.00
All	Office Equipment	1475	9,500.00
All	Computer Upgrades	1475	10,000.00
All	Maintenance Equipment	1475	18,500.00
All	Contingency	1502	50,000.00

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
001	06-30-04	12-31-05
004	06-30-04	12-31-05
005	06-30-04	12-31-05
006	06-30-04	12-31-05
008	06-30-04	12-31-05
All	06-30-04	12-31-05

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Munsyana Homes

X 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:
 Munsyana Homes

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

Demolition/Disposition Activity Description	
1a. Development name:	Munsyana Homes
1b. Development (project) number:	001
2. Activity type:	Demolition X Disposition <input type="checkbox"/>
3. Application status (select one)	Approved X Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(04/02/97)</u>
5. Number of units affected:	92
6. Coverage of action (select one)	X Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 11/2001 b. Projected end date of activity: 11/2002

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 X 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.

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

6. Number of units affected:
7. Coverage of action (select one)
- Part of the development
- Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes X 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?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development	

<input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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 X 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.)

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

B. Section 8 Tenant Based Assistance

1. X 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

X 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)

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X 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? 10/12/01

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

- X Client referrals
X Information sharing regarding mutual clients (for rent determinations and otherwise)
X 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
- X 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

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>GED</i>	20	<i>Random</i>	<i>Other Provider</i>	<i>Both</i>
Muncie Community Schools	20	Random	Other Provider	Both
Open Door Community Services	10	Random	Other Provider	Both
BSU School of Continuing ED	10	Specific	Other Provider	Both
Delaware Cty Family Ser/Impact	10	Specific	Other Provider	Both
East Central Private Ind. Council	5	Specific	Other Provider	Both
Muncie Area Career Center	10	Specific Criteria	Other Provider	Both
Workforce Dev/Employment	10	Random	Other Provider	Both
Muncie Public Library/Computer	10	Random	Other Provider	Both
Hillcroft Family Ser/Healthy Fam	5/5	Specific	Other Provider	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	82	94 10/01/01

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
 - Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

Munsyana Homes, Parkview Apartments, Southern Pines, Earthstone Terrace And Gillespie Tower

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)

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

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

Munsyana Homes, Parkview Apts., Earthstone Terrace, Southern Pines & Gillespie Tower

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)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents

- X 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)
Munsyana Homes, Parkview Apartments, Earthstone Terrace, and Southern Pines

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)]

Attachment

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. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes X No: Were there any findings as the result of that audit?
4. Yes X No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? ____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
X Provided below:
Residents asked questions concerning utility allowance, qualifying for Section 8, if a resident moved out of public housing if they would have to reapply to move back in, the difference between the 30% and 50% median income and the difference between a master waiting list and a site based waiting list. They discussed the preferences and asked that education, training or upward mobility programs be added and numbered a 4 in PH and 1 in Section 8.

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.
X The PHA changed portions of the PHA Plan in response to comments

List changes below:

In preferences added Those enrolled currently in educational, training, or upward mobility programs and numbered 1 in Section 8 and 4 in Public Housing

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

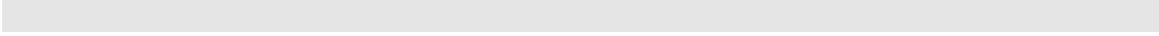
1. Consolidated Plan jurisdiction: (provide name here)
Muncie, Indiana
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 1. Provide additional affordable housing.
 2. Partner with Community Development.

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 1. Provide additional affordable housing
 2. Revitalize community around Munsyana Homes

D. Other Information Required by HUD

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



MHA Organizational Chart

Board of Commissioners: Jerome Williams Sr. Chairman
Mike Privett, Vice Chairman; Commissioners: Bing Crosby; Lillian
Dunn; Mary Kuzma; Secretary/Treasurer, Mary Spitz-Greene

Executive
Director
Charles Weatherly

Connie Thalls, Administrative Assistant
LaDonna Wilson, Receptionist/Clerk

Director
Finance
Joyce Wilkins

General Accounting
Specialist
Carolyn Stanley

Cashier
Ted Brewer

Inventory Clerk
Beverly Wunderley

Director
Maintenance
Willie Beasley

Maintenance
Specialists
Larry Taylor
Earl Lindsey
Curtis Benning
Kelly Clark
William Ward
Mitchell Bozarth
Danny Terry
Rufus Wallace
Melodie Norris
Billy Davis
Eric Flood

Director
Section 8
Nome Marienau

Occupancy Specialists
Mary Pointer
Lastacia Shaw
Timika Johnson

HQ Inspectors
Greg Graham
Anna Anderson

FSS Coordinator
Carolyn Graham

Director
Low Rent
Carol Butts

Resident Initiative
Coordinator
Joe Anderson
Intake Specialist
Portia Shoecraft

Resident Managers
Kathy Williams
Munsyana Homes
Andrea Whigum,
Southern Pines
Curtisa Harrington
Earthstone Terrace
Laura Keihn,
Gillespie Towers
Chantal Corbin
Parkview Apts.

Modernization
Coordinator
**Guillermo
Rodriguez**

Modernization
Assistant
Ami Carter

Clerk of the Works

**DECONCENTRATION AND INCOME MIXING POLICY
1999**

Goal: To establish a diverse community wherein equal opportunity in housing is extended to everyone, and, “to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects”.

1. In order to achieve deconcentration and income mixing, the Muncie Housing Authority will:
 - Provide a uniformed way of skipping on the waiting-list
 - Follow the established local preferences
 - Offer incentives to individuals on the waiting list and residents in good standing*
 - Deferred security deposit with our video move-in. 6 months of payments. Skipping payments will result in the whole security deposit due on demand. Move out prior to the security deposit being paid in full then the security deposit is due immediately.
 - First and twelfth month's rent free with one year lease
 - No additional deposit required with transfers
2. In addition, the MHA will attempt to use the following marketing strategies which we feel will enhance the possibilities of fulfilling our deconcentration and income mixing policy.
 - Advertise in the local newspapers
 - Provide Bi-lingual advertising
 - Enter into a cooperative agreement to do a video presentation on local television stations
 - Distribute information in local agencies, businesses, churches, public schools, and libraries
3. In order to maintain our deconcentration and income mixing policy, the MHA will act aggressively toward achieving our current goal and be flexible to the conditions of the changing market, meanwhile consistently replacing same type households to meet our policy throughout all of our complexes.
4. The MHA will annually assess its programs and developments for policy and HUD compliance.

* A resident in good standing is defined as: no outstanding balance on his/her account and MHA has not had to take action for eviction.

Muncie Housing Authority
409 East First Street
Muncie, IN 47302

Pet Policy
2001

I. Introduction

Section 227 of the Housing and Urban-Rural Recover Act of 1983 and QHWRA of 1998 provides that residents of federally assisted housing cannot be denied the right to have common household pets in their dwelling unit. To this end, the Authority has adopted the following pet policies and rules.

II. Selection Criteria

- A. Approval Prior to accepting a pet for residency on Muncie Housing Authority property, the pet owner and the complex owner must enter into a PET AGREEMENT (attached), which is also a part of this lease addendum. In addition, before bringing a pet onto the premises, the pet owner must register the pet with the site manager.

Registration includes the following:

1. Certificate signed by a licensed veterinarian stating that the pet has received all inoculations required in Basic Guidelines.
2. Certificate signed by a licensed veterinarian stating that the pet has been spayed or neutered or the pet is under the age that the process can be performed and specifying pet's estimated adult weight.
3. Name, address, phone number, and notarized statement from the resident of two parties who may enter pet owner's apartment and will care for the pet in the event that the pet owner is hospitalized, incapacitated, unable to care for the pet, or dies. Resident will be responsible for providing keys for access.
4. A pet tag must be worn by pet at all times.
5. Registration must be renewed annually at the pet owner's annual recertification appointment.

- B. Disapproval Site manager may refuse to register the pet if one or more of the following conditions exist:

1. Pet is not a common household pet as defined.
2. Pet owner fails to provide complete registration information.

3. Pet owner's habits and practices make him or her unable to keep the pet in compliance with rules and lease obligations.

C. Definitions "Common household pets" are limited to the following:

1. Dog
2. Cat
3. Fish
4. The following animals must be caged:
 - a. Birds
 - b. Rabbits
 - c. Hamsters
 - d. Gerbils
 - e. Guinea Pigs
 - f. Rats
 - g. Mice

The pets above must comply with the Basic Guidelines stated below.

Absolutely no reptiles such as:

- a. Lizards
- b. Snakes
- c. Alligators
- d. Turtles

D. Basic Guidelines

1. Types of Pets
 - a. DOGS
 - (1) Maximum number one (1)
 - (2) Maximum adult weight - 25 pounds
Any pet that exceeds the weight limit at any time during occupancy will not be an eligible pet and must be removed from MHA property.
 - (3) Must be spayed or neutered
 - (4) Must have annual rabies and distemper inoculations as required by a licensed veterinarian, as well as infectious hepatitis, leptospirosis, para influenza, and parvo inoculations at intervals recommended by licensed veterinarian

b. CATS

- (1) Maximum number one (1)
- (2) Maximum adult weight - 25 pounds
- (3) Must be trained to the litter box
- (4) Litter must be changed at least twice a week
- (5) Must be spayed or neutered
- (6) Must have annual rabies and distemper shot and feline leukemia shots as required by a licensed veterinarian

c. ALL CAGED ANIMALS

- (1) Maximum number is two (2)
- (2) Must be kept inside of cage at all times
- (3) Cage must be cleaned at least twice a week

d. FISH

- (1) Aquarium must be maintained.
- (2) Aquarium or fish bowl must be cleaned at least once a month

e. SPECIALLY TRAINED ANIMALS

- (1) Animals trained to assist the visually or hearing impaired and other persons with a disability do not come under the limitations. Pet Rules are not intended to limit or impair the rights of disabled persons.

E. Basic Restrictions

1. No other kinds of pets may be kept by residents on the premises of this complex.
2. No sick or injured pet will be accepted for occupancy. Pets accepted for residency which become sick or injured must be immediately taken for veterinary care at Pet Owner's expense.
3. Animals or breeds of animals that are considered by the MHA to be vicious and/or intimidating will not be allowed. Some examples of animals that have a reputation of a vicious nature are: reptiles, rottweiler, doberman pinscher, pit bulldog, and/or any animal that displays vicious behavior. This determination will be made by a MHA representative prior to the execution of this lease addendum.

III. PET DEPOSITS

- A. A refundable pet deposit of three hundred dollars (\$300.00) will be required for all dogs and cats. This deposit must be paid in a lump sum. A nominal fee of \$10.00 per month shall be charged above the deposit. This fee is non-refundable.

- B. Pet deposits (excluding the cost of professional fumigation of apartment and any other charges against it for damages) will be refunded within 45 days after move-out, along with any security deposit refund due. This deposit does not take the place of a security deposit, but is paid in addition to the units security deposit.
- C. Management reserves the right to change this amount, consistent with federal guidelines.
- D. Resident's liability for damages caused by his or her pet is not limited to the amount of the pet deposit. The resident will be required to reimburse the Muncie Housing Authority for the real cost of any and all damages. Additional damages discovered at move-out will be charged to the resident.
- E. All units occupied by a dog or cat will be professionally fumigated upon being vacated, and cost of this move-out fumigation will be deducted from the pet deposit. During occupancy, cost of correcting an infestation of fleas carried by resident's pet shall be the responsibility of the pet owner. Infestation of adjacent units or common areas attributable to a specific pet shall also be the responsibility of the pet owner, who shall be liable for the cost of correcting the infestation. Management shall choose the exterminator and shall bill the pet owner for such services.
- F. Pet owners are encouraged to secure renters' liability insurance to assist with damages to another resident's property caused by pet or pet apparatus (for example, by a broken aquarium which floods the apartments(s) below).
- G. Nominal fee will not be required for pets residing on MHA property before April 1, 1999.

IV. PET RULES

A. Dogs and Cats

1. No animals may be brought to MHA offices at any time.
2. Dogs and cats shall be maintained within the resident pet owner's apartment. Except for specially trained animals, dogs and cats shall be carried in portable pet carriers in common areas. When outside, including apartment balconies, the pet shall be kept on a leash and under the control of the resident or other adult AT ALL TIMES. Under no circumstances shall any cat or dog be permitted to roam free. These common areas include maintenance closets, hallways, stairways, laundry rooms, lobbies, display rooms, playgrounds, courtyards community rooms and basket ball courts. **Absolutely no dog/cat can be tied or chained outside.**
3. With the exception of cat litter all animal waste shall be picked up dailey by the owner and disposed of in sealed plastic trash bags and placed in the appropriate container. Gillespie Tower residents shall not place waste down the trash chute. Access to the dumpster will be offered between 8:30 to 10:30 A.M. Monday through Friday by contacting the project manager.

4. Dogs and cats may be walked only in specified areas. Residents must carry a scoop and plastic bag when walking a pet and clean up after the pet by placing waste in tied plastic bags and placing the bag in the dumpster or appropriate container. Under no circumstances will a pet be allowed to go near shrubbery, trees, and play ground equipment located on the property.
5. Failure to adhere to waste disposal procedures outlined in rules 2 and 3 above will be considered a violation of the Pet Rules, and, at a minimum will result in a fine of eight dollars (\$8.00) per occurrence. Repeated violations may result in removal of the pet, and/or termination of the pet owner's tenancy.
6. Pet owners shall keep their pets under control at all times. Pet owners assume all responsibility for liability arising from any injury sustained by any person attributable to their pet.
7. Any pet that causes injury to any resident, guest, staff member, or other authorized person on the premises shall be immediately and permanently removed from the premises without prior notification.
8. Resident pet owners agree to control the noise of their pet such that it does not constitute a nuisance to other residents. Failure to control pet noise may result in the removal of the pet from the premises.
9. No pet shall be left unattended in any apartment for longer than 12 hours.
10. All resident pet owners shall provide adequate care, nutrition, exercise, and medical attention for their pet. Pets which appear to be poorly cared for may be reported to the appropriate authority at pet owner's expense.
11. If the health or safety of a pet is threatened by death, sudden illness, or incapacity of the Pet Owner, or by other factors that render the Pet Owner incapable of caring for the pet, and the responsible parties are unavailable or unwilling to care for the pet, management may contact the appropriate state or local authority to remove the pet. If no state or local authority is authorized to remove the pet, management may enter Pet Owner's apartment and place the pet in an appropriate boarding facility until the Pet Owner or responsible person is able to assume responsibility for the pet-but for no longer than thirty (30) days. The Pet Owner (or his/her estate) shall be responsible for all obligations, financial and otherwise, as a result of placing the animal in a boarding facility. The Pet Owner absolves management and/or its agents of any and all liability, financial or otherwise, arising out of actions and taken on behalf of the Pet Owner or for the well being of the pet.
12. Unwillingness on the part of named caretakers of a pet (per items #9 and #10 of this section) to assume custody of the pet shall relieve management of any requirement to adhere to any written instructions with respect to the care or disposal of a pet and shall be considered as authorization to management to exercise discretion in regard to care and disposal, consistent with federal guidelines.

13. Resident pet owners acknowledge that other residents may have chemical sensitivities or allergies related to pets or are easily frightened by such animals. The resident, therefore, agrees to exercise common sense and common courtesy with respect to such other residents' right to peaceful and quiet enjoyment of the premises.
14. Management may require the removal of a pet from the premises on a temporary or permanent basis for the following causes:
 - a. Creation of a nuisance after proper notification, consistent with Section IV of these pet rules.
 - b. Excessive pet noise or odor, when given proper notification.
 - c. Unruly, dangerous, or vicious behavior.
 - d. Excessive damage to the resident's unit and or complex common areas.
 - e. Repeated problems with vermin or flea infestation.
 - f. Failure of the resident to provide for adequate care of his or her pet.
 - g. Leaving a pet unattended for more than 12 hours.
 - h. Failure of the resident to provide adequate and appropriate vaccination of the pet.
 - i. Resident's serious illness and/or death.
 - j. Pet's serious illness or injury, if untreated by veterinarian.
 - k. Failure to observe any other rule contained in this section, and not here listed, upon proper notification.
15. Pets of visitors are **STRICTLY PROHIBITED** with the exception of seeing eye dogs for the blind and hearing dogs for the deaf.
16. All pets must be secured when MHA staff or other authorized personnel is required to enter the unit.

V. EMERGENCIES

- A. Apartment Emergencies: In the event of emergency which requires response to a pet owner's apartment by management or maintenance staff or by fire or medical personnel, responding personnel shall not be responsible for locating or returning pets who escape from the apartment during the emergency.

- B. Building Emergencies: In the event of a building emergency such as fire or flood (but not limited to these particular emergencies), responding building personnel or outside building personnel (e.g., fire department, Authority Staff, etc.) shall first evacuate residents and guests, and then, if possible, pets. Project owner is not responsible for pets unable to be rescued during such an emergency.

VI. VIOLATION AND NOTIFICATION POLICY

If management determines that a Pet Owner has violated a pet rule, management will provide a written notice (except in the case of physical harm caused by a pet, as stated below) to the Pet Owner describing the violation and giving the Pet Owner one (1) business day from the date of the notice to correct the violation (including, in appropriate circumstances, the removal of the pet). The Pet Owner's failure to correct the violation may result in initiation of procedures to terminate the Pet Owner's tenancy.

VII. TRANSFERS

- A. Residents who do not wish to live in close proximity to pets will be permitted to transfer only for the following reason:
 - 1. Certifiable Medical Condition

VIII. COMPLAINTS

All complaints from complex residents concerning pets residing in buildings must be submitted to management in writing.

IX. INCORPORATION INTO LEASE

These pet policies and rules, as well as the attached Pet Agreement, are incorporated by reference into the resident's lease. Violation of these policies and rules therefore constitutes violation of resident's lease and may constitute grounds for removal of pet from the premises and/or grounds for eviction of the resident or both.

X. CERTIFICATION STATEMENT

“I have read and understand the above pet policies and rules of the Authority and I agree to comply fully with their provisions. I understand that failure to comply may constitute reason for removal of my pet, and may constitute reason for termination of my lease. Where required by management to remove my pet from the premises, for cause, I agree to affect such removal and understand that my failure to do so shall constitute grounds for eviction.”

Date _____ Resident Signature _____

Date _____ Resident Signature _____

Apartment Number _____

Witness _____

The above named resident(s) has/have read and signed these rules in my presence.
Muncie Housing Authority as Landlord

Date _____ By _____

(Signature)

Title _____

COMMUNITY SERVICE

[24 CFR 960.603-960.611]

INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 mandates PHAs to require that adults living in public housing comply with the community service requirements

A. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

The Muncie Housing Authority is presently engaged in preparing to meet the needs of the Community Service Requirement of QHWRA.

B. REQUIREMENT

Each adult resident of the PHA shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per Month.

C. EXEMPTIONS

The PHA shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

The PHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The PHA will permit residents to change exemption status during the year if status changes.

D. ANNUAL DETERMINATIONS

Requirement - For each public housing resident subject to the requirement of community service, the PHA shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

E. NONCOMPLIANCE

If the PHA determines that a resident subject to the community service requirement has not complied with the requirement, the PHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the PHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The PHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the PHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

The PHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F PHA RESPONSIBILITY

The PHA will ensure that all community service programs are accessible for persons with disabilities.

The PHA will ensure that:

The conditions under which tile work is to be performed are not hazardous;

The work is not labor that would be performed by the PHA's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.