

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000- 2004

Annual Plan for Fiscal Year 2002

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

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the City of Marion, IN

**PHA Number:** INP041-001-002-003-004-005

**PHA Fiscal Year Beginning:** (07/1/2002)

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

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

As stewards of public funds and trust, the Marion Housing Authority will provide safe, decent, affordable housing opportunities through public and private partnerships, while serving all customers with respect.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other: Build for sale 15 units of affordable housing.  
Partner with not for profit to complete a tax credit project, 36 units of lease purchase single family housing.
- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
- Implement preventative maintenance program to reduce work orders.
- Investigate possible alternative pest control options.
- Develop and implement a maintenance inventory control plan.
- If funding is available expand services coordinator program to include public housing elderly buildings.

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: Develop Affordable Housing 28 rental units, 2 units of transitional housing and 2 units in cooperation with DFC for Family Unification Learning Center, and 15 homeownership units. Through our partnership with our not for profit, Affordable Housing Corporation, develop 36 units of lease purchase single family housing.

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

- Maintain income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Administer IDA program in partnership with non profit corporation to 58 participants.
  - Administer FSS Program as funding is available.
  - Collaborate with DFC to provide family unification services and Salvation Army to provide transitional housing services.
  - Administer HomeOwnership Counseling/Downpayment Assistance Program for income eligible clients.
  - Consumer Credit Counseling services are being offered through our not the not for profit at the main office of the housing authority.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Evaluate competition and implement affirmative marketing plan and review annually.
- Investigate a blended management model to partner property management with social services.
- Evaluate our administrative procedures to identify opportunities to improve ease and speed of service to customers.
- Review and address relevant issues raised during HUD resident survey process.

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

**PHA Goal: Participate in redevelopment of existing neighborhoods as part of urban renewal efforts.**

- Develop plan to implement one or more of the following strategies:
  - ?? Owner Occupied rehab.
  - ?? Renter Occupied rehab.
  - ?? Vacant lot development.

# 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.

In 1994 the Marion Housing Authority completed a Housing Needs Assessment to identify the most pressing housing needs in our Community. Since that time the Authority has devoted a substantial amount of its time to the development of affordable housing. As of October 1999 the Authority has developed 24 rental units of affordable housing and has finished 12 units of homeownership. In addition the Authority has partnered with its not for profit to complete the development of a site which will include 8 units 2 of which will serve transitional housing clients and 2 in partnership with the Division of Family and Children which will be two Family Unification Learning Center units. The Authority has finished the administration of its second allocation of administering \$250,000 of Homeownership Down payment Assistance Funds and has assisted 75 families in becoming homeowners. The Authority is in the process of bringing on board 175 preservation vouchers. The Authority is also participating in the administration of 58 IDA's with its subsidiary non profit corporation. The Authority will partnership with its not for profit, Affordable Housing Corporation to develop a 36 unit lease purchase tax credit project, all single family. We undertook a major foundation stabilization and rehabilitation of or Norman Manor project which is a 69 unit elderly hi rise building which will be completed early in 2002.

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

[24 CFR Part 903.79 (r)]

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#### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration (Chapter 4 of ACOP) in041a03
- FY 2001 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 in041d03
- 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)

- in041c03 – Community Service Implementation Plan
- in041e03 – Resident Membership on Board of Commissioners
- in041f03 – Progress Statement in Meeting 5 Year Goals
- in041g03 – Resident Advisory Board Members

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<i>Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Administrative Plan	
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
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	1226	5	5	5	5	5	5
Income >30% but <=50% of AMI	913	5	5	5	5	5	5
Income >50% but <80% of AMI	935	3	4	4	3	3	3
Elderly	884	3	2	2	2	2	2
Families with Disabilities	1114	4	3	3	3	2	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity W	3684	4	3	4	3	3	3
Race/Ethnicity B	750	4	3	4	3	3	3
Race/Ethnicity H	132	4	3	4	3	3	3
Race/Ethnicity O	36	4	3	4	3	3	3

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 1990
- American Housing Survey data  
Indicate year:
- Other housing market study Housing Needs Assessment for Marion, IN  
Indicate year: 1994
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	318		636
Extremely low income <=30% AMI	311	97.79%	

<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but <=50% AMI)	6	1.88%	
Low income (>50% but <80% AMI)	1	.31%	
Families with children	223	70.12%	
Elderly families	25	7.86%	
Families with Disabilities	57	7.54%	
Race	97	30.50%	
ethnicity	12	3.77%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	57	17.92%	108
2 BR	185	58.17%	369
3 BR	65	20.44%	127
4 BR	7	2.20%	23
5 BR	4	1.25%	9
5+ BR	0		0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (2BR only)			
If yes:			
How long has it been closed (# of months)? 6 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- 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	470		1017
Extremely low income <=30% AMI	447	95.10%	
Very low income (>30% but <=50% AMI)	21	4.46%	
Low income (>50% but <80% AMI)	2	.04%	
Families with children	300	64%	
Elderly families	23	5%	
Families with Disabilities	90	19%	
Race	143	30%	
Ethnicity	15	3%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Section VIII Only)			
1BR	129	27%	275
2 BR	175	37%	376
3 BR	135	29%	295
4 BR	24	5.9%	56
5 BR	6	1.3%	15
5+ BR	1	0.2%	0

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below) Raise funds from private and public sources through grant writing and other efforts or rehabilitation purposed.
- Update needs assessment and housing feasibility studies to determine priority areas, i.e. program parameters.
- Design rehabilitation program to meet identified needs

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work (Ceiling Rents)
- 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: Three buildings are currently designated as units for elderly and families with disabilities.

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below) Have designated two units at our Thomas Jefferson Affordable Housing development for families with disabilities.

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.79 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	433,402.	
b) Public Housing Capital Fund	498,698.	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,432,921.	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	32,822.	
h) Community Development Block Grant		
i) HOME		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	505,980.	Public Housing Operations
<b>4. Other income (list below)</b>		
Investment Income	38,430.	PH Operations
Other Income	11,110.	PH Operations
Hilltop Towers Section 8 New Construction	476,020.	Other
<b>4. Non-federal sources (list below)</b>		
Affordable Housing Rental Income	101,266.	Other
Fees Earned	21,150.	Other
<b>Total resources</b>	3,761,971.	

### **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: (30 Days)
- Other: (describe)

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

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

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

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

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

**(2)Waiting List Organization.** Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

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

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

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

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

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

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

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

- PHA main administrative office

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

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Overhoused
  - Underhoused
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work)
  - Resident choice: (state circumstances below)
  - Other: (list below)
- c. Preferences
1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source: Tenant Handbook and PHA Webb site.

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

## B. Section 8

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

### (1) Eligibility

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

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

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

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

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

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

- Criminal or drug-related activity
- Other: Previous landlord references and housekeeping.



**(2) Waiting List Organization**

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Overall lack of available affordable rental units in community.

Illness.

Payment Standard is very low making it difficult for families to find units.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
Homeless and participating in an approved transitional housing supportive service program or family unification program preference. Families that are referred to the Housing Authority by an approved local social service agency as homeless and as participating in a transitional supportive service program or family unification program that enables them to become economically self-sufficient.

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

Date and Time

Former Federal preferences

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

Homelessness  
High rent burden

Other preferences (select all that apply)

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

Homeless and participating in an approved transitional housing supportive service program or family unification program preference. Families that are referred to the Housing Authority by an approved local social service agency as homeless and as participating in a transitional supportive service program or family unification program that enables them to become economically self-sufficient.

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

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

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

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

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

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

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

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

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

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

- Through published notices  
 Other (list below)

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

[24 CFR Part 903.79 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$200.00
- Other (list below)

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

**(2) Flat Rents**

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

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

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	270	40
Section 8 Vouchers	405	117
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Individual Development Accounts	68	0
Comprehensive Grant Program	270	



Affordable Housing Rental Units	32	10
Family Self Sufficiency	34	7
Section VIII New Construction	98	18
Homeownership Counseling Down payment Assistance Program	75	
Transitional Housing Units	2	1
Family Unification Learning Center	2	1

### **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)

- Procurement Policy
- Fire Safety and Emergency Evacuation Plan
- Pest Control Policy
- Maintenance Plan
- Tenant Handbook
- Admissions and Continued Occupancy Policy
- Personnel Policy
- Capitalization Policy
- Investment Policy
- Cash Management Policy
- Disposition Policy
- Equal Housing Opportunity Policy
- Purchase Order Policy
- Grievance Policy

(2) Section 8 Management: (list below)

- Administrative Plan
- Grievance Policy

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (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) Capital Fund Program Statement.

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment A (At end of Annual Plan)

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

## 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to

component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:	Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<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

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)]

The Marion Housing Authority currently administers in partnership with its non profit corporation an Individual Development Account program to 68 families. In addition the Marion Housing Authority has administered \$500,000 of Home ownership counseling down payment assistance since 1999. The Marion Housing Authority has also developed and sold 10 units of affordable housing for purchase by families at or below 80% of AML. The Marion Housing Authority also administers an active Family Self-Sufficiency Program. The Marion Housing Authority is currently with its not for profit partner, through the Low Income Tax Credit program building 36 units of lease purchase single family housing in 2002.

### **A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)



2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

Yes  No: Has the PHA 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?

October 27, 1999

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe) PHA and DFC have entered into an agreement to provide a Family Unification Learning Center.

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

**(1) General**

a. Self-Sufficiency Policies

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

(select all that apply)

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Homeownership Counseling</i>	75	<i>Open</i>	<i>PHA Main Office</i>	<i>Both</i>
Down Payment Assistance	75	Criteria	PHA Main Office	Both
Individual Development Acct.	68	Criteria	PHA Main Office	Both
Family Self Sufficiency	34	Criteria	PHA Main Office	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: 01/11/01)
Public Housing	0	12
Section 8	15	22

- 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
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

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

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

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

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

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

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See supporting documents.

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

Residents at Riverside Apartments, would like light in parking lot. Residents at Norman Manor would like a no-parking sign on the new circular drive. Residents at Martin Boots would like a TV, VCR and ceiling fan in kitchen, and chairs on each floor by elevators.

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below) MHA agreed to satisfy all the requests through the normal budget process.

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

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

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

### 3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)



c. Eligible voters: (select all that apply)

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

### 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: (1999 Consolidated Plan for Indiana)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

1. Affordable Housing, rentals and homeownership.
2. Quality and condition of housing was perceived as a major problem.
3. 69.5% of respondents said affordable low income housing was a problem.

- Other: Marion Housing Authority's Housing Needs Assessment.

Analysis of the Housing Needs Assessment for Marion, IN indicates

1. The single greatest housing problem faced by one-third of the residents of Marion is a lack of safe, decent, affordable housing, especially affordable rental housing units for families at or below 60% of area median income limits.
2. An increasing amount of Marion's housing stock is becoming unusable as it and the Community grows older, pointing to the need for rehabilitation of existing housing units.
3. The percentage of homeowners to renters is slipping, indicating a growing inability of households to maintain ownership or become new homeowners.

Efforts are needed to assist more households to maintain their ownership or to become homeowners.

4. There is a small group of Marion residents that are unable to provide for their own housing needs because of their situation or circumstances such as abuse, abandonment, disease, handicaps or domestic violence. Efforts need to be undertaken to provide housing and specialized services for those in need.
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan commits funds to:

Expand and preserve affordable rental housing opportunities.

Enhance affordable homeownership opportunities.

Promote livable communities and community redevelopment.

Strengthen and expand the state's continuum of care for persons who are homeless.

Strengthen the safety net of housing and services for special needs groups.

Enhance the local capacity for housing and community development.

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

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

## **Attachments**

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

Attachment A begins on the next page and is the Capital Fund Annual Statement and Five Year Action Plan documents.

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of Marion		<b>Grant Type and Number</b> Capital Fund Program Grant No: IN36P04150300 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  10/01/02
X original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	5,000.00			
3	1408 Management Improvements	22,000.00			
4	1410 Administration	48,500.00			
5	1411 Audit	300.00			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	6,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	14,700.00			
10	1460 Dwelling Structures	175,650.00			
11	1465.1 Dwelling Equipment—Nonexpendable	13,500.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	9,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	2,248.00			
	Amount of Annual Grant: (sum of lines.....)	297,898.00			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of the City of Marion	<b>Grant Type and Number</b> Capital Fund Program Grant No: IN36P04150300 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  10/01/02
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X original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority of the City of Marion		Grant Type and Number Capital Fund Program Grant No: IN36P04150300 Replacement Housing Factor Grant No:				Federal FY of Grant: 10/01/02		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
IN41-1	Concrete/Grading		1450		4,000.00			Proposed
	Landscaping (Trees/Shrubs)		1450		1,500.00			Proposed
	Doors/Wood Trim		1460		5,000.00			Proposed
	Bathroom Remodeling		1460	7	10,000.00			Proposed
	Kitchen Cabinets/Countertops		1460	3	3,000.00			Proposed
	Faucets		1460	30	3,000.00			Proposed
	Water Heaters		1460	3	375.00			Proposed
	Replacement Light & Wall Fixtures		1460	6	1,800.00			Proposed
	Painting		1460	6 units	4,000.00			Proposed
	Floor Tile		1460		2,500.00			Proposed
	Windows		1460	3	750.00			Proposed
	Smoke Detector (replacements)		1460	17	500.00			Proposed
	Insulation/Caulking		1460	20	20,000.00			Proposed
	Ranges/Refrigerators		1465	6 ea	3,250.00			Proposed
IN41-2	Concrete/Grading		1450		4,000.00			Proposed
	Landscaping (Trees/Shrubs)		1450		1,500.00			Proposed
	Doors/Wood Trim		1460		5,000.00			Proposed
	Bathroom Remodeling		1460	7	10,000.00			Proposed
	Kitchen Cabinets/Countertops		1460	3	3,000.00			Proposed
	Faucets		1460	33	3,300.00			Proposed

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

PHA Name: Housing Authority of the City of Marion		Grant Type and Number Capital Fund Program Grant No: IN36P04150300 Replacement Housing Factor Grant No:				Federal FY of Grant: 10/01/02		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
	Water Heaters		1460	3	375.00			Proposed
	Replacement Light & Wall Fixtures		1460	6	1,800.00			Proposed
	Painting		1460	6 units	4,000.00			Proposed
	Floor Tile		1460		2,500.00			Proposed

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

PHA Name: Housing Authority of the City of Marion		Grant Type and Number Capital Fund Program Grant No: IN36P04150300 Replacement Housing Factor Grant No:				Federal FY of Grant: 10/01/02		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
	Windows		1460	3	750.00			Proposed
	Smoke Detector (replacements)		1460	18	500.00			Proposed
	Ranges/Refrigerators		1465	6 ea	3,250.00			Proposed
IN41-3	Carpet Replacements		1460	3 units	3,000.00			Proposed
	HVAC		1460	2	1,000.00			Proposed
	Apt Kit. Remodel/Interior Doors		1460	4	30,000.00			Proposed
	Ranges/ Refrigerators		1465	6 ea	6,000.00			Proposed

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

PHA Name: Housing Authority of the City of Marion		Grant Type and Number Capital Fund Program Grant No: IN36P04150300 Replacement Housing Factor Grant No:				Federal FY of Grant: 10/01/02		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
IN41-4	Landscaping		1450		700.00			Proposed
	Floor Tile		1460		1,000.00			Proposed
	Building Entry Doors		1460	2 Dbl Doors	15,000.00			Proposed
	Carpet Replacement		1460	2 units	2,000.00			Proposed
	Painting		1460	Stairwells	4,000.00			Proposed
	HVAC		1460	5	5,000.00			Proposed
	Ranges/Refrigerators		1465	1 each	500.00			Proposed
IN41-5	Landscaping		1450		3,000.00			Proposed
	Floor Tile		1460		1,000.00			Proposed
	Vanity Sinks		1460	50	5,000.00			Proposed
	Building Entry Doors		1460	2 Dbl Doors	15,000.00			Proposed
	Carpet Replacement		1460	2 units + hall	3,500.00			Proposed
	Painting		1460	Stairwells	4,000.00			Proposed
	HVAC		1460	5	5,000.00			Proposed
	Ranges/Refrigerators		1465	1 each	500.00			Proposed

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

PHA Name: Housing Authority of the City of Marion		Grant Type and Number Capital Fund Program Grant No: IN36P04150300 Replacement Housing Factor Grant No:				Federal FY of Grant: 10/01/02		
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PHA Name: Housing Authority of the City of Marion		Grant Type and Number Capital Fund Program No: IN36P04150300 Replacement Housing Factor No:				Federal FY of Grant: 10/01/02	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
IN41-1	09/30/04			09/30/05			
IN41-2	09/30/04			09/30/05			
IN41-3	09/30/04			09/30/05			
IN41-4	09/30/04			09/30/05			
IN41-4	09/30/04			09/30/05			
IN41-5	09/30/04			09/30/05			
IN41-HA Wide	09/30/04			09/30/05			

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name Housing Authority of the City of Marion		Original 5-Year Plan X Revision No: 1			
Development Number/Name/HA- Wide	Year 1 10/01/02	Work Statement for Year 2 FFY Grant: 10/01/03 PHA FY: 07/01/03	Work Statement for Year 3 FFY Grant: 10/01/04 PHA FY:07/01/04	Work Statement for Year 4 FFY Grant: 10/01/05 PHA FY:07/01/05	Work Statement for Year 5 FFY Grant: 10/01/06 PHA FY:07/01/06
	Annual Statement				
IN41-1		51,625.00	28,625.00	21,875.00	21,875.00
IN41-2		32,125.00	38,625.00	41,875.00	41,875.00
IN41-3		41,000.00	73,000.00	63,000.00	154,800.00
IN41-4		44,000.00	12,000.00	13,000.00	79,000.00
IN41-5		7,000.00	7,000.00	13,000.00	79,000.00
IN41-HA Wide		122,148.00	138,648.00	145,148.00	122,148.00
Total CFP Funds (Est.)	297,898.00	297,898.00	297,898.00	297,898.00	498,698.00
Total Replacement Housing Factor Funds					
	*	*	*	*	

**\*There is a payback of \$200,800 through the 4<sup>th</sup> year of this plan. In the 5<sup>th</sup> year, the \$200,800 is available for HA needs.**

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: IN36P04150400 PHA FY: 07/01/03			Activities for Year: <u>3</u> FFY Grant: IN36P04150500 PHA FY: 07/01/04		
See Annual Statement	IN41-1	Concrete/Grading	4,000.00	IN41-1	Doors/Wood Trim	5,000.00
		Bath Remodels	6,000.00		Cabinets/Counter Tops	3,000.00
		Doors/Wood Trim	5,000.00		Water Heaters	375.00
		Cabinets/Counter Tops	3,000.00		Replacement Ligh & Wallt Fixtures	4,500.00
		Water Heaters	375.00		Paint	4,000.00
		Replacement Light & Wall Fixtures	2,500.00		Floor Tile	2,500.00
		Painting	4,000.00		Window Replacement	1,000.00
		Floor Tile	2,500.00		Insulation/Caulking	5,000.00
		Window Replacement	1,000.00		Ranges/Refrigerators	3,250.00
		Insulation/Caulking	20,000.00			
		Ranges/Refrigerators	3,250.00	IN41-2	Doors/Wood Trim	5,000.00
					Cabinets/Counter Tops	3,000.00
	IN41-2	Concrete/Grading	4,000.00		Water Heaters	375.00
		Bath Remodels	6,000.00		Replacement Light & Wall Fixtures	4,500.00
		Doors/Wood Trim	5,000.00		Painting	4,000.00
		Cabinets/Counter Tops	3,000.00		Floor Tile	2,500.00
		Water Heaters	375.00		Window Replacement	1,000.00
		Replacement Light & Wall Fixtures	3,000.00		Insulation/Caulking	15,000.00
		Painting	4,000.00		Ranges/Refrigerators	3,250.00
		Floor Tile	2,500.00			
		Window Replacement	1,000.00			
		Ranges/Refrigerators	3,250.00			

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> Continued FFY Grant: IN36P04150400 PHA FY: 07/01/03			Activities for Year: <u>3</u> Continued FFY Grant: IN36P04150500 PHA FY: 07/01/04		
See Annual Statement	IN41-3	Carpet	3,000.00	IN41-3	Carpet	3,000.00
		HVAC	1,000.00		HVAC	1,000.00
		Floor Tile	1,000.00		Floor Tile	1,000.00
		Apt Kit. Remodel/Interior Doors	30,000.00		Water Heater	12,000.00
		Ranges/Refrigerators	6,000.00		Apt Kit. Remodel/Interior Doors	50,000.00
					Ranges/Refrigerators	6,000.00
	IN41-4	Carpet	3,000.00			
		Floor Tile	1,000.00	IN41-4	Carpet	1,000.00
		HVAC	5,000.00		Floor Tile	1,000.00
		Phase Protectors	35,000.00		HVAC	5,000.00
					Elevator Rebuild	5,000.00
	IN41-5	Carpet	1,000.00			
		Floor Tile	1,000.00	IN41-5	Carpet	1,000.00
		HVAC	5,000.00		Floor Tile	1,000.00
					HVAC	5,000.00
	IN41HA-Wide	Operations	6,348.00	IN41HA-Wide	Operations	22,848.00
		Section 3	6,000.00		Section 3	6,000.00
		Staff Training	20,000.00		Staff Training	20,000.00
		Computer Software	1,000.00		Computer Software	1,000.00
		A/E Services	5,000.00		A/E Services	6,000.00
		Audit	300.00		Audit	300.00
		Salaries/Benefits	48,500.00		Salaries/Benefits	48,500.00
		Truck	20,000.00		Truck	20,000.00

	Office Equipment & Furniture	7,000.00		Office Equipment	4,000.00
	Maintenance Equipment	5,000.00		Maintenance Equipment	5,000.00
	Contingency	3,000.00		Contingency	5,000.00

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 4 FFY Grant: IN36P04150600 PHA FY: 07/01/05			Activities for Year: 5 FFY Grant: IN36P04150700 PHA FY: 07/01/06		
See Annual Statement	IN41-1	Doors/Wood Trim	3,250.00	IN41-1	Doors/Wood Trim	3,250.00
		Cabinets/Counter Tops	3,000.00		Cabinets/Counter Tops	3,000.00
		Water Heaters	375.00		Water Heaters	375.00
		Replacement Light & Wall Fixtures	4,500.00		Replacement Light & Wall Fixtures	4,500.00
		Painting	4,000.00		Painting	4,000.00
		Floor Tile	2,500.00		Floor Tile	2,500.00
		Window Replacement	1,000.00		Window Replacement	1,000.00
		Ranges/Refrigerators	3,250.00		Ranges/Refrigerators	3,250.00
	IN41-2	Doors/Wood Trim	3,250.00	IN41-2	Doors/Wood Trim	3,250.00
		Cabinets/Counter Tops	3,000.00		Cabinets/Counter Tops	3,000.00
		Water Heaters	375.00		Water Heaters	375.00
		Replacement Light & Wall Fixtures	4,500.00		Replacement Light & Wall Fixtures	4,500.00
		Painting	4,000.00		Painting	4,000.00
		Floor Tile	2,500.00		Floor Tile	2,500.00
		Window Replacement	1,000.00		Window Replacement	1,000.00
		Insulation/Caulking	20,000.00		Insulation/Caulking	20,000.00
		Ranges/Refrigerators	3,250.00		Ranges/Refrigerators	3,250.00
	IN41-3	Re-Seal Parking Lot	4,000.00	IN41-3	Carpet	3,000.00
		Carpet	3,000.00		HVAC	1,000.00
		HVAC	1,000.00		Floor Tile	1,000.00

	Floor Tile	1,000.00		Apt Kit. Remodel/Interior Doors	140,800.00
	Apt Kit. Remodel/Interior Doors	45,000.00		Ranges/Refrigerators	9,000.00
	Ranges/Refrigerators	9,000.00			

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: <u>4</u> Continued FFY Grant: IN36P04150600 PHA FY: 07/01/05			Activities for Year: <u>5</u> Continued FFY Grant: IN36P04150700 PHA FY: 07/01/06		
See Annual Statement	IN41-4	Re-Seal Parking Lot	4,000.00	IN41-4	Carpet	3,000.00
		Carpet	3,000.00		HVAC	5,000.00
		HVAC	5,000.00		Floor Tile	1,000.00
		Floor Tile	1,000.00		Remodeling	70,000.00
	IN41-5	Re-Seal Parking Lot	4,000.00	IN41-5	Carpet	3,000.00
		Carpet	3,000.00		HVAC	5,000.00
		HVAC	5,000.00		Floor Tile	1,000.00
		Floor Tile	1,000.00		Remodeling	70,000.00
	IN41HA-Wide	Operations	16,348.00	IN41HA-Wide	Operations	7,39.00
		Section 3	6,000.00		Section 3	6,000.00
		Staff Training	20,000.00		Staff Training	20,000.00
		Computer Software	1,000.00		Computer Software	1,000.00
		Salaries/Benefits	48,500.00		Salaries/Benefits	48,500.00
		A/E Services	6,000.00		A/E Services	6,000.00
		Audit	300.00		Audit	300.00
		Truck	20,000.00		Truck	20,000.00
		Office Equipment	20,000.00		Office Equipment	10,000.00
					Contingency	3,000.00

		Re-Seal Admin P.Lot	4,000.00			
		Contingency	3,000.00			





## **Resident Membership on Board of Commissioners**

The Marion Housing Authority meets the exemption category set out in 24 CFR Part 964 .425 Subpart E.

The Authority, at the request of the Mayor, provided the Mayor of the City of Marion a list of the Resident Advisory Board Members and he selected one of the members to serve on the Housing Authority Board of Commissioners.

Beginning February 2001, Kay Zirkle, one of the members of the Resident Advisory Board and a resident in public housing began serving on the Board of Commissioners.

## **Capacity Statement for Section 8 Homeownership Program**

The Marion Housing Authority administers a Homeownership Counseling Down Payment Assistance Program. In 1998 and 1999 the Authority assisted 30 residents of Grant County to become homeowners. The Authority, as subrecipient of the County is in the process of administering a second allocation of \$250,000 homeownership counseling down payment assistance funds.

The homeownership counseling down payment assistance program funds were awarded by the Indiana Housing Finance Authority. The Authority was monitored by the Indiana Housing Finance Authority on our first award of funds and there were no findings.

The Authority has successfully forged partnerships with local banking institutions and the program has assisted a total of 57 grant county residents to become homeowners to date.

The Authority can successfully demonstrate it currently has the capacity to administer a Section VIII Homeownership Program.

At this time we are not administering a Section VIII Homeownership Program and currently do not have plans to do so.

**HOUSING AUTHORITY OF THE CITY OF MARION, INDIANA**  
**601 South Adams Street \* Marion, Indiana 46953**  
**Telephone (765) 664-5194 \* FAX (765) 668-3045**

April 5, 20022

RE: Community Service Implementation

To Whom It May Concern:

Marion Housing Authority implemented the Community Service requirements during 2000. Currently we have 33 families required to participate in the Community Service requirements. Only four families are complying with the requirement.

Each new family is notified in a briefing session of the Community Service Requirement and a listing of local agencies that are willing to work with community service participants including the agencies address, phone number, point of contact, and if possible, a description of what services will be rendered is given out to everyone along with a descriptive way to communicate with these agencies. All who attend also receive copies of the verification forms that these agencies fill out and the participant must return after they perform their required hours.

Disabled individuals who cannot perform Community Service must sign a certification stating that due to their disability, they are unable to perform community service.

Reminders are sent out quarterly to participants, reminding them to turn in their community service verifications. All hours reported are being entered into a spreadsheet and kept in the computer, the verifications that are turned in are date stamped and filed into the participating individual's file.

If you have any questions, please contact me at (765) 664-5194, ext. 112.



**TDD (765) 668-3044\*FAX (765) 668-3045**  
Equal Opportunity Housing\*Equal Opportunity Employee



Sincerely,

Marion Housing Authority

**Angel Sweat**

Angel Sweat

Occupancy Assistant/Community Service Coordinator

Cc: File

Acs

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

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>

## Progress Statement in Meeting 5 Year Goals

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

#### A. PHA goal: Expand the supply of assisted housing.

##### Progress:

1. We constructed and leased 8 rental units (Emerson Town Homes)
2. Completed pre-development, including financing, of 36 new construction rental units (Springhill: 100% low-income tax credit project)

#### B. Improve the quality of assisted housing.

##### Progress:

1. Completed major renovation and modernization of Norman Manor Apts, a 69-unit elderly high-rise project. This included:
  - a. renovation and addition of community space, which included a solarium
  - b. brought handicaps up to current code
  - c. new intercom system
  - d. installed new interior apartment doors
  - e. patio doors and windows
  - f. redesign exterior entry into project
  - g. installed circle drive
  - h. outside recreation space, including new patio furniture, grill, and landscaping
  - i. additional parking
  - j. new air conditioners in all units
  - k. foundation stabilization process
  - l. new carpet throughout common areas
  - m. installed a bathroom next to laundry area on top floor
  - n. installed 2 drinking fountains (regular and handicapped)
  - o. new exterior electrical outlets on patios
  - p. completely replaced the drain and venting system
  - q. provided all new furniture and décor in community space
  - r. Completed an extensive physical needs assessment of all housing authority housing inventory
2. Family Housing:
  - a. Total modernization of bathrooms by installing new tubs and surrounds, vanities, vanity mirrors, new toilets, towel racks, new floors, all new plumbing hardware
  - b. New exterior doors
  - c. new windows
  - d. smoke detectors

- e. new ranges and refrigerators
  - f. upgrade closet doors
  - g. replace electrical panels
3. Martin Boots, a 50-unit elderly project.
    - a. Repaired the drainage problems by installing a French drain system
    - b. put up new fencing
    - c. repaired existing retaining wall by cleaning and remortaring
  4. Tenant and landlord education:
    - a. Provided education regarding lead-based paint to future homeowners, tenants, landlords, contractors

C. Increase assisted housing choices.

Progress:

1. Taking on 100 additional vouchers
2. Assisted 42 families with down payment closing costs
3. provided education about home inspections, maintenance, and lead-based paint
4. initiated pre-application for assisted lease-purchase housing project
5. initiated home-buyers club for applicants not qualified to purchase a home with conventional financing for 6 months or more
6. purchased new affordable home to assist homeowner facing foreclosure; repaired and resold house to another low-income buyer

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

A. PHA goal: Provide and improve living environment.

Progress:

1. Made arrangements for Dental Express bus to come to all four family housing sites
2. Renovations at Norman Manor
3. Twin City Healthcare has been providing lunch and taking blood pressure one-time a month
4. MGH provided free flu shots on site
5. Added a resident to MHA Board of Commissioners.

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

A. Promote self-sufficiency and asset development of assisted households.

Progress:

1. Provided matched savings 6:1 for 58 very low income participants through the IDA program. 7 participants withdrew money to purchase a home, 10 withdrew to attend an accredited education program
2. Entered into contract with Consumer Credit Counseling Services of Indiana to serve as a branch office . 100 families have been served through October 2001
3. Administered New Realities workshop for FSS clients dealing with work-related issues
4. 42 low income families purchased a home with down payment/closing cost assistance administered by the Authority
5. changed administrative plan to give preference to homeless and families with children in need of services due to neglect and substandard housing through the Family Unification Learning Center and transitional housing programs
6. Approved two organizations to provide supportive services to families with a preference and (Salvation Army and Division of Family Children)
7. Currently assisting 34 on the family self-sufficiency program and graduated 9 participants
8. Promoted self-sufficiency through a resident trainee who became a full-time occupancy employee after completion of training

**IV. HUD Strategic Goal: To ensure equal opportunity in housing for all Americans.**

A. Ensure equal opportunity and affirmatively further fair housing.

Progress:

1. Attending fair housing training by occupancy staff
2. Hosted a public forum for diverse input into the Indiana Consolidated Plan process
3. Provided education about our programs to minority organizations in the community
4. Translated housing brochures into Spanish
5. Sponsored a booth at local Cinco de Mayo festival
6. Hosted 4 public forums to provide first-time homebuyer education at community locations, which had in-depth coverage by local media. Sent personal invitations and had standing room only at each forum



7. Promote new housing projects by placing information in minority frequented businesses and organizations in community
8. Advertisement for Emerson Homes and home ownership on local cable access channel

B. Participate in redevelopment of existing neighborhoods as part of urban renewal efforts

Progress:

1. Accepted a donation of land from a private citizen to begin a landbanking program in the inter-city area for future housing development.
2. Chaired a city-wide clean-up to haul trash and assist needy homeowners with minor repairs and painting. 862 tons of trash were received by the city dump during the week. MHA staff adopted a 2-story historic home in a highly visible area to clean, scrape and paint
3. Due to the number of requests from homeowners with very low incomes in central Marion, development of a housing conservation program is underway administered by the MHA
4. Members of the steering committee for the Central Marion Strategic Plan sponsored by the City of Marion and the Indiana Department of Commerce
5. Constructed 8 townhomes on ½ city block in the main corridor of the city. This corridor is targeted for residential redevelopment by Habitat for Humanity, Community Rehab Project and the MHA.

**HOUSING AUTHORITY OF THE CITY OF MARION  
601 SOUTH ADAMS STREET  
MARION, INDIANA 46953  
(765) 664-5194**

## **Resident Advisory Board Members**

1/2002

Dorothy Louden – Hilltop Towers

Anetta Doyle - Riverside Apartments

Kay Zirkle – Martin Boots

Irene Smith – Norman Manor

Margie Riley – Family Housing

Shaun Butcher – Family Housing

Pat Garner – Family Housing

