

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of New Bern

PHA Number: NC005

PHA Fiscal Year Beginning: 01/2000

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

The mission of the Housing Authority of the City of New Bern is to provide and maintain safe, affordable and quality housing in a cost-effective manner, and to be the affordable housing of choice. In partnership with other agencies and organizations, we offer programs and services to our community in a non-discriminatory manner.

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 (list below)

- 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)

- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

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

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

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

Other PHA Goals and Objectives: (list below)

FIVE-YEAR GOALS

The goals and objectives adopted by the Housing Authority of the City of New Bern are:

GOAL One: Manage the Housing Authority of the city of New Bern's existing public housing program in an efficient and effective manner in order to maintain the Public Housing Assessment System status of high performer.

Objectives:

1. *HUD shall continue to recognize the Housing Authority as a high performer.*
2. *The Housing Authority shall achieve a consistent vacancy rate of no less than 95% by December 31, 2005.*
3. *The Housing Authority shall reduce the turn-around time on vacancies to less than 20 days by December 31, 2005.*
4. *The Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.*

GOAL TWO: *Provide a safe and secure environment in the Housing Authority's public housing developments.*

Objectives:

1. *The Housing Authority of the City of New Bern shall continue to reduce crime in its developments so that the crime rate remains less than their surrounding neighborhood.*
2. *The Housing Authority of the City of New Bern shall continue to develop a memorandum of understanding between the New Bern police department and this agency. The purpose of this is to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.*
3. *The Housing Authority of the City of New Bern shall develop strategies to reduce evictions by December 31, 2004.*

GOAL THREE: *Expand the range and quality of affordable housing choices available to residents of the community.*

1. *Continue upgrades through modernization to existing rental stocks*

Investigate the possibility of purchasing properties to rehabilitate for expansion or participation in the home ownership program. If feasible, develop plans to accomplish this goal by December 31, 2004.

Annual PHA Plan
PHA Fiscal Year 2000
[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.

EXECUTIVE SUMMARY

The Housing Authority of the City of New Bern has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The following Mission Statement has been adopted to guide the activities of the Housing Authority of the City of New Bern.

The mission of the Housing Authority of the City of New Bern is to provide and maintain safe, affordable and quality housing in a cost-effective manner, and to be the affordable housing of choice. In partnership with other agencies and organizations, we offer programs and services to our community in a non-discriminatory manner.

Goal One: Manage the Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.

Objectives:

- 1. The Housing Authority of the City of New Bern will continue to validate its current operating procedures and policies in order to maintain the status of high performer as designated by HUD.**
- 2. The Housing Authority of the City of New Bern will reduce the vacancy turn-around time to less than twenty days by December 31, 2004.**
- 3. The Housing Authority of the City of New Bern will increase the actual occupancy rate to 97% by December 31, 2004.**
- 4. The Housing Authority of the City of New Bern shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.**

Goal Two: *Provide a safe and secure environment in the public housing developments operated and maintained by the Housing Authority of the City of New Bern.*

Objectives:

- 1. The Housing Authority of the City of New Bern will continue to enforce the “One-Strike” Policy and use the eviction process in cases involving illegal drug activity.**
- 2. The Housing Authority of the City of New Bern will continue to maintain a close working relationship with the New Bern Police Department to identify, develop strategies for and reduce crime and illegal drug use in and around housing authority premises.**
- 3. The Housing Authority of the City of New Bern will continue to aggressively screen housing applicants in order to maintain at least the same level of evictions due to illegal or criminal activity.**

Goal Three: *Expand the range and quality of housing choices available to*

developments

- Objectives:**
- 1. Investigate in depth the home ownership program and determine the plusses and minuses as they apply to the Housing Authority of the City of New Bern.**
 - 2. Investigate and determine the possibility of rehabilitation of existing structures in lieu of purchasing scattered site lots for construction.**
 - 3. Identify available funding for participation in the home ownership program.**
 - 4. The Housing Authority of the City of New Bern will conduct an in-depth review to determine whether implementing a flat rent program is advantageous or desirable.**

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

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- We will continue to aggressively screen applicants for public housing to ensure to the best of our ability that new admissions will be good neighbors. Our screening practices will meet all fair housing requirements.***
- We will continue to actively interact with the city police department and other law enforcement agencies to eliminate crime and illegal drug activities in our developments.***
- No public housing buildings or developments are designated specifically for any class of the population. We will continue to practice deconcentration when assigning new admissions within our developments.***
- We have established a minimum rent of \$50.00.***

- *In an attempt to encourage work and advancement in the workplace, we do not require interim redetermination if a resident has an increase in income once the rent has been set following annual recertification*

In summary, we are on course to maintain the high standards we have established and achieved in providing quality affordable housing in the City of New Bern.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart

- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan(NC005a01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require 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
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input 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
	Section 8 informal review and hearing procedures <input 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
	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 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	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 903.7 9 (a)]

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

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	116		

Housing Needs of Families on the Waiting List			
Extremely low income <=30% AMI	91		
Very low income (>30% but <=50% AMI)	21		
Low income (>50% but <80% AMI)	4		
Families with children	61		
Elderly families	0		
Families with Disabilities	23		
Race/ethnicity	114 black		
Race/ethnicity	2 white		
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	57		
2 BR	36		
3 BR	22		
4 BR	1		
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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)

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

HOUSING NEEDS

Statement of Housing Needs

The Planning Office, City of New Bern was contacted for a Consolidated Action Plan for the City. The Planning Office staff member indicated that the City of New Bern did not have a Consolidated Action Plan and was not required by North Carolina State Statute to have one because the population of the city was below the statute threshold whereby one would be required. In lieu of a local plan, the city adopted the plan prepared by the state.

The Housing Authority has reviewed the North Carolina Action Plan, dated May 1999. This plan does not specifically address geographical regions within the state; however, it does speak generally of the needs statewide. In the Summary of Housing Priorities on page 4 of the plan, the Priorities for Assistance –Five-Year Plan indicates that there is a high priority for rental housing based on age an family size (elderly, large related and small related) for families with a median family income up to 50% and a media need for families with a median family income between 51% and 80%. This indicates that there is a current and projected need for housing for low and very-low income families.

A review of this data with the City of New Bern Planning Office confirms our interpretation and concurred that the data in the referenced table is reflective of the needs of low and very-low income families with our current housing stock and

will review the requirements for participation in other programs in order to increase the amount of affordable housing in the City of New Bern.

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	1,349,572	PIH Operations
b) Public Housing Capital Fund	722,228	PH Capital Improvements
c) HOPE VI Revitalization	N/A	N/A
d) HOPE VI Demolition	N/A	N/A
e) Annual Contributions for Section 8 Tenant-Based Assistance	N/A	N/A

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	165,540	PH Safety/Security
g) Resident Opportunity and Self-Sufficiency Grants	N/A	N/A
h) Community Development Block Grant	N/A	N/A
i) HOME	N/A	N/A
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CGP NC19P00570899	799,435	HA Capital Improvements
3. Public Housing Dwelling Rental Income	948,710	PH Operations
4. Other income (list below)		
Day Care Facilities Rental	13,200	HA Operations
4. Non-federal sources (list below)		
Tau Rites of Passage	18,000	PH Supportive Services
Grass Roots Arts Council	500	PH Supportive Services
Total resources	4,017,185	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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
- Pattern of Violent Behavior
 - Pattern of Drug Use
 - Pattern of Alcohol Abuse
 - Initiating Threats
 - Abandonment of a Public Housing Unit
 - Non-Payment of Rightful obligations
 - Intentionally Falsifying an application for Leasing
 - Record of Serious Disturbances of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior
 - Destruction of Property from previous rentals
 - Whether Applicant or tenant is Capable of Maintaining the responsibilities of tenancy

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

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 (list)

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

\$0

\$1-\$25

\$26-\$50

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

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

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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

MAINTENANCE PLAN

The Housing Authority of the City of New Bern

GENERAL INFORMATION

The Housing Authority (HA) was formed in 1939 for the purpose of providing low-income public housing, and owns and operates four public housing developments: Trent Court, NC5-1 (116 units); Craven Terrace, NC5-2 (253 units); Trent Court Extension, NC5-3 (102 units); and Craven Terrace Extension, NC5-4 (108 units). The HA also owns and operates one high-rise, New Bern Towers (106 units) for low-income elderly/disabled. The mission of the Housing Authority's Board of Commissioners and

staff is to provide decent, safe, and sanitary housing to low-income individuals and families.

STAFFING PLAN

The Executive Director is responsible for the day-to-day operation of the HA. The Executive Director implements policies and procedures instituted by the Board of Commissioners. All staff reports to the Executive Director, or his/her designee, per the established Organizational Chart.

The HA's strategy for meeting the day-to-day maintenance needs of the properties is to assign specific maintenance staff to each development. The assignment of maintenance staff to specific locations will be at the discretion of the Executive Director, or his/her designee. The reporting chain for the maintenance staff will be as follows (in ascending order): Maintenance personnel, Working Foreman, Assistant Director of Maintenance, Director of Maintenance/Assistant Executive Director, Executive Director.

The maintenance staff consists of six maintenance mechanics/maintenance mechanic assistants, including the Working Foreman, six groundskeepers/laborers, three painters, and two housekeepers. The Working Foreman, three painters and one housekeeper are assigned to all developments. Two maintenance mechanics/maintenance mechanic assistants and two groundskeepers/laborers are assigned to Trent Court (NC5-1 and NC5-3); three maintenance mechanics/maintenance mechanic assistants, and three groundskeepers/laborers are assigned to Craven Terrace (NC5-2 and NC5-4); and one groundskeeper/laborer and one housekeeper is assigned to New Bern Towers.

GOALS AND OBJECTIVES

The goals and objectives of the HA maintenance department are to maintain each and every development in a condition equal to or greater than HQS requirements, to meet and exceed all maintenance related Public Housing Assessment System (PHAS) indicators, and to properly utilize the existing staff, equipment and materials in an efficient and cost effective manner.

A. ROUTINE AND SEASONAL WORK

All maintenance personnel are responsible for all routine and seasonal requirements in their respective developments. Temporary personnel may be employed to assist in meeting routine and seasonal requirements. The HA will continue to contract with the City for repair/replacement of pole lights and the outside electricity plant, with a local carpenter for repairs requiring woodworking, and with a plasterer/tile-setter for repair/replacement of bathroom walls/floors. All repairs (to include emergency, routine and preventative maintenance) and cleaning performed by the HA Maintenance staff will be initiated through the issuance of a work order. The basic processing of work orders will be as follows:

I Origination

The issuance of a regular work order may be based upon information received from residents, staff, commissioners, or the general public. When information received by the administrative staff at Trent Court, Craven Terrace or New Bern Towers indicates that a work order needs to be issued, it is the Administrative Staff's responsibility to ensure the expeditious computer input and issuance of the work order. The Administrative Staff will also generate a work order to initiate an empty apartment inspection following a move-out. HQS Inspection checklists and the completed move-out inspection work order will be used to generate work orders for routine repairs and re-painting requirements identified during the inspections. When information is received from any source that requires more than one functional area (e.g. maintenance and painting) to perform work, separate work orders will be prepared. Likewise, emergency repair requests will not be combined on a work order for routine repairs.

2. Assignment

The method used to assign work orders to specific maintenance mechanics will be based upon the location of the requested work. However, it is expected that work orders will generally be completed in sequence, without regard to the degree of difficulty associated with its completion. If the assigned maintenance mechanic cannot complete any portion of the work order, he/she will immediately notify the Supervisor of the problem.

3 Closing

At completion of all work items on a work order, the individual taking the action will completely fill out and sign the work order form. All actions taken and all parts and materials used must be listed on the work order. If more than one individual assisted in the repair, list all individual's name and the amount of time each expended to make the repair. All completed work orders will be returned to the designated location at the administrative office at least daily. Before leaving the apartment where the work was performed, the individual making the repair will leave a completed and signed copy of the Work Order for the resident indicating the tasks completed. If the resident is present, give a copy of the Work Order to the resident. If the resident is not present when the repair is completed, a copy of the Work Order will be left in a conspicuous place, such as on the kitchen counter. Any charges assessed to the resident for a repair will be indicated on the Work Order by the individual making the repair. In situations where the charge for a repair is questionable, the work order will be referred to the Maintenance/Assistant Maintenance Director for resolution.

At receipt of completed work order forms, it is the responsibility of the Administrative Staff to ensure the expeditious updating of the work-order computer records, including the posting of any associated resident charges. The updating and closing of work-order records should normally be accomplished within 24 hours of receipt of completed work orders in the Administrative Office.

B . ANNUAL INSPECTIONS

Dwelling units and major systems inspections are required annually to meet PHAS requirements. HQS inspections will be conducted by the Housing Manager. Major systems inspections will be conducted by the maintenance Working Foreman. The inspections will be evenly scheduled throughout the year to allow time for corrective and follow-up work.

1. Frequency

All dwelling units of the HA will be inspected at least annually. A move-out inspection will be conducted within 2 (two) working days after becoming vacant. A move-in inspection will be conducted with the resident at the time of move-in.

2. Standards

All inspections will utilize HUD Housing Quality Standards (HQS). All conditions noted during any inspection, which do not meet HQS, will be documented in writing. Inspection forms have been prepared to conduct HQS inspections.

3. Correction of Deficiencies

a. Unit Deficiencies Classified as HQS Violations

All HQS violations identified during any inspection will require the following action:

- 1) Documentation on the HQS inspection form.
- 2) Issuance of a Work Order specifying the action needed for correction of the HQS violation.
- 3) A follow-up inspection is required for all HQS violations.

- 4) Date of Final Approval must be entered on the inspection form when each HQS violation has been corrected.

b. Unit Deficiencies Which Are Not HQS Violations

For all unit deficiencies identified during an inspection which will require repair work, but are not HQS violations, issuance of a Work Order specifying the action needed for correction of the deficiency will be required.

C. Goals

It is the goal of the Board of Commissioners that identified unit deficiencies be corrected as follows:

- 1) HQS violations which constitute emergency items, as defined by HUD, will be abated or corrected within 24 hours.
- 2) All identified unit deficiencies, which do not constitute HQS violations, should be corrected within an average of 25 calendar days.

C. MAKING VACANT APARTMENTS READY FOR OCCUPANCY

The HA will assign the appropriate maintenance staff to return vacant apartments to occupancy in less than 20 days. When a large number of vacancies requiring repairs exist or there is extensive damage to an apartment, temporary employees or outside contractors may be utilized to expedite the return of vacant units for occupancy.

The procedures for preparing apartments for occupancy are:

1. Upon vacancy, the Administrative Staff will prepare a work order and the apartment will be inspected by designated HA staff who will indicate on the work order a punch list of items to be repaired or replaced in the vacant apartment.
2. The list of work items for the apartment will be provided to the Administrative Staff who will issue a work order(s) for the apartment to be made ready for occupancy and attach the listing of work items for that apartment. Repairs required by more than one functional area to perform repairs will require a separate work order for each functional area.
3. The Assistant Maintenance Director will be responsible for designating the next unit to be readied by the maintenance mechanics, painters and housekeepers..

4. A Make-Ready listing of items to be accomplished will be provided on the work order.
5. Items repaired or replace which are listed on the work order will be checked off as they are completed. Items requiring repair which are not listed on the work order will be repaired/replaced and annotated on the work order.
6. Upon completion of all items on the Work Order and any other items that were listed on the Work Order form, the individual who completed the repairs will complete the Work Order form and return it to the designated drop-off location for computer input to close out the work order. When painting is required, the painters will, upon completion of all painting requirements, complete the work order for painting and return it to the designated drop-off location for computer input to close out the work order.
7. Upon completion of any maintenance and painting requirements, a work order will be prepared, upon direction of the Assistant Director of Maintenance, by the Administrative Staff, for the housekeepers to perform a final cleaning of the apartment. When cleaned, the housekeeper will complete the work order, listing all individuals who helped clean the apartment and the hours each individual worked in that apartment, and turn the completed work order to the Assistant Director of Maintenance.
8. The Assistant Maintenance Director will then inspect the apartment to ensure all maintenance items have been accomplished, all painting has been completed, and that the apartment is totally cleaned. If deficiencies are found, the Assistant Maintenance Director will take the necessary steps to have the deficiencies corrected.
9. The Assistant Maintenance Director will then notify the Administrative Staff that maintenance repairs have been completed in the apartment

D. PREVENTIVE MAINTENANCE

The HA has developed a PM schedule for each development that will enable the mechanic(s) in that development to perform the required PM activities on a weekly, monthly or annual basis in conjunction with the routine and emergency work orders without disruption or creating a demand for overtime to accomplish the task.

The PM schedules have been designed to be completed within ten months, to allow sufficient time for other maintenance work and to program those seasonal PM requirements into the proper sequence so that the entire PM program will be completed on a timely, cost-effective and overtime-free basis.

E. EMERGENCY SITUATIONS

The assignment of several maintenance mechanics to each development not only provides adequate time to respond to routine and PM work orders, but also to quickly react to any emergency within each development. Emergencies arise when resident and/or HA staff are faced with a health or life-threatening situation or there is a condition which might result in serious structural or system damage if not corrected within a 24-hour period.

Emergencies will fall into one of two categories:

1) those portable radios which are used to direct the mechanics to any locations as the happening during the regular workday. All maintenance mechanics carry need arises.

2) those that occur after hours or on weekends. The HA has a maintenance mechanic on call, with a portable pager, after normal working hours and on weekends and holidays. Each apartment has the emergency recall number and procedures adequately displayed on the outside of the electricity breaker panel door. The mechanic on recall returns the call to the number listed on the pager and determines the urgency of the request. All situations which specifically involves problems with electricity, natural gas, running water or sewer back-ups are considered emergencies. Other situations may arise which may be considered emergencies. If in doubt whether the situation is an emergency, the mechanic will respond to the call. Some situations can wait until the next business day for repair. If the resident insists on immediate response to a non-emergency situation, the resident is advised that a charge may be imposed.

F. EXTRAORDINARY REPAIRS

The HA has included in the annual budget funding for roof repairs to fix minor leaks which occur around chimney and vent flashings, and rain gutter repairs. All apartments have been phased through the modernization cycle; therefore, no other extraordinary repairs to apartments are anticipated this year.

G. SERVICE CONTRACTS

The HA has contracted with the City of New Bern to provide backdoor trash pick-up and disposal weekly and dumpster pick-up three times weekly. An agreement has also been reached with the City to dispose of white and brown goods and yard debris as needed at no cost. Other services are contracted on an "as needed" basis using the HA procurement policy as a guide for procuring those services which are not within the capabilities of HA personnel or is more cost-effective to contract out..

H. MATERIALS, SUPPLIES, AND EQUIPMENT

Based upon an analysis of the consumption and use of materials and supplies for last year, the HA has budgeted a 5% dollar increase in items to be purchased this year due to increased costs of materials and equipment. Materials, supplies and equipment are purchases in accordance with the HA procurement policy.

I. BUDGET

The HA budget has been developed based upon established goals, schedules, staff requirements, equipment and material needs, and the projected income sources. The HA has developed a very fiscally sound and responsible budget

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-

based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name
- 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.)

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	

4. Status of Conversion Plan (select the statement that best describes the current status)

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the

U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA 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? DD/MM/YY

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

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

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Coastal Community Action, Inc. CSBG Self-Sufficiency Program Partnership With The New Bern Housing Authority 837 South Front Street New Bern, NC</i>	5	<i>Specific criteria</i>	<i>PHA Main Office</i>	<i>Public Housing Participants</i>

(2) Family Self Sufficiency program/s

a. Participation Description

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

- 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)]

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:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

Other: (list below)

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

Although we cannot meet all the needs of the city, the Housing Authority will continue to provide quality housing for low and very-low income families with our current housing stock and will review the requirements for participation in other programs in order to increase the amount of affordable housing in the City of New Bern

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.

PHA Plan Table Library

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

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

Capital Fund Grant Number NC19P00570900 FFY of Grant Approval: (01/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	0
4	1410 Administration	36,000
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	40,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	20,000
10	1460 Dwelling Structures	606,228
11	1465.1 Dwelling Equipment-Nonexpendable	20,000
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	722,228
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	20,000
24	Amount of line 20 Related to Energy Conservation Measures	626,228

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA WIDE ADMINISTRATION	Clerk of the Works Salary & Benefits	1410	36,000
PHA WIDE FEES & COSTS	A & E Services	1430	40,000
PHA WIDE DWELLING	Replace refrigerators	1465.1	15,000
EQUIP. NOEXPENDABLE	Replace electric ranges	1465.1	5,000
PHA WIDE SITE IMPROVEMENTS	Install additional security lights; landscaping	1450	20,000
NC005-001 TRENT COURT	Replace individual apartment heating systems	1460	308,000
NC005-002 CRAVEN TERRACE	Replace individual apartment heating systems	1460	298,228
		TOTAL	722,228

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA WIDE ADMINISTRATION	6/30/2002	6/30/2003
PHA WIDE FEES/COSTS	6/30/2002	6/30/2003
PHA WIDE DWELLING EQUIPMENT NON-EXPENDABLE	6/30/2002	6/30/2003
PHA WIDE SITE IMPROVEMENT	6/30/2002	6/30/2003
NC005-001 TRENT COURT DWELLING STRUCTURES	6/30/2002	6/30/2003
NC005-002 CRAVEN TERRACE DWELLING STRUCTURES	6/30/2002	6/30/2003

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NC005-001	TRENT COURT	9	7%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace 37 individual apartment heating systems			259,000	2001
Total estimated cost over next 5 years			259,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NC005-002	CRAVEN TERRACE	35	14%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace 49 individual apartment heating systems		342,228	2001
Replace 86 individual apartment heating systems		600,228	2002
Replace 37 individual apartment heating systems		259,000	2003
Total estimated cost over next 5 years		1,201,456	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NC005-003	TRENT COURT	13	13%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace 45 individual apartment heating systems			317,000	2003
Replace 67 individual apartment heating systems			200,000	2004
Total estimated cost over next 5 years			517,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NC005-004	CRAVEN TERRACE	11	10%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace 28 individual apartment heating systems			223,228	2004
Total estimated cost over next 5 years			223,228	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NC005	PHA WIDE		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Clerk of the Works Salary & Benefits(1410)		36,000	2001
A & E Services (1430)		40,000	2001
Sidewalk & Road Repair; landscape(1450)		20,000	2001
Replace ranges and refrigerators (30)each(1465.1)		25,000	2001
Clerk of the Works Salary & Benefits(1410)		37,000	2002
A & E Services (1430)		40,000	2002
Sidewalk & Road Repair; landscape(1450)		20,000	2002
Replace ranges and refrigerators (30)each(1465.1)		25,000	2002
Computer Upgrades(1408)		20,000	2003
Clerk of the Works Salary & Benefits(1410)		38,000	2003
A & E Services (1430)		40,000	2003
Replace apartment building roofs and gutters		48,228	2003
Clerk of the Works Salary & Benefits(1410)		38,000	2004
A & E Services(1430)		40,000	2004
Replace apartment building roofs and gutters(1460)		50,000	2004
Replace interior wiring in apartments		100,000	2004
Sidewalk & Road Repair; landscape(1450)		50,000	2004
Replace/upgrade front porches(1460)		20,000	2004
Total estimated cost over next 5 years		687,228	

Table Library

ANNUAL PHDEP PLAN

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SECTION 1: General Information/ History

- A. Amount of PHDEP Grant: \$127,346.00
- B. Eligibility Type: N1_____ N2_____ R_____
- C. FFY in which funding is being requested: 2000
- D. Executive Summary of Annual PHDEP Plan:

The Housing Authority of the City of New Bern has utilized a comprehensive "weed and seed" strategy to combat drug abuse and drug-related crime and violence in our Craven Terrace and Trent Court Housing Communities. Our program combines Law Enforcement and Drug Prevention Programs. Since the inception of Community Oriented Policing in 1994, drug-related crime and violence has decreased each year by seven to ten percent. In addition to prevention education, resident families also have access to self-sufficiency opportunities. Through a variety of program components, families will become empowered to take greater ownership of their housing communities.

SECTION 1 (CONT.)**E. Target Areas**

NAME OF SITE	TOTAL # OF UNITS	TOTAL #POPULATION TO BE SERVED PER YEAR
Trent Court	218	105
Craven Terrace	361	115

F. Duration of Program

6 Months____ 12 Months X 18 Months____
 24 Months____ Other____

G. PHDEP Program History

A.

FY Fundin g	Amt. Rec'd	Grant Balance to Date	Extension	Waiver	Anticipated Completion Date
1994	\$173,700	closed	yes	no	*N/A
1995	\$250,000	closed	yes	no	*N/A
1996	\$250,000	closed	yes	no	*N/A
1997	\$173,700	closed	no	no	*N/A
1998	\$173,700		no	no	12/01/00
1999	\$127,346	\$127,346	*N/A	*N/A	01/31/01

*Not Applicable

SECTION 2: PHDEP PLAN GOALS AND BUDGET

A. PHDEP Plan Summary

The PHDEP strategy is to provide public housing families with the necessary tools for community empowerment. One of these tools is our local law enforcement partnership that continues to "weed out" the trouble spots and prevent crime from reoccurring. In addition, existing partnerships with community groups, local businesses and both government and private social service agencies, have provided the social, educational and economic "seed" tools needed for community revitalization. Community Oriented Police Officers monitor the housing sites on a daily basis and submit Uniform Crime Reports to the Prevention Specialist for monthly evaluation. Quarterly assessment meetings are also held with all pertinent Law Enforcement and Housing Staff to evaluate patrol needs of the target area. Prevention activities are monitored through resident participation hours, grade and conduct improvement of youth and teens and over-all community perception. In addition to receiving a yearly technical assistance evaluation, the prevention component includes a semi-annual assessment report, an annual community survey , youth and teen progress reports, program intake applications and attendance lists and monthly program reports.

SECTION 2 (CONT.)

A. PHDEP Budget Summary

FY 1999 PHDEP BUDGET SUMMARY		
Budget Line Item No.	Activity	Total Funding
9110	Reimbursement of Law Enforcement	\$24,290.00
9120	Security Personnel	-0-
9130	Employment of Investigators	-0-
9140	Voluntary Tenant Patrol	-0-
9150	Physical Improvements	-0-
9160	Drug Prevention	\$86,056.00
9170	Drug Intervention	-0-
9180	Drug Treatment	-0-
9190	Other Program Costs	\$17,000.00
TOTAL PHDEP FUNDING*****		\$127,346.00

SECTION 2 (CONT.)

C. PHDEP Plan Goals and Activities:

A.

Budget Line Item No. 9110- Reimbursement of Law Enforcement

Total PHDEP Funding: \$24,290.00

<u>Goals:</u>	The Community Oriented Policing Unit will supplement and enhance current levels of services already provided to the two (2) public housing communities in an effort to provide an increased sense of safety and security to residents and discourage drug- related and violent crime activity.	
<u>Objectives:</u>	1-Crime Prevention. 2-Crime Reduction. 3-Improve and Maintain Resident Relations and Community Involvement. 4-Provide weekly and monthly uniformed crime data for evaluation.	
<u>Activities:</u>	1-Execute New Bern Housing Authority contractual duties which include: 2-Operation of a public housing police unit; 3-Organization of neighborhood watches; 4-Foot Patrol and targeted mobile units; 5-Promotion of community relation activities to increase positive interaction between the police and public housing residents.	
<u>#Persons Served /Year:</u>	<u>1,212 Residents</u>	
<u>Target Population:</u>	Public Housing and Residents and Adjacent Community.	
<u>**Start Date:</u>	February 29, 2000	<u>**Expected Completion Date:</u> February 28, 2001
<u>PHDEP Funding</u>	<u>\$24,290</u>	
<u>Other Funding</u>	<u>-0-</u>	
<u>Performance Indicators</u>	Weekly, Monthly and Semi-annual Uniformed Crime Reports; 911 Call Data Evaluation; Community Surveys and Annual Technical Assistance Assessment.	

**Dates are approximate

SECTION 2 (CONT.)

C. PHDEP Plan Goals and Activities (cont):

Budget Line Item No. 9160- Drug Prevention

Total PHDEP Funding: \$86,056.00

<u>Goals:</u>	To develop positive community attitudes toward combating drug-use, drug-related and violent crimes.	
<u>Objectives:</u>	1-Provide culturally diverse crime and drug prevention programs. 2-Partner with human service agency resources. 3-Provide economic development opportunities. 4-Increase community awareness.	
<u>Activities:</u>	1-Provide specialized prevention programs and cultural enrichment activities for specific groups (ie. teens, single parents); 2-Provide Family Self- Sufficiency opportunities; 3-Strengthen youth resistance skills; 4-Provide personal development workshops to stimulate and strengthen Resident Council membership and increase the number resident volunteers; 5-Enhance sports and recreation component with additional prevention education participation.	
<u>#Persons Served /Year:</u>	<u>220 (Per year total includes all prevention program activities)</u>	
<u>Target Population:</u>	Public Housing and Residents and Adjacent Community.	
<u>**Start Date:</u>	January 1, 2000	<u>**Expected Completion Date:</u> December 31, 2000
<u>PHDEP Funding</u>	<u>\$86,056.00</u>	
<u>Other Funding</u>	<u>-0-</u>	
<u>Performance Indicators</u>	Monthly and Semi-annual Program Reports; Community Surveys; Resident program attendance and participation hours; Annual Technical Assistance Assessment.	

**Dates are approximate

SECTION 2 (CONT.)

PHDEP Plan Goals and Activities (cont):

Budget Line Item No. 9190- Other Program Costs

Total PHDEP Funding: \$17,000

<u>Program Director:</u>	To oversee administration and other duties related to the program.
<u>Objectives:</u>	1-Prepare and submit HUD performance and financial reports; 2-Prepare internal reports concerning program progress; 3-Collect and analyze program data; 4-Communicate with residents and agencies; 5-Attend drug elimination and economic development workshops and disseminate information to residents.
PHDEP Funding	<u>\$17,000.00</u>
<u>Other Funding</u>	<u>-0-</u>

SECTION 3: EXPENDITURES/ OBLIGATION MILESTONES

**** Twelve Month Projection:**

Budget Line Item No.	Percent of Funds Expended	Activities Item #	Amt. Expended	Amt. Obligated
9110	90%	1,2,3,4,5	\$21,861.00	\$2,429.00
9160	100%	1,2,3,4,5	\$86,056.00	-0-
9190	100%	N/A	\$17,000.00	-0-
PROJECTED TOTALS*****			\$124,917.00	\$2,429.00

SECTION 4: CERTIFICATIONS