

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

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

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

**PHA Plan
Agency Identification**

PHA Name: Wilson Housing Authority

PHA Number: NC020v01

PHA Fiscal Year Beginning: 01/01

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 2001 - 2005

[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.
- X The PHA's mission is: (state mission here)

The Housing Authority of the City of Wilson will continue excellent customer service; promote safe, decent, affordable housing and encourage higher quality family life for eligible residents in an economically self-sufficient, drug and crime free environment without discrimination.

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.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
- X Apply for additional rental vouchers:
 - X Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - X Other (list below)

Convert 5 bedroom units into a duplex containing 2 bedroom units.

- X PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - X Improve public housing management: (PHAS score) **94.4**
 - X Improve voucher management: (SEMAP score) **Not Available**
 - X Increase customer satisfaction:
 - X Concentrate on efforts to improve specific management functions:
 - (list; e.g., public housing finance; voucher unit inspections)
 - X Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- X PHA Goal: Increase assisted housing choices
 - Objectives:
 - X Provide voucher mobility counseling:
 - X Conduct outreach efforts to potential voucher landlords
 - X 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

- X PHA Goal: Provide an improved living environment
 - Objectives:
 - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - X 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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - X Increase the number and percentage of employed persons in assisted families:
 - X Provide or attract supportive services to improve assistance recipients' employability:
 - X 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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - X 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:
 - X 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)

Annual PHA Plan PHA Fiscal Year 2001

[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.

The Housing Authority Annual Plan and 5-Year Plan encompasses all of the required elements under Section 511 of the Quality Housing and Work Responsibility Act of 1998. Component # 1: The Authority used the State Housing Needs section of the Consolidated Plan, the City of Wilson Consolidated Plan as well as the Authority's analysis. Component # 2: The Financial Resources are anticipated Federal Fiscal Year 2001 funding. Component # 3: Policies Governing Eligibility include the ACOP, Section "8" Administrative Policy, Deconcentration and Income Mixing Policy, along with waiting lists. Component # 4: Rent Determination Policies include the Minimum Rent Policy, Flat Rent Policy, Section "8" minimum Rent Policy and Section "8" Payment Standards Policy. Component # 5: Operations and Management: All policies relating to this component are included. Component # 6: Grievance Procedure is included. Component # 7: Capital Improvement Needs: Capital Fund Program Annual Statement is Provided as an insert. The 5-Year Action Plan is also included. Component # 8: Demolition and Disposition is addressed. Component # 9, 10, 11 and 12 are not applicable. Component # 13: PHA Safety and Crime Prevention Measures. The PHA Drug Elimination 1999 application is included. Component # 14 Pet Policy is included. Component # 15: Civil Rights Certification, is included. Component # 16: Fiscal Audit is included. Component # 17: Not applicable. Component # 18: Other information contains required policies found in Section 511 of the Act.

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:

- X Admissions Policy for Deconcentration
- X FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X Resident Membership of the PHA Governing Board
- X Progress report narrative on 5-Year Plan Mission and Goals

X Membership of the Resident Advisory Board

Optional Attachments:

PHA Management Organizational Chart

X FY 2001 Capital Fund Program 5 Year Action Plan

X Public Housing Drug Elimination Program (PHDEP) Plan

X 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
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation: Records reflecting that the PHA has examined its programs 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
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	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	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<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	
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	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
✓	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	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
✓	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	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)
✓	Substantial Modification or Deviation Policy	Annual Policy
✓	Pet Policy	Annual Plan
✓	Community Service Policy	Annual Plan

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	227	3	4	3	3	3	3
Income >30% but <=50% of AMI	61	3	4	3	3	3	3
Income >50% but <80% of AMI	10	3	4	3	3	3	3
Elderly	4	3	4	3	3	3	3
Families with Disabilities	74	3	4	3	3	3	3
Race/Ethnicity B	277	3	4	3	3	3	3
Race/Ethnicity W	18	3	4	3	3	3	3
Race/Ethnicity O	3	3	4	3	3	3	3
Race/Ethnicity							

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

- X Consolidated Plan of the Jurisdiction/s
Indicate year: **1998 State of North Carolina Consolidated Plan**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- X Other sources: (list and indicate year of information)

PHA survey of local jurisdiction/ State of North Carolina Consolidated Plan 1998

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)			
X Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	118		27
Extremely low income <=30% AMI	90	78%	
Very low income (>30% but <=50% AMI)	21	18%	
Low income	7	04%	

Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)			
Families with children	115	99%	
Elderly families	1	01%	
Families with Disabilities	29	25%	
Race/ethnicity B	108	93%	
Race/ethnicity W	7	06%	
Race/ethnicity O	1	01%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	182		30
Extremely low income <=30% AMI	137	75%	
Very low income (>30% but <=50% AMI)	41	23%	
Low income (>50% but <80% AMI)	4	02%	
Families with children	179	98%	

Housing Needs of Families on the Waiting List			
Elderly families	3	01%	
Families with Disabilities	45	25%	
Race/ethnicity W	11	06%	
Race/ethnicity B	169	93%	
Race/ethnicity O	2	01%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	49	27%	
2 BR	84	46%	
3 BR	45	25%	
4 BR	3	02%	
5 BR	1	0%	
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

The PHA will utilize the current housing stock and work with other local housing agencies to meet the need of the prospective resident.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

- Employ admissions preferences aimed at families with economic hardships
- X Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$ 1,064,465.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
b) Public Housing Capital Fund	1,319,426.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,599,124.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	328,514.00	
g) Resident Opportunity and Self- Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,852,209.00	
4. Other income (list below)		
5. Non-federal sources (list below)		
Total resources	\$ 6,163,738.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
 When families are within a certain time of being offered a unit: (**30 days**)
 Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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
X Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

X 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)

X Emergencies

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

c. Preferences

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

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

Former Federal preferences:

- 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
- X Other preference(s) (list below)

62 Years of Age

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.

2 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
- X Other preference(s) (list below)
 - 1. *62 Years of Age or Older*

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- X The PHA-resident lease
- X The PHA’s Admissions and (Continued) Occupancy policy
- X 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
- X Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below: ***Housing Authority Wide – See remarks following "G" on page 21.***
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. Yes X 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)

- X 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)

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

There is not a need for income mixing at this time. We continually monitor our income composition and incorporated “skipping” into the ACOP to utilize when an area becomes concentrated as either high or low income.

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)

Known rental history with previous landlords.

(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)

X PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Extensions are permissible at the discretion of the Housing Authority up to a maximum of sixty (60) days, primarily for these reasons:

1. *Extenuating circumstances such as hospitalization or a family emergency for an extended period of time, which has affected the family's ability to find a unit within the initial 60 day period. Verification is required.*
2. *The Housing Authority is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the HA, throughout the initial 60 day period. Proof of family's efforts is required.*
3. *Families, including a person with a disability, may request up to 120 days to find a unit after issuance of a Certificate or a Voucher and may request a list, if available, or accessible units.*

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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
- X Other preference(s) (list below)
 - 62 Years of Age*

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.

2 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
- X Other preference(s) (list below)

1. *62 Years of Age*

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- X The Section 8 Administrative Plan
- X 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?

- X 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

X \$26-\$50

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

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

Rent Policy Section 507

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

1. Yes X 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
- X 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
- X Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- X Other (list below)

Change in family composition.

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- X The section 8 rent reasonableness study of comparable housing
 - X Survey of rents listed in local newspaper
 - X Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - X 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)

Rent Policy Section 507

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	Expected Turnover
---------------------	---	--------------------------

	Beginning	
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)

(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)

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 *NC19P02050301* FFY of Grant Approval: (2001)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0.00
2	1406 Operations	\$100,000.00
3	1408 Management Improvements	\$0.00
4	1410 Administration	\$28,000.00
5	1411 Audit	\$0.00
6	1415 Liquidated Damages	\$0.00
7	1430 Fees and Costs	\$94,000.00
8	1440 Site Acquisition	\$0.00
9	1450 Site Improvement	\$62,908.00
10	1460 Dwelling Structures	\$934,750.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$37,500.00
12	1470 Nondwelling Structures	\$0.00
13	1475 Nondwelling Equipment	\$62,268.00
14	1485 Demolition	\$0.00
15	1490 Replacement Reserve	\$0.00
16	1492 Moving to Work Demonstration	\$0.00
17	1495.1 Relocation Costs	\$0.00
18	1498 Mod Used for Development	\$0.00
19	1502 Contingency	\$0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$1,319,426.00
21	Amount of line 20 Related to LBP Activities	\$0.00
22	Amount of line 20 Related to Section 504 Compliance	\$2,000.00
23	Amount of line 20 Related to Security	\$36,000.00
24	Amount of line 20 Related to Energy Conservation Measures	\$0.00

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	Operations	1406	\$100,000.00
	Subtotal	1406	\$100,000.00

PHA Wide	Staff for CFP Coordination	1410	\$28,000.00
	Subtotal	1410	\$28,000.00
PHA Wide	Fees and Costs	1430	\$90,500.00
	CFP Preparation	1430	3,500.00
	Subtotal	1430	\$94,000.00
PHA Wide	Security Lighting	1450	\$2,000.00
	Landscaping	1450	\$40,000.00
	Install Water Valves and Meters	1450	\$20,908.00
	Subtotal	1450	\$62,908.00
PHA Wide	Interior Painting	1460	\$26,250.00
	Install Security Screen Doors	1460	\$36,000.00
	504 Modifications	1460	\$2,000.00
	Replace Water Heater Gas Valves	1460	\$30,000.00
NC20-2	Install Backsplashes at Ranges	1460	\$18,000.00
NC20-4	Replace Water Distribution System	1460	\$106,500.00
	Replace Roofing	1460	\$142,000.00
NC20-5	Install Backsplashes at Ranges	1460	\$9,000.00
	Install new Central Heating Systems and Mech. Closets.	1460	\$540,000.00
NC20-6	Install Backsplashes at Ranges	1460	\$9,000.00
	Install Backsplashes at Ranges	1460	\$16,000.00
	Subtotal	1460	\$934,750.00
PHA Wide	Appliances	1465.1	\$37,500.00
	Subtotal	1465.1	\$37,500.00
PHA Wide	Maintenance Trucks	1475	\$62,268.00
	Subtotal	1475	\$62,268.00
	<i>Total All Categories</i>		<i>\$1,319,426</i>

**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	9/30/02	9/30/03
NC20-2	9/30/02	9/30/03
NC20-4	9/30/02	9/30/03
NC20-5	9/30/02	9/30/03
NC20-6	9/30/02	9/30/03
NC20-10	9/30/02	9/30/03

(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. X 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-

X 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)

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	
NC19P020	WHA Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1406 - Operations			\$127,658.	2002
1410 – Administration: Staff for CFP Coordination			\$28,000.	
1430 – Fees and Costs			\$94,000.	
1450 – Site Improvements: Security Lighting & Landscaping			\$42,000.	
1460 – Dwelling Structures: Paint, 504, Security Screen Doors			\$288,268.	
1465.1 - Appliances			\$37,500.	
<i>Subtotal This Page</i>			<i>\$617,426.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-2	Whitfield Homes	143		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Water Distribution System			\$214,500.	2002
<i>Subtotal This Page</i>			<i>\$214,500.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-4	Whitfield Homes Addition	71		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install new Central Heating System in new Mechanical Closets (65 Apts.)			\$487,500.	2002
<i>Subtotal This Page</i>			<i>\$487,500.</i>	
Total estimated cost over next 5 years			\$1,319,426.	

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	
NC19P020	WHA Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1406 - Operations			\$130,000.	2003
1410 – Administration: Staff for CFP Coordination			\$28,000.	
1430 – Fees and Costs			\$94,000.	
1450 – Site Improvements: Security Lighting & Landscaping			\$42,000.	
1460 – Dwelling Structures: Paint, 504, Security Screen Doors			\$65,518.	
1465.1 - Appliances			\$37,500.	
<i>Subtotal This Page</i>			<i>\$397,018.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-1	Forest Road Homes	90		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Doors & Hardware			\$58,500.	2003
Replace Water Distribution System			\$135,000.	
<i>Subtotal This Page</i>			<i>\$193,500.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-2	Whitfield Homes	143		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Bathroom Floors and Base			\$92,950.	2003
<i>Subtotal This Page</i>			<i>\$92,950.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-4	Whitfield Homes Addition	71		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install new Central Heating Systems in new Mechanical Closets			\$45,000.	2003
<i>Subtotal This Page</i>			<i>\$45,000.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-5	Whitfield Homes Addition	72		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Water Distribution System			\$108,000.	2003
<i>Subtotal This Page</i>			<i>\$108,000.</i>	

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
NC020-6	Scattered Sites	125	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Replace Kitchen Counter Tops and Plumbing			\$312,500.
Replace Water Distribution System			\$170,458.
			2003

<i>Subtotal This Page</i>	\$482,958.	
Total estimated cost over next 5 years	\$1,319,426.	

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	
NC19P020	WHA Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1406 – Operations			\$130,000.	2004
1410 – Administration: Staff for CFP Coordination			\$28,000.	
1430 – Fees and Costs			\$94,000.	
1450 – Site Improvements: Security Lighting & Landscaping			\$42,000.	

1460 – Dwelling Structures: Paint, 504	\$66,676.	
1465.1 – Appliances	\$37,500.	
<i>Subtotal This Page</i>	<i>\$398,176.</i>	
Total estimated cost over next 5 years	Continued	

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	
NC020-1	Forest Road Homes	90		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Fill Low and Eroded Areas of the Site			\$26,750.	
Install Security Window Screens			\$180,000.	

		2004
<i>Subtotal This Page</i>	<i>\$206,750.</i>	
Total estimated cost over next 5 years	Continued	

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
NC020-2	Whitfield Homes	143	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)

NC020-5	Whitfield Homes Addition	72	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Counter Tops (49 Apartments)		\$36,000.	2004
<i>Subtotal This Page</i>		\$36,000.	
Total estimated cost over next 5 years		Continued	

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	
NC020-7	E.B. Jordan Homes	115		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Kitchen Cabinets, Counter Tops and Plumbing			\$287,500.	2004
<i>Subtotal This Page</i>			<i>\$287,500.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-9	Scattered Sites	42		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Kitchen Cabinets, Counter Tops and Plumbing			\$105,000.	2004
<i>Subtotal This Page</i>			<i>\$105,000.</i>	
Total estimated cost over next 5 years			\$1,319,426.	

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	
NC19P020	WHA Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1406 – Operations			\$130,000.	2005
1410 – Administration: Staff for CFP Coordination			\$28,000.	
1430 – Fees and Costs			\$94,000.	
1450 – Site Improvements: Security Lighting & Landscaping			\$42,000.	
1460 – Dwelling Structures: Paint, 504			\$295,926.	
1465.1 – Appliances			\$37,500.	
<i>Subtotal This Page</i>			<i>\$627,426.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-3	Forest Road Homes Addition	24		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install Security Window Screens			\$48,000.	2005
<i>Subtotal This Page</i>			<i>\$48,000.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-6	Scattered Sites	125		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install Security Window Screens			\$250,000.	2005
<i>Subtotal This Page</i>			<i>\$250,000.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-7	E.B. Jordan Homes	115		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install Security Window Screens			\$230,000.	2005
<i>Subtotal This Page</i>			<i>\$230,000.</i>	
Total estimated cost over next 5 years			Continued	

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	
NC020-9	Scattered Sites	42		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install Security Window Screens			\$84,000.	2005
<i>Subtotal This Page</i>			<i>\$84,000.</i>	
Total estimated cost over next 5 years			\$1,239,426.	

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:

X 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:

Requesting one-for-one replacement of the duplex located at 600 & 602 Simms St. of Project 20-4. The building has severe foundation problems.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: <i>Whitfield Homes Community</i>
1b. Development (project) number: <i>20-4</i>
2. Activity type: Demolition X Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application X
4. Date application approved, submitted, or planned for submission: <u><i>(03/01/01)</i></u>
5. Number of units affected: <i>2</i>

6. Coverage of action (select one)	
<input checked="" type="checkbox"/>	Part of the development
<input type="checkbox"/>	Total development
7. Timeline for activity:	
a. Actual or projected start date of activity: <i>Subject to HUD approval.</i>	
b. Projected end date of activity: <i>If approved late 2001 or sometime in 2002.</i>	

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: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes 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 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

2. Other coordination efforts between the PHA and TANF agency (select all that apply)
- Client referrals
 - Information sharing regarding mutual clients (for rent determinations and otherwise)
 - Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 - Jointly administer programs
 - Partner to administer a HUD Welfare-to-Work voucher program
 - Joint administration of other demonstration program
 - Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

- 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 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- X Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- X Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- X Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ***Located at the end of the Template***)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

WILSON HOUSING AUTHORITY PET POLICY

1. A non-refundable pet fee of \$100.00 will be required of any resident wishing to have a pet unless, it is an assistive animal. The fee may be may be paid in two increments of \$50.00 each. One increment payable at the time of the pet move in and the second being payable the first month after the pet move in.
2. Only one (1) pet whose weight may not exceed 25 pounds, may be kept in any one Public Housing unit. The head of household shall be responsible for their pet. Guest may not bring pets onto the premises. Reptiles or any other animal that may endanger the health, safety, or welfare of any housing employee or any other resident will be not permitted. Dogs will not be allowed in high-rise buildings, and outside chained animals will not be allowed.
3. Pet owners must demonstrate liability insurance coverage on the pet of no less than \$20,000.00 minimum permitted by renters insurance, and agree to assume responsibility for all damages incurred by said pet.
4. Signed statement assigning responsibility to no less than two persons to care for the pet in the event the pet owner dies, is incapacitated or is otherwise unable to care for the pet.
5. Owner of the pet will be responsible for all cleanup anywhere on the grounds or in the building . If pet owner is unable, or contact with the resident cannot be made, a \$25.00 fee for each cleanup performed by the Housing Authority will be assessed.
6. All pet owners must submit an up-to-date immunization record from a qualified Veterinarian and must display a current license tag for said pet. Immunization records and pet license tags are to be updated during the month of the pet owner's annual recertification of tenant eligibility.
7. Residents must make a bonafide effort to control fleas and ticks at all times.
8. Pet must be neutered or spayed and will be restricted to designated pet areas only. Pets will not be allowed in any designated area unless accompanied by a responsible person and is restrained on a leash or similar device.

9. A pet owner is in violation of the city ordinance on animal control when his or her animal causes objectionable noises, destroys or damages the property of others.
10. Pet owners must comply with all Housing Authority, County, State, and Federal regulations on animal regulatory laws.
11. When litter boxes are in use, the pet owner will not change the litter more than twice each week and will separate pet waste from litter when disposing of same.
12. Inspections other than permitted under the lease may be made after proper notification and during reasonable hours if a complaint is received in writing and the Housing Authority has reasonable grounds to believe that a nuisance or threat to health and safety of the occupants of the dwelling or surrounding area exist.
13. In the event of a pet violation, the pet owner will be given up to ten (10) days from date of service of the notice to remedy the violation, to remove the pet or to make a written request for a meeting to discuss said violation(s). Failure to remedy the violation, to request a meeting, or to appear at a requested meeting may result in termination of tenancy. A resident who receives two written complaints, will be asked to remove their pet from Wilson Housing Authority property. Violation of this pet policy two (2) times may be grounds for lease termination.
14. If a pet is removed due to death or incapacity of the pet owner and the two responsible parties are contacted and are unwilling or unable to remove the pet; or cannot be contacted, the pet will be removed and placed in a pet facility for a period not to exceed thirty (30) days. The cost of the animal care shall be borne by the pet owner and his/her estate. If unable or unwilling to pay, the cost will be paid from the pet deposit.
15. Housing Quality Standards (HQS) must be met and maintained in order to have a pet.
16. The eradication cost of flea infestation during residency will be the responsibility of the resident.
17. All conditions must be met and the lease signed before admitting said pet to the dwelling unit.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. X Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes X No: Were there any findings as the result of that audit?
4. Yes 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) *Attached at the end of the Template.*

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)
2.

State of North Carolina

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

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

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

To provide housing to eligible residents that is safe, sanitary and decent in an affordable manner to meet the prospective residents needs.

Other: (list below)

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

The Consolidated Plan of the State of North Carolina request that PHA's provide housing to eligible prospective residents, that is safe, sanitary and decent. To provide economic opportunities for residents and work with other housing agencies within the jurisdiction.

D. Other Information Required by HUD

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

Attachments

Wilson Housing Authority

Income Targeting and Tenant Selection and Assignment

(Section – 513)

The primary goals of this policy are to:

- 1- Prohibition of concentration of low-income families in public housing and
- 2- Income targeting.

The Wilson Housing Authority may not concentrate very low-income families in public housing units in certain public housing projects or certain buildings within projects. The Wilson Housing Authority will submit with its annual PHA plan an admission policy designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenant into lower income projects and lower income tenants into higher income projects. The Wilson Housing Authority may offer incentives for eligible families having higher incomes to occupy dwelling units in projects predominantly occupied by eligible families having lower incomes and provide for occupancy of eligible families having lower incomes in projects predominantly occupied by eligible families having higher incomes. The skipping of a family on the waiting list to reach another family to implement deconcentration will be utilized as permitted by HUD.

Not less than 40% of new families will have incomes at or below 30% of the area median income.

Other admissions will be at or below 80% of the area median income.

Fundability will be allowed only to the extent that relatively higher income families move into public housing units in census tracts having a poverty rate of at least 30%.

This Income Targeting and Tenant Selection and Assignment Policy is in accordance with the Summary of the Q.H.W.R.A. of 1998 as prepared by the Office of Policy, Program and Legislation Initiatives and is established for the Wilson Housing Authority, by action of the Board of Commissioners.

Wilson Housing Authority Resident Membership of the PHA Governing Board

The Wilson Housing Authority Board of Commissioners resident appointment is Ms. Mary Belle Langston. The Mayor of the City of Wilson appointed Ms. Langston on October 1, 2000 to fulfill the remainder Commissioner, Mr. Laddie Bell's term who retired in September 2000. Her appointment term expires December 9, 2000. The Mayor has approved Ms. Langston's appointment for a second term to begin December 9, 2000 and to expire December 9, 2005.

Wilson Housing Authority Progress Report Narrative on 5-Year Plan Mission and Goals

The Management of the Wilson Housing Authority are proud to report that the progress toward our 5-Year Mission and Goals is excellent. The Wilson Housing Authority should fulfill its Mission and Goals as planned within the time remaining.

Wilson Housing Authority Membership of the Resident Advisory Board

Board Members - Alma R. Ruffin
Bessie Barnes
Larry Thigpen
Patricia Williams
Kevin A. Lofton
Patsy Webb

Wilson Housing Authority Policy for the Implementation of Community Service and Self Sufficiency Requirements

The Wilson Housing Authority, to meet the Community Service requirements, offers the Public Housing Resident an opportunity to contribute to the community that supports them.

The community service opportunities, or locations, will include but are not limited to: within the jurisdiction; activities to improve the physical environment of the resident's development; volunteer work in local schools, hospitals, child care centers or approved non-profit social service agencies. No resident will perform community service with any political affiliation or activities.

The PHA can administer its own community service program, form cooperative relationship with other entities in order to make opportunities available for residents, or contract the entire community service program to a third party. The PHA retains full authority and responsibility to assure contract compliance, should the program be contracted to a third party. Should a for-profit, third party be utilized, the PHA should ensure that the administration that oversees the program does not have a financial interest in the entity, where community service participants are assigned.

The PHA will, to the extent possible, attempt to ensure that the conditions under which the work is to be performed are not otherwise hazardous, that the work is not labor that would be performed by the PHA's employees responsible for essential maintenance and property service, or that the work is otherwise unacceptable.

Self-sufficiency program activities may, if acceptable, be substituted for the community service requirements.

Wilson Housing Authority
Definition of “Substantial Deviation” and
“Significant Amendment or Modification”

The Wilson Housing Authority, to meet the requirement of Final Rule 903.7(r) and PIH 99-51, pertaining to “Substantial Deviation” and “Significant Amendment or Modification,” offers the following:

- A. A substantial deviation from its Five-Year Plan; and a significant amendment or modification to its Five-Year Plan and Annual Plan.
- B. Changes to rent or admissions policies or organization of the waiting list.
- C. Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- D. Additions of new activities not included in the current PHDEP Plan.
- E. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five-Year Plan that cause changes in the services provided to residents or significant changes to the Agency’s financial situation will be documented in subsequent Agency Plans.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements offered by HUD.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

- 1. General Information/History**
- 2. PHDEP Plan Goals/Budget**
- 3. Milestones**
- 4. Certifications**

Section 1: General Information/History

A. Amount of PHDEP Grant \$178,794.00

B. Eligibility type (Indicate with an “x”) N1_____ N2_____ R X

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The PHA will contract with local Law Enforcement to provide additional patrols and security, work with the residents using C.O.P.S. methods to build trust and provide the PHA with screen if necessary of prospective residents all over and above the base-line services. The PHA will work with local Social Service Agencies to provide the residents with tutorial, educational, cultural and recreational opportunities to increase life skills.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target	Total Population to be Served within the

	Area(s)	PHDEP Target Area(s)
PHA – Wide	777	2129

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** **X** **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1996	0	0	0		
FY 1997	234,000.00	NC19DEP0200197	0	No	Complete
FY 1998	0	0	0		
FY1999	171,554.00	NC19DEP0200199	149,719.79	No	12/01
FY 2000	178,794.00	NC19DEP0200100	178,794.00	No	12/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

To reduce drug and drug-related crime both on and off communities. To provide alternative programs for the residents that will improve educational, cultural and recreational opportunities. To assist the resident with life skills that they may use throughout life.

These programs will be monitored by using police report for the crime aspects, attendance and participation reports for the social programs.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$110,000.00
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	\$ 4,794.00
9160 - Drug Prevention	\$64,000.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$178,794.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 110,000.00		
Goal(s)		Reduce drug and drug-related crime.					
Objectives		Additional patrols & security using C.O.P.S. methods.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Patrols & Security			1/01	6/02	110,000.	0	Police Reports
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$4,794.00		
Goal(s)	Improve site security.						
Objectives	Improve security through site design changes.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Redesign site landscaping			01/01	12/02	4,794.00	0	Community Crime Stats.
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$ 64,000.00		
Goal(s)	To reduce the presence of drugs and drug-related crimes.						
Objectives	To provide educational, tutorial, cultural and recreational opportunities.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Educational, tutorial and recreational opportunities.	300	1500	1/01	6/02	64,000.00		Report cards and attendance records.
2.							
3.							

9170 - Drug Intervention						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1</i>			
9110	Activity 1	110,000.00		
9120				
9130				
9140				
9150	Activity 1	4,794.00		
9160	Activity 1	64,000.00		
9170				
9180				
9190				
TOTAL		\$178,794.00		

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

**Minutes of Resident Advisory Board
Wednesday, March 14, 2000
3:00 PM**

**The following were present: Staff - James Faison, Executive Director
Dennis Barker, Public Housing Director
Judy Bottoms, Section 8 Director**

**Board Members - Alma R. Ruffin
Bessie Barnes
Larry Thigpen
Patricia Williams
Kevin A. Lofton**

Each board member was given a copy of the FOR YOUR INFORMATION sheet before the meeting was called to order.

Dennis Barker opened the meeting and went over each item on the information sheet –

1. rent extensions
2. cut-off date for rent adjustments
3. installation of cable outlets and telephone jacks
4. extermination
5. smoke detectors
6. light bulbs
7. community service
8. annual re-examinations
9. repairs
10. restriction of access-ban notices

There were some general questions and discussion of each item. The board was in agreement with the need for these policies.

James Faison then discussed the 1998 and 1999 Comprehensive Grant modernization plans that are on the table to be done during the current year. He explained that the way the monies are allocated the actual work is usually two years behind. We will be trying to do two years in one.

The following will be done during this fiscal year:

1. installation of ground fault interceptors
2. installation of carbon monoxide detectors
3. installation of range hoods
4. installation of security type screen doors
5. replacement of roofs where necessary

6. modernization of the Forest Road Community Center
7. making the Whitfield center more accessible for persons with disabilities

Mr. Faison told the board that the Board of Commissioners had approved a charge of \$10.00 per month to public housing residents for grass cutting. Since lawn mowers may not be kept inside resident's units nor may they be left outside, if it is feasible the WHA will contract the grass cutting for each of the housing communities. The grass would be cut twice a month. Bids for this will be received March 31, 2000. At that time the WHA will know if the \$10 fee and additional money the WHA will add will be sufficient to cover the cost. In any case, the WHA will cut the grass for all our senior citizens and residents with disabilities. The board unanimously agreed that the suggested fee was reasonable and that, in any case, the grass should be cut for the elderly and disabled.

During discussion, board members requested a list of public housing units and a list of the agencies through which residents may do community service work. These lists will be made available to board members at the next meeting.

The board was strongly encouraged to assist the WHA by bringing recommendations and making comments on WHA proposals and/or activities.

The board agreed to meet monthly on the second Tuesday of each month at 3:00 PM.

The meeting was adjourned.

MINUTES OF RESIDENT ADVISORY BOARD
Wednesday, April 11, 2000
3:00 PM

The following were present: Staff - James Faison, Executive Director
Rossalyn W. Farmer, Housing Services Director
Dennis Barker, Public Housing Director
Judy S. Bottoms, Section 8 Director

Board Members - Bessie Barnes
Alma Ruffin
Larry Thigpen
Patsy Webb

Rossalyn W. Farmer called the meeting to order. Minutes of the last meeting were read and approved.

Discussion ensued regarding meeting every two months on the second Tuesday of the month rather than on a monthly basis. Bessie Barnes recommended that the board meet every two months on the second Tuesday. The members present agreed.

It was announced that lawn maintenance would be starting in the month of April. An effort will be made to have the contractor for the common areas coordinate mowing with the contractor for individual yards to give a more uniform appearance. Adjustments will be made for those tenants who do not have grass front and back.

Mrs. Farmer passed out a list of the WHA's community service partners. HUD is requiring able-bodied residents 18 and older who are not working, in a training program, or going to school to provide 8 hours month community service. This does not pertain to the elderly or disabled.

It was reported that the keyless entry system at Tasman is now operational. It seems to be working without problems and residents are satisfied.

Ms. Farmer passed out the list of Public Housing properties to all members present.

It was reported that some residents are unhappy about the new grass mowing because they have their own mowers and are not allowed to keep them in their unit. It was

suggested that perhaps they could sell them. But Mr. Faison explained that HUD would not allow mowers in the units because they are a safety hazard. It is not possible to satisfy each individual resident, so the WHA makes every effort to do what is best for everyone overall.

It was also reported that the persons doing the spraying for roaches are not doing a thorough job. Residents should report to their managers or maintenance anything they feel is not right.

Ms. Webb mentioned the vacant area on Walnut Street, which is overgrown and an eyesore. She could write a letter of complaint. Resident council could get involved and use the local newspaper to push the city into cleaning the area up.

Bessie Barnes inquired about community service for Section 8. She was informed that this does not apply to the Section 8 program.

Ms. Webb asked if it might be possible to take one of the flooded units and make it into a washerette. Mr. Faison indicated that it could be taken under advisement for the future.

The board was thanked for their input. They are the eyes and ears of their communities. WHA needs their feed back. The WHA wants to listen to the issues and concerns of all its residents and wants to share administrative issues, concerns, and directives from HUD. We need negative as well as positive views. The WHA understand the frustration of residents due the tremendous amount of change and is thankful for the cooperation it receives.

Meetings for the rest of 2000 will be held in June, August, October, and December on the second Tuesday of the month at 3:00 PM.

There being no further business the meeting was adjourned.

MINUTES OF RESIDENT ADVISORY BOARD
Wednesday, June 6, 2000
3:00 PM

The following were present: Staff- James Faison, Executive Director
Rossalyn W. Farmer, Housing Services Director
Dennis Barker, Public Housing Director
Judy S. Bottoms, Section 8 Director

Board Members- Bessie Barnes
Emma Wright
Larry Thigpen
Kevin Lofton

Mr. Faison called the meeting to order. Minutes of last meeting were distributed.

Since the resident advisory board meets in an official capacity, Mr. Faison suggested that the board should have a chairperson and a vice-chairperson. Kevin Lofton volunteered to be the chairperson and Bessie Barnes volunteered to be vice-chairperson.

Mr. Lofton suggested that meetings be opened with a word of prayer. The group approved and a prayer was given. Mr. Lofton will chair the next meeting in August.

The minutes were read. Bessie Barnes moved they be approved as read, Kevin Lofton seconded.

Motioned passed.

There is now a new lease for Public Housing. It incorporates new changes and policies. Any policies not in the lease or the HA's occupancy policy will be challenged if evicting. It now includes the right for the HA to go into units and take pictures of the damage to the property. Mr. Barker carefully goes over the lease at the time of lease-up. This new lease is to protect both the HA and the resident.

Mr. Faison stressed the importance of input from the board.

There are no longer federal preferences for applicants. Our local preference is Elderly (62 years of age and older). We considered the working family preference which includes the disabled, but decided against implementing it because of the red tape involved with that preference. And the elderly are the fastest growing segment of the community and there is a greater need for housing for them.

Disabled, by HUD definition, include both physical and mental disabilities. Mr. Thigpen questioned how the HA's handicapped units were assigned. When these units become available, applicants who need such units are pulled from the waiting list regardless of their position on the list. Persons already in PH who need these units are transferred to them when they become available. When the flooded units are rehabbed, half will be handicapped accessible. Monies are being put aside to make units as accessible as possible, which will also benefit the elderly and make the HA more customer sensitive.

There was some discussion on how often the board should meet because of the pace that change is taking place. It was agreed to meet the 2nd Monday every other month. With adequate notice, meetings could be called if necessary.

Comprehensive grant monies and projects for monies to be spent on are physically done the year after the monies are allocated. For 2000, the HA will be installing dryer vents and hook-ups in every unit. Roofs will be replaced in 20-1 (Starmount area). Roofing will be done on an as needed basis. The following are projected for 2001: an emergency diesel generator for Tasman to be housed outside the dining room in a brick enclosure; security lighting (\$2000 to repair and/or replace existing lighting); \$40,000 for landscaping where need to improve curb appeal; new water system; security screen doors (\$161 each) annually until all units have them (this is now underway); replace inside faucets; replace, as needed, stoves and refrigerators; \$25,000 for sidewalk repairs.

The flooded units that are badly cracked will be torn down. The 4 and 5 bedroom units will be converted to 1 and 2 bedroom units or two 1-bedroom units to keep from losing housing stock.

HUD will not fund new building unless it is a HOPE V program and these monies are mostly going to the larger authorities in order to get rid of their high-rise "prisons".

Board requested to give any suggestions or recommendations they have.

Mrs. Farmer said that structure is being imposed on PH residents. Rules must be followed or leases will be terminated. This will take time, but changes are already being seen in housekeeping, reduction in roach infestation.

Mr. Faison praised the HA staff for all their hard work.

Ms. Wright spoke to helping residents learn to protect and keep their housing by building them up and encouraging them to improve.

The WHA must have short-term objectives and long-range goals. We are a business and will operate as such. Our board members are our partners and are counted on to give us their insight.

Next meeting, if there is no urgent business, may go out and see the difference PH neighborhoods.

Mr. Barker suggested that board members who do not attend and are no longer interested in being on the board should be replaced with interested persons.

Mr. Thigpen as about hurricane evacuation plan for the HA. Our For Your Information publication will address this during the hurricane season.

There being no further business, the meeting was adjourned.

**DOCUMENTATION OF JOINT MEETING
WITH RESIDENT COUNCILS AND
RESIDENT
ADVISORY BOARDS
September 25, 2000**

**Residents Present 15
Staff present 07**

J. A. Faison, Executive Director, opened the meeting. Residents were welcomed and thanked for attending the meeting.

The Federal Register was used to explain the role of the Resident Councils. After explaining the role, section 964.140 dealing with resident training and self-help was presented along with categories in which training could occur. Next section 946.150, which covers funding tenant participation, was covered. This section was also utilized to explain the amount of funding permitted per year, which is \$25.00. Out of that \$25.00 per unit \$10.00 would be used by the Housing Authority to pay cost incurred out of tenant activities.

Section 946.150 was used also to indicate how the \$200.00 per month stipend could be paid to council officers for volunteer work in their developments and how the \$200.00 would come out of the \$15.00 per unit left after the \$10.00 used by the Housing Authority to pay incurred cost. They were advised that a budget must be maintained and that the Authority would be allowed to review records. This must be in the form of a written agreement.

We explained about the Resident Council requirements, who is eligible to run, who is eligible to vote, forming partnerships with other agencies for assistance and how a campaign and election are done.

Residents were advised of the importance of working in partnership with the Authority and how an informed council will be a more productive council. They were told of the importance of them becoming involved in all phases of the authority's operation, including the Capital funding and budgeting. Residents were told that the Authority has an open door policy and they are welcome to come anytime and view any of our documents and ask questions as well as provide input.

It was stressed that we can have the best Authority in the state if we work together.

Residents were advised of the Resident Satisfaction Survey, which is coming very soon.

A Copy of all pertinent policy changes and additions were passed out to each resident for informational purposes and to receive comments.

All present were very attentive and pledged to go back into their communities and work hard to get more residents involved and try to establish a supportive and productive partnership with the Authority. One member asked if we could make it mandatory that residents attend special meetings.

The members present were very receptive to a strong partnership and had positive things to say about the direction our Authority is headed, especially sharing information and opening our doors to them.

