

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2001

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

**PHA Plan  
Agency Identification**

**PHA Name:** *Town of Chapel Hill, Department of Housing, 317 Caldwell Street Extension, Chapel Hill, N.C. 27516 (919) 968-2850*

**PHA Number:** *NC046*

**PHA Fiscal Year Beginning:** (mm/yyyy) *07/2001*

**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 – *317 Caldwell St. Extension, Chapel Hill*
- 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 – *317 Caldwell St. Extension, Chapel Hill*
- PHA development management offices
- PHA local offices
- Main administrative office of the local government – *Clerk's Office, 306 N. Columbia St., Chapel Hill*
- 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 – *317 Caldwell St. Extension, Chapel Hill*
- PHA development management offices
- Other (list below)

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

**A. Mission**

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

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

*To provide safe, decent, affordable rental housing for residents of Chapel Hill and Orange County*

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) *Achieve high performer rating by 6/30/05*
  - Improve voucher management: (SEMAP score)

- Increase customer satisfaction: ***Reduce number of callbacks for repairs by 50% by 6/30/02***
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units: ***Complete renovation work as described in the 2002 annual statement by June 30, 2002. Complete renovation work as described in the 5-Year Plan by June 30, 2005***
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

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

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families: *25% of self-sufficiency participants will be employed by June 30, 2005*
- Provide or attract supportive services to improve assistance recipients' employability: *Have memoranda of understanding with Human Service agencies by June 30, 2002. Monthly meetings and service information will be provided and ongoing.*
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

*Continue to comply with Title VI of the Civil Rights Act of 1964 and all other applicable Federal Laws and regulations to ensure that admission to and occupancy of public housing neighborhoods is conducted without regard to race, color, religion, creed, sex handicap, disability, or national origin.*

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

*Two primary initiatives will be undertaken in the next five years: an apartment refurbishing program and preventive maintenance and safety program. In addition, the Department will continue its new self-sufficiency program: ACHIEVE! (not a mandated program) and the very important interagency collaborations that were formed during 1999. Our Deconcentration Plan, developed in 1999, also will be implemented as needed to assure that the objectives stated within are reached.*

*We propose to continue the five-year refurbishing program at a cost of about \$102,000. We estimate that Housing staff will complete refurbishing work in a minimum of 38 apartments by June 30, 2002. We propose to use funds appropriated under the Community Development Block Grant program to pay for the refurbishing work. In addition, we propose to refurbish about 50 vacant apartments by contract.*

*Under the refurbishing program, all 336 public housing apartments would be refurbished on a five-year cycle. The program's objective is that all public housing families live in apartments that have been refurbished within the past five years.*

*Under the preventive maintenance and safety program we would continue to inspect all 336 apartments quarterly. Repairs needed to ensure safety are made immediately; non-safety and non-emergency preventive maintenance repairs are carried out on a regular work schedule.*

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

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

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#### **Annual Plan**

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- ii. Table of Contents
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  - 4. Rent Determination Policies
  - 5. Operations and Management Policies
  - 6. Grievance Procedures
  - 7. Capital Improvement Needs
  - 8. Demolition and Disposition
  - 9. Designation of Housing
  - 10. Conversions of Public Housing
  - 11. Homeownership
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  - 13. Crime and Safety
  - 14. Pets (Inactive for January 1 PHAs)
  - 15. Civil Rights Certifications (included with PHA Plan Certifications)
  - 16. Audit
  - 17. Asset Management
  - 18. Other Information

#### **Attachments**

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

#### **Required Attachments:**

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

#### **Optional Attachments:**

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<i>Pending</i>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<i>Pending</i>	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
<i>Pending</i>	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
<i>Pending</i>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<i>X</i>	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
<i>X</i>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<i>X</i>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check if included in the public housing A & O Policy	Annual Plan: Rent Determination

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

X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Pending	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

*(The Town of Chapel Hill has not completed the Consolidated Plan for 2001-2002; therefore, the information below from the previous year's Plan is still in effect.)*

*The following statements are derived from the Consolidated Plan, providing useful information for understanding housing and homeless needs in Chapel Hill and Orange County.*

*There are a total of 9,932 very low-income households in Orange County earning from 0 to 50% of the area median income (0 - \$20,343). Very low-income renters are often forced to live in substandard housing due to the lack of affordable housing options in Orange County. Approximately 86% of households in the very low-income group reported having some housing problems. An estimated 97% of large families in Orange County, and 91% in Chapel Hill experienced housing problems which can be attributed to the fact that many large, very low-income households cannot afford the rental prices for an adequately sized unit. They are therefore forced to live in an overcrowded, substandard unit. An estimated 83% of Orange County renters, and 86% of Chapel Hill renters have cost burdens greater than 30% of their monthly income.*

*In the low-income group of 7,070 households earning between 51% and 80% of the area median income (\$20,749 to \$32,548), approximately 36% of the renters in Orange County and 43% of those in Chapel Hill experience housing problems. Only 62 (2%) of County residents and 38 (2%) of Chapel Hill renters have a cost burden greater than 50%. Cost burdens for owner-occupied units are also fairly low (6% Orange County, 14% Chapel Hill). There is a total housing need for 2,360 households in Orange County and 1,180 in Chapel Hill for households that earn between 51% and 80% of the median income.*

*Data on homeless persons in Orange County come directly for the homeless shelter. A recent report from the Inter-Faith Council Community House indicates a dramatic increase in the housing needs of homeless persons in Orange County. Approximately 60% of those that stay in the shelter claim housing issues as the premier life occurrence that leads them to homelessness. A substantial number of people in the shelter are persons who came to the Triangle area seeking employment with adequate funds to get re-established. The Inter-Faith Council estimates that nearly \$1,000 is needed to pay all the up-front costs to move into a standard rental unit in Southern Orange County.*

**U.S. Department of Housing and Urban Development  
CPD Consolidated Plan  
Homeless Populations and Subpopulations**

<b>HOMELESS POPULATION</b>	<b>TOTAL # HOMELESS</b>	<b>TOTAL UNSHELTERED</b>
----------------------------	-------------------------	--------------------------

<b>Families With Children</b>		
1. # of homeless families	80	40
2. # of persons in homeless families	240	120
<b>Individuals Not In Families</b>		
3. Youth (17 years or younger)	190	95
4. Adults (18 years or older)	1900	950
<b>TOTAL (lines 2+3+4)</b>	<b>2330</b>	<b>1165</b>
<b>Subpopulations</b>		
<b>Homeless persons with special needs related to:</b>	<b>% OF TOTAL</b>	<b>NUMBER</b>
1. Severe mental illness (SMI) only	20.0	466
2. Alcohol/Other Drug Abuse only	30.0	699
3. SMI and Alcohol/Other Drug Abuse	50.0	1165
4. Domestic Violence	30.0	699
5. AIDS/Related Diseases	0.0	0
6. Other (Specify): Homeless Youth	10.0	233

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	N/A	5	4	4	3	3	5
Income >30% but <=50% of AMI	N/A	5	4	4	3	3	5
Income >50% but <80% of AMI	N/A	4	4	4	2	3	4
Elderly	4,526	3	4	2	2	2	2
Families with Disabilities	9,211	5	5	3	5	2	2
African-American	N/A	4	4	4	2	3	4
Caucasian	N/A	2	2	2	2	2	1

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

- Consolidated Plan of the Jurisdiction/s  
 Indicate year: **2000-2001** (*The Consolidated Plan for 2001-2002 has not been completed at this time.*)
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
 Indicate year:
- Other housing market study  
 Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>137</b>		<b>50</b>
Extremely low income <=30% AMI	<b>105</b>	<b>77</b>	
Very low income (>30% but <=50% AMI)	<b>29</b>	<b>21</b>	
Low income (>50% but <80% AMI)	<b>3</b>	<b>.2</b>	
Families with children	<b>124</b>	<b>91</b>	
Elderly families	<b>8</b>	<b>6</b>	
Families with Disabilities	<b>5</b>	<b>4</b>	
Caucasian	<b>11</b>	<b>8</b>	
African-American	<b>122</b>	<b>89</b>	

Housing Needs of Families on the Waiting List			
Asian	3	2	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	38	28	
2 BR	61	45	
3 BR	33	24	
4 BR	2	1	
5 BR	3	2	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

*In order to comply with the Deconcentration Plan related to poverty levels and income-mixing requirements of the Quality Housing and Work Responsibility Act of 1998, the Chapel Hill Housing Department intent is to maintain a tenant body in each neighborhood composed of families with a broad range of incomes and rent-paying ability. The Department plans to accomplish this by developing and employing admissions preferences for working families and implementing site-based incentives to prospective tenants. The Department will continue also to provide supportive services with focus on self-sufficiency for its residents through the ACHIEVE! Program and the Public Housing Drug Elimination Program.*

*The Chapel Hill Department of Housing also will focus on the rehabilitation and modernization of its public housing units. By increasing the marketability of these units, we can lower the vacancy rate and help raise the Public Housing Assessment System (PHAS) score.*

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other: (list below)

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>	<b>935,028</b>	
a) Public Housing Operating Fund	599,512	
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	77,019	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	120,000	<i>Public housing capital improvements</i>
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	<b>463,886</b>	<i>Public housing operations</i>
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>2,195,445</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) *Initial screening at application; update screening within 10-15 days of apartment becoming available and unit being offered*

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
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

**1** Date and Time

Former Federal preferences:

- 3 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
  - Victims of domestic violence
  - Substandard housing
  - Homelessness
- 2 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
- 1** Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 1** Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements – *77% of applicants on the waiting list have incomes below 30% of the median*

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) – *New tenant orientation*

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

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

**(6) Deconcentration and Income Mixing**

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

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

If yes, list these developments as follows:

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

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

*We follow the HUD allowed exemptions. Exceptions to the Minimum Rent requirement for a 90-day period will be allowed for the following financial hardships:*

- *The family has lost eligibility or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;*
- *The family would be evicted as a result of the imposition of the minimum rent requirement;*
- *The income of the family has decreased because of changed circumstance, including loss of employment, or*
- *A death in the family has occurred.*

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) – *If the increase of income is fifty dollars or higher, the Total Tenant Payment will not be increased by more than 10 percent during any twelve month period as a result of redefinition or changes in government regulations; however, Total Tenant Payment may be increased by more than 10 percent during any twelve month period to the extent that the increase is attributable to an increase in earned income. Total Tenant Payment does not include charges for maintenance or other miscellaneous charges.*
- Other (list below) *Any time a family experiences a permanent income decrease.*

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

**(2) Flat Rents**

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

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

*In accordance with the Quality Housing and Work Responsibility Act of the U.S. Department of Housing and Urban Development all public housing agencies are required to establish flat rents for*

*their public housing units. Flat rents for public housing units are to be established based on fair market rental values.*

*Residents may choose to pay rent based on the flat rent schedule or continue to pay based on 30 percent of the adjusted household income.*

*Residents who choose to pay the flat rent will have their incomes recertified every three years. The Quality Housing and Work Responsibility Act requires that the Housing Department switch a resident from a flat rent to an income-based rent if the resident can't pay the flat rent due to financial hardship under the following situations: 1) Income of the family has decreased because of changed circumstances, loss or reduction in employment, death in the family, and reduction in or loss of income other assistance and 2) An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items.*

*If a resident switches from flat rent to income-based rent, the resident must continue paying the income-based rent until the end of the annual recertification period.*

## **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. *The Department of Housing is a division of the Town of Chapel Hill organizational structure. Organizational charts for Town administration and for the Housing Department are attached.*
- A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<i>334 Units</i>	<i>50 Units</i>

Section 8 Vouchers	N/A	
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	334	N/A
Other Federal Programs(list individually)	N/A	

### 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)

- *Description of Maintenance Programs*
- *Inventory Policy*
- *Schedule of Maintenance Charges*
- *Inspection Procedures and Methods*
- *Rehabilitation Standards*
- *Personnel Policy Manual*
- *Administrative Manual*
- *Procurement Policy*
- *Admissions and Continued Occupancy Policy*

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

## **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) *Capital Fund Program—The Capital Fund Annual Statement is attached.*

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly

families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations

Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)

<p>3. Application status: (select one)</p> <p><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action: (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>ACHIEVE! Self-Sufficiency – financial, employment, education, life-skills training</i>	<i>10</i>	<i>Specific criteria</i>	<i>PHA Main Office/Offices of County Government</i>	<i>Public Housing</i>
<i>Drug Elimination Grant – computer labs, GED program, post-secondary scholarships, youth scholarships and activities</i>	<i>50</i>	<i>Self-referred and random selection</i>	<i>Chapel Hill Police Department</i>	<i>Public Housing</i>
<i>Residents’ Council After-School Program, transportation, training of residents, information and resource services, advocacy</i>	<i>15</i>	<i>Parent Referred</i>	<i>Airport Gardens NC 46-5</i>	<i>Public Housing</i>

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<i>N/A – Not a mandated program</i>	<i>10 as of 3/15/01</i>
Section 8		

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

If no, list steps the PHA will take below:

*N/A – Not a mandated program*

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

*In accordance with the Quality Housing and Work Responsibility Act of 1998 residents who are 18 years of age and older and are not exempt under the exemptions defined in the 24 CFR 960 shall be required to perform eight (8) hours of community service each month. The selection and type of community service shall be left up to the resident. The service can be performed at any local, civic or charitable organization. Any resident failing to comply with the required community service requirements are subject to denial to renew the lease during the annual recertification period.*

### **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) – *All developments are affected.*

#### **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) – *Same as listed in item 3.*

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

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

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

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

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*Pursuant to 24 CFR Part 960 of the Federal Register issued July 10, 2000, public housing residents may own common domesticated household pets. Ownership shall also be subject to the Code of Ordinances of the Town of Chapel Hill and animal control laws.*

*There is recognition that some pets are used to assist persons with disabilities. Therefore, assistive animals (as required under the American Disabilities Act) shall be permitted with no restrictions other than to maintain the apartment and associated areas in a decent, safe, and sanitary manner to refrain from neighborhood disturbances.*

*In multi-family and multi-building public housing developments, consideration must be given to the safety and peaceful enjoyment of all residents. Because Chapel Hill's public housing consists of multi-building developments pet ownership shall be permitted on a limited basis. All residents may own pets; however, pets shall be limited to birds, fish, gerbils, guinea pigs, hamsters, and rabbits. Only residents who are elderly (at least age 62) or disabled may own dogs and cats.*

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and

other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

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

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

- Attached at Attachment (File name)
- Provided below:

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

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

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

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

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

3. Description of Resident Election Process –

*All Housing Advisory Board members are appointed by the Mayor and the Town Council of the Town of Chapel Hill*

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

Other: (list below)

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

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

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

*Below is the follow-up plan to address the deficient areas as reported in the HUD Customer Satisfaction Survey. The two areas to be addressed are Crime and Safety and Neighborhood Appearance.*

*First, we will address Crime and Safety. The Department continues to work closely with the Police Department, the Resident's Council, and other local agencies to address resident's crime and safety concerns. According to HUD's Customer Satisfaction Survey, areas needing improvement are: inadequate lighting, broken locks, uneven enforcement of rules set forth in the lease, and general unawareness of crime and prevention programs available. The following steps will be taken to address these areas:*

- Inadequate lighting: Community Police Officers will survey neighborhoods at night to determine areas where additional lighting is needed and lighting will be installed.*
- Broken locks: Locks will be checked during inspections and those that are broken will be repaired.*
- Uneven enforcement of rules: Greater effort will be taken to ensure that the rules in the lease are evenly applied and uniformly enforced.*
- Unaware of prevention programs: Greater effort will be given to promoting existing and upcoming programs and activities (e.g. clubs and camps, workshops, safety fairs), and collaborating with the Drug Elimination and Community Policing Programs, and publishing a newsletter in order to increase residents' knowledge of these resources.*

*Secondly, we will address Neighborhood Appearance. . According to the HUD Customer Satisfaction Survey, areas needing improvement are parking lots and recreation areas. The following steps will be taken to address these areas:*

- Parking lots: Public Works Department will continue to inspect and clean the lots daily, including removing sediment from curbs and implementing quarterly sweeping (with a street sweeper) and washings (with a street washer), and continue weekly large-item trash pick-ups*
- Recreation Areas: Public Works Department will continue to inspect and clean the areas daily including eliminating graffiti within 24 hours of notification and conducting playground safety inspections by a certified Play Ground Specialist.*
- The funding source for the above efforts is built into both the Department of Housing and Public Works budgets.*

*These steps will be supported by a continual effort to ascertain from residents specifics in these reported problem areas. By working with the Resident Council and residents, the Housing Department along with its fellow agencies will continue to foster better communication lines in order to address specific concerns.*



## **Attachments**

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

### **ATTACHMENTS**

- 1. Admissions Policy for Deconcentration**
- 2. FY 2000 Capital Fund Program Annual Statement**
- 3. PHA Management Organizational Chart with overall Town government organizational structure.**
- 4. FY 2001 Capital Fund Program 5-Year Action Plan**
- 5. Public Housing Drug Elimination Program (PHDEP) Plan**
- 6. Comments of Resident Advisory Board**
- 7. Substantial Deviation and Significant Amendment or Modification**

# 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      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

**Annual Statement**  
**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

**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)

## 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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
<b>PHA Name:</b> Town of Chapel Hill		<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P04650101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2001	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds	\$ 100,000				
2	1406 Operations					
3	1408 Management Improvements Soft Costs					
	Management Improvements Hard Costs					
4	1410 Administration	\$ 21,900				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement	\$ 33,262				
10	1460 Dwelling Structures	\$ 556,423				
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1502 Contingency					

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

<b>PHA Name:</b> Town of Chapel Hill	<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P04650101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Amount of Annual Grant: (sum of lines.....)	\$ 611,585			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security- Hard Costs	\$ 114,422			
	Amount of line XX Related to Energy Conservation Measures	\$ 138,012			
	Collateralization Expenses or Debt Service				

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

PHA Name: Town of Chapel Hill		Grant Type and Number Capital Fund Program Grant No: NC19p04650101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
NC46-5/Pritchard Park	Replace gutters and downspout	1460	1200 sf	\$	5,334		
	Replace exterior doors, frames & hardware	1460	30 ea	\$	22,555		
	Replace & paint wood siding	1460	21000 sf	\$	95,130		
	Replace water heater & furnace	1460	15 ea	\$	62,250		
	Install washer and dryer connections	1460	15 ea	\$	5,466		
	Replace windows, sills & screens	1460	3438 sf	\$	76,184		
	Repoint masonry	1460	11 sf	\$	383		
	Replace VCT flooring	1460	12390 sf	\$	49,684		
	Replace interior doors, frames & hardware	1460	62 ea	\$	29,550		
	Modify Kitchen	1460	15 ea	\$	33,382		
	Repair/replace drywall & paint interior	1460	15 ea	\$	27,990		
	Upgrade electrical	1460	15 ea	\$	22,500		
	Add floor underlayment	1460	12390 sf	\$	6,450		
	Modify bathroom	1460	15 ea	\$	63,300		
	Install vinyl stair treads	1460	540 sf	\$	2,755		
	Replace porch railings	1460	480 sf	\$	10,368		
	Replace security screen door	1460	30 ea	\$	10,683		
	Replace privacy fence	1460	36 ea	\$	5,426		
	Replace wood baseboard	1460	250 lf	\$	758		
	Replace Closet Shelving and Rods	1460	956 ea	\$	1,275		
	Replace water lines and install meter	1460	1650 lf	\$	43,891		
	Replace sewer lines	1460	450 lf	\$	9,371		
	Relocation Cost	1495.1	15 ea	\$	19,275		
	Architect/Engineering Cost	1430	1 ea	\$	65,625		
				\$	669,585		

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

PHA Name: Town of Chapel Hill		<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P04650101 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <b>2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide Activities	Maintenance Director	1410.2	1 ea	\$ 14,400				
	Fringe Benefits	1410.2	1 ea	\$ 5,500				
	Maintenance Training	1410	6 ea	<u>\$ 2,000</u>				
				\$ 21,900				
	Clerk of the Works	1430.7	1 ea	\$ 13,500				
	Fringe Benefits	1430.7	1 ea	\$ 5,200				
	Legal Consultant	1430	1 ea	<u>\$ 1,400</u>				
				\$ 20,100				

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

PHA Name: Town of Chapel Hill		Grant Type and Number Capital Fund Program No: NC19P04650101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NC46-5/Pritchard Park	3/2002			3/2003			
HA-WIDE Activities	3/2002			3/2003			

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

PHA Name: Town of Chapel Hill		Grant Type and Number Capital Fund Program No: NC19P04650101 Replacement Housing Factor No:				Federal FY of Grant: <b>2001</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 7/1/2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 7/1/2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 7/1/2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 7/1/2005
NC46-5 Airport Gardens NC46-2 North Columbia NC46-5 South Columbia NC46-6 Colony Woods West	Annual Statement	\$ 508,085	\$ 379,642 \$ 123,543	\$ 391,387 109,748	\$ 398,465 100,570
Management Improvements		\$ 61,500	\$ 64,500	\$ 64,500	\$ 64,500
Administration		\$ 21,900	\$ 22,600	\$ 23,400	\$ 24,200
Fees and Costs		\$ 20,100	\$ 21,300	\$ 22,550	\$ 23,850
Total CFP Funds (Est.)		\$ 611,585	\$ 611,585	\$ 611,585	\$ 611,585
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year Two FFY Grant: 2002 PHA FY: 7/1/2002			Activities for Year: ____ FFY Grant: 2003 PHA FY: 7/1/2003		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories		
	<b><u>NC46-5 Airport Gardens</u></b>			<b><u>NC46-5 Airport Gardens</u></b>		
	Modify Kitchen	26 ea	\$ 56,022	Modify Kitchen	26 ea	\$ 56,736
	Replace security screen doors	52 ea	\$ 18,517	Relocation Costs	26 ea	\$ 27,940
	Replace windows and screens	5184 sf	\$ 112,850	Replace VCT and resilient floors	25600 sf	\$ 18,566
	Replace gutter and downspout	2100 lf	\$ 9,534	Replace exterior doors and frames and hardware	94 ea	\$ 40,118
	Replace and paint wood siding	42000 sf	\$ 112,560	Paint interior	26 ea	\$ 42,900
	Install attic ventilation fan	18 ea	\$ 1,562	Add floor underlayment	25600	\$ 14,080
	Replace water heater	26 ea	\$ 11,697	Replace forced air furnace	26 ea	\$ 90,600
	Replace supply lines and install meter	26 ea	\$ 19,680	Install washer and dryer connections	26 ea	\$ 9,475
	Install vinyl stair treads	936 lf	\$ 5,299	Replace wood handrail	390 lf	\$ 1,388
	Architect/Engineering costs	1 ea	\$ 91,038	Replace wood baseboard	5200 lf	\$ 11,908
	Landscaping	26 ea	\$ 4,689	Replace closet shelving and rods	1260 sf	\$ 1,966
	Install PVC drain and catch basin	3 ea	\$ 1,016	Repair drywall	2600 sf	\$ 5,616
	Repoint masonry	430 sf	\$ 350	Upgrade electrical system	26 ea	\$ 37,000
	Repair concrete sidewalk	545 sf	\$ 1,705	Repair sewer & drain lines	780 lf	\$ 20,828
	Replace retaining wall	275 lf	\$ 15,287	Seal coat and restripe asphalt parking lot	726 sy	\$ 521
	Install railing on sidewalk	16 lf	\$ 336			\$ 379,642
	Replace interior door with frame and hardware	94 ea	\$ 45,943	<b><u>NC46-2 North Columbia</u></b>		
			\$ 508,085	Replace and Paint wood siding	32000 sf	\$ 95,073
	<b><u>PHA Wide</u></b>			Relocation costs	11 ea	\$ 11,935
				Replace exterior doors with hardware and frame	22 ea	\$ 16,535
	Management Improvements	4 ea	\$ 61,500			\$ 123,543
	Administration	1 ea	\$ 21,900	<b><u>PHA Wide</u></b>		
	Fees and Costs	1 ea	\$ 20,100	Management Improvements	4 ea	\$ 64,500
			\$ 103,500	Administration	1 ea	\$ 22,600
				Fees and Costs	1 ea	\$ 21,300
						\$ 108,400
	<b>Subtotal of Estimated Cost</b>		\$ 611,585	<b>Subtotal of Estimated Cost</b>		\$ 611,585

**Capital Fund Program Five-Year Action Plans**  
**Part II: Supporting Pagesó Work Activities**

Activities for Year 1	Activities for Year Two FFY Grant: 2004 PHA FY: 7/1/2004			Activities for Year Three FFY Grant: 2004 PHA FY: 7/1/2004		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	<b><u>NC46-2 North Columbia</u></b>			<b><u>NC46-5 South Roberson</u></b>		
	Architect/Engineering cost	1 ea	\$ 50,000	Architect/Engineering cost	1 ea	\$ 50,155
	Replace windows including security screen	1728 sf	\$ 52,025	Relocation Costs	15 ea	\$ 16,275
	Replace VCT and resilient floor	10980 sf	\$ 30,195	Replace exterior door with hardware and frame	30 ea	\$ 34,623
	Replace interior doors with hardware and frame	38 ea	\$ 18,440	Install washer & dryer connections	15 ea	\$ 4,873
	Modify kitchen	11 ea	\$ 24,480	Replace gutter and downspouts	855 lf	\$ 3,822
	Paint interior	11 ea	\$ 15,400			\$ 109,748
	Replace wood handrail	165 lf	\$ 2,265	<b><u>PHA Wide</u></b>		
	Replace security screen door	22 ea	\$ 7,834	Management Improvements	4 ea	\$ 64,500
	Replace porch railing and posts	352 lf	\$ 7,603	Administration	1 ea	\$ 23,400
	Abatement of asbestos tile	10980 sf	\$ 18,337	Fees and Costs	1 ea	\$ 22,550
	Repair drywall	110 sf	\$ 2,818			\$ 110,450
	Modify bath	11 ea	\$ 30,293			
	Pressure wash	32000 sf	\$ 19,200			
	Replace wood baseboard, closet shelving & rod	5130 lf	\$ 5,468			
	Add floor underlayment	10980 sf	\$ 6,039			
	Install vinyl step treads	396 lf	\$ 2,142			
	Replace furnace and water heater	11 ea	\$ 44,549			
	Upgrade electrical system	11 ea	\$ 16,500			
	Replace/repair water and sewer lines	1050 lf	\$ 20,970			
	Install washer and dryer connections	11 ea	\$ 4,009			
	Replace gutter and downspouts	1640 lf	\$ 7,364			
	Replace concrete walk	900 sf	\$ 3,069			
	Seal coat & repaint asphalt lot	1500 sy	\$ 2,387			
			\$ 391,387			
	<b>Subtotal of Estimated Cost</b>		\$ 391,387	<b>Subtotal of Estimated Cost</b>		\$ 220,198

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

Activities for Year 1	Activities for Year Two FFY Grant: 2005 PHA FY: 7/1/2005			Activities for Year Three FFY Grant: 2005 PHA FY: 7/1/2005		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	<b><u>NC46-5 South Roberson</u></b>			<b><u>PHA Wide</u></b>		
	Replace and paint wood siding	21000 sf	\$ 56,280	Management Improvements	4 ea	\$ 64,500
	Replace windows including security screen	1458 sf	\$ 55,277	Administration	1 ea	\$ 24,200
	Replace VCT and resilient floor	9095 sf	\$ 36,471	Fees and Costs	1 ea	\$ 23,850
	Replace interior doors with hardware and frame	52 ea	\$ 24,792			\$ 112,550
	Modify kitchen	15 ea	\$ 33,382			
	Paint interior	15 ea	\$ 21,000			
	Repair drywall	200 sf	\$ 432			
	Modify bath	15 ea	\$ 33,382			
	Replace wood baseboard, closet shelving & rod	5000 lf	\$ 7,243			
	Add floor underlayment	9095 sf	\$ 5,002			
	Replace furnace and water heater	15 ea	\$ 60,749			
	Pressure wash	21000 sf	\$ 10,498			
	Upgrade electrical system	15 ea	\$ 23,500			
	Replace/repair water including meter & sewer lines	975 lf	\$ 21,224			
	Replace concrete walk	900 sf	\$ 5,069			
	Seal coat & repaint asphalt lot	900 sy	\$ 1,614			
	Install benches	5 ea	\$ 2,550			
			\$ 398,465			
	<b><u>NC46-6 Colony Woods West</u></b>					
	Architect/Engineering cost	1 ea	\$ 49,567			
	Replace and/or move water heater	26 ea	\$ 31,608			
	Install washer and dryer connections	30 ea	\$ 10,393			
	Replace GFI outlet	64 ea	\$ 2,738			
	Replace clothesline	30 ea	\$ 6,264			
			\$ 100,570			
	<b>Subtotal of Estimated Cost</b>		\$ 499,035	<b>Subtotal of Estimated Cost</b>		\$ 112,550



# 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 \$ 77,019**
- B. Eligibility type (Indicate with an *ixi*)**      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 Town of Chapel Hill PHDEP consists of enforcement, prevention, and treatment-oriented strategies for reducing drug related crime in and around all 13 public housing developments. Program components include employment of an investigator; community oriented policing and crime prevention; academic incentives for youth; cultural, recreational, and community building activities; computer based skills training; substance abuse education; and treatment referrals and support. Expected outcomes of the program activities include a decrease in the number of drug related crimes; an increase in the number of drug treatment referrals; an increased sense of security and safety among residents; improved academic performance among youth; and an increased number of adults pursuing further education or training.

**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 Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Public Housing Wide – All 13 developments	336	910

**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** X      **18 Months** \_\_\_\_\_      **24 Months** \_\_\_\_\_      **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 1995					
FY 1996	167,978	NC19DEP0460196	0		
FY 1997	99,992	NC19DEP0460197	0		
FY 1998	100,504	NC19DEP0460198	0		
FY 1999	73,900	NC19DEP0460199	3,152.90		
FY 2000	77,019	NC19DEP0460100	41,807.65		09/01

## 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.

The goal of the PHDEP is to eliminate drug use and drug related crime in and around public housing using a comprehensive strategy designed to reduce the availability of drugs, increase access to treatment, and promote alternatives to drug use. Program activities will include a combination of law enforcement, prevention, and treatment. Law enforcement activities will include the employment of an investigator, community oriented policing, and crime prevention. The housing investigator will investigate, track and analyze crimes in public housing, assist with screening of applicants, and attend weekly meetings with Housing Department staff. Community oriented policing and crime prevention officers will perform enforcement duties and will implement programs such as Think Smart, and summer youth work opportunities. Prevention activities will include community education about substance abuse as well as providing alternatives to drug use through academic support, cultural and recreational activities for youth; and educational/training opportunities for adults. Treatment/intervention activities will include referrals, assessments, and provision of supportive services for adults in treatment. Successful implementation of the PHDEP relies on effective collaboration with plan partners including the Orange County Literacy Council, Durham Technical Community College, the Chapel Hill Carrboro City Schools, the Chapel Hill Police Department, the Department of Social Services, RTPNet Community Technology Center, and local nonprofit organizations that offer programming in public housing communities. The system for evaluation will be tracking progress on the performance measures developed for the PHDEP, resident surveys, and crime statistics.

## B. PHDEP Budget Summary

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

FY <u>2001</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	33,600
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	42,669
9170 - Drug Intervention	
9180 - Drug Treatment	750
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>77,019</b>

## 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.

9130 - Employment of Investigators					Total PHDEP Funding: \$ 33,600		
Goal(s)	To reduce drug related crime in and around public housing.						
Objectives	To maintain communication between Police Department and Housing To identify residents involved in drug activity.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Assist housing staff with screening applicants			9/01	9/02	8400		Number of evictions for drug activity
2. Investigate all crime in and around public housing			9/01	9/02	8400		Number of drug related crimes
3. Track and analyze crime patterns in each housing development			9/01	9/02	8400		Number of crimes by area
4. Provide information to housing staff weekly			9/01	9/02	8400		Number of follow-up actions by housing staff

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$ 42,669</b>		
Goal(s)	To reduce drug abuse and drug related crime in and around public housing. Increase residents' sense of safety and security.						
Objectives	Increase or expand programs promoting alternatives to drug abuse. Increase awareness about crime prevention programs. Increase knowledge about nature and effects of drug abuse/addiction.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Employ a Resident Services Coordinator	910	All	9/01	9/02	40,459		Percentage of residents concerned about drug use and drug dealing in their neighborhood
2. Computer Based Skills Training		All	9/01	9/02	500		Number of residents attending computer labs
3. Academic Incentives		Youth	9/01	9/02	435		Number of youth achieving honor roll Number of youth and adults applying for scholarships
4. Youth Drug Prevention Activities		Youth	9/01	9/02	600		Number of youth programs Number of program participants
5. Community Education		All	9/01	9/02	375		Number of community presentations
6. Adult Education		Adults	9/01	9/02	300		Number of adult training programs

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$ 750</b>		
Goal(s)	Increase the number of residents seeking substance abuse treatment.						
Objectives	Increase residents' access to treatment. Increase number of referrals and assessments to residents experiencing problems with drugs.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Distribute information to all residents	910	All	9/01	9/02			Number of residents seeking referrals
2. Provide assessment services to residents		All	9/01	9/02	500		Number of residents receiving assessments Number of referrals to treatment
3. Provide supportive services to residents in treatment		All	9/01	9/02	250		Number of residents receiving supportive services

### **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.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130	8400	33,600	16,800	33,600
9140				
9150				
9160	10,668	42,669	21,335	42,669
9170	188	750	375	750
9180				
9190				
<b>TOTAL</b>	19,256	\$ 77,019	38,510	\$77,019

### **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.”