

# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008  
Annual Plan for Fiscal Year 2004

**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:** Raleigh Housing Authority

**PHA Number:** NC 002

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2003

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2004 - 2008**  
[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, quality, affordable housing to low and moderate income families in the Greater Raleigh community; and to promote personal responsibility and self-sufficiency of residents while maintaining the fiscal integrity of the agency.

**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:  
**Consider quality projects for bond financing**
  - Acquire or build units or developments
  - Other (list below)
- Complete the HOPE VI redevelopment of NC 2-2 and NC 2-4
  - Secure HOPE VI funding to redevelop NC 2-1 and NC 2-3
  - Maintain an occupancy rate of 98% or better
  - Encourage resident self-sufficiency to move up and out of public housing with incentive housing choices.
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 92%  
RHA has been rated as a high performer for the last seven years
  
  - Improve voucher management: (**Most recent SEMAP score is 100%**)

- Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - Maintain unit turn times of less than 20 days
    - Improve marketing to secure 99% occupancy rate in public housing
  - Renovate or modernize public housing units: **If unsuccessful with the HOPE VI application will need to modernize Chavis Heights units.**
  - Demolish or dispose of obsolete public housing:
    - No units are planned for disposition but RHA will dispose of numerous small parcels of vacant land that are too small to be useful.
    - Demolish Chavis Heights, RHA's oldest existing public housing complex, with the use of a HOPE VI revitalization grant and redevelop the site. This plan calls for the disposition of several small parcels for the tax credit and market rate units.
    - RHA has moved its administrative offices and will offer for sale the building located at 420 N. Boylan Avenue.
  - Provide replacement public housing: Continue with HOPE VI acquisitions under 1999 HOPE VI and seek funding for another HOPE VI to redevelop NC 2-1 and NC 2-3.
  - Provide replacement vouchers:
  - Other: (list below)
    - Convert efficiency apartments in the elderly high rise of Glenwood Towers to larger one-bedroom units to increase marketability and resident living environment as funding is available.
- 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: **This program would be limited to a small number in the community surrounding the HOPE VI site of Chavis Heights. Program implementation contingent on HOPE VI approval.**
  - Implement public housing or other homeownership programs:
    - RHA offers the Home Ownership University to assist Section 8 and public housing families become homeowners and RHA anticipates implementing a program to sell some of the single family homes in the near future.
  - Implement public housing site-based waiting lists:
    - Site-based waiting lists will be utilized for the redeveloped HOPE VI site of Capitol Park and the scattered site single-family homes effective by April 1, 2003.
  - Convert public housing to vouchers:
  - Other: (list below)
    - Provide quality management for affordable units at StonyBrook (i.e. IRS safe harbor rents for non-profits)

**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 low income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements: **Utilize after-hours police and security devices as funding allow.**
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)
    - **Apply for a HOPE VI Revitalization grant to demolish and rebuild Chavis Heights**
    - Continue RHA's program under HOPE VI to purchase single family homes in non-minority, non-poverty areas of the city. **Should finish 1999 HOPE VI purchases by the end of 2003. If second HOPE VI is awarded will start on those acquisitions.**
    - Continue to monitor communities for safety improvements.
    - Continue efforts to increase the involvement of residents by providing leadership training to resident leaders to strengthen the Inter-Community Council, Inc.
    - **Change the lease agreement to limit visitors to only three days. Guests visiting more than three days must be registered with the management office in writing. Accommodation will be made in the case of illness or emergency situations.**
    - **The criminal backgrounds for all Section 8 landlords will be checked.**

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)
    - Phase out the Family Self-Sufficiency program to become the KEYS program which is a homeownership program that provides matching funds for down payment and closing costs for public housing families.
    - Provide single-family homes for KEYS participants and working families with 24 months of continuous employment. Residents have five years to achieve self-sufficiency or else they must return to more traditional public housing units.
    - Continue to develop the Home Ownership University (HOU) to prepare residents for future home purchase.

- Offer incentive housing for working families in the form of single family homes and new units constructed under the HOPE VI program.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)
    - Provide 24 villas as part of the HOPE VI redevelopment that are designed for persons with disabilities. Former Halifax Court residents that are disabled and displaced by HOPE VI will have a priority to return to the new site which includes a variety of bedroom sizes.
    - Continue to provide reasonable accommodation when needed.

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

- Under the 1999 HOPE VI Redevelopment RHA will manage the 90-unit tax credit senior living facility for Capitol Area Developments, Inc.
- Maintain 100% lease up in Section 8 and increase occupancy for public housing to 99%.
- Continue to support and secure the support of community partners to implement the Home Ownership University to move 10 families into homeownership per year.
- RHA is in the process of developing a HOPE VI revitalization application for Chavis Heights. This is RHA's oldest existing public housing community located in a severely distressed area of the City of Raleigh. RHA will submit again if the grant is not approved and funding is available.

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Raleigh Housing Authority continues to make significant progress under the 1999 HOPE VI revitalization grant. Occupancy has been completed in the 90-unit elderly tax credit building. RHA moved into its new administrative office building in December 2002. The first public housing units built on the HOPE VI site will be occupied in early 2003. Over 88 homes have been purchased as part of the off-site replacement units with roughly 117 scheduled to be purchased by December 2003. HOPE VI is moving ahead in a timely manner and is on schedule to be completed in four years. RHA has submitted a second HOPE VI application for the redevelopment of Chavis Heights, RHA's oldest development. RHA regularly looks at its policies and procedures to determine more cost-effective methods of operation. RHA implements policies to hold residents accountable and instill a sense of responsibility. RHA's policy of providing incentive single-family homes provides a reward for residents that are committed to employment. This diminishes the sense of hopelessness many public housing residents have because they can see concretely the benefits of work. They are able to "earn" their way out of the "projects" and free themselves from the stigma of public housing. RHA continues to develop the Home Ownership University (HOU) to prepare residents for home purchase and the Keep Earning Your Success Program to assist with downpayment costs. Residents must save on their own and RHA will provide funding to assist them to buy a home. Much of RHA's self-sufficiency efforts for residents relate to money management and credit cleansing. RHA is also directing efforts toward encouraging resident involvement. Apathy is a problem with many residents. RHA is upgrading conventional public housing units to more closely mirror market rate units. RHA has a schedule for adding air conditioning to all public housing units. RHA is also upgrading common areas such as lobbies and management offices. RHA is also working to improve the efficiency and effectiveness of the Section 8 program which includes increasing Section 8 reserves. Lastly, RHA is actively marketing our housing programs to the public in order to achieve the high occupancy rates we have come to expect.

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

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

#### **Required Attachments:**

- Admissions Policy for Deconcentration – Attachment A
- FY 2003 Capital Fund Program Annual Statement- Attachment B
- 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 2003 Capital Fund Program 5 Year Action Plan- Attachment C
- 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)
  - Conversion Analysis – Attachment D
  - Statement of Progress- Attachment E
  - Resident Board Member- Attachment F
  - Resident Advisory Board Members- Attachment G
  - Definition of Substantial Deviation- Attachment H

## 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>
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	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
XX	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
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	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
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	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
XX	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

### List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
XX	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
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	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
XX	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
XX	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
XX	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
XX	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
XX	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
XX	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
XX	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
XX	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	22583	5	5	5	4	4	4
Income >30% but <=50% of AMI	29622	5	5	5	4	4	4
Income >50% but <80% of AMI	36291	4	3	3	4	3	3
Elderly	16110	4	2	2	3	2	2
Families with Disabilities	N/A						
Race/Ethnicity Black	22833	5	4	4	4	3	3
Race/Ethnicity White	58563	5	4	4	4	3	3
Race/Ethnicity Latino	6641	5	4	4	5	3	3
Race/Ethnicity All others	459	5	4	4	5	3	3

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 2000
- Other sources: (list and indicate year of information)
  - Housing Affordability Task Force Report, September, 1999 (Wake County)
  - Raleigh Trends, October 2000 (City of Raleigh)
  - National Low Income Housing Coalition- Out of Reach Report, September 2000
  - City of Raleigh Growth and Development Report- Winter 2000/2001

- Wake County Consolidated Plan FY 2000-2005
- City of Raleigh One Year Action Plan FY 2001-2002
- North Carolina Census Data

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2155		
Extremely low income <=30% AMI	2063	96%	
Very low income (>30% but <=50% AMI)	92	4%	
Low income (>50% but <80% AMI)	0	0	
Families with children	944	44%	
Elderly families	85	4%	
Singles	503	23%	
Families with Disabilities	623	29%	
Race/ethnicity (Black)	1976	92%	
Race/ethnicity (White)	157	7%	
Race/ethnicity (Latino)	6	.003%	
Race/ethnicity (Eastern European)	9	.004%	
Race/ethnicity (No race provided)	7	.03% **	
Characteristics by			

### Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR/0BR	1212	56%	
2 BR	617	29%	
3 BR	287	13%	
4 BR	34	2%	
5 BR	5	.002%**	
5+ BR	0	0	
<p><b>** Numbers do not equal 100% due to rounding</b></p> <p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p style="padding-left: 40px;">How long has it been closed (# of months)?</p> <p style="padding-left: 40px;">Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p style="padding-left: 40px;">Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List			
<p>Waiting list type: (select one)</p> <p><input checked="" type="checkbox"/> Section 8 tenant-based assistance</p> <p><input type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p style="padding-left: 40px;">If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	5378		
Extremely low income <=30% AMI	5110	95%	
Very low income (>30% but <=50% AMI)	264	4%	
Low income (>50% but <80% AMI)	4	<1%	
Families with children	3717	69%	
Elderly families	120	2%	
Singles	1101	20%	
Families with Disabilities	440	8%**	
Race/ethnicity (Black)	5011	93%	

Housing Needs of Families on the Waiting List			
Race/ethnicity (White)	315	7%	
Race/ethnicity	20	.05%	
Race/ethnicity	16	.03%	
Race/ethnicity (None provided)	8	.002% **	
** Numbers do not equal 100% due to rounding			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development **\*Complete HOPE VI redevelopment and seek second grant**
- 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. **RHA has adopted a resolution to over-house families rather than holding units vacant and leaving a family on the waiting list.**
- 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) **Initiate an aggressive marketing strategy to promote public housing units and the site-based waiting lists.**

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

Select all that apply

- Apply for additional section 8 units **should they become available later in the fiscal year.**
- 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)
- **Issue housing bonds that meet the criteria established by RHA which include items such as located in non-minority, non-poverty areas of the City and that provide high quality affordable housing owned and managed by reputable entities.**

**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) **Continue to implement the highly successful Welfare-To-Work Voucher program which encourages welfare recipients to maintain employment.**

**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)
- Offer single family public housing units to families that have been working for two years and adhere to the lease agreement standards.
- Provide the Home Ownership University (HOU) to assist working families to prepare for eventual home purchase or market rate rental.

**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)
- Provide the on-site management for the 90-unit elderly tax credit building being constructed by RHA's wholly-owned non-profit. This will include outreach.
- Develop marketing tools and strategies to promote our housing opportunities to senior citizens.
- Continue to convert efficiency apartments to larger, more marketable one-bedroom units in the elderly high rises. These decisions are made based on occupancy rates and feedback from potential applicants.
- Provide an admission preference for elderly and disabled singles over other singles.
- **Continue to develop RHA's partnership with the Faith-based Saint Saviour's Outreach which will occupy the space vacated by RHA on Tucker Street. St. Saviour's has agreed to target services and programs to the seniors residing in Glenwood Towers and Carriage House.**
- **Maintain elderly designation for Glenwood Towers and Carriage House**

**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)
- Provide an admission preference for disabled singles over other able-bodied singles.

**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)
- Distribute public housing marketing brochure throughout the community to increase awareness and interest among the general public.

**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)
- Participate in community activities to promote programs including staff representation on Boards that serve mutual clients.

- **Include a strong counseling element in the proposed Chavis Heights HOPE VI relocation plan to encourage families to move to non-poverty areas of the city.**
- **Implement site-based waiting lists for single family homes located in non-minority, non-poverty areas of the community.**

**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>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	3,111,191	
b) Public Housing Capital Fund	3,247,746	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	e) 21,385,433	
f) Moderate Rehab	f) 291,633	
g) Shelter + Care	g) 15,280	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Public Housing Drug Elimination Program (including any Technical Assistance funds)	152,772	
i) Resident Opportunity and Self-Sufficiency Grants	0	
j) Community Development Block Grant	0	
k) HOME		
Other Federal Grants (list below)		
Capital Fund Replacement Hsg.	200,029	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
HOPE VI Revitalization	9,300,000	Halifax Court Redevelopment
<b>3. Public Housing Dwelling Rental Income</b>	2,420,327	
Excess Utilities	28,824	PH Ops and Capital Improvements
Other Tenant Income	163,410	PH Ops and Capital Improvements
<b>4. Other income (list below)</b>		
Non-dwelling rental	17,890	PH Ops
Interest Income	265,318	PH Ops
<b>4. Non-federal sources (list below)</b>		
Bond Income	29,534	PH Ops
Rooftop rental	75,847	Support services
Management fees	53,310	PH/Section 8 operations
<b>Total resources</b>	<b>40,758,544</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: **Top 50 by date and time and bedroom size.**
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
- **Any time the verifications are over 120 days old they are done again**

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)

- **Credit histories looking for rental and property damage information- not credit scores**
- **Outstanding charges owed to RHA in any of its rental assistance programs.**
- **History of fraud in any of RHA's housing programs**
- **Registered sex offender status**

- 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 (Capital Park Only)
- Other (list below)

- Applications office located at 900 Haynes Street

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**

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)? **RHA has HUD approval and will implement the site-based waiting list prior to April 1, 2003.**

If yes, how many lists? **2**

**\*The site-based waiting list will be developed for the HOPE VI site of 1) Capital Park and 2)all of the scattered site single family homes will be consolidated into one site-based waiting list.**

3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists? **3- Two site-based and the conventional**

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 (HOPE VI only)
- Other (list below)

- Main Applications office located in the new RHA office building at 900 Haynes Street

### **(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

\* RHA takes into consideration the applicant's need for public transportation- not all units are located on a bus line. If it presents a hardship to the applicant, RHA will only offer a unit with public transportation.

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)
- Handicapped accessibility
- HOPE VI Relocation

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 (*Limited to 5 per fiscal year*)
- 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)
- Applicants in wheelchairs that need available wheelchair accessible units
- Elderly and disabled singles over able-bodied singles

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:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence (Limited to 5 per fiscal year)
- Substandard housing
- Homelessness

## High rent burden

Other preferences (select all that apply)

- 2 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)
  - 1 Applicants in wheelchairs that need available wheelchair accessible units
  - 2 Elderly and disabled singles over able-bodied singles
  - 2 Elderly residents legally responsible for minor children

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
  - Agency Plan template and attachments
  - Material posted in management offices

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

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

### **(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

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

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

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

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

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

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

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

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

- Applicants from outside the local jurisdiction must provide a certified copy of their police report from the locality of their last residence.
  - Applicants are checked to make sure they do not owe any outstanding balances to RHA.
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

## **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)
- Applications office located at 900 Haynes Street

## **(3) Search Time**

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

If yes, state circumstances below: **The applicant must provide a statement of the places they have contacted to find a housing unit. If the person is actively looking, an extension may be granted. RHA also considers health and extenuating circumstances when considering an extension. Persons with disabilities are given an initial search time of 90 days.**

## **(4) Admissions Preferences**

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence (**Limited to 5 per fiscal year**)
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - Elderly and disabled
  - Family with legal custody of minor children
  - Seniors displaced from Halifax Court that wish to return to the revitalized community (Parkview Manor) but need Section 8 Voucher assistance to do so. **This preference will also be extended to Chavis Heights residents if the HOPE VI is awarded for this site.**

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

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - 2 Elderly and disabled
  - 2 Family with legal custody of minor children
  - 2 Seniors displaced from Halifax Court that wish to return to the revitalized community (Parkview Manor) but need Section 8 Voucher assistance to do so.

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

(select one)

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

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

(select one)

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

- Newspaper announcements
- Direct contact
- **Referrals from agency partner such as the TANF agency for the Welfare to Work Vouchers.**

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)\_\_\_\_\_
- Other (list below)

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

## **(2) Flat Rents**

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

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

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below) **To encourage the use of vouchers in non-poverty, non-minority areas of the city. Our city is also a high income area of the state.**

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

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

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

<b>Program Name</b>	<b>Units or Families</b>	<b>Expected</b>
---------------------	--------------------------	-----------------

	<b>Served at Year Beginning</b>	<b>Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at **Attachment B-Capital Fund Annual Statement and Attachment C- Five-Year Action Plan**

-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 C**

-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: Halifax Court

2. Development (project) number: NC 2-2 and NC 2-4 (Contiguous)

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:

Chavis Heights (NC 2-1 and NC 2-3)

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: **RHA submitted a HOPE VI application for Chavis Heights in December 2002. If this application is not successful RHA intends to apply again if funds are available. There will be a tax credit component in this redevelopment but no mingling of HUD and other funds.**

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:	Chavis Heights
1b. Development (project) number:	NC 2-1 and NC 2-3 (Contiguous)
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	08/28/03
5. Number of units affected:	296
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 08/01/03 b. Projected end date of activity: 06/01/05

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	None <b>** See Below**</b>
1b. Development (project) number:	None
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(TBD)

<p>5. Number of units affected: Vacant Land</p> <p>6. Coverage of action (select one)</p> <p><input checked="" type="checkbox"/> Part of the development **</p> <p><input type="checkbox"/> Total development</p> <p><b>**RHA was the redevelopment authority for the City of Raleigh over twenty years ago. As a result a number of very small pieces of property are owned by RHA. These are too small to serve any useful purpose. Most of these will be conveyed to adjoining property owners to dispose of these parcels.</b></p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 6/1/02</p> <p>b. Projected end date of activity: 3/31/03</p>

<b>Demolition/Disposition Activity Description</b>
<p>1a. Development name: None <b>** See Below**</b></p> <p>1b. Development (project) number: None</p>
<p>2. Activity type: Demolition <input type="checkbox"/></p> <p style="padding-left: 40px;">Disposition <input checked="" type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: 4/30/03</p>
<p>5. Number of units affected: Office Building</p> <p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development- RHA has moved to a new office building and will sell the building located at 420 N. Boylan Avenue since it is surplus office space.</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 2/1/03</p> <p>b. Projected end date of activity: 12/31/03</p>

**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.) **RHA has two developments designated for the elderly. These are Glenwood Towers and Carriage House. This has been the designation since these communities were constructed in 1972 and 1975. RHA secured HUDF approval in the 1980’s to house near-elderly defined at 50 years or older.**

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: 1972 at construction
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**

**A. Public Housing**

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

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

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table

below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs may skip to component 12.) Section 8 Homeownership Program will only be implemented if the HOPE VI application for Chavis Heights is approved.**

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

If yes, list criteria below: There will be income minimal standards above the minimum wage, recapture of sales proceeds and perhaps other items as the plan is developed.

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

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



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

a. Participation Description

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

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

**C. Welfare Benefit Reductions**

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

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - Residents fearful for their safety and/or the safety of their children

- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

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

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

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

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: Attachment C- PHDEP Template)

**Since PHDEP has been eliminated this is no longer required.**

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name)
  - Provided below:

**RESIDENT ADVISORY BOARD COMMENTS: November 14, 2002**

The following items were discussed at the RAB meeting.

- Residents wanted to make sure that the public notices for changes were more widely discussed. Several presidents stated that they did not always get information timely. They also wanted RHA to expand its comment methods to include more non-written materials. **RHA Response: Due to the technical nature of many of the polices that RHA develops and the legal requirements of documentation, it is not possible to eliminate the requirement for written responses. However, RHA agrees that many residents do not read or write very well and that additional forms of communication need to be utilized. The residents were reminded that RHA would gladly attend resident meetings to discuss items of concern. It was suggested that this should be part of the role of the Inter-Community Council to sponsor forums for discussion with RHA. RHA will also develop forms which residents can fill in for some items such as getting approval for guests to stay more than 3 days.**
  
- There were a number of suggestions made to help RHA improve its maintenance as well as some items that residents felt needed attention. Several residents commented that the appliances in their units are old. It wasn't so much that the appliances did not work as it was they were old and had been repaired with miss matched items such as door handles that did not match the appliance. Residents of Meadow Ridge, Walnut Terrace and the Oaks complained of electrical problems such as power surges. **RHA reminded the residents to call in work orders for all of the above problems. If the repair is not completed to their satisfaction they should notify their housing manager or call maintenance and speak to the director or the assistant director. Two presidents stated that they follow the above procedure and do not have any problems getting work done quickly and correctly.**
  
- Residents wanted more communication from the maintenance staff- Residents want staff to let them know when a job is finished or if they plan to return later. They also wanted the maintenance person to tell them if the work item was going to be charged to them. Residents also stated that maintenance does not always leave a card inside their units when RHA

has completed work while they were out. Some staff do this and some do not. **The maintenance person does not make the final call on whether a particular item will be charged to the resident or not. Once the work order gets to maintenance, it reviewed to determine if the charge appears reasonable. If the charge is deemed correct, it is forwarded to the management office. The manager then reviews the charge. If the manager disagrees with the charge, it is returned to maintenance for a justification. If maintenance still feels the tenant should be charged, it is forwarded to the Director or Assistant Director of Housing Management. If Management agrees the resident should be charged, it is added to the next rent statement. There is at least 30 days allowed for residents to pay these charges. At this point, the resident can contest the charge with their manager. This is the resident's opportunity to give their side of the story. If the manager still feels the resident should be charged, the charge will stand. Staff will be reminded to leave notification anytime they are in someone's unit and they are not there.**

- Residents are also concerned how utilities will be cut off in a unit for a month or better and RHA takes no action to evict the family. The RAB would like to see eviction pursued in these cases. They also want to see the policy for utility allowances made uniform. Their concern is that some residents get utility checks made out to them and others are made out to CP&L or the gas company. It seems residents are cashing the utility checks and still not paying the utilities. Residents feel it is a safety hazard for families to use candles and other heat sources because it could result in a fire. They also want to see RHA recapture the utility check if it is not being used to pay utilities. **RHA response- The staff facilitating the meeting did not know all the details of the process for issuing utility bills. RHA will look into this situation and provide a response at the public hearing on January 7, 2003.**
- The preference for elderly and disabled singles was discussed with the panel. The residents agreed that able-bodied singles should not be the focus for our limited housing units.
- It was also suggested that the next resident member on the RHA Board of Commissioners should come from the family communities not an elderly person. The RAB felt that elderly persons living in an elderly community did not have the same exposure as someone from a family development. **RHA response- There has been a resident on the Board of Commissioners of RHA for over 20 years. The current representative is a senior citizen but the two representatives prior to the senior were residents of the family communities. The Mayor of the City of Raleigh appoints all board members. The current board members term will not be up for another two years. Their suggestion will be taken into consideration.**
- The Capital Fund annual and five-year plan was not ready for the RAB meeting. It will be discussed at the public hearing with advance copies going out to the resident leadership.

Each resident in attendance received a copy of the Agency Plan template and the Admissions and Occupancy Policy.

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

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

Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here) **City of Raleigh**

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)
  - Continue to focus housing resources toward lowest income families i.e. families at or below 30% of Area Median Income.
  - Focus on the production of rental units
  - Adhere to the City's Scattered Site policy to distribute low income housing throughout the City and not concentrate units in high poverty, high minority concentration neighborhoods.
  - Provide assistance to first time home buyers to enable them to purchase homes.
  - Complete the redevelopment of Halifax Court under the HOPE VI Program to develop the mixed-income community to be known as Capital Park
- Other: (list below)

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

The City has worked closely with RHA in the development of HOPE VI application for Chavis Heights. City staff from the Community Development Department and the Planning Department have worked closely with RHA to develop this plan. The city council member covering this district has also worked closely with RHA throughout this process. RHA and the City of Raleigh work together to update the Consolidated Plan each year to insure that efforts are coordinated. The Certification of Consistency with the Consolidated Plan will be submitted following the Internet submission of this plan.

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

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

### **Attachments**

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

**Deconcentration Analysis- Attachment A**

**Capital Fund Annual Statement- Attachment B**

**Capital Fund Five Year Action Plan- Attachment C**

**Conversion Analysis- Attachment D**

**Statement of Progress- Attachment E**

**Resident Board Member- Attachment F**

**Resident Advisory Board Membership- Attachment G**

**Definition of Substantial Modification to the Agency Plan- Attachment H**

**Attachment A**

**DECONCENTRATION ANALYSIS  
Raleigh Housing Authority  
FY 4/1/03 –3/31/04**

- Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule?  
**Yes**
- Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? **No**

The Raleigh Housing Authority (RHA) has completed its analysis of the public housing developments covered by the Deconcentration of Poverty regulations. The elderly housing developments of Glenwood Towers and Carriage House are excluded from this analysis. The only communities that meet the criteria of 100 units are Chavis Heights and Walnut Terrace.

The incomes of RHA residents are low and the City of Raleigh Area Median Income is the highest in the state. As a result, tenant incomes rarely exceed 15% of AMI authority-wide. The waiting lists for both public housing and Section 8 indicate that 95% of applicants have incomes below 30% AMI.

Attachment B

<b>Annual Statement/Performance and Evaluation Report/Annual Statement Five-Year Action Plan                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Housing Authority of the City of Raleigh</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P00250103 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	135,000			
3	1408 Management Improvements	50,000			
4	1410 Administration	320,628			
5	1411 Audit	2,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	100,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	75,000			
10	1460 Dwelling Structures	1,226,532			
11	1465.1 Dwelling Equipment—Nonexpendable	100,000			
12	1470 Nondwelling Structures	20,000			
13	1475 Nondwelling Equipment	105,000			
14	1485 Demolition				
15	1490 Replacement Reserve	275,000			
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	25,000			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	200,000			
21	Amount of Annual Grant: (sum of lines 2 – 20)	2,634,160			

**Annual Statement/Performance and Evaluation Report/Annual Statement Five-Year Action Plan  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the City of Raleigh	Grant Type and Number Capital Fund Program Grant No: NC19P00250103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
--	---	------------------------------

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
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the City of Raleigh		Grant Type and Number Capital Fund Program Grant No: NC19P00250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
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
				Original	Revised	Funds Obligated	Funds Expended	
NC2-1-3								
Chavis Heights	Plaster Repair	1460	38 Units	38,000				
	Cabinets	1460		50,000				
NC2-18 Birchwood								
	Air Conditioners	1460	all	191,461				
NC2-10								
Valleybrook	Air Conditioners	1460	all	140,000				
	Improvements development wide	1460		192,500				
NC2-20								
Eastwood	Air Conditioners	1460	all	140,000				
	Hardiplank	1460	all	100,000				
	Bathroom Renovations	1460	partial	29,571				
Scattered Sites								
31/32/33/34/35	Paint	1460	partial	40,000				
	Gutters	1460		10,000				

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

PHA Name: Housing Authority of the City of Raleigh		Grant Type and Number Capital Fund Program Grant No: NC19P00250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
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
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Carpet	1460		50,000				
	Landscape	1450		75,000				
	504 Compliance	1460		100,000				
	Tile Replacement	1460		50,000				
	Cabinet Replacement	1460		50,000				
	Emergency PM & E	1460		45,000				
	Appliances	1465		100,000				
Administration	Operation	1406		135,000				
	Management Improvement	1408		50,000				
	Administration	1410		320,628				
	Audit	1411		2,000				
	A & E	1430		50,000				
	Fees & Cost	1430		50,000				
	Non-Dwelling Buildings	1470		20,000				
	Replacement Reserve	1490		275,000				
	Non-Dwelling Equipment	1475		25,000				
	Vehicles	1475		70,000				
	Equipment/Computer	1475		10,000				
	Contingency	1502		200,000				
	Relocation	1495		25,000				



Attachment C

**Annual Statement/Performance and Evaluation Report/Annual Statement for Five-Year Action Plan  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Raleigh		Grant Type and Number Capital Fund Program No: NC19P00250103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
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	
NC2-1-3 Chavis Heights	5-30-05			5-30-07			
NC2-6 Glenwood Towers	5-30-05			5-30-07			
NC2-15 Carriage House	5-30-05			5-30-07			
NC2-18 Birchwood	5-30-05			5-30-07			
NC2-19 Valleybrook	5-30-05			5-30-07			
NC2-20 Eastwood	5-30-05			5-30-06			
NC2-31-32-33-34-35 Scattered Sites	5-30-05			5-30-06			

**Annual Statement/Performance and Evaluation Report/Annual Statement for Five-Year Action Plan  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Raleigh		Grant Type and Number Capital Fund Program No: NC19P00250103 Replacement Housing Factor No:			Federal FY of Grant: 2003	
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	

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

Part I: Summary

PHA Name Housing Authority of the City of Raleigh		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2004	Work Statement for Year 3 FFY Grant: PHA FY: 2005	Work Statement for Year 4 FFY Grant: PHA FY: 2006	Work Statement for Year 5 FFY Grant: PHA FY: 2007
<i>NC2-1/3</i> Chavis Heights	Annual Statement				
NC2-5 Walnut Terrace		Electric Panels Boiler Room Painted Bathroom renovations	Bathroom Renovations (partial) Plaster Repair (65 units)		
NC2-6 Glenwood Towers		Electric gears Handrails Install door bells	Ceiling fans(145) Closet curtains (all) Cabinets (partial 87)	Cabinets (partial) Water Shut offs	
<i>NC2-7</i> Kentwood				2 <sup>nd</sup> Story floor Replaced Bathroom Renovations Vent Fans	
NC2-10 Oaks				Bathroom renovations	
NC 2-11 Mayview		Refinish floors Bathroom Renovations			

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Housing Authority of the City of Raleigh		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2004	Work Statement for Year 3 FFY Grant: PHA FY: 2005	Work Statement for Year 4 FFY Grant: PHA FY: 2006	Work Statement for Year 5 FFY Grant: PHA FY: 2007
NC2-12/13 Heritage Park		Study HVAC		12/13 Bathroom Renovations (partial) 12 Sliding doors/Replaced & handrails painted	13 paint interiors (partial) Sliding doors replaced Hand-rails painted (partial) Bathroom Renovations (part)
NC 2-15 Carriage House		Exterior siding repaired		Cabinets & Counters (101)	
NC 2-18 Birchwood				Security Camera	Bathroom renovations (all) Paint Interiors/Exterior (all) Floor tiles (all) Gutters Shingles cleaned
NC2-19 Valleybrook					Bathroom Renovations (all) Tile Replaced (all)
NC2-20 East wood		Bathroom Renovation (partial)		Security Camera	
NC2-21 Stonecrest					Handiplank Bathroom Renovation (all) Replace exterior doors (all) Patio dividers Floor replacements (partial)
NC2-22 Terrace Park					Gutters
NC2-31-32-33-34-35 Scattered Sites		Paint Gutters	Paint	Paint Gutters	Paint Gutters
HA-WIDE		Carpet Trash cans Landscape 504 Compliance Appliances Tile Repair Cabinet Repair	Carpet Landscape 504 Compliance Appliances Tile Repair Cabinet Repair Gutter & Guards	Carpet Landscape 504 Compliance Appliances Tile Repair Cabinet repair	Carpet Landscape 504 Compliance Appliances Tile Repair Cabinet repair

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Housing Authority of the City of Raleigh		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2004	Work Statement for Year 3 FFY Grant: PHA FY: 2005	Work Statement for Year 4 FFY Grant: PHA FY: 2006	Work Statement for Year 5 FFY Grant: PHA FY: 2007
Administration		Operations Management Improvements Administrative Audit A & E Fees & Cost Non-Dwelling Equipment Vehicles Equipment/Computer Contingency Relocation EM P & E	Operations Management Improvements Administrative Audit A & E Fees & Cost Non-Dwelling Equipment Vehicles Equipment/Computer Contingency Relocation EM P & E	Operations Management Improvements Administrative Audit A & E Fees & Cost Non-Dwelling Equipment Vehicles Equipment/Computer Contingency Relocation EM P & E	Operations Management Improvements Administrative Audit A & E Fees & Cost Non-Dwelling Equipment Vehicles Equipment/Computer Contingency Relocation EM P & E

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :02 FFY Grant: PHA FY: 2004			Activities for Year: _03 FFY Grant: PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	<i>NC2-1/3</i> Chavis Heights			<i>NC2-1/3</i> Chavis Heights		
<b>Annual</b>				NC2-5 Walnut Terrace	Bathroom Renovations (partial ) Plaster Repair (65 Units)	817,147 64,000
Statement	<i>NC2-5</i> Walnut Terrace	Electric Panels Boiler Room Painted Bathroom Renovations (partial)	200,000 10,000 72,853	<i>NC2-6</i> Glenwood Towers	Ceiling Fans (145) Closet Curtains (all) Cabinets ( partial)	111,000 100,000 22,385
	NC2-6 Glenwood Towers	Electric Gears Handrails Install door Bells	200,000 45,000 33,000	NC2-7 Kentwood		
	NC2-7 Kentwood			NC2-12/13 Heritage Park		
	NC2-10 Oaks			NC2-14 Meadow Ridge		
	NC2-11 Mayview	Refinish floors Bathroom renovations	30,000 183,000	NC2-15 Carriage House		
	NC2-12/13 Heritage Park	Study HVAC	3,500	NC2-18 Birchwood		
	NC2-14 Meadowridge			NC2-19 Valleybrook		
	NC2-15 Carriage House	Exterior Siding repair	100,000	NC2-20 Eastwood		
	NC2-18 Birchwood			NC2-21 Stonecrest		
	NC2-19 Valleybrook			NC2-25 Berkshire		
	NC2-20 Eastwood	Bathroom Renovations	120,429	NC2-22 Terrace Park		

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :02 FFY Grant: PHA FY: 2004			Activities for Year: _03 FFY Grant: PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	NC2-21 Stonecrest			NC2-31-32-33-34-35 Scattered Sites	Paint	40,000
	NC2-25 Berkshire					
	NC2-31-32-33-34-35 Scattered Sites	Paint Gutters	40,000 10,000			
	HA-Wide	Carpet Trash cans Landscape 504 Compliance Appliances Tile Repair Cabinet Repair Sidewalks	60,000 3,750 75,000 100,000 100,000 50,000 50,000 75,000	HA-Wide	Carpet Landscape 504 Compliance Appliance Tile Repair Cabinet Repair Gutter & Guards	72,000 75,000 100,000 100,000 50,000 50,000 30,000
	Administration	Administration	320,628		Administration	320,628
		Operations	135,000		Operations	135,000
		Management Improvements	50,000		Management Improvements	50,000
		Audit	2,000		Audit	2,000
		A & E	50,000		A & E	50,000
		Fees & Cost	50,000		Fees & Cost	50,000
		Non-Dwelling Equipment	25,000		Non-Dwelling Equipment	25,000
		Vehicles	70,000		Vehicles	70,000
		Non-Dwelling Building	20,000		Non-Dwelling Building	20,000
		Computer Equipment	10,000		Computer Equipment	10,000

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :02 FFY Grant: PHA FY: 2004			Activities for Year: _03 FFY Grant: PHA FY: 2005		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
		Contingency Relocation EM P & E	200,000 25,000 45,000		Contingency Relocation EM P & E	200,000 25,000 45,000
		<b>Total CFP Estimated Cost</b>	2,634,160			2,634,160

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :04 FFY Grant: PHA FY: 2006			Activities for Year: 05 FFY Grant: PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	NC2-1/3 Chavis Heights			NC2-1/3 Chavis Heights		
	NC2-6 Glenwood Towers	Cabinets ( partial ) Water Shut offs	10,000	NC2-5 Walnut Terrace		
	NC2-7 Kentwood	2 <sup>nd</sup> Story floor replaced Bathroom Renovations/vent fans	71,470 260,000	NC2-6 Glenwood Towers		
	NC2-10 Oaks	Bathroom Renovations	145,000	NC2-7 Kentwood		
	NC2-11 Mayview			NC2-10 Oaks		
	NC2-12/13 Heritage Park	Bathroom Renovation (partial) Sliding doors replaced & Handrails Painted (partial)	162,250 46,827	NC2-11 Mayview		
	NC2-14 Meadowridge			NC2-12/13 Heritage Park	Sliding door Replace/handrails Painted Paint interiors Dead Bolts Bathroom Renovations ( partial)	28,173 60,000 7,500 76,750
	NC2-15 Carriage House	Cabinet & Counter (101 units)	163,620	NC2-14 Meadowridge		
	NC2-18 Birchwood	Security Camera	40,000	NC2-15 Carriage House		

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :04 FFY Grant: PHA FY: 2006			Activities for Year: 05 FFY Grant: PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
				NC2-18 Birchwood	Bathroom Renovations (all) Paint Interior/Exterior (all) Floor Tile (all) Gutters Shingles cleaned	150,000 65,000 82,000 10,000 5,000
	NC2-19 Valleybrook			NC2-19 Valleybrook		
	NC2-20 Eastwood	Security Camera	30,000	NC2-20 Eastwood		
	NC2-21 Stonecrest			NC2-21 Stonecrest	Handiplank Bathroom renovations (all) Replace exterior doors (all) Patio Dividers Floor replaced (partial)	65,000 126,000 80,000 45,731 38,978
	NC2-22 Terrace Park	Gutters	20,000	NC2-22 Terrace Park		
	NC2-25 Berkshire	Replace Stoves & Refrigerators	33,600	NC2-25 Berkshire Downs		

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :04 FFY Grant: PHA FY: 2006			Activities for Year: 05 FFY Grant: PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	NC2-31-32-33-34-35 Scattered Sites  HA-WIDE	Paint Gutters  Carpet Trash cans Landscape 504 Compliance Appliances Tile Repair Cabinet Repair Sidewalks	40,000 10,000  60,000 3,750 75,000 100,000 100,000 50,000 50,000 75,000	NC2-31-32-33-34-35 Scattered Sites  HA-WIDE	Paint Gutters  Carpet Landscape 504 Compliance Appliances Tile Repair Cabinet Repairs	40,000 10,000  86,400 75,000 100,000 100,000 50,000 30,000
	Administration	Administration	320,628	Administration	Administration	320,628
		Operations	135,000		Operations	135,000
		Management Improvements	50,000		Management Improvements	50,000
		Audit	2,000		Audit	2,000
		A & E	50,000		A & E	50,000
		Fees & Cost	50,000		Fees & Cost	50,000
		Non-Dwelling Equipment	25,000		Non-Dwelling Equipment	25,000
		Vehicles	70,000		Vehicles	70,000
		Non-Dwelling Building	20,000		Non-Dwelling Building	20,000
		Computer Equipment	10,000		Computer Equipment	10,000
		Contingency	200,000		Contingency	200,000
		Relocation	25,000		Relocation	25,000
		EM P & E	45,000		EM P & E	45,000

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :04 FFY Grant: PHA FY: 2006			Activities for Year: 05 FFY Grant: PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
		<b>Total CFP Estimated Cost</b>	2,634,160		<b>Total CFP Estimated Cost</b>	2,634,160

**Attachment D: Voluntary Conversion**

- a.) How many of the PHA's developments are subject to the Required Initial Assessment? **17**
- b.) How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)? **2**
- c.) How many Assessments were conducted for the PHA's covered developments? **17**
- d.) Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessment:  
**None**

If the PHA has not completed the Required Initial Assessments, describe the status. **Completed**

## Attachment E

### STATEMENT OF PROGRESS

The following is an update of the status of goals reflected in the FY 2002-2003 Agency Plan for April 1, 2002 – March 31, 2003

#### **Goal 1- Increase the availability of decent, safe and affordable housing**

- RHA received 700 welfare to work vouchers and was able to utilize this allocation. As a result 250 more welfare to work vouchers were recaptured from other PHAs and issued to RHA. 950 families benefited from this program.
- RHA also leased up 416 Fair Share Allocation vouchers. As a result the section 8 program has doubled in less than three years.
- RHA has implemented a marketing plan to assist to build up a pool of applicants for each bedroom size. The apartment vacancy rate is approaching 13%. Senior housing continues to be a particular concern in our local market.
- RHA's non-profit subsidiary, Capitol Area Developments completed construction of 90-unit elderly tax credit building of Parkview Manor. All 90 units were leased by November 15, 2002.
- RHA continues to acquire existing single family homes as replacement public housing under the HOPE VI plan. There have been 77 homes purchased so far of a potential 117.
- RHA received a score of "A" under PHAS and continues to be a high performer.
- RHA continues to follow its schedule of installing air conditioning in its public housing units.
- RHA has implemented stringent Section 8 inspection standards to reduce the exposure of children to lead-based paint hazards including remediation and abatement of the hazard. This included winning an appeal to HUD headquarters about removing all plastic mini-blinds from units.
- All public housing units are inspected annually and some are inspected quarterly.

#### **Goal 2- Improve Community Quality of Life and Economic Vitality**

- Security improvements have been made in public housing including the installation of security cameras, fencing and lighting improvements. RHA is also working with the police department to improve the reporting of criminal activities in public housing. RHA has secured after hours services of police officers in Glenwood Towers our elderly designated high rise. They also provide services in Carriage House, another elderly designated complex.
- All applicants are screened for criminal records and previous landlord references are checked.
- RHA continues to partner with Community Learning Partners to provide access to computer learning centers for children and adults. There are now five centers in operation and another planned to open in the Spring of 2003 in the HOPE VI site of Capitol Park.
- A police officer continues to be housed in the Glenwood Towers units to improve security for the seniors. RHA is recruiting other officers for other locations.

#### *Goal 3- Promote Self-Sufficiency and Asset Development of Families and Individuals.*

- RHA has funded job training programs and educational programs for residents.
- RHA sponsors money management and credit management programs for both Section 8 and public housing residents.

- RHA is phasing out the Family Self-Sufficiency Program and replacing it with Keep Earning Your Success (KEYS) This is a homeownership program in which RHA will provide downpayment and closing cost assistance for person that have successfully completed the program.
- Continue to offer single family homes as incentive units for residents that work. These homes are training units for potential home buyers. RHA intend to develop a homeownership program this fiscal year to sell some of these units.

**Goal 4- Ensure Equal Opportunity in Housing for All Americans**

- The marketing brochure has been widely distributed to promote public housing to all segments of the local population.
- Continue to provide reasonable accommodation to residents in need of such.

## **Attachment F**

### **RESIDENT BOARD MEMBER**

All members of the Board of Commissioners are appointed by the Mayor of Raleigh as required by state statute. The current representative is Doris Wrench of 116 Saint Mary's Street. Her most recent term started September 21, 1999 and will expire September 20, 2004. Ms. Wrench is a senior citizen that is president of her community and also serves as the Secretary of the Intercommunity Council, Inc. which is the authority-wide resident organization.

## **Attachment G**

### **RESIDENT ADVISORY BOARD MEMBERSHIP**

1. Lelia Sanders- 2 Hyde Terrace, Raleigh, NC 27601
2. Delores Perry- 1141 Walnut Terrace, Raleigh, NC 27601
3. Violet Gilleland- 509 Glenwood Ave. Apt. 202, Raleigh, NC 27603
4. Paulette Barnes- 1154 Clanton Street, Raleigh, NC 27606
5. Lottie Moore- 506 Lipscomb Court, Raleigh, NC 27609
6. Joanne Taylor- 2138 Mayview Road, Raleigh, NC 27607
7. Josephine McCullers- 533 Dorothea Drive, Raleigh, NC 27601
8. Barbara Sneed, 3549 Meadowridge Drive, Raleigh, NC 27604
9. Doris Wrench, 116 St. Mary's Street, Apt. 608, Raleigh, NC 27605
10. Lisa Jackson, 4722 Leafcrest Court, Raleigh, NC 27604
11. Mable Whitaker- 3934 Haresnipe Court, Raleigh, NC 27613
12. Ida Watson-McLean- 6700 Terrace Park Court, Raleigh, NC 27616
13. Hazel Denning- 8423 Berkshire Village Court, Raleigh, NC 27616
- 14. Felicia Harris- 3401 Planet Drive, Raleigh, NC 27604**

#### **Section 8 Representatives**

15. Kimberly McKinnon- 2905 Bath Circle, Raleigh, NC 27610
16. Annie Singletary- 708 Ellington Street, Apt. 203, Raleigh, NC 27601

## **Attachment H**

### **Definition of Substantial Deviation**

This agency plan will be modified only in cases where there is a change that results in a significant change in the mission or purpose of the Raleigh Housing Authority. Other changes affecting resident benefits will be made available for public review and comment for at least 30 days prior to the effective date of the change.



