

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

PHA Plans

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

**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: Housing Authority of the City of Asheville

PHA Number: NC007

PHA Fiscal Year Beginning: 10/2003

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 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

The Housing Authority of the City of Asheville, in conjunction with the resident associations/council and other collaborative sources, will provide affordable, decent, safe and sanitary housing where the need exists within the authorized jurisdiction to low, moderate and middle income persons. Through funds and services, the Housing Authority will promote suitable social, health, educational, economic and home ownership opportunities.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

Goal I: The Housing Authority will work to improve participation of the Resident Associations/Council in the planning, organization and implementation of Housing Authority business, when appropriate. The attendance at Board and Resident Council meetings will be used to measure involvement. Records concerning attendance will be on file in the Housing Authority's administrative offices.

Objectives:

- ?? **Provide transportation when possible to Board meetings and Resident Council meetings.**
- ?? **Childcare during Resident Associations/Council and Board meetings.**
- ?? **Yearly retreat (Housing Authority Board and staff) to include residents for participation and input.**
- ?? **Quarterly meetings with resident council officers and office staff for updates, orientation and problem.**
- ?? **Agendas to Resident Association/Council or Board meetings.**
- ?? **Provide residents compensation for duties where warranted.**

Pursue other opportunities for the Residents Council to provide services to the Housing Authority for compensation.

Goal II: To expand and maintain affordable, decent, sanitary and safe (physical and personal safety) housing for low, moderate, middle income and special needs people. A collaborative effort will be established between other government agencies and the private sector to build and implement measures to promote income mixing and equal opportunity housing for all people. Documentation for the success of the project can be identified by the number of people who are provided services and the number of funding sources that provide assistance

Objectives:

- ?? **Review physical needs assessments to determine capital improvements.**
- ?? **Leverage private, nonprofit agencies, or other public funds to meet housing expansion needs.**

- ?? Reduce public housing vacancies by reconfiguration, incentives and improved curb appeal.
- ?? Complete all major renovation or modernization of public housing units.
- ?? Improve public housing management through quarterly meetings with Residents Council officers and office staff and customer service training.
- ?? Improve quality of daily maintenance by providing housekeeping training for residents through social agencies. Continue to enhance the inspection process as relates to housekeeping.
- ?? Implement measures to deconcentrate poverty by mixing low and moderate income families in public housing.
- ?? Implement public housing security improvements.
- ?? Continue and enhance our (Housing Authority and residents) work with ARGUS and law endorsement to decrease crime.
- ?? Continue to review and enhance guidelines for screening applicants in order to eliminate child abusers, drug dealers and other potentially dangerous applicants.
- ?? Continue to provide programs in areas of drug elimination, etc. to provide safety for the residents.

Goal III: To promote, train and encourage self-improvement strategies to create opportunities for home ownership. Collaborative efforts will be established with nonprofit agencies and private real estate associations to provide the necessary training in the methodology required for families of residents to break the cycle of living in public housing. Meeting agendas will be placed on file in the administrative office of the Housing Authority for review of collaborative efforts with outside agencies.

- ?? Provide education and training through social agencies for residents to pursue avenues required to generate funds needed for home ownership.
- ?? Develop a partnership between residents and agencies that encourages self-help for ownership.
- ?? Encourage residents to take advantage of training opportunities.
- ?? Continue to pursue grants that would provide home ownership opportunities.

Goal IV: To provide or expand facilities for recreational, educational, economic and health activities for public housing residents.

Objectives:

- ?? Develop space where human service activities can function, such as medical, social, welfare and chat groups, etc.
- ?? Provide a space for elderly, handicapped and children to mingle, attend classes, play games and socialize.
- ?? Construct multipurpose facilities (locations based on survey), contingent upon funding availability.

- ?? Renovate or develop within existing buildings multipurpose facilities, contingent upon funding availability.
- ?? Pursue additional vans for transportation of residents to group activities.

Goal V: To evaluate and reorganize staff and staff responsibilities to improve the operation of the Housing Authority. The reorganization should be completed within the first six months of year 2000, measured by job efficient and innovative programs planned, organized or implemented for housing residents. The evaluation process should be used in the years 2001 and 2003 for staff improvements and organization adjustment.

Objectives:

- ?? Assist the residents in organizing and implementing program activities for all residents (youth, adults, special populations, etc.)
- ?? Ongoing training should be added to upgrade skills of staff in areas that require improvement. Skills must be noted through increased job performance and innovative programs implemented for housing residents.
- ?? Use a sensitive approach toward all persons.
- ?? Provide salary scales and raises in conjunction with job assignments based on job efficiency.
- ?? Evaluate programs to improve staff performance yearly.

**Annual PHA Plan
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The plans, statements, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach that is consistent with the consolidated plan. A few highlights of our Annual Plan are:

- 1) We have adopted local preferences that include working families, those enrolled in educational training, or upward mobility programs, involuntary displacement, victims of domestic violence, substandard housing, high rent burden, etc.**
- 2) We have adopted an aggressive screening policy to ensure that new admissions will be good neighbors.**
- 3) We have implemented a deconcentration policy.**
- 4) We have implemented a pet policy.**
- 5) We have established a minimum rent of \$50.**
- 6) We have established flat rents for all of our developments.**

In summary, we are on course to improve affordable housing in Asheville.

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:

Membership of Resident Advisory Board (Attachment A)

Resident Membership of the PHA Governing Board (Attachment B)

Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals (Attachment C)

Implementation of Public Housing Resident Community Service Requirement (Attachment D)

Project-Based Vouchers (Attachment E)

Deconcentration and Income Mixing (Attachment F)

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 F)
- FY 2000 Capital Fund Program Annual Statement (NC007a01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) There were no formal written comments received by the Resident Advisory Boards because we went through the Annual Plan with them in preparing the final form.
- Other (List below, providing each attachment name)

Voluntary Conversion Initial Assessment (Attachment G)
 Section 8 Home Ownership Capacity Statement (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.

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

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

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

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	1,335	5	5	4	3	4	3
Income >30% but <=50% of AMI	1,199	4	5	3	3	4	3
Income >50% but	2,050	3	4	2	2	2	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
<80% of AMI							
Elderly	954	4	4	4	4	2	3
Families with Disabilities	694	5	5	4	5	3	3
Caucasian	89.1%	NA	NA	NA	NA	NA	NA
African American	7.5%	NA	NA	NA	NA	NA	NA
Hispanic	2.8%	NA	NA	NA	NA	NA	NA
Other	.6%	NA	NA	NA	NA	NA	NA

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 1990
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List
--

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	447		263
Extremely low income <=30% AMI	274	61.30	
Very low income (>30% but <=50% AMI)	7	1.57	
Low income (>50% but <80% AMI)	11	2.46	
Families with children	150	33.56	
Elderly families	18	4.03	
Families with Disabilities	59	13.20	
Race/ethnicity – White (non Hispanic)	199	44.52	
Race/ethnicity-Black	8	1.79	
Race/ethnicity-Native American	2	0.45	
Race/ethnicity-Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	275	61.52	92
2 BR	108	24.16	113
3 BR	10	2.24	9
4 BR	50	11.19	48
5 BR	4	0.89	1
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	2023		187
Extremely low income <=30% AMI	1595	79%	
Very low income (>30% but <=50% AMI)	428	21%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	1393	69%	
Elderly families	46	2%	
Families with Disabilities	90	4%	
Caucasian	1201	59%	
African American	779	39%	
Native American	9	.4%	
Hispanic	34	1.6%	

Characteristics by
Bedroom Size (Public
Housing Only)

1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

To increase the availability of affordable housing, the Housing Authority has enlisted the services of a nonprofit company, Social Serve.com. The landlords will list their units online by location, size and contract rent. The tenants will be able to go online to find housing. For those participants who do not own computers, a computer will be located in the Section 8 lobby for their use. There are also informational brochures and flyers that encourage landlords to participate in the Section 8 program. We have chosen this strategy because only 33% of families receiving Housing Choice Vouchers are successful in finding housing.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

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)
- Designated housing plan for Aston Park Tower

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	3,676,444	Operations
b) Public Housing Capital Fund	2,301,053	Renovations/Other
c) HOPE VI Revitalization	- 0 -	-0-
d) HOPE VI Demolition	- 0 -	-0-
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,852,889	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	- 0 -	
g) Resident Opportunity and Self-Sufficiency Grants	43,500	Resident Programs
h) Community Development Block Grant	35,000	Enrichment Program
i) HOME	- 0 -	
Other Federal Grants (list below)	- 0 -	
2. Prior Year Federal Grants (unobligated funds only) (list below)		Public Housing Capital Improvements
2002 CFP	1,601,053	
3. Public Housing Dwelling Rental Income		
	2,026,753	Operations
4. Other income (list below)		
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	17,709,963	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

We obtain criminal records through and internet service.

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

Applicants with more than one preference will be selected ahead of families with only one preference, provided at least one of their preferences has a ranking at least as high as the other families on the waiting list.

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
 - a. Income disregard for travel expenses and \$2000 of earned income
 - b. Working family preference c. Incentive transfers d. Flat rents
 - e. Developments: Pisgah View Apts., Hillcrest Apts., Erskine/Walton Apts., Livingston Heights, Deaverview Apts., and Klondyke Homes

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)
Flat rents

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:
Pisgah View Apartments and Deaverview Apartments

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:
Hillcrest Apartments, Erskine-Walton Street Apartments, Livingston Heights and Klondyke Homes

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

- Criminal or drug-related activity
- Other (describe below)

Upon request, landlords may be given the rental history of participants who previously received Section 8 rental assistance.

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

- 1) When voucher holders are unable to find housing and can provide documented proof of their housing search.
- 2) Disabled persons are given extensions to find suitable housing.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 5 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)

Elderly and disabled, #3

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)

Brochures

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

Through published notices

Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

The HACA must notify all families of their right to request a minimum rent hardship exemption under the law, and that determinations are subject to the grievance procedure.

If the family requests a hardship exemption, the minimum rent requirement is immediately suspended;

Suspension may be handled as follows: the minimum rent is suspended until a determination is made whether:

There is a hardship covered by the statute; and

The hardship is temporary or long-term.

If the HACA determines that there is no hardship covered by the statute, minimum rent is imposed (including back payment for minimum rent from time of suspension).

If the HACA determines that the hardship is temporary, the minimum rent also is imposed (including back payment for minimum rent from the time of suspension), but the family cannot be evicted for nonpayment during the 90-day period commencing on the date of the family's request for exemption of

minimum rent in excess of the tenant rent otherwise payable. A reasonable repayment agreement must be offered for any such rent not paid during that period. If the family thereafter demonstrates that the financial hardship is of long-term duration, the HACA shall retroactively exempt the family from the minimum rent requirement.

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:

Flat rents

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:

Flat rents

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

Most changes in family income between re-examinations will not result in a rent change. HACA will process interim changes in rent in accordance with the chart below:

INCOME CHANGE

HACA ACTION

Decrease in income for any reason, Except for decrease that lasts less than 30 days.

HACA will process an interim reduction in rent. An interim reduction will not be processed if the decrease will last less than 30 days.

Increase in income because a person

The rent will increase two months

with income (from any source) joins the household.

after the date the person joins the household.

- 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)

Market study prepared by a state-certified appraiser.

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)
N/A

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

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

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

- Annually
- Other (list below)

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

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

Market Rents

(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)

The Housing Authority has not formally adopted the minimum rent hardship exemption policy. However, our policy is to offer the minimum rent hardship exemption. We will request authorization from our Board of Commissioners to have the formal policy posted for comment.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

The Housing Authority is currently exploring with the City the possibility of applying for a HOPE VI grant.

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:

The Housing Authority is currently exploring with the City the possibility of applying for a HOPE VI grant.

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:

The Housing Authority is currently exploring with the City the possibility of applying for a HOPE VI grant.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	Aston Park Tower

1b. Development (project) number: NC 7-6
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 checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: 11/08/01
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" 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 checked="" 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.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If

“No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description Note: The PHA had an approved HOPE I program, which has been closed.

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

All families must be active participants in the Family Self-sufficiency program.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.79 (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)

B. Services and programs offered to residents and participants

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 903.79 (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 use 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)

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

HOUSING AUTHORITY OF THE CITY OF ASHEVILLE
REGULATIONS ON PET OWNERSHIP IN HOUSING

THESE RULES AND REGULATIONS ARE A PART OF YOUR LEASE AGREEMENT:

Definition

For the purpose of these pet rules, "pet" is defined as domesticated small animals traditionally kept in the home for pleasure rather than for utility or commercial purposes. Pet is understood to be limited to four-legged, warm-blooded animals (such as dogs and cats) ("Class I Pets"); birds (specifically, canaries, parakeets and finches); rodents; fish; and turtles. "Pet" does not include specially trained animals to assist handicapped persons.

Pet Restrictions

There shall be no more than one (1) Class I pet per apartment unit and no more than two pets per apartment unit. (No limit is placed on the number of fish. However, only one fish tank is permitted and the size of the fish tank may not exceed 20 gallons.) Guests are not permitted to bring any type of pet onto the premises except those trained to assist the handicapped.

Location of Pets in the Building

Except in connection with ingress and egress to and from a pet owner's apartment, pets shall not be brought into public lobbies, elevators, or other public gathering spaces. When pets are moved through the building, they must

be carried from the resident's apartment to the nearest outside exit via stairwells or elevators, avoiding all public areas as much as possible. Pets shall be on a leash outside the building and shall not be left unattended at any time. Pets other than fish and turtles may not be left unattended in a dwelling unit for more than eight (8) hours at any one time.

Sizes

Pets shall weigh no more than 20 pounds at time of maturity and stand no more than 18 inches at the shoulder. Pets which are not full grown when admitted to the Facility shall be understood to mature at the height and weight not to exceed those height and weight restrictions. American Kennel Club's standards shall determine the height and weight after maturity of dogs. A non-documented pet will be assumed to mature to that size which has been determined by a veterinarian, evidenced by a letter from a veterinarian to the Landlord or its Agent ("Landlord").

Licensure and Tags

Every pet must wear all animal licenses and inoculation tags (if the pet is of a type which is required to be inoculated and/or licensed under applicable state and local laws), and a tag bearing the owner's name, address, and phone number. All licenses and tags must be current.

Registration

Prior to admission to the Development, every pet must be registered with the Development and thereafter annually on the anniversary date of admission. Registration of pets requires proof of current licensure, including up-to-date proof of inoculations. Such tests, vaccines or shots shall be maintained on an annual basis, unless otherwise specified by a veterinarian. A verification letter that a cat or dog has been spayed or neutered or declared (as discussed below) is required prior to admission. Evidence of a flea control program for fur bearing pets and verification of an alternate caretaker is also required as discussed below.

Prior to the admittance of a pet into the facility, residents will be required to complete a Pet Ownership Application Form.

Rejection of Admission of Pets

Prior to admission of a pet to the Premises, Landlord will complete the determination form. This form will be used to determine whether the pet should be admitted to the Premises.

The Landlord can refuse to register a pet if:

1. The pet is not a common household pet; or
 2. Keeping the pet will violate any applicable pet rule; or
 3. The pet owner fails or refuses to provide complete pet registration information or to annually update the information; or
2. In the event that the Landlord rejects admission of a pet he shall serve written notice on the pet owner stating the basis for the rejection. Such notice shall be given in accordance with subparagraph (i) or (ii) of the Service of Notice Provisions of these rules.

Altering

Female dogs and cats over six months must be spayed, and males over eight months must be neutered, unless a letter is received from a licensed veterinarian giving medical reason why such action is detrimental to the pet's health.

Liability

Residents owning pets shall be liable for the entire amount of all damages to the Development caused by their pet.

Consideration of liability insurance is recommended and may be obtained through most insurance agents and companies.

Pet Deposit

Each dog and cat owner must provide a pet security deposit in the amount of \$150 in addition to the standard rental security deposit. This deposit shall be maintained in a separate account as provided for by state law and HUD regulations for the maintenance of security deposits. The amount of the pet deposit is established to reflect the potential costs of fumigation, emergency boarding, and replacing carpeting and other furnishings as a result of pet odors, stains and damage. Upon termination of residence by the pet owner, or removal of any pet from the owner's apartment, all or part of the pet deposit will be refunded, dependent upon needed repairs and maintenance.

There is also a non-refundable pet fee of \$50 to cover costs to the development relating to the presence of pets for a class I pet. This will also cover the cost of flea control upon a resident vacating that has had a class I pet.

Therefore, the total pet deposit is \$200. This amount may be paid as follows: \$50 at the time the pet is registered with the Development Office and the remainder in not less than three equal installments per month until paid.

Sanitation

Dogs and cats are required to be "house-broken." Cats must be litter box-trained and dogs must be able to exercise outside the building. Cat litter boxes must be cleaned at least twice per week. Management may designate a space or spaces to be used exclusively for the purpose of exercising pets. Pet owners shall be responsible for the immediate clean up of feces after the exercise of their pet. Residents must bag and securely tie feces and other waste (indoors and outdoors) and deposit it in designated trash receptacles. The pet owner will be charged a fee of \$25 for each failure to clean up and/or deposit waste in designated receptacles. The right to charge this fee is in addition to and not in lieu of any other rights and remedies granted to Development Owner under these rules, Pet Owner's lease, or at law or equity.

Residents are expected to keep feeding bowls clean so as not to attract roaches and/or other pests.

Flea Control

Upon admission of a dog or cat or other Class I Pet, the pet owner shall file with management proof that a flea control program acceptable to management will be maintained for the pet and pet owner's premises. Pet owner shall file at intervals determined by management proof that the pet owner is complying with the flea control program.

Noise

No pet may make noise, cause offensive odors or otherwise create a nuisance to other residents.

Pet Behavior

No pet that bites, attacks or demonstrates other aggressive, mischievous or destructive behavior may be kept in the Development.

Alternate Caretaker

The pet owner must supply Landlord with the names of at least two persons who will be willing to assume immediate responsibility for the pet in case of an emergency (i.e., when the pet owner is absent or unable to adequately maintain the pet). Written verification of the willingness of these persons to assume alternate caretaker responsibility is required. It is the responsibility of the pet owner to inform the management of any change in the names, addresses or telephone numbers of persons designated as alternate caretakers. Any expenses relating to alternate caretakers are the responsibility of the pet owner.

Sick or Injured Animals

No sick or injured pet will be accepted for occupancy without consultation and written acknowledgment of a veterinarian as to the condition of the pet's ability to live in an apartment situation. Acceptance regardless of documentation and consultation is the prerogative of Landlord, subject to the notice provisions contained in these rules. Admitted pets which suffer illnesses or injury must be immediately taken for veterinary care at the resident pet owner's expense.

Rule Enforcement/Pet Rule Violation Procedure

A. If the Landlord determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets, Landlord may serve a written notice of pet rule violation on the pet owner in accordance with the notice provision of these rules. The notice of pet rule violation shall: (i) contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated; (ii) state that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation; (iii) state that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and (iv) state that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

B. If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Landlord shall establish a mutually agreeable time and place for the meeting, but no later than fifteen (15) days from the effective date of the service of the notice of pet rule violation (unless the Landlord agrees to a later date) . At the pet rule violation meeting, the pet owner and Landlord shall discuss any alleged pet rule violation and attempt to correct it. The Landlord may, as a result of the meeting, give the pet owner additional time to correct the violation.

If the pet owner and Landlord are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Landlord determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under this paragraph B, the Landlord may serve a written notice on the pet owner in accordance with the notice provisions of these rules (or at the meeting, if appropriate), requiring the pet owner to remove the pet. This notice shall:

(i) contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated; (ii) state that the pet owner must remove the pet within ten (10) days of the effective date of service of the notice of pet removal (or the meeting) if notice is served at the meeting; and (iii) state that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.

Any Resident who receives three letters of violation of these pet rules within any consecutive twelve (12) month period may be required to remove the pet from the Development, and provide Landlord with a signed affidavit stating that the pet is no longer on the premises and will not return in the future. Misrepresentation of this affidavit will be grounds for eviction of the resident. If Resident fails to remove the pet within five (5) days of the date of notice from Landlord directing removal of the pet under this Section, Resident's lease may be terminated.

Anything contained in these rules to the contrary, notwithstanding, Landlord reserves the right to act immediately in insisting an offending pet be removed immediately in situations deemed to be of an emergency nature. In such instances if pet owner cannot be contacted, fails or refuses to comply with the immediate removal of a pet, Landlord will act as specified in the section on "Alternate Caretaker" in removing a sick, diseased, injured and/or aggressive animal.

Service of Notice

Any notices required to be given under these rules shall be deemed effective if: (i) mailed by first class mail, postage prepaid addressed to the pet owner at his address in the Development, with a proper return address indicated thereon; or (ii) by serving a copy of the notice on any adult answering the door at the pet owner's apartment unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door.

For the purposes of computing time periods following service of notice, service shall be deemed effective on the day that all notices are delivered or mailed, or in the case of service by posting, on the day that all notices are initially posted.

Courtesy

Landlord recognizes that pets can be therapeutic for those who enjoy, own and care for them. However, pets can be threatening to others who, for whatever reason, are fearful of or allergic to animals. Please exercise common courtesy to residents and staff in dealing with your pet.

Pets are expected to be confined or removed from the dwelling when Maintenance or Administrative personnel are expected to enter to do repairs, inspections, etc.

No Visiting Animals Allowed

These rules pertain only to residents and resident pet owners. No visiting animals or other pets are allowed except those which are used to assist a handicapped person.

I HAVE READ AND UNDERSTAND THE ABOVE RULES AND AGREE TO ABIDE BY EACH AND EVERY ONE OF THEM AND ANY SUBSEQUENT AMENDMENTS OR ADDITIONS WHICH MAY BE ENACTED AFTER THE DATE HEREOF.

Resident

Date

15. Civil Rights Certifications

[24 CFR Part 903.79 (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 903.79 (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?

The Housing Authority did not receive any formal comments from the Residents Council on our Plan because we had met with the Residents Council in formulating the Plan itself.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: Asheville, NC

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

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

- Other: (list below)

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

We provided the City with a copy of our draft Annual Plan for their comments. We did not receive any written comments from them, other than information related to information concerning the Statement of Housing Needs, which is included under Component 1.A.

D. Other Information Required by HUD

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners. Use this section to provide any additional information requested by HUD.

Attachments

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Attachment A

Membership of Resident Advisory Board

Altamont Apartments

Vincent Dayton, President
Grace Waldrop, Vice President
Tatanisha Davis, Secretary

Aston Park Tower

Mary Robertson, President
Janet Foster, Vice President
James Thompson, 1st Vice President
Dora Bitting, Secretary
Louise Pickens, Treasurer
Charles Jackson, Sgt-at-Arms

Bartlett Arms

Beverly Jeter, President
Sandra Wachacha, Secretary
Richard Hutchinson, Treasurer

Deaverview Apartments

Derrick Smith, President
Bernice Mathis, Vice President
Carrie Green, Secretary
Bobbie Goodrum, Treasurer

Erskine-Walton Apartments

Anna F. Galloway, President
Betty McCracken, Vice President
Leola Hurst, Secretary

Hillcrest Apartments

Dawn Rowe, President
Robena Mejicas, Secretary
Lisa Rutherford, Treasurer

Klondyke Homes

Mary Kincaid, President
Thomas Bristol, Vice President
Stephanie Stepp, Secretary
Sandra Jenkins, Treasurer

Lee Walker Heights

Minnie Ferguson, President
Delores Fleming, Secretary
Angela Timbers, Asst. Secretary
Veronica Sams, Treasurer

Livingston Heights

David Wright, President

Pisgah View Apartments

Minnie Jones, President
Michael Osborne, Vice President
Birdie E. Jones, Asst. Secretary

ATTACHMENT B

Resident Membership of the Governing Board

Minnie Jones
Pisgah View Apts.

Selection by appointment for a term of five years. She was appointed by the Mayor of the City of Asheville June 22, 1999.

ATTACHMENT C

Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals

The plans, statements, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach that is consistent with the consolidated plan. A few highlights of our Annual Plan are:

1. We have adopted local preferences that include working families, those enrolled in educational training, or upward mobility programs, involuntary displacement, victims of domestic violence, substandard housing, high rent burden, etc.
2. We have adopted an aggressive screening policy to ensure that new admissions will be good neighbors.
3. We have implemented a deconcentration policy.
4. We have implemented a pet policy.
5. We have established a minimum rent of \$50.
6. We have established flat and ceiling rents for all of our developments.

In summary, we are improving affordable housing in Asheville.

ATTACHMENT D

Community Service Policy and Procedures

In order for certain residents to be eligible for continued occupancy, each adult family member must either (1) enter into an Agreement with the Asheville Housing Authority to comply with mandatory community service requirements by contributing a minimum of eight hours per month, of volunteer service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency (FSS) program, unless they are exempt from this requirement.

EXEMPTIONS

The following adult tenants= family members are exempt:

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care-giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under Part A, Title IV of the Social Security Act, or under any other State welfare program, including any welfare-to-work program.
- F. Family members receiving assistance under a State program funded under Part A, Title IV of the Social Security Act, or under any other State welfare program, including welfare-to-work, and who are in compliance with that program.

NOTIFICATION OF THE REQUIREMENT

The Asheville Housing Authority will identify all adult family members who do not appear to be exempt from the community service requirement.

The Asheville Housing Authority will notify all such family members of the community service requirement, and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. All such claims are subject to verification by the Housing Authority.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after October 1, 1999, or as soon thereafter, as HUD will issue final rules related to the requirement. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective, had an annual reexamination taken place. It will also advise them that failure to comply with the requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties for the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-sufficiency of the resident within the community.

An economic self-sufficiency (FSS) program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, welfare-to-work, financial or household management, apprenticeship, and any other program necessary to prepare a participant for work (This also includes substance abuse and/or mental health treatment).

The Asheville Housing Authority will coordinate with social service agencies, local schools, and appropriate internal departments in identifying a list of volunteer service positions.

Together with the Residents Council, the Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and the Council may also be involved in supervising and keeping record of volunteer activities.

THE PROCESS

Upon admission, and each annual reexamination thereafter, the Housing Authority will:

- A. Provide information for enrollment in a self-sufficiency (FSS) program
- B. Provide a list of volunteer opportunities to the family members
- C. Provide information about obtaining suitable volunteer positions
- D. Provide a volunteer time sheet to the family member. Instructions for the time sheet will require the

participant to complete it and to have the Supervisor to date and sign it for each period of work.

- E. Assign family members to the Public Housing Family Self-Sufficiency (FSS) Program Coordinator, who is also designated as the Community Service Coordinator. The Coordinator will assist the family members in identifying appropriate positions and in meeting their obligation. The Coordinator will track the participants' progress on a monthly basis, and will meet with participants, as needed, to best encourage compliance.
- F. Thirty (30) days before the family's next lease anniversary date, the Coordinator will advise the appropriate staff whether each applicable adult family member is in compliance.

NOTIFICATION OF NONCOMPLIANCE

The Asheville Housing Authority will notify any family found to be in a noncompliance, of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the HACA grievance procedure; and
- C. That, unless the family member(s) enters into an agreement to comply, the lease will not be renewed or will be terminated.

OPPORTUNITY FOR CURE

The Asheville Housing Authority will offer family members required to complete community service, an opportunity to enter into an Agreement prior to the anniversary date of its lease. The Agreement will state that the family member(s) agrees to enter into the HACA Family Self-Sufficiency (FSS) program, or to contribute to community service for as many hours as needed to comply with the requirement for the past 12-month period. The cure will occur over the 12-month period beginning with the date of the Agreement. The resident will at the same time stay current with the current year's community service requirement, if applicable. The first hours a resident earns will be applied toward the previous year's requirement until satisfied, and then to the current year.

The Community Service Coordinator will assist participating family members in identifying volunteer opportunities and will track compliance on a monthly basis.

If an applicable family member (1) does not accept the terms of the Agreement; (2) does not fulfill the obligation to participate in an economic self-sufficiency program; or, (3) or falls behind in their obligation under the Agreement, the Housing Authority will take action to terminate the lease.

ATTACHMENT E

Project Based Vouchers

There are currently one hundred four (104) project-based units in the Section 8 program. Eighty-four (84) (Mountain Springs and Compton Place Apartments) are designated elderly and handicapped and twenty (20) (LIFE House) were recently built to accommodate persons with spinal cord injuries.

ATTACHMENT F

Deconcentration Plan

General:

The United States Congress enacted the Quality Housing and Work Responsibility Act (QHWRA) on October 21, 1998. In accordance with this act, the Asheville Housing Authority (AHA) proposes an admissions policy designed to provide for the deconcentration of poverty and income mixing. This will be accomplished by bringing higher income residents into lower income family developments. Lower income applicants are eligible to move into any development they choose. The Admissions and Continued Occupancy Policy (ACOP) of the AHA will be modified to achieve this goal and will incorporate this plan by reference.

Selection of Very Low Income Families:

The new act also requires AHA to ensure that of least 40 percent of all families admitted into public housing have incomes that do not exceed 30 percent of the area median. At the present time, nearly all of the public housing applicants have incomes at 30 percent or less of the median. Since the number of very low income applicants is so high, file AHA does not feel it is necessary to have a special plan. However, the 40 percent requirement for all new public housing admissions will be monitored on a quarterly basis to ensure compliance.

Existing Conditions:

As per Exhibit F-1, higher income families that are defined by HUD as more than 115% of the total average income live at Hillcrest, Erskine-Walton, Livingston Heights and Klondyke Homes. Lower income families that are defined by HUD as less than 85% of the total average income live in Deaverview Apartments and Pisgah View Apartments.

Deconcentration Plan:

The existing conditions shown above present a considerable challenge to change housing patterns that have built up over many years. The AHA will consider the introduction of the following incentives to help reverse these trends:

1. Once the current modernization for Erskine and Klondyke are completed, the first priority of AHA's modernization funds will be spent on Altamont, Deaverview, Hillcrest, Pisgah View, and Lee Walker Heights. The AHA will take measures to improve the interiors, make additional site improvements, and improve the exterior lighting to enhance the perception of safety.
2. The AHA is proposing extra income disregards or permissive exclusions as permitted by the QHWRA. These will be in the following forms:
 - a. Exclude travel expenses in the amount of \$25 per week for household members employed fulltime.
 - b. Exclude \$2,000 of all income earned by the family.

3. Incentives for new applicants will be provided through a working family preference to be proposed in the new ACOP.
4. The AHA will also increase its affirmative marketing for higher income applicants.
5. Incentive transfers will be offered to working families to move into Deaverview and Pisgah View. No incentive transfers will be allowed into Livingston and Klondyke.
6. Finally, the most powerful incentive will be the utilization of the new rent structures required by the QHWRA. This will be an incentive to both new applicants and existing residents. The definitions of these rents are as follows:
 - a. Flat Rents: The law requires the AHA to establish a flat rent for each public housing unit. The flat rent must be based on the market value of the unit and designed so that it does not discourage families working towards economic self-sufficiency. A flat rent will be established for each site and unit type.
 - b. Family Choice of Rent Amount: Each year, each public housing family may choose to have their rent based on the formula method or a flat amount as established by the AHA. For families electing the flat rent, the AHA will be required to reexamine the family's income at least once every three years. The above definitions of rent were used to derive the proposed rent structure as shown in Exhibit A, 2 of 2.

B. The new flat rents will be used to entice working families to move to the lower income family developments. Lower income applicants are eligible to move into any development they choose.

Conclusion:

Over time, and for many reasons, lower income families have become concentrated in Deaverview and Pisgah View. The AHA needs to provide mixed income developments. This deconcentration plan and its incentives will begin to provide more socially and income balanced developments.

ATTACHMENT F1

**Development Average Incomes
5/12/03**

<u>DEV. #</u>	<u>DEVELOPMENT</u>	<u>DEV. AVG. INCOME</u> <u>COMPARED TO TOTAL</u>
NC 7-1	BARTLETT ARMS	
	Annual Income	729,540.00
	Average Annual Income	6,882.45
	Rent	18,013.00
	Average Rent	170.00
NC 7-2	LEE WALKER	
	Annual Income	587,162.00
	Average Annual Income	6,382.19
	Rent	14,302.00
	Average Rent	155.00
NC 7-3	PISGAH VIEW	
	Annual Income	1,198,476.80
	Average Annual Income	5,188.21
	Rent	13,957.00

Average Rent 60.00

<u>DEV. #</u>	<u>DEVELOPMENT</u>	<u>DEV. AVG. INCOME</u>	<u>COMPARED TO TOTAL</u>
NC 7-4	HILLCREST		
	Annual Income	1,859,921.18	1.17
	Average Annual Income	8,378.02	
	Rent	37,067.00	
	Average Rent	167.00	
NC 7-5	ERSKINE-WALTON		
	Annual Income	975,357.60	1.16
	Average Annual Income	8,336.38	
	Rent	23,036.00	
	Average Rent	197.00	
NC 7-6	ASTON PARK TOWER		
	Annual Income	1,142,293.00	1.10
	Average Annual Income	7,877.88	
	Rent	26,975.00	
	Average Rent	186.00	
NC 7-8	LIVINGSTON HEIGHTS		
	Annual Income	1,282,116.00	1.24
	Average Annual Income	8,903.58	
	Rent	6,248.00	
	Average Rent	43.00	
NC 7-9	DEAVERVIEW		
	Annual Income	868,528.40	.83
	Average Annual Income	5,948.82	
	Rent	17,289.00	
	Average Rent	118.00	
NC 7-10	ALTAMONT		
	Annual Income	404,413.60	1.02
	Average Annual Income	7,352.97	
	Rent	9,711.00	
	Average Rent	177.00	
NC 7-12	KLONDYKE		
	Annual Income	228,692.56	1.31
	Average Annual Income	9,379.33	
	Rent	15,969.00	
	Average Rent	122.00	

ATTACHMENT G

INDIVIDUAL DEVELOPMENT ANALYSIS
Voluntary Conversion of Public Housing Development Analysis
Required Initial Assessment

DEVELOPMENT NUMBER NC 7

Complete the questions below as necessary to determine if Conversion of Public Housing to Tenant-Based Assistance may be appropriate:

Necessary conditions for voluntary conversion from public housing to Section 8 Tenant-based assistance:
<p>Conversion ...</p> <ol style="list-style-type: none"> 1. Will not be more expensive than continuing to operate the development (or portion of it) as conventional public housing; 2. Will principally benefit the residents of the public housing development to be converted and the community; and will not adversely affect the availability of affordable housing in the community. 3. Will not adversely affect the availability of affordable housing in the community.

1. Is the cost of conversion to tenant-based assistance more expensive than continuing to operate the development as a public housing community? Use the most recent financial (year-end) statements for public housing and Section 8.

a. Public Housing Line 520, HUD 52599 \$311.59 PH

b. Section 8 HUD 52681, line 23 5,520,780 divided
by Line 6 14,110 = avg. unit cost \$391.27

(If you do not administer a Section 8 program, you may contact another Housing Authority in your area with the same Fair Market Rents and use its information or contact your Public Housing Revitalization Specialist.)

Is Line **1b** higher than Line **1a**? YES NO

If the answer to **Line 1c** is **yes**, it is more expensive to convert to tenant-based assistance and the development is not appropriate for conversion. You do not have to complete Lines 2 or 3. If the answer to **Line 1c** is **no**, continue to Line 2 below.

ATTACHMENT H

HACA Section 8 Home Ownership Program
Capacity Statement

The Housing Authority of the City of Asheville (HACA) will provide current Housing Choice Voucher participants with the option of participating in the Home Ownership Program as outlined in the Section 8 Administrative Plan. The Section 8 Home Ownership Program has adopted the following provisions as eligibility criteria for participation in the Program:

1. Financing for the purchase of the home must comply with secondary mortgage market underwriting requirements or comply with generally accepted private-sector underwriting standards.
2. Continue to maintain the eligibility criteria according to Section 8 tenant-based assistance program.
3. In order to increase income to qualify for a loan, a tenant may be required to enroll and participate in the Family Self Sufficiency Program.