

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 2003 (10/01/03 – 9/30/04)

**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 Winston-Salem

PHA Number: NC012

PHA Fiscal Year Beginning: (mm/yyyy) 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)

ANNUAL PLAN
PHA FISCAL YEAR 2003 (10/01/03 – 09/30/04)
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
To provide adequate, affordable, viable, quality housing, and community supportive services emphasizing self-sufficiency for all residents through collaborations with local agencies, thereby, creating sustainable neighborhoods and improving the quality of life for our residents.

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)

Annual PHA Plan
PHA Fiscal Year 2003
[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 FY 2003-2004 Annual Plan represents our fourth year of involvement in the PHA planning process. Major activities of the Housing Authority of the City of Winston-Salem are highlighted, including programs and local policies that improve quality of life for residents, and strategic initiatives that keep pace with HUD's ever-increasing demand for accountability and integrity.

This plan was done with the full participation of staff, residents, and community stakeholders that included business, civic and public figures as well as the Housing Authority's Board of Commissioners. Strict adherence to all of HUD's public housing policies, procedures, rules and regulations is reflected in our responses.

Important improvements include:

- ③ A transition to a more "vertical" management structure that requires more accountability of employees at all levels.
- ③ A new computer system that improves the efficiency of all departments.
- ③ An ongoing public relations campaign to the broader community, along with the development of a new logo for our agency.
- ③ A transition to site-based management that will allow local on-site managers to accept applications, handle maintenance issues, and perform other management responsibilities with greater efficiency and personal contact with residents.
- ③ Rapid development of our first Hope VI neighborhood, formerly known as Kimberly Park Terrace. The first phase of the new Gateway Commons community, a senior living

center called Azalea Terrace, has been operating successfully for a year and a half. Phase II of Gateway Commons, a subdivision of 170 multi-family townhouses called Aster Park, will be open for occupancy this spring. Two model homes for the Phase III home ownership subdivision will be completed by summer, with more single-family homes being completed later this year.

- ③ The receipt of another \$18.2 million grant from the Hope VI program to revitalize the Happy Hill Gardens neighborhood. Planning is moving forward rapidly for this new community.
- ③ An ongoing move to a more privatized business model. The Housing Authority is actively seeking to acquire and manage existing apartment and townhouse communities throughout the city. Revenues generated by these properties will further support our primary mission of providing housing for those who can least afford it, thereby lessening our dependence on HUD funding.

We are happy to provide any further information you desire on these and other programs designed to move not only our residents, but our agency as a whole, toward increased self-sufficiency

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	5
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	13
4. Rent Determination Policies	22
5. Operations and Management Policies	26
6. Grievance Procedures	28
7. Capital Improvement Needs	28
8. Demolition and Disposition	30
9. Designation of Housing	32
10. Conversions of Public Housing	34
11. Homeownership	35
12. Community Service Programs	37
13. Crime and Safety	39
14. Pets (Inactive for January 1 PHAs)	41
15. Civil Rights Certifications (included with PHA Plan Certifications)	41
16. Audit	41
17. Asset Management	42

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration **Attachment A**
- FY 2002 Capital Fund Program Annual Statement **Attachment B**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart **Attachment C**
- FY 2002 Capital Fund Program 5 Year Action Plan **Attachment D**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **Attachment E**
- Other (List below, providing each attachment name)
Pet Policy attachment adopted March 2001 **Attachment F**

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
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	housing program	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
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
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
X	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 checked="" 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 checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent,	Annual Plan: Capital Needs

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	6711	5	3	3	N/A	3	3
Income >30% but <=50% of AMI	4382	3	3	3	N/A	3	3
Income >50% but <80% of AMI	2061	3	2	3	N/A	2	3
Elderly	2473	3	1	2	3	1	3
Families with Disabilities	1500	3	5	2	3	2	2
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1999-2003
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List
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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	1973		50%
Extremely low income <=30% AMI	1589	80.5%	
Very low income (>30% but <=50% AMI)	375	19%	
Low income (>50% but <80% AMI)	9	.5%	
Families with children	1350	68%	
Elderly families	20	1%	
Families with Disabilities	171	9%	
Race/ethnicity (2)	1846	93.6%	
Race/ethnicity (1)	127	6.4%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)? Closed December, 2001	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	738		120%
Extremely low income <=30% AMI	664	90%	
Very low income (>30% but <=50% AMI)	67	9%	
Low income (>50% but <80% AMI)	7	1%	
Families with children	262	49%	
Elderly families	15	2%	
Families with Disabilities	69	15%	
Race/ethnicity (2)	605	82%	
Race/ethnicity (1)	125	17%	
Race/ethnicity	5	<1%	
Race/ethnicity	3	<1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	437	60%	85%
2 BR	172	23%	100%

Housing Needs of Families on the Waiting List			
3 BR	120	16%	120%
4 BR	9	1%	1000%
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(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 2003 grants)		
a) Public Housing Operating Fund	\$7,980,375	
b) Public Housing Capital Fund	\$3,290,060	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$19,640,099	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	154,020	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
Section 8 / FSS	\$45,200	Fund Salary
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2001 CFP	\$483,270	
2002 CFP	\$3,222,236	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	\$1,620,000	Operating Expenses
4. Other income (list below)		
Other Operating Income	\$161,000	Operating Expenses
Non-Dwelling Rental (Day Care)	\$5,400	Operating Expenses
Excess Utilities	\$200,000	Operating Expenses
Interest on Investments	\$18,500	Operating Expenses
4. Non-federal sources (list below)		
WSSU Grant – Teen Centers	\$17,506	
Total resources	\$33,519,626	

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: **1 Month**
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other : Credit Reports

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

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

(2)Waiting List Organization

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

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

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

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

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

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

Piedmont Park
 Cleveland Avenue Homes
 Stoney Glen
 Townview
 Sunrise Towers
 Crystal Towers
 Healy Towers
 Azalea Terrace (Managed by a private management company)
 Astor Park (Managed by a private management company)

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? **Seven**

3. Yes No: May families be on more than one list simultaneously
 If yes, how many lists? **All lists in which they qualify**

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)
Scattered Sites Office located at 625 W. Sixth Street

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site-based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below) Only current and previous landlord names and addresses.

(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:

When requested by applicant/participant.

(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.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1 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
 1 Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
 Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs
 Victims of reprisals or hate crimes
 Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)
Verbal contact and MOU's with referring agencies.

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: **See ACOP**

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: **See ACOP**

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families
 Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month

disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

- \$0
- \$1-\$25 **Section 8 Project-Based Vouchers Only**
- \$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1573	500 per year
Section 8 Vouchers	3458	500 per year
Section 8 Certificates	Combined with voucher	
Section 8 Mod Rehab	228	
Special Purpose Section 8 Certificates/Vouchers (list individually)	HOPWA - 17 HOME - 30 Shelter plus care - 12 Centerpoint - 10 Bethesda/Salvation Army 12	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Service Coordinator	240	25

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)

- ③ Maintenance Procedure Manual
- ③ Emergency Operating Procedures
- ③ ACOP

(2) Section 8 Management: (list below)

- ③ Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B.

-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 D

-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: Kimberly Park Terrace and Happy Hill Gardens
2. Development (project) number: NC19URD-012-1197 and TBA (HHG)
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development – Happy Hill
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway – Kimberly Park

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

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:
- Kimberly Park Terrace HOPE VI Revitalization construction of 28 single family homes and Happy Hill Garden Hope VI Senior Housing Development

- 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:
- Kimberly Park Terrace HOPE VI Project Phase III Development and Happy Hill Gardens Purchase of land for off-site replacement housing

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: Kimberly Park Terrace 1b. Development (project) number: NC19URD-012-I197
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>04/05/00</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 06/01/02 b. Projected end date of activity: 12/31/03

Demolition/Disposition Activity Description
1a. Development name: Happy Hill Gardens 1b. Development (project) number TBA
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>TBA</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: TBA – HOPE VI application approved March, 2003 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: Healy Towers 1b. Development (project) number:: NC012
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(09/26/97)</u> extension approved 8/14/02.
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: 105
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Azalea Terrace
1b. Development (project) number:: NC030
2. Designation type:
Occupancy by only the elderly <input checked="" type="checkbox"/>
Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)
Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/>
Submitted, pending approval <input type="checkbox"/>
Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(05/24/01)</u> <u>extension granted 8/14/02.</u>
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?
7. Number of units affected: 100
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Happy Hill Gardens Phase I (HOPE VI)
1b. Development (project) number:: TBA
2. Designation type:
Occupancy by only the elderly <input checked="" type="checkbox"/>
Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)
Approved; included in the PHA's Designation Plan <input type="checkbox"/>
Submitted, pending approval <input type="checkbox"/>
Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>TBA</u>
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
8. Number of units affected: 100
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
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937
C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	Kimberly Park Terrace
1b. Development (project) number:	NC19URD-012-I197
2. Federal Program authority:	<input checked="" type="checkbox"/> HOPE VI <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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	03/03/03
5. Number of units affected:	
6. Coverage of action: (select one)	<input checked="" 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: SEE Homeownership Addendum to the Section 8 Administrative Plan

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 06/08/1999

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

Public housing rent determination policies

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
RAID	5		All Family Developments	Public Housing
Section 8 FSS Program	75	Selection Criteria	PHA Main Office	Section 8
Public Housing FSS Program	165	Selection Criteria	Development Offices	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	223 as of 4/1/03

Section 8	75	74 as of 4/1/03
-----------	----	-----------------

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Happy Hill Gardens	Piedmont Park	Plaza Apts.
Cleveland Avenue Homes	Sunrise & Crystal Towers	
Rolling Hills	Oak Creek Apts.	

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) Entrance policy at High Rise Towers using resident security volunteers patrolling entrances

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

Happy Hill Gardens	Piedmont Park	Rolling Hills
Cleveland Avenue Homes	Sunrise, Healy & Crystal Towers	

C. Coordination between PHA and the police

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

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

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

Happy Hill Gardens Piedmont Park Rolling Hills
Cleveland Avenue Homes Sunrise & Crystal Towers

D. Additional information as required by PHDEP/PHDEP Plan Not Applicable

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: E)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Attachment F

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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: Winston-Salem/Forsyth County
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) See Attachment H
- Other: (list below)

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

D. Other Information Required by HUD

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

1. STATEMENT OF PROGRESS:

The Housing Authority of the City of Winston-Salem would like to report the following progress in meeting and accomplishing the goals and objectives as set forth in previously submitted 5-year and annual plans: Important accomplishments include:

- ③ A transition to a more “vertical” management structure that requires more accountability of employees at all levels.
- ③ A new computer system that improves the efficiency of all departments.
- ③ An ongoing public relations campaign to the broader community, along with the development of a new logo for our agency.
- ③ A transition to site-based management that will allow local on-site managers to accept applications, handle maintenance issues, and perform other management responsibilities with greater efficiency and personal contact with residents.
- ③ Rapid development of our first Hope VI neighborhood, formerly known as Kimberly Park Terrace. The first phase of the new Gateway Commons community, a senior living

center called Azalea Terrace, has been operating successfully for a year and a half. Phase II of Gateway Commons, a subdivision of 170 multi-family townhouses called Aster Park opened in the Spring of 2003. Two model homes for the Phase III home ownership subdivision will be completed by fall, with more single-family homes being completed later this year.

- ③ The receipt of another \$18.2 million grant from the Hope VI program to revitalize the Happy Hill Gardens neighborhood. Planning is moving forward rapidly for this new community.
- ③ An ongoing move to a more privatized business model. The Housing Authority is actively seeking to acquire and manage existing apartment and townhouse communities throughout the city. Revenues generated by these properties will further support our primary mission of providing housing for those who can least afford it, thereby lessening our dependence on HUD funding.

2. Criteria for Substantial Deviation and Significant Amendments

Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

Substantial Deviation from the 5-year Plan and Significant Amendment or Modification to the Annual Plan will defined as:

Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five-Year Plan that cause changes in the services provided to residents or significant changes to the Agency's financial situation will be documented in subsequent Agency Plans. An exception to this definition will be made for revisions that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by the Housing Authority.

The Housing Authority of the City of Winston-Salem has adopted the HUD standards for reporting significant deviations or amendments according to Notice 99-51.

Attachments

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

- Attachment A – Admissions Policy for Deconcentration
- Attachment B – FY 2003 Capital Fund Program Annual Statement
- Attachment C – PHA Management Organizational Chart
- Attachment D – FY 2003 Capital Fund Program 5 Year Action Plan
- Attachment E – Comments of Resident Advisory Board
- Attachment F – Pet Policy
- Attachment G – Resident Board Member Information
- Attachment H – Homeownership Capacity
- Attachment I – Resident Assessment Survey Follow Up
- Attachment J – Project Based Voucher Program

Deconcentration Rule

- A. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30 percent of the area median income by public housing development. Also, the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60 percent of its units in any one development with families whose income exceeds 30 percent of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.
- B. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:
- i. At the beginning of each housing authority fiscal year (October 1st), the housing authority will establish a goal for housing 40 percent of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40 percent of the total number of move-ins from the previous housing authority fiscal year.
 - ii. To accomplish the goals of:
 - (a) housing not less than 40 percent of its public housing inventory on an annual basis with families that have incomes at or below 30 percent of area median income, and
 - (b) not housing families with incomes that exceed 30 percent of the area median income in developments that have 60 percent or more of the total household living in the development with incomes that exceed 30 percent of the area median income, the housing authority may implement one or more of the following:
 - Skip over certain families on the waiting lists based on incomes;
 - Utilize affirmative marketing efforts and promotion of supportive services/amenities (i.e. after-school tutorial, 24-hour emergency maintenance, etc.) to encourage new applicants with appropriate income levels;
 - Consult and inform applicants on the waiting list of deconcentration goals;
 - Utilization of the working and FSS preferences.

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of Winston-Salem		Grant Type and Number Capital Fund Program Grant No: NC19P01250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	180,000.00			
3	1408 Management Improvements	470,000.00			
4	1410 Administration	66,500.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	120,000.00			
8	1440 Site Acquisition	50,000.00			
9	1450 Site Improvement	253,622.00			
10	1460 Dwelling Structures	709,039.00			
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 Replacement Housing Factor Funds	563,444.00			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,849,161.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	350,000.00			
25	Amount of Line 21 Related to Security – Hard Costs	0.00			
26	Amount of line 21 Related to Energy Conservation Measures	0.00			

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority Of Winston-Salem			Grant Type and Number Capital Fund Program Grant No: NC19P01250103 Replacement Housing Factor Grant No: NC19R01250103			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
2003.1								
PHA Wide	Operations	1406		180,000.00				
2003.2								
Management Improvements.	Resident Training	1408		35,000.00				
	Improve Security	1408		350,000.00				
	Staff Training	1408		25,000.00				
	Computer Software	1408		60,000.00				
2003.3								
Administration	Salaries	1410		50,000.00				
	Fringe Benefits	1410		12,000.00				
	Travel	1410		1,500.00				
	Sundry Administration	1410		3,000.00				
2003.4								
Fees & Costs	Fees & Costs	1430		120,000.00				

13. Capital Fund Program Five-Year Action Plan

Attachment D

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2004-2005	Work Statement for Year 3 FFY Grant: PHA FY: 2005-2006	Work Statement for Year 4 FFY Grant: PHA FY: 2006-2007	Work Statement for Year 5 FFY Grant: PHA FY: 2007-2008
	Annual Statement				
NC19P012001,2,4					
Happy Hill Gardens		\$0 (demolish 488 units)	\$0	\$0	\$0
NC19P012003					
Piedmont Park		\$266,000.00	\$200,000.00	\$0	\$152,601.00
NC19P01006					
Cleveland Ave. Homes		\$76,601.00	\$313,601.00	\$371,801.00	\$560,000.00
NC19P012008					
Sunrise Towers		\$500,000.00	\$350,000.00	\$0	\$200,000.00
NC19P012009					
Crystal Towers		\$350,000.00	45,000.00	\$0	\$200,000.00
NC10P0120012					
Healy Towers		\$30,000.00	\$45,000.00	\$800,000.00	\$175,000.00
NC19P0120021					
Townview		\$100,000	\$250,000.00	\$0	\$65,060.00
NC10P0120022					
Stoney Glenn Apts.		\$30,060.00	\$150,060.00	80,860.00	\$0

13. Capital Fund Program Five-Year Action Plan

Operations		\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00
Management		\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00
Administration		\$66,500.00	\$66,500.00	\$66,500.00	\$66,500.00
Fees & Costs		\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
CFP Funds Listed for 5-year planning		1,849,161.00	1,849,161.00	1,849,161.00	1,849,161.00
Replacement Housing Factor Funds		563,444.00	563,444.00	563,444.00	563,444.00

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : 2004 FFY Grant: PHA FY:			Activities for Year: 2005 FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual	NC12-1,2,4			NC12-3		
Statement	Happy Hill Gardens	Demolition	(\$0) Hope VI	Piedmont Park	Mechanical Upgrades	\$200,000.00
	NC12-3			NC12-6		
	Piedmont Park	Mechanical Upgrades	\$266,000.00	Cleveland Ave. Homes	Mechanical Upgrades	\$312,601.00
	NC12-6			NC12-8		
	Cleveland Ave. Homes	Mechanical Upgrades	\$76,601.00	Crystal Towers	Interior Renovations	\$350,000.00
	NC12-8			NC12-9		
	Sunrise Towers	Exterior Renovations	\$500,000.00	Crystal Towers	Mechanical Upgrade	\$45,000.00
	NC12-9			NC12-12		
	Crystal Towers	Interior Renovations	\$350,000.00	Healy Towers	Mechanical Upgrade	\$45,000.00
	NC12-12			NC12-21		
	Healy Towers	Landscaping	\$30,000.00	Townview	Interior Renovations	\$250,000.00
	NC12-21			NC12-22		
	Townview	Site Improvements	\$100,000.00	Stoney Glenn	Interior Renovations	\$150,000.00
	NC12-22					
	Stoney Glenn	Landscaping	\$30,060.00			
	Total CFP Estimated Cost		\$1,352,661.00			\$1,352,661.00

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities					
Activities for Year : 2006 FFY Grant: PHA FY:			Activities for Year: 2007 FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
NC12-6			NC12-3		
Cleveland Ave. Homes	Site Improvements	\$371,801.00	Piedmont Park	Site Improvements	\$152,601.00
NC12-12			NC12-6		
Healy Towers	Interior Renovations	\$800,000.00	Cleveland Ave. Homes	Site Improvements	\$560,000.00
NC12-21			NC12-8		
Townview	Mechanical Upgrades	\$100,000.00	Sunrise Towers	Mechanical Upgrades	\$200,000.00
NC12-22			NC12-9		
Stoney Glenn	Interior Renovations	\$80,860.00	Crystal Towers	Mechanical Upgrades	\$200,000.00
			NC12-12		
			Healy Towers	Mechanical Upgrades	\$175,000.00
			NC12-21		
			Townview	Mechanical Upgrades	\$65,060.00
Total CFP Estimated Cost		\$1,352,661.00			\$1,352,661.00

**Housing Authority of W-S Annual Plan Meeting 2003(10/03-09/04)
Residents Meeting
April 10,2003**

Meeting Notes

Resident Council Presidents /Resident Advisory Committee:

<u>Names</u>	<u>Community</u>
Jacqueline McIntyre	Kimberly Park
Doris Kimbrough	Healy Towers
Ella Boston	Townview
Linda Mullis	Crystal Towers
Mattie Young	Cleveland Homes
Frances Gray	Cleveland Homes
Yvonne Jefferson	Happy Hill Gardens
Rena Gaither	Piedmont Park
Shirley Phillips	Eastgate
Archie Pace	Crystal Towers

The Annual Plan meeting was called to order by Ms. Jacqueline McIntyre, Chairperson of the Resident Advisory Committee. The meeting was then turned over to Karen Durell, Section 8 Director. She gave a brief overview of the purpose of the meeting.

The Annual Plan was presented to the HAWS residents and the session was opened to the floor for questions and answers. The following questions were discussed:

Question 1: How can the residents of Eastgate Village get some of the Capital fund money for community improvements?

Answer: Capital Improvement funds are for Public Housing sites only.

Question 2: Where does Oak Creek fall in regards to capital improvements?

Answer: Each year a physical assessment is done, but any capital improvements come from your site reserve account not the Public Housing Capital Fund.

Question 3: Under the Annual Plan Transfers, can residents in Oak Creek transfer to public housing (from one unit to another)?

Answer: No - a resident can not transfer from a Scattered Sites unit to a Public Housing unit. You would have to apply for public housing and be placed on the waiting list.

Question 4: Under the guidelines for elderly, what age is elderly?

Answer: Elderly/near elderly is age 55 and older.

Question 5: Should residents call the police when there is loud noise in our community? When all the noise was going on HAWS Community Safety Manager was outside at 4:00 a.m. taking care of the problem before the police arrived.

Answer: Call the police whenever there is a disturbance in your community. HAWS Community Safety is also available and they work with our police department.

Question 6: How does a Manager handle a transfer (example – one person in a three-bedroom unit)?

Answer: If the family is in an improper bedroom size unit, we will transfer the family when a unit of the correct size is available and we have exhausted the waiting list for that bedroom size. In other words, we do not want to create vacancies by transferring a resident to the proper size if we do not have anyone on the waiting list for the initial unit.

Question 7: How long does a convicted felon have to wait before applying for housing?

Answer: Violent or Drug-related felony 4 years
Violent or Drug-related misdemeanor 1 year

Question 8: When can a person reapply if evicted for non-payment?

Answer: One year from termination date.

THE HOUSING AUTHORITY OF THE CITY OF WINSTON-SALEM PET POLICY

Residents of the Housing Authority of the City of Winston-Salem (HAWS) may own and keep household pets as set forth in HAWS Pet Rules and policies.

The Pet Rules and policies for the Housing Authority of the City of Winston-Salem herein referred to as PHA, has been developed in accordance with HUD regulations and in accordance with the Quality and Work Responsibility Act of 1998.

The Pet Rules for this PHA are incorporated into this policy. The rules adopted by the PHA are reasonably related to the legitimate interest of the PHA, including:

The PHA's interest in providing decent safe and sanitary living environment for existing and prospective residents;

Protecting and preserving the physical condition of the development;

The PHA's financial interest in the development, and;

The PHA shall permit the maintenance of a common household pet by residents who currently reside in the PHA sites.

I. SELECTION CRITERIA

A. Management Approval

Prior to a pet being accepted for keeping in an apartment within the PHA, the proposed owner must prepare and submit an „Application to Keep a Pet“ to the PHA. The Resident/Pet Owner and the PHA must enter a „Pet Agreement“.

In Addition to executing the Agreement, the Resident/Pet Owner must provide to the PHA documented proof of the proposed pet health, suitability, and acceptability in accordance with the provisions outlined in „Standards“.

Pets must be registered with the PHA before the pet is brought onto the development premises and annually thereafter.

Registration Includes:

1. Certificate signed by licensed veterinarian or designate State or Local authority or agent stating that the pet has received all inoculations required by State or Local law.
2. Statement signed by a licensed veterinarian that the animal is in good health, has no communicable diseases or pests and, in the case of dogs and cats, is spayed or neutered. Cats must also be declawed.
3. Name, address and telephone number of one or more responsible parties to care for the pet if the owner dies, is incapacitated or unable to care for the pet.
4. Execution of a Pet Agreement, stating that the Resident accepts complete responsibility for the care and cleaning of the pet and acknowledges the applicable rules.
5. Pet must be licensed in accordance with applicable State and Local law and regulations.

Registration will be coordinated with the annual reexamination date.

Approval for the keeping of a pet shall not be extended until the requirements specified above have been met, and in no event will approval of other than the common household pet be extended.

B. Management Disapproval

The PHA shall refuse to register the pet if:

1. The pet is not a common household pet identified more specifically in the policy:
2. Pet Owner fails to provide complete pet registration information or fails annually to update the registration; and/or
3. The PHA reasonably determines, based on the pet owners habits and practices, that the Pet Owner will unable to keep the pet in compliance with the Pet Rules and other lease obligations. The pets' temperament may be considered as a factor in determining the perspective pet owners' ability to comply with the pet rules and other lease obligations.

C. Standards

Common household pets as outlined below will be permitted under the following guidelines:

1. Dogs

- Maximum number – One (1)
- Maximum adult weight- 25 pounds
- Must be housebroken
- Must be spayed or neutered
- Must have all required inoculations
- Must be licensed as specified now or in the future by State law and local ordinance

2. Cats

- Maximum number – One (1)
- Must be declawed
- Must be spayed or neutered
- Must have all required inoculations
- Must be trained to use a litter box or other waste receptacle
- Must be licensed as specified now or in the future by State law and local ordinance

3. Birds

- Maximum number – One (1)
- Must be enclosed inside a cage at all times

4. Fish

- Maximum aquarium size – 20 gallons
- Must be maintained on approved stand

5. Rodents (only rabbit, guinea pig, hamster, or gerbil)

- Maximum number – one (1)
- Must be enclosed inside an acceptable cage at times
- Must have any or all inoculation now or in the future required by State law or local ordinance

6. Turtle

- Maximum number – one (1)
- Must be enclosed in an acceptable cage or container at all times

7. No pets other than specified may be kept by a resident
8. Only one four-legged warm-blooded pet will be allowed per unit
9. Failure to properly register and to provide the specified proof of the proposed pets prior to a pet being bought into the residents' apartment shall result in the initiation of an action to remove the pet and to evict the resident.
10. These rules do not apply to or restrict animals that are used to assist the disabled (service animals)

II. PET DEPOSIT

A. The Resident/Pet Owner shall be required to pay to the PHA a refundable deposit as defined below:

1. Dog or Cat

- a. Upon registration, the owner is required to make a pet deposit and fee of Three Hundred Dollars (\$300.00). Resident agrees to pay Two Hundred Dollars (\$200.00). This fee will be non-refundable and is not applied to any damages done by the pet. It is for the privilege of having a pet on our premises, only. One Hundred Dollars (\$100.00) shall be refunded when the Resident moves out or when the resident no longer keeps a pet, whichever is earlier and there are no damages associated with the unit.

In addition, there is a monthly rent fee of \$10.00 for each pet.

- b. The deposit shall be paid in either a lump sum or an initial payment of \$200.00 on or prior to the date the pet is properly registered and brought into the apartment. The monthly payments in an amount of no less than \$50.00 must be paid at rent-due time until the specified deposit has been paid.

2. All Other Allowable Pets

- a. A deposit of \$75.00 shall be made for the purpose of defraying all reasonable costs directly attributable to the presence of the pet.
- b. The deposit of \$75.00 shall be paid in full on or prior to the date the pet is properly registered and brought into the apartment.

The PHA reserves the right to change or increase the required deposit by amendment to these rules.

B. All reasonable expenses incurred by the PHA as the result of damages directly attributable to the presence of the pet in the development shall be the responsibility of the Resident/Pet Owner including:

1. Cost of repairs and replacement to Residents' dwelling unit
2. Fumigation of Residents' dwelling unit

Such expenses as a result of a move-out inspection shall be deducted from the Pet Deposit at move-out and the Resident/Pet Owner shall be billed for any balance due.

- C. The pet Deposit shall be refunded when the Resident moves out or when the Resident no longer keeps a pet whichever is earlier.
- D. Resident/Pet Owners' liability for damages caused by his or her pet is not limited to the amount of the Pet Deposit. While the Resident/Pet Owner is in occupancy, he or she will be required to reimburse the PHA for the real Cost of any and all damages caused by his or her pet.
- E. Legal cost to recover unpaid costs or expenses may be commenced if a properly prepared and outlined invoice is not honored.

III. PET RULES

- A. Pets must be maintained within the Resident/Pet Owner's unit. When outside the apartment, dogs and cat must be kept on a leash or carried and under the control of the Resident/Pet Owner or other responsible individual **AT ALL TIMES**. The pet must be fed and watered inside the dwelling unit; no pet food or water may be left outside the dwelling unit at any time. All other allowable pets must remain inside the unit at all times.
- B. Dogs should be walked (always on a leash) and curbed away from the buildings, sidewalks, streets, and other common walking areas. Resident/Pet Owner must carry a scoop and plastic bag when walking pet and clean up after the pet by placing waste in a tied plastic bag in the garbage. Under no circumstances will the pet be allowed to go near the shrubbery and or trees located on the property.
- C. Litter Box Requirements for Cats: litter from litter boxes shall be disposed of in sealed plastic trash bags and placed in a dumpster or other PHA specified garbage areas on the grounds of the development.
- Litter shall be changed at least twice weekly and 'waste shall be separated from the litter daily.
- Litter shall not be disposed of by being flushed through a toilet. Charges for unclogging the toilet due to the improper disposal of pet waste shall be billed to the Resident/Pet Owner.
- Litter boxes shall be kept **INSIDE** the Resident/Pet Owners dwelling unit at all times.
- D. Resident/Pet Owner shall assume sole responsibility for liability arising from injury sustained by any person attributable to their pet.
- E. Resident/Pet Owner agrees to control the noise of his/her pet so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their apartments. Failure to control pet noise may result in the removal of the pet from the premises and or lease termination.
- This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.
- F. Any pet that causes bodily injury to any resident, guest, staff member, or other authorized person on the premises, shall be immediately and permanently removed from the premises without prior notification.
- G. No pet shall be left unattended in any apartment for a period in excess of 12 hours, except for fish.
- H. All Resident/Pet Owners shall be responsible for adequate care, nutrition, exercise, and medical attention for his/her pet.
- I. Resident/Pet Owner must be aware and recognize other residents may have chemical sensitivities or allergies related to pets, or may easily be frightened and/or disoriented by animals. The Resident/Pet Owner agrees to use common sense and common courtesy with respect to such other residents' right to the peaceful and quiet enjoyment of common areas and his/her apartment.
- J. Resident/Pet Owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.
- K. All dogs and cats must wear both a flea and a tick collar.
- L. Visiting pets, as well as pets of visitors, are **strictly prohibited**, with the exception of Service animals.

- M. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of the PHA.
- N. The expense of de-infestation of fleas in the Resident/Pet Owners' apartment shall be the responsibility of the Resident/Pet Owner.
- O. A pet tag furnished by Resident/Pet Owner must be worn by dog or cat at all times identifying the owner and apartment number.
- P. Resident/Pet Owner shall not alter their unit, patio, unit area, or common area to create an enclosure for the animal.
- Q. If an approved pet gives birth to a litter, The Resident/Pet Owner must remove all pets from the premises except the approved pet.

IV. PET RULE VIOLATIONS

A. Violation Notice

If a determination is made which is based on objective facts supported by written statements, that a Resident/Pet Owner has violated a rule, written notice will be served on the Resident/Pet Owner.

The notice must contain a brief statement of the factual basis for the determination and the pet rule allegedly violated. -The notice also must state:

1. That the Resident/Pet Owner has **ten (10) days** from the date of receiving the notice to correct the violation
or make a written request for a meeting to discuss the violation.
2. That the Resident/Pet Owner is entitled to be accompanied by another person of his or her choice at the meeting.
3. That the Resident/Pet Owner correct the violation, request a meeting, or appear at a requested meeting that may result in the initiation of procedures to terminate the pet owner tenancy.

B. Violation Meeting

If a Resident/Pet Owner request a meeting on a timely basis the PHA will establish a mutually agreeable time and a place for the meeting.

The meeting will be scheduled no later than **ten (10) days** from the effective date of service of notice of the pet rule violation, unless the pet owner agrees to a later date in writing.

The Resident/Pet Owner and the PHA will discuss the alleged violation at the meeting and attempt to correct it.

As a result of the meeting, the PHA may give the Resident/Pet Owner additional time to correct the violation.

C. Notice for Pet Removal

If the Resident/Pet Owner and the PHA are unable to resolve the violation in the allotted time, the PHA may serve notice to Resident/Pet Owner at or after the meeting to remove the pet.

The notice for pet removal must:

1. Contain a brief statement of the factual basis for the determination and the pet rule's that have been violated.
2. State that the Resident/Pet Owner must remove the pet within ten (10) days of the effective date of service of the notice of pet removal; and
3. State that failure to remove the pet may result in initiation of procedure to terminate the Resident/Pet Owner tenancy.

D. Termination of Tenancy

The PHA may initiate procedures for termination of the Resident/Pet Owner tenancy based on a pet rule violation if:

1. The pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified; and
2. The pet rule violation is sufficient to begin procedures to terminate the Resident/Pet Owner tenancy under the terms of the lease and applicable regulations.

E. Pet Removal

If the health and/or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the procedures identified below will be followed. This includes pets that appear to be poorly cared for or which are left unattended for more than 12 hours.

The situation will be reported to the Responsible Party designated by the Resident/Pet Owner.

If the responsible Party(s) is/are unwilling or unable to care for the pet, or if the PHA despite reasonable efforts has been unable to contact the Responsible Party(s), the PHA may contact the appropriate State or local authority and request the removal of pet.

V. Responsible Parties

The Resident/Pet Owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner or by other factors that render the pet owner unable to care for the pet.

VI. Inspections

The PHA, after reasonable notice to the Resident/Pet Owner, may enter and inspect the premises, In addition to other allowable inspections

The PHA may enter and inspect the unit only if he or she has received a signed, written complaint alleging that the conduct or condition of the pet in the dwelling unit constitutes is unacceptable. a nuisance or threat to the health or safety of the occupants of the development or other persons in the community under applicable State or local law.

VII. Emergencies

- A. Vicious Animals: The PHA will be concerned about pets who become vicious or display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health and safety of the tenancy as a whole.

The PHA will refer these cases to the State or local authority authorized under applicable state or local law to

remove these pets that exhibit this behavior.

- B. Apartment Emergencies: In the event of any emergencies which requires response to a Resident/Pet Owner's unit by management or maintenance, fire, or medical personnel, responding personnel shall not be responsible for locating or returning pets who escape from the apartment during the emergency.

- C. Building Emergencies: In the event of a building emergency such as fire or flood (but not limited to these particular emergencies), the responding building personnel or outside building personnel (i.e. fire, management, or others) shall first evacuate residents and guest, and then, if possible pets. The PHA is not responsible for pets unable to be rescued in the event of such an emergency.

RESIDENT BOARD COMMISSIONER MEMBER

The Mayor of the City of Winston-Salem appoints a resident of HAWS as board commissioner. Ms. Doris Kimbrough was appointed on July 25, 2001, to replace Ms. Louise Davis who retired from the board. Ms. Kimbrough's term is up in July, 2007.

Section 8 Homeownership Program Capacity

The Housing Authority of W-S has implemented a HUD-certified Homeownership Institute designed to provide comprehensive homebuyer education to qualified participants (residents). The curriculum consists of topics and training that are specific to the home buying process. Sessions meet monthly and are taught by industry professionals (attorneys, lenders, Realtors, certified housing counselors, etc.). Classes include Self-Improvement, Budgeting & Money Management, Credit, Home Maintenance and more (see attached outline).

The Homeownership Coordinator brings several years of experience to the job. That experience includes:

- Nine years as a licensed Realtor
- Five years as a full-time real estate salesperson
- Certified Housing Counselor
- Loss Mitigation Training
- Eleven years social work/eligibility assessment

Ongoing training includes current training to become a real estate broker.

Participants are also provided a variety of supportive services targeted to assist with removing any barriers to self-sufficiency/homeownership. These services are delivered by agencies who establish MOU's (Memorandum of Understanding) with HAWS to provide assistance. These agencies include (but are not limited to) Consumer Credit Counseling Service, the City of Winston-Salem Housing & Neighborhood Development and Department of Social Services.

Another function of the Institute is to identify sources of down payment assistance to assist in making home purchases more affordable for residents. Yet another is establishing relationships with lenders who provide the types of mortgage products for low to moderate-income buyers.

To date, 43 persons have graduated from the institute. Eight have purchased homes and another 9 are waiting for homes to be built in Glenn Oaks, HAWS' new HOPE VI community that will consist of 110 single-family detached homes. The remaining 26 are receiving on-going assistance with credit repair/money management. The next institute is scheduled to begin in October 2003. Twenty participants are currently enrolled. These partnerships enable the Housing Authority to administer this program.

Homeownership Institute

Outline



HOMEOWNERSHIP INSTITUTE OUTLINE

SESSIONS	TITLE	FACILITATOR	DATE	TIME
	Kick-Off	Phillip-Chapel Church		12:00 PM
I.	Self-Improvement	Kedrick Lowery Youth Minister CACC	08-21-03	11:00 AM & 6:00 PM
II.	Budgeting/Money Management	Rodney Lisenby President & CEO C & L Accounting Deborah Womack, NC Cooperative Extension	09-18-03	11:00 AM & 6:00 PM
III.	Credit	Phyllis Caldwell Consumer Credit Counseling	10-16-03	11:00 AM & 6:00 PM
IV.	Qualities of good Homeowners and should you rent or buy?	Wanda Boykin City Housing & Neighborhood Development	11-20-03	11:00 AM & 6:00 PM
V.	Your Housing Rights	Eugene Williams Director of Human Relations	12-18-03	11:00 AM & 6:00 PM
VI.	Buying a home. (An Overview)	Ray Manieri Hope VI	01-15-04	11:00 AM & 6:00 PM
VII.	Helper in the Housing Business/Selecting a home	David Cooper Cooper Realty	02-19-04	11:00 AM & 6:00 PM
VIII.	What's in a Mortgage Payment? Your Mortgage Payment, how much can you afford?	Penny Johnson Wachovia Mortgage	03-18-04	11:00 AM & 6:00 PM
IX.	The Loan Application & Qualifying for a loan.	Jane Bodenhammer Asst. Vice President Of First Union Bank	04-15-04	11:00 AM & 6:00 PM
X.	Down Payment? Closing Cost & Financing	Attorney Mike Wells	05-20-04	11:00 AM & 6:00 PM
XI.	Maintaining your home	Jo Ann Falls Craig Mauney	06-17-04	11:00 AM & 6:00 PM
XII.	Consumer Protection	Phyllis Caldwell Consumer Credit Counseling	07-15-04	11:00 AM & 6:00 PM

INTEROFFICE MEMORANDUM

TO: A. FULTON MEACHEM, DEPUTY EXECUTIVE DIRECTOR
FROM: BURNETTA J. EVANS, DIRECTOR OF RESIDENT SERVICES
SUBJECT: RESIDENT ASSESSMENT SURVEY FOLLOW-UP
DATE: 3/3/03
CC: J. BROWN, THAD COOK, KEN LOVE

This memo is in response to Resident Assessment. Janet Brown, Burnetta Evans, Thad Cook, and Ken Love met to discuss the specific areas of **communication, safety and neighborhood appearance**. Our action plans ranges from immediate to long range. We have addressed each area individually.

Communication- This area involves involvement from all departments and all employees, however specific work with the Resident Council will be the primary responsibility of the Resident Services Department.

- Follow up letter to all residents regarding the results of the survey from HUD with additional questions to target specific concerns and request suggestions from residents on improvement. This re-enforces the importance of the survey to the residents. **(immediate)**
- Perpetual signage on the exterior of building to communicate important events on a continuous and consistent basis. Ken Love will investigate the cost and feasibility of this with the information by **3/31/03**.
- Bullet important items discussed in Resident Council, RAC and Commissioners meetings for all residents. **(immediate)**
- Change stationary to be community specific **(requires executive approval but if approved start immediately)**.
- Communicate interdepartmentally through the interoffice new. Make this communication less generic with departments reporting important functions within their departments to be place in the communication. **(requires executive approval but if approval May 2003)**.
- Community news letter bimonthly **(May 2003 Housing Management Department)**
- Monthly departmental strategy lunch meeting of directors. **(Ken Love responsible for coordination March)**

Resident Councils (specific work lead by the Resident Services Department)

- Improve meeting attendance. Make sure meetings are properly announced by posting and flyers delivered to each door. **(immediate; ongoing)**
- Working with presidents to prepare an agenda of items to be discussed that will be issued prior to meeting. (immediate; ongoing)
- Working with resident council officers on officer responsibilities and how to conduct meetings. (immediate; ongoing)
- Working with communities to plan more family focused activities where information is disseminated. (immediate; ongoing)
- Establish a community bulletin board in each community to keep residents abreast of what is going on. (May 2003)

Resident Advisory Committee (specific work lead by the Resident Services Department)

- Improve meeting attendance-Survey representatives to determine their willingness to continue serving. (immediate)
- Working with president to prepare agenda of items to be discussed in meeting. (immediate)
- Some type of presentation from departments so that members are aware of how the Housing Authority operates because community leaders need to know every department function.
- Presentations from outside agencies so those leaders are also aware of services offered by the greater Winston-Salem community. (ongoing)

Resident Survey (we had a 22% participation rate and the national is 40%)

- Distribute flyers to local Social Service agencies, HA newsletter, management offices and residents. (July and August 2003).
- Send out PSA's to various radio and TV stations in (August 2003).
- Letter to all residents from the Executive Director encouraging survey participation in (August 2003).
- Explain importance of Resident Survey at the Resident Council and Resident Advisory Board Meetings in (September 2003).

Safety (specific work lead by the Community Safety Department)

- Attend RAC and Resident Council meetings on a routine basis to share program updates and valuable statistical data with residents and staff. This will help keep both parties informed about our efforts in their communities. (immediate)
- Focus on developing strong Neighborhood Watch and Fire Safety Programs for each community. Many of these programs are currently in their initial phases and will need a strong focus from the Team to enhance them. (immediate; ongoing)
- Begin scheduling fire and police personnel to attend RAC and Resident Council Meetings. The personnel should provide the residents with a better understanding about fire and community safety efforts in their communities. In addition to this, residents can share their concerns about safety with the Officials. (April 2003)
- Review the previous 2-3 years of REAC Surveys and consults. Once we are able to determine a pattern for this, we will be able to focus on this without team effort for an intense period of time. This intense focus will help us to better address residents concerns about safety in their communities. (immediate)
- Use various Department Newsletters to share information about the Community Safety Department. The following are examples of Departmental Newsletters. This requires coordinate with department heads regarding information deadlines for publication. (immediate)

Neighborhood Appearance (specific work lead by Housing Management and Inspections unless otherwise noted)

- The inspections department will do an exterior inspection of each community quarterly. **(April 2003)**
- Contact the agricultural extension and John Morris one of our most experienced landscapers on ideas for beautifying non-grass areas. **(immediate)**
- Continue enforcing the TAB Reduction Plan. **(immediate)**
- Contact other housing authorities to get ideas on implementing a beautification program for each community. **(March 2003-Burnetta Evans)**

PROJECT-BASED VOUCHER PROGRAM

The Housing Authority of the City of Winston-Salem currently has the following project-based programs:

1. Azalea Terrace Apartments (HOPE VI Project, Phase I) – 50 project-based units for the elderly.
2. Aster Park Apartments (HOPE VI Project, Phase II) – 88 project-based units for family.

The Housing Authority of the City of Winston-Salem proposes to attach project-based voucher assistance to 39 units during the Fiscal 2003 Year (October 1, 2003-September 30, 2004).

We anticipate that 29 of these units will be attached to units in the Glen Oaks Development (Phase III of the HOPE VI Project) located within the city limits of Winston-Salem in census tract 3.03. The purpose for project-basing units within a HOPE VI site meets HUD requirements for a mixed income family development.

Ten units will be attached to a project in Kernersville, located within Forsyth County in census tract 32.01. The purpose of attaching project-based assistance in this location is because the supply of units for tenant-based assistance is very limited and project-basing assistance in this area will assist in meeting housing authority deconcentration goals.