

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

# PHA Plans

5 Year Plan for Fiscal Years 2003-2007

Annual Plan for Fiscal Year 2003

**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 Rocky Mount**

PHA Number: NC019

PHA Fiscal Year Beginning: (mm/yyyy) 01/2003

Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-Year Plan

**PHA FISCAL YEARS 2003 - 2007**

[24 CFR Part 903.5]

**A. Mission**

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

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

The PHA's mission is: (state mission here) **The goal of the Rocky Mount Housing Authority (RMHA) is to provide drug free, decent, safe, and sanitary housing for eligible families; and provide opportunities and promote self-sufficiency and economic independence for all residents. In order to achieve this mission, the RMHA will:**

**RECOGNIZE residents are our ultimate customers;**

**IMPROVE RMHA management and service delivery efforts through effective and efficient management of staff;**

**SEEK problem-solving partnerships with residents, community, and government leadership;**

**APPLY limited RMHA resources to the effective and efficient management and operation of public housing programs.**

**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.

**EXECUTIVE SUMMARY**

**In accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), Rocky Mount Housing Authority (RMHA) has developed a Five Year Plan. The Five Year Plan covers specific goals and objectives to be done by various departments at RMHA. The Five Year was developed with input from staff, commissioners, and residents. A brief summary of the projections and conclusions of the Five Year Plan are as follows:**

1. To Maintain Maximum Operational Effectiveness.

2. To Increase the Level of Awareness of Policy Makers of the Need and Benefits of Affordable Housing; and
3. to Provide New Housing Opportunities and Preserve the Existing Housing Stock with Fiscal Responsibility
4. To promote self-sufficiency among Residents through education and employment training.

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)

**Attachment W (nc019w01)**  
**(nc019w02)**

## PHA Plan Agency Identification

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- Other (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 ®]

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.

### Executive Summary

*Rocky Mount Housing Authority's (RMHA) Annual Plan is prepared in accordance with HUD's Preliminary/Draft Guidance on preparation and submission of the PHA Plans for FY 2003 as published July 27, 1999. Staff has made every effort to ensure participation in the Plans from Residents, staff, Board of Commissioners, local government and general government.*

*The major components of the Annual Plan are considered to be the statements relating to Financial Resources, Agency Policies, Rent Determines Policy, Operations and Management and Capital Improvements.*

*The FY 2003 Annual Plan was prepared with the vision of maintaining the highest level of service possible, with limited resources, for the clients served. Primary focus of RMHA during the FY 2003 will be demolition and new construction of units due to the 1999 flood. Construction work has begun on 14 new one-bedroom apartments on the Marigold Street and 48 single family homes on Springfield Road. We still plan to establish a Section 8 and 5H Home Ownership Program. Our primary goal is to pre-sale the 48 single family homes. In addition RMHA is in the process of acquiring thirty-six (36) Vacant Lots to build thirty-six (36) more single family homes. We are conducting a monthly homeownership meeting to aid in achieving this goal. In addition, RMHA will explore establishing project based Section 8 units, single room occupancy (SRO), issuing bonds and Section 8 homeownership program. Overall, the FY 2003 Annual Plan was developed to realistically address HUD's regulations as set out in the Housing Act of 1998.*

**iii.** Annual Plan Table of Contents

[24 CFR Part 903.7 9 ©]

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

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**Attachments**

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

Required Attachments:

- A Admissions Policy for RMHA (**nc019a01**)
- B FY 2003 Capital Fund Program Annual Statement (**nc019b01**)  
Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- C PHA Management Organizational Chart (**nc019c01**)
- D FY 2003 Capital Fund Program 5 Year Action Plan (**nc019d01**)

E Public Housing Drug Elimination Program (PHDEP) Plan (Note: No Funds FY 2003)

F a. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (nc019f01a)

Membership of Resident of Advisory Board :

*Resident Advisory Board (RAB)  
Officers and Members  
September 12, 2002*

**OFFICERS**

Minnie Knight, WAH President  
154 B Otis Lane  
Rocky Mount, NC 27801

LaWanda Adams, WET President  
1007 Burton Street  
Rocky Mount, NC 27803

Rosa Alston, Vice-President WET  
1509 Clark Street  
Rocky Mount, NC 27801

MEMBERS

Katie Jenkins  
931 Tessie Street, Apt. 203  
Rocky Mount, NC 27801

Pamela Knight  
1450 Hunter Street  
Rocky Mount, NC 27801

Andrea Hendricks  
933 Stokes Street  
Rocky Mount, NC 27801

Calvenia Jenkins, WET Secretary  
102 Manning Court  
Rocky Mount, NC 27803

Dorothy Williams  
1207 A Raleigh Road  
Rocky Mount, NC 27803

James Tucker, WET Treasurer  
1507 Clark Street  
Rocky Mount, NC 27801

Annie Underhill  
944 Stokes Street  
Rocky Mount, NC 27801

Sherry Pittman  
154 A Otis Lane  
Rocky Mount, NC 27801

Mary Knight  
104 Loop Court  
Rocky Mount, NC 27801

Fannie Harrison  
1207 A Raleigh Road  
Rocky Mount, NC 27803

b. Resident Member of the PHA Governing Board: **Minnie Knight (nc019f01b)**

c. Other (List below, providing each attachment name)

**G. Statement of Progress (nc019g01)**

- H. **Pet Policy (nc019h01)**
- I. **Section 8 Homeownership Capacity Statement (nc019i01)**
- J. **Initial Voluntary Conversion Assessment (nc019j01-nc019j01a)**
- K. **Doconcentration and Income Mixing (nc019k01)**

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<input checked="" type="checkbox"/>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Public housing rent determination policies, including the	Annual Plan: Rent

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Determination
<input checked="" type="checkbox"/>	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
TO BE DONE	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
TO BE DONE	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<input checked="" type="checkbox"/>	Other supporting documents (optional) (list individually; use as many lines as necessary) Annual Resident Satisfaction Survey Follow-up Plan will be available for review, if applicable.	(specify as needed)  Annual Resident Satisfaction Survey

1. Statement of Housing Needs  
[24 CFR Part 903.7 9 (a)]

## **HOUSING NEEDS OF FAMILIES IN THE JURIDICION(S) SERVED BY THE RMHA**

***ACCORDING TO THE ROCKY MOUNT'S DOWN EAST HOME CONSORTIUM: CONSOLIDATED PLAN (DEHC) DATED 1997-2002, THE DEHC CONSISTS OF TEN (10) JURISDICTIONS WITHIN BOTH NASH AND EDGEcombe COUNTIES, NORTH CAROLINAS. THE TOTAL ESTIMATED POPULATION IN THE DEHC JURISDICTIONS IS 140,227. RMHA HAS APARTMENTS IN FOUR CENUS TRACTS; 102, 103, 105.01, AND 204. THE HOUSING NEEDS OF FAMILIES IN THE JURISDICTIONS BY FAMILY TYPE ARE REFLECTED HEREIN. RMHA ALONG WITH THE CITY OF ROCKY MOUNT AND OTHER LOCAL NON-PROFITS WILL MAKE A SMALL EFFORT TO ADDRESS THE HOUSING NEED OF FAMILIES IN ROCKY MOUNT OVER THE NEXT FIVE (5) YEARS AS STATED HEREIN.***

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>

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	2527	5	5	5	5	5	5
Income >30% but <=50% of AMI	1671	5	5	5	5	5	5
Income >50% but <80% of AMI	2230	5	5	5	5	5	5
Elderly	2073						
Families with Disabilities	N/A						
Race/Ethnicity /w	39%	5	5	5	5	5	5
Race/Ethnicity /b	65%	5	5	5	5	5	5
Race/Ethnicity/his	55%	5	5	5	5	5	5
Race/Ethnicity/nat	72%	5	5	5	5	5	5

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: 2002-2007
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset - **available for public inspection**
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

(1) Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

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

Housing Needs of Families on the Waiting List
---

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	397		145
Extremely low income <=30% AMI	301	78%	
Very low income (>30% but <=50% AMI)	52	13%	
Low income (>50% but <80% AMI)	34	.9%	
Families with children	190	49%	
Elderly	34	9%	
Families with Disabilities	10	3%	
Race/ethnicity white	4	1%	
Race/ethnicity black	383	99%	
Race/ethnicity	0	0	
Race/ethnicity	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	93	61%	95
2 BR	33	22%	50
3 BR	15	10%	22
4 BR	12	7%	2
5 BR			0
5+ BR			

## Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

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

**RMHA will continue efforts to work with South Eastern North Carolina Community Development Corporation (CDC) to establish more affordable housing.**

#### (1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

*Select all that apply*

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

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.

**Rocky Mount Housing Authority (RMHA) current funding resources are listed below. It is very difficult to project future use of funds because of the uncertainty of HUD's funding from year to year. However, RMHA will continue to ensure its maximum use in addressing our needs.**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	\$1,600,000	PH Operations
b) Public Housing Capital Fund -2002	<b>\$1,277,737</b>	Capital Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,318,133	Supporting Tenant Based Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		PHA Safety/Security & Supportive Services
g) Resident Opportunity and Self-Sufficiency Grants	\$83,333	Tenant Services
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Comp Grant 1999-2000		Capital Improvements
Disaster Emergency Grant		<b>Demolition, Relocation, New Construction and Renovation</b>
Drug Elimination Grant		PH Safety/Security & Supportive Services

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental Income</b>		
Dwelling Rent	\$1,160,000	Supporting operations
Excess Utilities	\$40,000	Supporting operations
<b>4. Other income (list below)</b>		
Interest on Investments	\$35,000	Supporting operations
Miscellaneous Income	\$45,000	Supporting operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$5,559,203</b>	

3. PHA Policies Governing Eligibility, Selection, and Admissions  
 [24 CFR Part 903.79 ©] Rocky Mount Housing Authority's (RMHA) policies governing Eligibility, Selection, and Admissions are located in the Admission and Continued Occupancy Policy which is on display for public view.

**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)

**Five (5)**

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

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

- Criminal or Drug-related activity  
 Rental history  
 Housekeeping  
 Other (describe) **Credit 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) **West End Terrace Community Center and Weeks-Armstrong Community Center**

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously -HUD-approved site based waiting list plan)? If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously? If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

- One
- Two
- Three or More

- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

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

- b. Transfer policies:  
 In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

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

*Former Federal preferences:*

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

*Other preferences: (select below)*

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

## 2 Date and Time

### Former Federal preferences:

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

#### Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)

*Households that contribute to meeting income requirements (targeting)*

- 2 Those previously enrolled in educational, training, or upward mobility programs
  - 1 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?

**(Hard Copy of Admissions policies for Public Review)**

**ATTACHMENT A (nc019a01)**

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: **Weeks Armstrong Homes  
 NC 19-2, NC 19-4, NC 19-5  
 Scattered Sites – NC 19-5**

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: **NC 19-2, 19-4, 19-5**

**Weeks Armstrong Homes**

- 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: **NC 19-3, 19-5, 19-9**

**West End Terrace**

## 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) **Rental History and Housekeeping Habits are shared with prospective landlords.**

### (2) Waiting List Organization

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

None

- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below) **Open or Special Applications taken at the Hyman Battle Center**

### **(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: Extenuating circumstances such as family emergencies, hospitalization, difficulty in locating a unit and have requested support services from the Section 8 staff throughout the initial 60 day time and family has turned in lease approval prior to the expiration of 60 days, but the unit has not passed the HQS.*

### **(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)
  - 1 Victims of domestic violence
  - 1 Substandard housing
  - 1 Homelessness
  - 1 High rent burden

*Other preferences (select all that apply)*

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

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 **ATTACHMENT N (nc019n01)**
  - 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)

4. PHA Rent Determination Policies (Component #4)  
 [24 CFR Part 903.7 9 (d)] The main three (3) rent determination methods used by Rocky Mount Housing Authority (RMHA) are:

- (1) Minimum Rent, which is \$25.00
- (2) Resident's choice in rent - (a) Income - based Rents which are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent of minimum rent (less HUD mandatory deductions and exclusions) or (b) Flat Rents as approved by Rocky Mount Housing Authority Board of Commissioners:

<b>1 Bedroom</b>	<b>\$300.00</b>
<b>2 Bedroom</b>	<b>\$330.00</b>
<b>3 Bedroom</b>	<b>\$363.00</b>
<b>4 Bedroom</b>	<b>\$399.00</b>
<b>5 Bedroom</b>	<b>\$439.00</b>

**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: **Hardship Notice for public review**

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option

- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below) **Section 8 Reasonableness Study using information from local Realtors**

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
- \$26-\$50

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

### 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. **ATTACHMENT C (nc019c01)**
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	766	39%
Section 8 Vouchers	265	25%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	(HC Vouchers)	
Public Housing Drug Elimination Program (PHDEP)	768 units	20%
Other Federal Programs(list individually)	40 units	15%

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)

1. Admissions and Occupancy Policy (ACOP)
2. Facilities Management/Maintenance Plan
3. Pet Policy (ACOP)
4. Procurement Policy

(2) Section 8 Management: (list below)

1. Administrative Plan
  2. Statement of Policies & Procedures
  3. FSS Action Plan
  4. Section 8 Owners Handbook
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.

## Statement of RMHA's Grievance Procedures

*This statement describes Rocky Mount Housing Authority's (RMHA's) Grievance and Informal Hearing and Review procedures which are made available to residents and applicants. (RMHA's Grievance Procedures are on display for public review)*

As noted within the Grievance Procedures, expedited grievance procedures.

- Criminal activity that threatens the health, safety or right to peaceful enjoyment of public housing residents or RMHA staff.
- Drug - Related criminal activity on or off the premises.

### 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) **Housing Managers**

### 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) **Section 8**

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.

**Attachment D - nc019d01 -Five (5) Year Action Plan**  
**Attachment B – nc019b01 – FY 2002 CFP Annual Statement**  
**Attachment P – nc019p01-P&E Reports for FY2001 CFP**  
**nc019p02-Revision to FY 2001 Emergency Disaster Budget**  
**nc019p03-Revision to FY 2002 Capital Funds Budget**

(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 (nc019b01)**

• 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 (nc019d01)**

• or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

**8.** Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Weeks Armstrong Homes
1b. Development (project) number: NC019PO19002 and NC019P019004
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> <b>Demolition Dates and Number 108 Units June 13, 2001 and 26 Units July 24, 2000</b>

Submitted, pending approval <input checked="" type="checkbox"/>
Planned application <input type="checkbox"/> 5(h) Program Pending
4. Date application approved, submitted, or planned for submission: <u>(07/24/00)</u>
5. Number of units affected: <b>Number pending Engineer report</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development <b>NC019PO19002 208 Units; NC019P019004 14 Units</b>
7. Timeline for activity: a. Actual or projected start date of activity: 01-15-00 b. Projected end date of activity: 01-01-2005

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

**10.** Conversion of Public Housing to Tenant-Based Assistance  
 [24 CFR Part 903.7 9 (j)]

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

**ATTACHMENT J (nc019j01) RMHA Voluntary Conversion Initial**

**Assessment**

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

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

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input checked="" type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <b>July 24, 2000</b> )

<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)]

**ATTACHMENT M (nc019m01- Section 8 Homeownership Capacity Statement) Attachment I (nc019i01) (RMHA plan to establish a Section 8 Homeownership Program)**

A. Public Housing

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

**No, But Application pending for 5(h) Program**

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.) **Note: RMHA may sell some public housing units in FY 2003 - 2005**

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	Weeks Armstrong Homes
1b. Development (project) number:	NC019P019002 and NC019P019004
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)

<p>3. Application status: (select one)</p> <p><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input checked="" type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) <b>31/12/2002</b></p>
<p>5. Number of units affected: <b>48 estimated</b></p>
<p>6. Coverage of action: (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

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: Criterias are being developed

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

[24 CFR Part 903.7 9 (l)]

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

**No longer required**

- A. PHA Coordination with the Welfare (TANF) Agency **See Attached ATTACHMENT R (nc019r01)**

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

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

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

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

(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	Estimated	Allocation	Access	Eligibility

(including location, if appropriate)	Size	Method (waiting list/random selection/specific criteria/other)	(development office / PHA main office / other provider name)	(public housing or section 8 participants or both)
1. South Eastern North Carolina Community Development Corp.	Unlimited	Registration (Open)	PHA Main Office	Both PHA and Section 8
2. Jazzy's Restaurant (Jobs and Job Training)	Limited Number	Application Waiting List Screening	Restaurant Site	Both PHA and Section 8
3. Resident Management Council, Inc. (RMC)	Limited Number	Screening	PHA Main Office	Both PHA and Section 8
4. ROSS Grant	Unlimited	Application Waiting List Screening	ROSS Grant Office	Both PHA and Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	<b>29 (Will plan to continue utilizing 35 but 27 is required)</b>	<b>29</b>

- 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© 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.

**ATTACHMENT S – (nc019s01)**

**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) **Note: Weeks-Armstrong Homes West End Terrace, Edgecombe County and Nash County.**

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

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

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

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

**Weeks-Armstrong Edgecombe County West End Terrace Nash County**

**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)

**Weeks-Armstrong Edgecombe County West End Terrace Nash County**

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

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

**NO FUNDS FOR FY 2003**

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 2002 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename:)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

**ATTACHMENT H (nc019h01) Pet Policy**

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. **ATTACHMENT T (nc019t01)**

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 F (nc019f01a)**

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) **Resident on the Board of Commissioners is appointed by the Mayor of the City of Rocky Mount North Carolina.**

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

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

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

1. Consolidated Plan jurisdiction: (provide name here) **City of Rocky Mount, North Carolina (2002-2007)**
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) **New construction of single family homes and renovation of apartments.**
- Other: (list below)

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

***The City of Rocky Mount is working with Rocky Mount Housing Authority on the following items as related to the Consolidated Plan:***

- (1) Partnership with Jazzy's Restaurant for Home Maintenance Class and other CD functions.
- (2) **The City helping to broker the deal for the land on Nash/Marigold**
- (3) **Using HA units for lead abatement**
- (4) **Requiring Rental Rehab participants to rent to HA clients**

**D. Other Information Required by HUD**

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

## **Attachments**

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

ATTACHMENT X - (nc019x01) RMHA Definition of “Substantial Deviation” and Significant Amendment or Modification

ATTACHMENT Y – (nc019y01) RMHA Neighborhood Appearance Follow up Plan for FY 2003

**PHA Plan  
Table Library**

**Component 7**

**Capital Fund Program Annual Statement  
Parts I, II, and II**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

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

Original Annual Statement

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

**Annual Statement**

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

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

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

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

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

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

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



ATTACHMENT I

**RMHA SECTION 8 HOMEOWNERSHIP STATEMENT**  
**FY 2003**

*Rocky Mount Housing Authority (RMHA) intend to establish a Section 8 Homeownership Program during the FY 2003 Annual Plan. In accordance with HUD's Final Rule 982.625 in the September 12, 2000 Federal Register, PHAs planning to implement a Section 8 Homeownership Program (HOP) must demonstrate its capacity to administer a Section 8 HOP by including a capacity statement in the FY 2003 Annual Plan.*

*RMHA's Section 8 Homeownership Program Capacity Statement is as follows:*

*RMHA's Final Section HOP Plan will include at least one of these items:*

- a. A minimum homeowner down-payment requirement of at least 3% and requiring that at least 1% of the down-payment come from the family's resources;*
- b. Financing for purchase of a home under its Section 8 HOP will be insured or guaranteed by the State or Federal Government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards;*
- c. Demonstrate in its Annual Plan that it has the capacity or will acquire the capacity to successfully operate a Section 8 HOP.*

*As stated in Component #1 Attachment K, RMHA has supported and provided various means to finally implement a successful Section 8 HOP and recently submitted to HUD a draft of its 5H HOP Plan.*

*Nc019i01*

ATTACHMENT B

**Resolution No. 35 (2002)**

**Approval of Capital Funds FY 2003 Annual Statement and Five (5) Year Plan for Submission to HUD**

**WHEREAS, Rocky Mount Housing Authority (RMHA) staff is recommending approval of the attached FY 2003 Capital Funds Annual Statement and Five (5) Year Plan as required by HUD; and**

**WHEREAS, the subject Annual Statement and Five (5) Year Plan was discussed with RMHA Resident Advisory Board who participated in the development of the said Plan; and**

**NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Rocky Mount Housing Authority does hereby approve the attached FY 2003 Capital Funds Annual Statement and Five (5) Year Plan for submission to HUD.**

**Date Adopted: October 8, 2002**

**Distribution: RMHA Finance/MIS Director  
RMHA Director of Facilities  
HUD**

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

PHA Name: **Rocky Mount Housing Authority** Grant Type and Number: **NC19PO1950103** Federal FY of Grant: **2003**  
 Capital Fund Program Grant No. Replacement Housing Factor Grant No.

Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$195,534.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$82,671.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$15,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$62,722.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$658,995.00	\$0.00	\$0.00	\$0.00
11	1485.1 Dwelling Equipment-Nonexpendable	\$10,000.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$3,641.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$100,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,128,563.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

Program Name: Rocky Mount Housing Authority		Grant Type and Number: Capital Fund Program Grant No. NC19PO1960103 Replacement Housing Factor Grant No.		Federal FY of Grant: 2003		Status of Work	
Development Number Narrative/Work Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
HA-Wide Mgmt. Improvmts	Computers & Software Management & Maintenance Training	1408		\$28,500.00	\$0.00	\$0.00	\$0.00
		*		\$155,534.00	\$0.00	\$0.00	\$0.00
		*		\$13,500.00	\$0.00	\$0.00	\$0.00
			<b>Total 1408</b>	<b>\$197,534.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
HA-Wide Admin	Administration	1410		\$82,671.00	\$0.00	\$0.00	\$0.00
			<b>Total 1410</b>	<b>\$82,671.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
HA-Wide Fees and Costs	A & E services Maps & Surveys Siderwalks & Street Repair Address Identification Landscaping, Tree Maintenance & Turfgrass Service	1430		\$15,000.00	\$0.00	\$0.00	\$0.00
		1440		\$0.00	\$0.00	\$0.00	\$0.00
		1450		\$20,000.00	\$0.00	\$0.00	\$0.00
		*		\$12,000.00	\$0.00	\$0.00	\$0.00
		*		\$30,722.00	\$0.00	\$0.00	\$0.00
			<b>Total 1450</b>	<b>\$62,722.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
HA-Wide	Nonroutine vacancy prep. Unspecified physical needs P/M Motors Occupied Painting Replace Asbestos Tile Garbage Cans	1460		\$20,000.00	\$0.00	\$0.00	\$0.00
		*		\$46,000.00	\$0.00	\$0.00	\$0.00
		*		\$18,000.00	\$0.00	\$0.00	\$0.00
		*		\$4,616.00	\$0.00	\$0.00	\$0.00
		*		\$26,194.00	\$0.00	\$0.00	\$0.00
						\$5,000.00	\$0.00
			<b>Total 1460</b>	<b>\$119,780.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
*	Appliances (F/W/C & H/W/I) Dwelling Equipment	1465		\$10,000.00	\$0.00	\$0.00	\$0.00
		*		\$0.00	\$0.00	\$0.00	\$0.00
			<b>Total 1465</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
*	Non-Dwelling Structures	1470		\$3,641.00	\$0.00	\$0.00	\$0.00
		1475		\$48,000.00	\$0.00	\$0.00	\$0.00
		*		\$42,000.00	\$0.00	\$0.00	\$0.00
				\$10,000.00	\$0.00	\$0.00	\$0.00
			<b>Total 1475</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
			<b>Total 1489</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

PHA Name:

Rocky Mount Housing Authority

Grant Type and Number  
 Capital Fund Program Grant No. NC19P01980103  
 Replacement Housing Factor Grant No.

Federal FY of Grant:  
 2003

Development Number Name/PA/Vide Activities	General Description of Major Work Categories	Development Activity Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
NC 19-1 West End Terrace	Site: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00		
	Building Dwelling	1460	As Needed	\$0.00	\$0.00	\$0.00	\$0.00		
	Building Exterior: Roof Repair	1460	Total B & D:	\$0.00	\$0.00	\$0.00	\$0.00		
	Dwelling Units:	1460	As Needed	\$84,500.00	\$0.00	\$0.00	\$0.00		
	Dwelling Equipment: None	1465.1	Total B.E.:	\$84,500.00	\$0.00	\$0.00	\$0.00		
	Interior Common Areas: None	1470	Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00		
	Site-Wide Facilities: None	1470	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Non-dwelling Equipment: None	1475	Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00		
				Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
				Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total, West End Project Total:</b>				<b>\$84,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		

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

PFA Name:		Grant Type and Number:		Federal FY of Grant:							
Rocky Mount Housing Authority		Capital Fund Program Grant No. NC19PO1950103		2003							
Development Name and Site Activities		Development Account Number		Quantity		Total Estimated Cost		Total Actual Cost		Status of Work	
General Description of Major Work Categories						Original	Revised	Obligated	Expended		
NC 19-2 Weeks Armstrong	Site:	1450				\$0.00	\$0.00	\$0.00	\$0.00		
	Mechanical and Electrical:	1460				\$0.00	\$0.00	\$0.00	\$0.00		
	Building Exterior:	1460				\$0.00	\$0.00	\$0.00	\$0.00		
	Dwelling Units:	1460				\$0.00	\$0.00	\$0.00	\$0.00		
	Dwelling Equipment:	1465.1				\$0.00	\$0.00	\$0.00	\$0.00		
	Inerior Common Areas:	1470				\$0.00	\$0.00	\$0.00	\$0.00		
	Site-Wide Facilities:	1470				\$0.00	\$0.00	\$0.00	\$0.00		
	Nondwelling Equipment:	1475				\$0.00	\$0.00	\$0.00	\$0.00		
	Total Weeks						\$0.00	\$0.00	\$0.00	\$0.00	
	Total						\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number		Federal FY of Grant:				
Rocky Mount Housing Authority		Capital Fund Program Grant No. NC19PO1950103 Replacement Housing Factor Grant No.		2003				
Development Number Name/IA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NC 19-3 West End Terrace	Site:	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior:	1460	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Roof Repairs		As Needed	\$20,000.00	\$0.00	\$0.00	\$0.00	
	Renovations	1460	Total B&E:	\$20,000.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units:	1460	Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	None		Total D.U.s:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment:	1465.1	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	None		Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas:	1470	Total ICA's:	\$0.00	\$0.00	\$0.00	\$0.00	
None	Total ICA's:		\$0.00	\$0.00	\$0.00	\$0.00		
Site-Wide Facilities:	1470	Total SWF's:	\$0.00	\$0.00	\$0.00	\$0.00		
None		Total SWF's:	\$0.00	\$0.00	\$0.00	\$0.00		
Nondwelling Equipment:	1475	Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
None		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, West End</b>			<b>Project Total:</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name: **Rocky Mount Housing Authority** Grant Type and Number: **NC19PCJ19501103** Federal FY of Grant: **2003**  
 Capital Fund Program Grant No. **NC19PCJ19501103** Replacement Housing Factor Grant No. **2003**

Development Number Name/FA/Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NC 194 Weeks Armstrong	Site: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460	Total B&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Renovations: Install Central Heat Systems		13 Units	\$58,000.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Screen Doors	1460	Total Reno.:	\$58,000.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465, 1	As Needed	\$20,000.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470	Total DLs:	\$20,000.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Non dwelling Equipment: None	1475	Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
			Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00	
			Project Total:	\$78,000.00	\$0.00	\$0.00	\$0.00	

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

Development Number: Number/NA- Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PMA Name: Rocky Mount Housing Authority Grant Type and Number: Capital Fund Program Grant No. NC19P01950103 Replacement Housing Factor Grant No.: 2003 Federal FY of Grant: 2003								
NC 19-5 Scattered Sites	Site:	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Renovations:			\$0.00	\$0.00	\$0.00	\$0.00	
	Replacement Windows	1460	As Needed 22 Units	\$120,000.00	\$0.00	\$0.00	\$0.00	
		1460	Total Remo.:	\$120,000.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment:			\$0.00	\$0.00	\$0.00	\$0.00	
	None	1465.1	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas:			\$0.00	\$0.00	\$0.00	\$0.00	
	None	1470	Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities:			\$0.00	\$0.00	\$0.00	\$0.00	
	None	1470	Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
Non Dwelling Equipment:				\$0.00	\$0.00	\$0.00		
None	1475	Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Scattered</b>			<b>Project Total:</b>	<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PFA Name:		Grant Type and Number	Federal FY of Grant:		Status of Work		
Rocky Mount Housing Authority		Capital Fund Program Grant No. NC19PO1950103 Replacement Housing Factor Grant No.	2003				
Development Number Name/Project Address	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised		
				Original	Revised	Obligated	Expended
NC 19-9 McIntyre Lanes	Site: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00
	Mechanical and Electrical Insulation Of Central Heat Systems	1460	Total M&E:	\$236,715.00	\$0.00	\$0.00	\$0.00
	Building Exterior: None	1460	Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00
	Dwelling Units:	1460	Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00
	Dwelling Equipment: None	1485.1	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00
	Interior Common Areas: None	1470	Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00
	Site-Wide Facilities: None	1470	Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00
	Nondwelling Equipment: None	1475	Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total, McIntyre</b>			<b>Project Total:</b>	<b>\$236,715.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

PIA Name: **Rocky Mount Housing Authority** Grant Type and Number: **Capital Fund Program Grant No.: NC19PO1950103**  
 Replacement Housing Factor Grant No.:

Federal FY of Grant: **2003**

Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Computers & Software Management Management & Maintenance Training	06/30/05			06/30/06			
	06/30/05			06/30/06			
	06/30/05			06/30/06			
HA-Wide Nonroutine vacancy prep. * PM Materials * Appliances (HVAC & HWH) Dwelling Equipment * Automotive equipment	06/30/05			06/30/06			
	06/30/05			06/30/06			
	06/30/05			06/30/06			
	06/30/05			06/30/06			
	06/30/05			06/30/06			
NC 19-1 West End				06/30/06			
NC 19-2 Weeks				06/30/06			
NC 19-3 West End				06/30/06			
NC 19-4 Weeks				06/30/06			
NC 19-5 Scattered				06/30/06			
NC 19-9 McIntyre				06/30/06			



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

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:		Activities for Year 3 FFY Grant: 2005 PHA FY:	
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories
Site Annual Statement	HA-Wide Physical Improvements	HA-WIDE Site:	HA-Wide Physical Improvements	HA-Wide Physical Improvements
		Misc.	Misc.	Misc.
		Total Site:	Total Site:	Total Site:
		ON-DEMAND Mech. and Electrical:	ON-DEMAND Mech. and Electrical:	ON-DEMAND Mech. and Electrical:
		None	None	None
		Total M&E:	Total M&E:	Total M&E:
		ON-DEMAND Building Exterior:	ON-DEMAND Building Exterior:	ON-DEMAND Building Exterior:
		None	None	None
		Total B.E.:	Total B.E.:	Total B.E.:
		ON-DEMAND Dwelling Units:	ON-DEMAND Dwelling Units:	ON-DEMAND Dwelling Units:
		Screen Doors	Screen Doors	Screen Doors
		Total DUs:	Total DUs:	Total DUs:
HA-WIDE Dwelling Equipment:	HA-WIDE Dwelling Equipment:	HA-WIDE Dwelling Equipment:		
None	None	None		
Total D.E.:	Total D.E.:	Total D.E.:		
HA-WIDE Interior Common Areas:	HA-WIDE Interior Common Areas:	HA-WIDE Interior Common Areas:		
None	None	None		
Total ICAs:	Total ICAs:	Total ICAs:		
HA-WIDE Site-Wide Facilities:	HA-WIDE Site-Wide Facilities:	HA-WIDE Site-Wide Facilities:		
None	None	None		
Total SWFs:	Total SWFs:	Total SWFs:		
HA-WIDE Nondwelling Equipment:	HA-WIDE Nondwelling Equipment:	HA-WIDE Nondwelling Equipment:		
None	None	None		
Total NDE:	Total NDE:	Total NDE:		
Subtotal of Estimated Cost	Subtotal of Estimated Cost	Subtotal of Estimated Cost		
	\$443,722	\$505,722		

\$210,722

\$210,722

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2006 PHA FY:			Activities for Year 5 FFY Grant: 2007 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	HA-Wide Physical Improvements	HA-WIDE Site: Misc.	\$249,722	HA-WIDE Site: Misc.	\$263,563	
		Total Site:	\$249,722	Total Site:	\$263,563	
		ON-DEMAND Mech. and Electrical: None	\$0	ON-DEMAND Mech. and Electrical: None	\$0	
		Total M&E:	\$0	Total M&E:	\$0	
		ON-DEMAND Building Exterior: None	\$0	ON-DEMAND Building Exterior: None	\$0	
		Total B.E.:	\$0	Total B.E.:	\$0	
		ON-DEMAND Dwelling Units: Windows	\$120,000	ON-DEMAND Dwelling Units: Windows	\$140,000	
		Total DUs:	\$120,000	Total DUs:	\$140,000	
		HA-WIDE Dwelling Equipment: None	\$0	HA-WIDE Dwelling Equipment: None	\$0	
		Total D.E.:	\$0	Total D.E.:	\$0	
		HA-WIDE Interior Common Areas: None	\$0	HA-WIDE Interior Common Areas: None	\$0	
		Total ICAs:	\$0	Total ICAs:	\$0	
		HA-WIDE Site-Wide Facilities: None	\$0	HA-WIDE Site-Wide Facilities: None	\$0	
Total SWFs:	\$0	Total SWFs:	\$0			
HA-WIDE Nondwelling Equipment: None	\$13,000	HA-WIDE Nondwelling Equipment: None	\$18,000			
Total NDE:	\$13,000	Total NDE:	\$18,000			
Subtotal of Estimated Cost		\$382,722	Subtotal of Estimated Cost		\$421,563	

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

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:		Activities for Year 3 FFY Grant: 2005 PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	NC19-1, West End Terrace	Site: None	\$0	NC19-1, West End Terrace	Site: None	\$0
		Total Site:	\$0		Total Site:	\$0
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: None	\$0		Building Exterior: None	\$0
		Total B. E.:	\$0		Total B. E.:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUS:	\$0		Total DUS:	\$0
		Dwelling Equipment: HVAC	\$48,000		Dwelling Equipment: HVAC	\$150,000
		Total D. E.:	\$48,000		Total D. E.:	\$150,000
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
Site-Wide Facilities: None	\$0	Site-Wide Facilities: None	\$0			
Total SWFS:	\$0	Total SWFS:	\$0			
Nondwelling Equipment: None	\$0	Nondwelling Equipment: None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
Subtotal of Estimated Cost		\$48,000	Subtotal of Estimated Cost		\$150,000	

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2008 PHA FY:			Activities for Year 5 FFY Grant: 2007 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	NC19-1, West End Terrace	Site: None	\$0	NC19-1, West End Terrace	Site: None	\$0
		Total Site:	\$0		Total Site:	\$0
		Mechanical and Electrical:	\$0		Mechanical and Electrical:	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior:	\$0		Building Exterior:	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units:	\$0		Dwelling Units:	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment:	\$108,000		Dwelling Equipment:	\$50,000
		HVAC	\$108,000		HVAC	\$50,000
		Total D.E.:	\$108,000		Total D.E.:	\$50,000
		Interior Common Areas:	\$0		Interior Common Areas:	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities:	\$0		Site-Wide Facilities:	\$0
		Total SWFS:	\$0		Total SWFS:	\$0
Non dwelling Equipment:	\$0	Non dwelling Equipment:	\$0			
Total NDE:	\$0	Total NDE:	\$0			
<b>Subtotal of Estimated Cost</b>		<b>\$108,000</b>		<b>Subtotal of Estimated Cost</b>		<b>\$50,000</b>

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

Activities for Year 1		Activities for Year 2		Activities for Year 3	
2003		FFY Grant: 2004 PHA FY:		FFY Grant: 2005 PHA FY:	
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
NC 19-2 Weeks Armstrong	Site:	\$0	NC 19-2 Weeks Armstrong	Site:	\$0
	Total Site:	\$0		Total Site:	\$0
	Mechanical and Electrical:	\$0		Mechanical and Electrical:	\$0
	Total M&E:	\$0		Total M&E:	\$0
	Building Exterior:	\$0		Building Exterior:	\$0
	Total B.E.:	\$0		Total B.E.:	\$0
	Dwelling Units:	\$0		Dwelling Units:	\$0
	Total DUs:	\$0		Total DUs:	\$0
	Dwelling Equipment:	\$0		Dwelling Equipment:	\$0
	Total D.E.:	\$0		Total D.E.:	\$0
	Interior Common Areas:	\$0		Interior Common Areas:	\$0
	Total ICAs:	\$0		Total ICAs:	\$0
	Site-Wide Facilities:	\$0		Site-Wide Facilities:	\$0
Total SWFs:	\$0	Total SWFs:	\$0		
Nondwelling Equipment:	\$0	Nondwelling Equipment:	\$0		
Total NDE:	\$0	Total NDE:	\$0		
<b>Subtotal of Estimated Cost</b>		\$0	<b>Subtotal of Estimated Cost</b>		\$0

See Annual Statement

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2006 PHA FY:		Activities for Year 5 FFY Grant: 2007 PHA FY:	
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories
See Annual Statement	NC 19-2 Weeks Armstrong	Site: None	NC 19-2 Weeks Armstrong	Site: None
		Total Site: \$0		Total Site: \$0
		Mechanical and Electrical: None		Mechanical and Electrical: None
		Total M&E: \$0		Total M&E: \$0
		Building Exterior: None		Building Exterior: None
		Total B.E.: \$0		Total B.E.: \$0
		Dwelling Units: None		Dwelling Units: None
		Total DUs: \$0		Total DUs: \$0
		Dwelling Equipment: None		Dwelling Equipment: None
		Total D.E.: \$0		Total D.E.: \$0
		Interior Common Areas: None		Interior Common Areas: None
		Total ICAs: \$0		Total ICAs: \$0
		Site-Wide Facilities: None		Site-Wide Facilities: None
		Total SWFs: \$0		Total SWFs: \$0
		Nondwelling Equipment: None		Nondwelling Equipment: None
Total NDE: \$0	Total NDE: \$0			
Subtotal of Estimated Cost	\$0	Subtotal of Estimated Cost	\$0	

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

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:			Activities for Year 3 FFY Grant: 2005 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	NC 19-3 West End Terrace	Site: None	\$0	NC 19-3 West End Terrace	Site: None	\$0
		Total Site:	\$0		Total Site:	\$0
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: Roof Repair	\$75,000		Building Exterior: Roof Repair	\$43,000
		Total B.E.:	\$75,000		Total B.E.:	\$43,000
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: HVAC	\$75,000		Dwelling Equipment: None	\$0
		Total D.E.:	\$75,000		Total D.E.:	\$0
Interior Common Areas: None	\$0	Interior Common Areas: None	\$0			
Total ICAs:	\$0	Total ICAs:	\$0			
Site-Wide Facilities: None	\$0	Site-Wide Facilities: None	\$0			
Total SWFs:	\$0	Total SWFs:	\$0			
Nondwelling Equipment: None	\$0	Nondwelling Equipment: None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
Subtotal of Estimated Cost		\$150,000	Subtotal of Estimated Cost		\$43,000	

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2006 PHA FY:		Activities for Year 5 FFY Grant: 2007 PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	NC-19-3 West End Terrace	Site: None	\$0	NC-19-3 West End Terrace	Site: None	\$0
		Total Site:	\$0		Total Site:	\$0
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: None	\$0		Building Exterior: None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: HVAC	\$140,000		Dwelling Equipment: HVAC	\$150,000
		Total D.E.:	\$140,000		Total D.E.:	\$150,000
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0
Total SWFs:	\$0	Total SWFs:	\$0			
Nondwelling Equipment: None	\$0	Nondwelling Equipment: None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
Subtotal of Estimated Cost	\$140,000	Subtotal of Estimated Cost	\$150,000			

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

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:		Activities for Year 3 FFY Grant: 2005 PHA FY:			
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories		
See Annual Statement	NC 19-4 Weeks Armstrong	Site: None	\$0	NC 19-4 Weeks Armstrong	Site: None	\$0
		Total Site:	\$0		Total Site:	\$0
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: None	\$0		Building Exterior: None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: HVAC	\$59,000		Dwelling Equipment: HVAC	\$142,000
		Total D.E.:	\$59,000		Total D.E.:	\$142,000
Interior Common Areas: None	\$0	Interior Common Areas: None	\$0			
Total ICAs:	\$0	Total ICAs:	\$0			
Site-Wide Facilities: None	\$0	Site-Wide Facilities: None	\$0			
Total SWFs:	\$0	Total SWFs:	\$0			
Non dwelling Equipment: None	\$0	Non dwelling Equipment: None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
<b>Subtotal of Estimated Cost</b>		<b>\$59,000</b>	<b>Subtotal of Estimated Cost</b>	<b>\$142,000</b>		

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

Activities for Year 1 2003	Activities for Year 4 FEY Grant: 2006 PHATF:		Activities for Year 5 FEY Grant: 2007 PHATF:	
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories
See Annual Statement	NC 19-4 Weeks Armstrong	Site:	NC 19-4 Weeks Armstrong	Site:
		None		None
		Total Site:		\$0
		Mechanical and Electrical:		\$0
		None		
		Total M&E:		\$0
		Building Exterior:		\$0
		None		
		Total B.E.:		\$0
		Dwelling Units:		\$0
		None		
		Total DUs:		\$0
		Dwelling Equipment:		\$117,841
		HVAC		\$117,841
		Total D.E.:		\$117,841
Interior Common Areas:	\$0			
None				
Total ICAs:	\$0			
Site-Wide Facilities:	\$0			
None				
Total SVF/s:	\$0			
Nondwelling Equipment:	\$0			
None				
Total NDE:	\$0			
Subtotal of Estimated Cost	\$117,841	Subtotal of Estimated Cost	\$42,000	

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

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:		Activities for Year 3 FFY Grant: 2005 PHA FY:	
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories
See Annual Statement	NC 19-5 Scattered Sites	Site: None	Site: None	Site: None
		Total Site: \$0	Total Site: \$0	Total Site: \$0
		Mechanical and Electrical: None	Mechanical and Electrical: None	Mechanical and Electrical: None
		Total M&E: \$0	Total M&E: \$0	Total M&E: \$0
		Building Exterior: None	Building Exterior: None	Building Exterior: None
		Total B. E.: \$0	Total B. E.: \$0	Total B. E.: \$0
		Dwelling Units: Windows	Dwelling Units: Windows	Dwelling Units: Windows
		Total DUs: \$152,841	Total DUs: \$152,841	Total DUs: \$102,841
		Dwelling Equipment: None	Dwelling Equipment: None	Dwelling Equipment: None
		Total D. E.: \$0	Total D. E.: \$0	Total D. E.: \$0
Interior Common Areas: None	Interior Common Areas: None	Interior Common Areas: None		
Total ICAs: \$0	Total ICAs: \$0	Total ICAs: \$0		
Site-Wide Facilities: None	Site-Wide Facilities: None	Site-Wide Facilities: None		
Total SWFs: \$0	Total SWFs: \$0	Total SWFs: \$0		
Nondwelling Equipment: None	Nondwelling Equipment: None	Nondwelling Equipment: None		
Total NDE: \$0	Total NDE: \$0	Total NDE: \$0		
Subtotal of Estimated Cost		\$152,841	Subtotal of Estimated Cost	
			\$102,841	

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2006 PHAFY:			Activities for Year 5 FFY Grant: 2007 PHAFY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	NC 19-5 Scattered Sites	Site: None	\$0	NC 19-5 Scattered Sites	Site: None	\$0	
		Total Site:	\$0		Total Site:	\$0	
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0	
		Total M&E:	\$0		Total M&E:	\$0	
		Building Exterior: None	\$0		Building Exterior: None	\$0	
		Total B.E.:	\$0		Total B.E.:	\$0	
		Dwelling Units: None	\$0		Dwelling Units: None	\$0	
		Total DUs:	\$0		Total DUs:	\$0	
		Dwelling Equipment: HVAC	\$200,000		Dwelling Equipment: HVAC	\$200,000	
		Total D.E.:	\$200,000		Total D.E.:	\$200,000	
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0	
		Total ICAs:	\$0		Total ICAs:	\$0	
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0	
		Total SWFS:	\$0		Total SWFS:	\$0	
		Nondwelling Equipment: None	\$0		Nondwelling Equipment: None	\$0	
Total NDE:	\$0	Total NDE:	\$0				
Subtotal of Estimated Cost			\$200,000	Subtotal of Estimated Cost			\$200,000

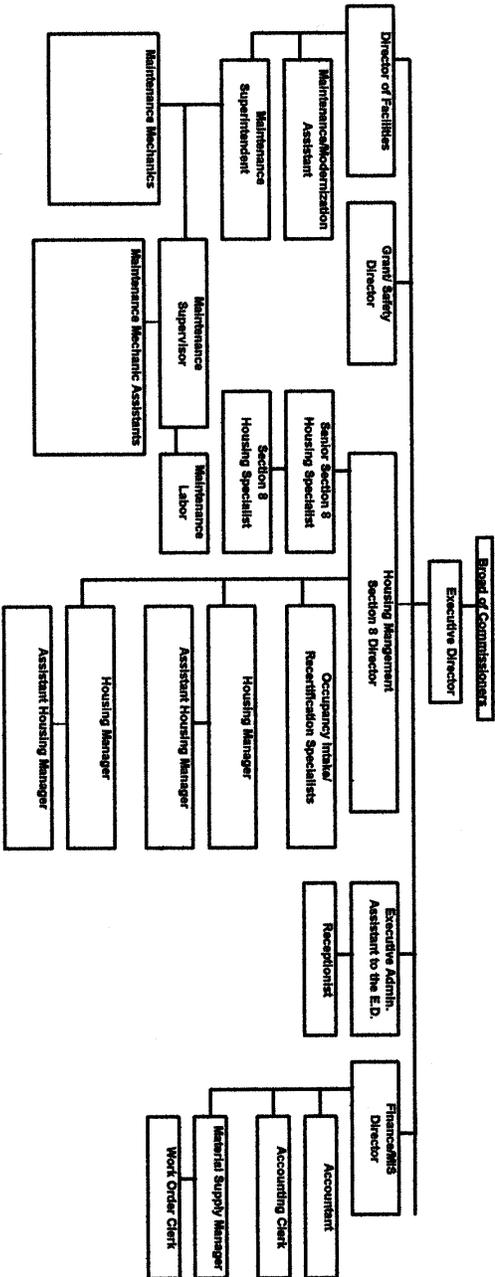
**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages---Work Activities**

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:		Activities for Year 3 FFY Grant: 2005 PHA FY:		
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories	
Site Annual Statement	NC 19-9 McIntyre Lane	Site:	None	Site:	None
		Total Site:	\$0	Total Site:	\$0
		Mechanical and Electrical:	None	Mechanical and Electrical:	None
		Total M&E:	\$0	Total M&E:	\$0
		Building Exterior:	None	Building Exterior:	None
		Roof Replacement:	None	Roof Replacement:	None
		Total B.E.:	\$100,000	Total B.E.:	\$100,000
		Dwelling Units:	None	Dwelling Units:	None
		Total DUs:	\$0	Total DUs:	\$0
		Dwelling Equipment:	None	Dwelling Equipment:	None
		Total D.E.:	\$0	Total D.E.:	\$0
		Interior Common Areas:	None	Interior Common Areas:	None
		Total ICAs:	\$0	Total ICAs:	\$0
		Site-Wide Facilities:	None	Site-Wide Facilities:	None
		Total SWFS:	\$0	Total SWFS:	\$0
Nondwelling Equipment:	None	Nondwelling Equipment:	None		
Total NDE:	\$0	Total NDE:	\$0		
Subtotal of Estimated Cost		\$100,000	Subtotal of Estimated Cost		\$100,000

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2006 PHA FY:		Activities for Year 5 FFY Grant: 2007 PHA FY:		
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories	
See Annual Statement	NC 19-9 McIntyre Lane	Site: Re-strip Parking Lot	NC 19-9 McIntyre Lane	Site: New Playground	Estimated Cost
		Total Site: \$5,000		Total Site: \$90,000	
		Mechanical and Electrical: None		Mechanical and Electrical: None	
		Total M&E: \$0		Total M&E: \$0	
		Building Exterior: None		Building Exterior: None	
		Total B.E.: \$0		Total B.E.: \$0	
		Dwelling Units: None		Dwelling Units: None	
		Total DUs: \$0		Total DUs: \$0	
		Dwelling Equipment: None		Dwelling Equipment: None	
		Total D.E.: \$0		Total D.E.: \$0	
		Interior Common Areas: None		Interior Common Areas: None	
		Total ICAs: \$0		Total ICAs: \$0	
		Site-Wide Facilities: None		Site-Wide Facilities: None	
		Total SWFS: \$0		Total SWFS: \$0	
		Nondwelling Equipment: None		Nondwelling Equipment: None	
Total NDE: \$0	Total NDE: \$0				
Subtotal of Estimated Cost		Subtotal of Estimated Cost		\$90,000	
Subtotal of Estimated Cost		Subtotal of Estimated Cost		\$5,000	

ATTACHMENT C



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File:empyeeorgchart

**Capital Fund Program Five-Year Action Plan**  
**Part I: Summary**

PHA Name:  
**Rocky Mount Housing Authority**

Original 5-Year Plan  
 Revision No: \_\_\_\_\_

Development Number/Name/HA-Wide	Year 1 2003	Work Statement for Year 2 FFY Grant: 2004 PHA FY:	Work Statement for Year 3 FFY Grant: 2005 PHA FY:	Work Statement for Year 4 FFY Grant: 2006 PHA FY:	Work Statement for Year 5 FFY Grant: 2007 PHA FY:
NC-19-1, West End Terrace		\$48,000	\$150,000	\$108,000	\$50,000
NC-19-2 Weeks Armstrong		\$0	\$0	\$0	\$0
NC-19-3 West End Terrace		\$150,000	\$43,000	\$140,000	\$150,000
NC-19-4 Weeks Armstrong		\$59,000	\$142,000	\$117,841	\$42,000
NC-19-5 Scattered Sites	Annual	\$152,841	\$102,841	\$200,000	\$200,000
NC-19-9 McIntyre Lane	statement	\$100,000	\$10,000	\$5,000	\$90,000
Management Improvement		\$175,000	\$175,000	\$175,000	\$175,000
XX Y-08, Anywhere Homes		\$0	\$0	\$0	\$0
HA-Wide Physical Activities		\$443,722	\$505,722	\$382,722	\$421,563
HA-Wide Non-Physical Activities		\$0	\$0	\$0	\$0
HA-Wide Contingency @ X%		\$0	\$0	\$0	\$0
CFP Funds Listed for		\$1,128,563	\$1,128,563	\$1,128,563	\$1,128,563
5-year planning					
Replacement Housing		\$0	\$0	\$0	\$0
Factor Funds					

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

Activities for Year 1	Activities for Year 4 FFY Grant: 2006 PHA FY:			Activities for Year 5 FFY Grant: 2007 PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
2003	HA-Wide Physical Improvements	HA-WIDE Site: Misc.	\$249,722	HA-WIDE Site: Misc.	\$263,563		
		Total Site:	\$249,722	Total Site:	\$263,563		
		ON-DEMAND Mech. and Electrical: None	\$0	ON-DEMAND Mech. and Electrical: None	\$0		
		Total M&E:	\$0	Total M&E:	\$0		
		ON-DEMAND Building Exterior: None	\$0	ON-DEMAND Building Exterior: None	\$0		
		Total B.E.:	\$0	Total B.E.:	\$0		
		ON-DEMAND Dwelling Units: Windows	\$120,000	ON-DEMAND Dwelling Units: Windows	\$140,000		
		Total DUS:	\$120,000	Total DUS:	\$140,000		
		HA-WIDE Dwelling Equipment: None	\$0	HA-WIDE Dwelling Equipment: None	\$0		
		Total D.E.:	\$0	Total D.E.:	\$0		
		HA-WIDE Interior Common Areas: None	\$0	HA-WIDE Interior Common Areas: None	\$0		
		Total ICAs:	\$0	Total ICAs:	\$0		
		HA-WIDE Site-Wide Facilities: None	\$0	HA-WIDE Site-Wide Facilities: None	\$0		
Total SWFS:	\$0	Total SWFS:	\$0				
HA-WIDE Nondwelling Equipment: None	\$13,000	HA-WIDE Nondwelling Equipment: None	\$18,000				
Total NDE:	\$13,000	Total NDE:	\$18,000				
<b>Subtotal of Estimated Cost</b>			<b>\$382,722</b>	<b>Subtotal of Estimated Cost</b>			<b>\$421,563</b>

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

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:		Activities for Year 3 FFY Grant: 2005 PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	NC19-1, West End Terrace	Site: None  Total Site:  Mechanical and Electrical: None  Total M&E:  Building Exterior: None  Total B. E.:  Dwelling Units: None  Total DUS:  Dwelling Equipment: HVAC  Total D. E.:  Interior Common Areas: None  Total ICAs:  Site-Wide Facilities: None  Total SWFS:  Nondwelling Equipment: None  Total NDE:	\$0	NC19-1, West End Terrace	Site: None  Total Site:  Mechanical and Electrical: None  Total M&E:  Building Exterior: None  Total B. E.:  Dwelling Units: None  Total DUS:  Dwelling Equipment: HVAC  Total D. E.:  Interior Common Areas: None  Total ICAs:  Site-Wide Facilities: None  Total SWFS:  Nondwelling Equipment: None  Total NDE:	\$0
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
Subtotal of Estimated Cost		\$48,000	Subtotal of Estimated Cost		\$150,000	

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2008 PHA FY:			Activities for Year 5 FFY Grant: 2007 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	NC19-1, West End Terrace	Site: None	\$0	NC19-1, West End Terrace	Site: None	\$0
		Total Site:	\$0		Total Site:	\$0
		Mechanical and Electrical:	\$0		Mechanical and Electrical:	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior:	\$0		Building Exterior:	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units:	\$0		Dwelling Units:	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment:	\$108,000		Dwelling Equipment:	\$50,000
		HVAC	\$108,000		HVAC	\$50,000
		Total D.E.:	\$108,000		Total D.E.:	\$50,000
		Interior Common Areas:	\$0		Interior Common Areas:	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities:	\$0		Site-Wide Facilities:	\$0
		Total SWFS:	\$0		Total SWFS:	\$0
Non dwelling Equipment:	\$0	Non dwelling Equipment:	\$0			
Total NDE:	\$0	Total NDE:	\$0			
<b>Subtotal of Estimated Cost</b>		<b>\$108,000</b>	<b>Subtotal of Estimated Cost</b>		<b>\$50,000</b>	

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

Activities for Year 1		Activities for Year 2		Activities for Year 3	
2003		FFY Grant: 2004 PHA FY:		FFY Grant: 2005 PHA FY:	
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
NC 19-2 Weeks Armstrong	Site:	\$0	NC 19-2 Weeks Armstrong	Site:	\$0
	Total Site:	\$0		Total Site:	\$0
	Mechanical and Electrical:	\$0		Mechanical and Electrical:	\$0
	Total M&E:	\$0		Total M&E:	\$0
	Building Exterior:	\$0		Building Exterior:	\$0
	Total B.E.:	\$0		Total B.E.:	\$0
	Dwelling Units:	\$0		Dwelling Units:	\$0
	Total DUs:	\$0		Total DUs:	\$0
	Dwelling Equipment:	\$0		Dwelling Equipment:	\$0
	Total D.E.:	\$0		Total D.E.:	\$0
	Interior Common Areas:	\$0		Interior Common Areas:	\$0
	Total ICAs:	\$0		Total ICAs:	\$0
	Site-Wide Facilities:	\$0		Site-Wide Facilities:	\$0
Total SWFs:	\$0	Total SWFs:	\$0		
Nondwelling Equipment:	\$0	Nondwelling Equipment:	\$0		
Total NDE:	\$0	Total NDE:	\$0		
<b>Subtotal of Estimated Cost</b>		\$0	<b>Subtotal of Estimated Cost</b>		\$0

See Annual Statement



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

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:			Activities for Year 3 FFY Grant: 2005 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	NC 19-3 West End Terrace	Site: None	\$0	NC 19-3 West End Terrace	Site: None	\$0
		Total Site:	\$0		Total Site:	\$0
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: Roof Repair	\$75,000		Building Exterior: Roof Repair	\$43,000
		Total B.E.:	\$75,000		Total B.E.:	\$43,000
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: HVAC	\$75,000		Dwelling Equipment: None	\$0
		Total D.E.:	\$75,000		Total D.E.:	\$0
Interior Common Areas: None	\$0	Interior Common Areas: None	\$0			
Total ICAs:	\$0	Total ICAs:	\$0			
Site-Wide Facilities: None	\$0	Site-Wide Facilities: None	\$0			
Total SWFs:	\$0	Total SWFs:	\$0			
Nondwelling Equipment: None	\$0	Nondwelling Equipment: None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
Subtotal of Estimated Cost		\$150,000	Subtotal of Estimated Cost		\$43,000	

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2006 PHA FY:		Activities for Year 5 FFY Grant: 2007 PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	NC-19-3 West End Terrace	Site: None	\$0	NC-19-3 West End Terrace	Site: None	\$0
		Total Site:	\$0		Total Site:	\$0
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: None	\$0		Building Exterior: None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: HVAC	\$140,000		Dwelling Equipment: HVAC	\$150,000
		Total D.E.:	\$140,000		Total D.E.:	\$150,000
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		Nondwelling Equipment: None	\$0		Nondwelling Equipment: None	\$0
Total NDE:	\$0	Total NDE:	\$0			
Subtotal of Estimated Cost	\$140,000	Subtotal of Estimated Cost	\$150,000			

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

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:		Activities for Year 3 FFY Grant: 2005 PHA FY:		
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories	
See Annual Statement	NC 19-4 Weeks Armstrong	Site:	None	Site:	None
		Total Site:	\$0	Total Site:	\$0
		Mechanical and Electrical:	None	Mechanical and Electrical:	None
		Total M&E:	\$0	Total M&E:	\$0
		Building Exterior:	None	Building Exterior:	None
		Total B.E.:	\$0	Total B.E.:	\$0
		Dwelling Units:	None	Dwelling Units:	None
		Total DUs:	\$0	Total DUs:	\$0
		Dwelling Equipment:	\$59,000	Dwelling Equipment:	\$142,000
		HVAC	\$59,000	HVAC	\$142,000
Total D.E.:	\$59,000	Total D.E.:	\$142,000		
Interior Common Areas:	None	Interior Common Areas:	None		
Total ICAs:	\$0	Total ICAs:	\$0		
Site-Wide Facilities:	None	Site-Wide Facilities:	None		
Total SWFS:	\$0	Total SWFS:	\$0		
Non dwelling Equipment:	None	Non dwelling Equipment:	None		
Total NDE:	\$0	Total NDE:	\$0		
<b>Subtotal of Estimated Cost</b>		<b>\$59,000</b>		<b>Subtotal of Estimated Cost</b>	
				<b>\$142,000</b>	

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

Activities for Year 1 2003	Activities for Year 4 FEY Grant: 2006 PHATF:		Activities for Year 5 FEY Grant: 2007 PHATF:	
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories
See Annual Statement	NC 19-4 Weeks Armstrong	Site:	NC 19-4 Weeks Armstrong	Site:
		None		None
		Total Site:		\$0
		Mechanical and Electrical:		\$0
		None		
		Total M&E:		\$0
		Building Exterior:		\$0
		None		
		Total B.E.:		\$0
		Dwelling Units:		\$0
		None		
		Total DUs:		\$0
		Dwelling Equipment:		\$117,841
		HVAC		\$117,841
		Total D.E.:		\$117,841
Interior Common Areas:	\$0			
None				
Total ICAs:	\$0			
Site-Wide Facilities:	\$0			
None				
Total SWFs:	\$0			
Nondwelling Equipment:	\$0			
None				
Total NDE:	\$0			
Subtotal of Estimated Cost	\$117,841	Subtotal of Estimated Cost	\$42,000	

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

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:		Activities for Year 3 FFY Grant: 2005 PHA FY:	
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories
See Annual Statement	NC 19-5 Scattered Sites	Site: None	Site: None	Site: None
		Total Site: \$0	Total Site: \$0	Total Site: \$0
		Mechanical and Electrical: None	Mechanical and Electrical: None	Mechanical and Electrical: None
		Total M&E: \$0	Total M&E: \$0	Total M&E: \$0
		Building Exterior: None	Building Exterior: None	Building Exterior: None
		Total B. E.: \$0	Total B. E.: \$0	Total B. E.: \$0
		Dwelling Units: Windows	Dwelling Units: Windows	Dwelling Units: Windows
		Total DUs: \$152,841	Total DUs: \$152,841	Total DUs: \$102,841
		Dwelling Equipment: None	Dwelling Equipment: None	Dwelling Equipment: None
		Total D. E.: \$0	Total D. E.: \$0	Total D. E.: \$0
Interior Common Areas: None	Interior Common Areas: None	Interior Common Areas: None		
Total ICAs: \$0	Total ICAs: \$0	Total ICAs: \$0		
Site-Wide Facilities: None	Site-Wide Facilities: None	Site-Wide Facilities: None		
Total SWFs: \$0	Total SWFs: \$0	Total SWFs: \$0		
Nondwelling Equipment: None	Nondwelling Equipment: None	Nondwelling Equipment: None		
Total NDE: \$0	Total NDE: \$0	Total NDE: \$0		
Subtotal of Estimated Cost		\$152,841	Subtotal of Estimated Cost	
			\$102,841	

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2006 PHAFY:			Activities for Year 5 FFY Grant: 2007 PHAFY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	NC 19-5 Scattered Sites	Site: None	\$0	NC 19-5 Scattered Sites	Site: None	\$0	
		Total Site:	\$0		Total Site:	\$0	
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0	
		Total M&E:	\$0		Total M&E:	\$0	
		Building Exterior: None	\$0		Building Exterior: None	\$0	
		Total B.E.:	\$0		Total B.E.:	\$0	
		Dwelling Units: None	\$0		Dwelling Units: None	\$0	
		Total DUs:	\$0		Total DUs:	\$0	
		Dwelling Equipment: HVAC	\$200,000		Dwelling Equipment: HVAC	\$200,000	
		Total D.E.:	\$200,000		Total D.E.:	\$200,000	
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0	
		Total ICAs:	\$0		Total ICAs:	\$0	
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0	
		Total SWFS:	\$0		Total SWFS:	\$0	
		Nondwelling Equipment: None	\$0		Nondwelling Equipment: None	\$0	
Total NDE:	\$0	Total NDE:	\$0				
Subtotal of Estimated Cost			\$200,000	Subtotal of Estimated Cost			\$200,000

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

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY:		Activities for Year 3 FFY Grant: 2005 PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Site Annual Statement	NC 19-9 McIntyre Lane	Site:	\$0	NC 19-9 McIntyre Lane	Site:	\$0
		Total Site:	\$0		Total Site:	\$0
		Mechanical and Electrical:	\$0		Mechanical and Electrical:	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior:	\$100,000		Building Exterior:	\$10,000
		Roof Replacement:	\$100,000		Building Numbers:	\$10,000
		Total B.E.:	\$200,000		Total B.E.:	\$20,000
		Dwelling Units:	None		Dwelling Units:	None
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment:	\$0		Dwelling Equipment:	\$0
		None	\$0		None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas:	\$0		Interior Common Areas:	\$0
None	\$0	None	\$0			
Total ICAs:	\$0	Total ICAs:	\$0			
Site-Wide Facilities:	\$0	Site-Wide Facilities:	\$0			
None	\$0	None	\$0			
Total SWFS:	\$0	Total SWFS:	\$0			
Nondwelling Equipment:	\$0	Nondwelling Equipment:	\$0			
None	\$0	None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
Subtotal of Estimated Cost		\$100,000	Subtotal of Estimated Cost		\$10,000	

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2006 PHA FY:		Activities for Year 5 FFY Grant: 2007 PHA FY:		
	Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories	
See Annual Statement	NC 19-9 McIntyre Lane	Site: Re-strip Parking Lot	NC 19-9 McIntyre Lane	Site: New Playground	Estimated Cost
		Total Site: \$5,000		Total Site: \$90,000	
		Mechanical and Electrical: None		Mechanical and Electrical: None	
		Total M&E: \$0		Total M&E: \$0	
		Building Exterior: None		Building Exterior: None	
		Total B.E.: \$0		Total B.E.: \$0	
		Dwelling Units: None		Dwelling Units: None	
		Total DUs: \$0		Total DUs: \$0	
		Dwelling Equipment: None		Dwelling Equipment: None	
		Total D.E.: \$0		Total D.E.: \$0	
		Interior Common Areas: None		Interior Common Areas: None	
		Total ICAs: \$0		Total ICAs: \$0	
		Site-Wide Facilities: None		Site-Wide Facilities: None	
		Total SWFS: \$0		Total SWFS: \$0	
		Nondwelling Equipment: None		Nondwelling Equipment: None	
Total NDE: \$0	Total NDE: \$0				
Subtotal of Estimated Cost	\$5,000	Subtotal of Estimated Cost	\$90,000		

**Resident Management Advisory Board  
Minutes of Meeting  
August 22, 2002**

**Present for Meeting:** Connor Vick, Officer AB Moore, Ann Harrison, Mary Knight, Larry Russell, Jean Wilkerson, Pamela Knight, Minnie Knight, Dorothy Williams, Annie Underhill, Lawanda Adams, Joe Copeland.

Meeting open:

Mr. Russell explained the procedure of the Advisory Board. Information was given out at an earlier meeting.

Jean Wilkerson asked to be reimbursed for the monies spent in February for Black History program held at Weeks Armstrong.

Larry Russell is in process of preparing the 3<sup>rd</sup> draft for the Homeownership plan to be held on September 10, 2002 at 4pm.

Minnie Knight asked will the Advisory Board continue to be picked up. Larry Russell advised Connor Vick to update with a written and verbal to Lawanda Adams, community coordinator has to who is to be picked up for these meeting.

Transportation is to be in conference by Minnie Knight and Connor Vick with Lawanda Adams.

On September 12, 2002 and October 17, 2002 at 5:00 pm Mr. Isham Spann of Edgecombe County Department of Social Services will be speaking at the Weeks Armstrong Community Center. He will be speaking on welfare fraud, work first, etc. Each meeting will be able to host 100 people from both communities. Ms. Jean Wilkerson of Ross Grant will piggyback with this program. She is to contact Connor Vick in reference to this matter.

Ann Harrison asked resident to continue to keep children out of the construction site.

Joe Copeland stated signs have been made to maybe help the problem with the traffic in the construction site.

Officer Moore stated as of November 14, 2002 will be his last day with the Rocky Mount Housing Authority. Housing Authority will only have one police officer.

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Resident Council for Weeks Armstrong Community meet each second Monday at 6:00 pm at the Weeks Armstrong Community Center. Resident Council for West End Terrace meet each second Tuesday at the Hyman Battle Community Center.

Joe Copeland stated while the construction is going on that resident will experience some loss of gas and water at some point and time.

Jean Wilkerson of Ross Grant reported that 1 resident have their CNA1 certification. And 10 other residents are presently in school.

Meeting adjourned.

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ATTACHMENT F

**Resident Management Advisory Board  
Minutes of Meeting  
September 10, 2002**

Present at the Advisory Board was Connor Vick, Larry Russell, Dorothy Williams, Fannie Harrison, Lawanda Adams, Minnie Knight, Annie Underhill, Pamela Knight, Jeanne Wilkerson, Toni Child, Ann Harrison, Joe Copeland, Sherry Pittman, Mary Knight,

Rocky Mount Housing Authority Advisory Board meet at our regular place Jazzy's restaurant time 4:05pm The meeting was called to order by Minnie Knight. Prayer led by Mrs. Fannie Harrison  
Minutes were read second and motioned.

Mr. Vick stressed to the group about the meeting on September 12, 2002 at 5:00pm speaker will be Mr. Isham Spann from the Edgecombe County Department of Social Services that will be held at the Weeks Armstrong Community the first 100 people will receive a free meal.

Ross Grant Program will move to 113 Kennedy Circle.

Mr. Russell asked both Resident Council presidents to support the Homeownership by writing a letter to HUD. 48 units will be built on Springfield Road they will be sold. Each unit will have approximately 1400 to 1700 square footage. Ground has already been broken. Still taking applications to prepare applicants for the purpose of the units.

\$400,000 was spent to bring in soil to replace the bad soil so that the unit will not sink. That amount reduced the monies we already had to spend on the units therefore will have to apply for more because 2 more phases are to be completed and will take about 27 millions to complete.

Toni Child stated monies in the budget have already been obligated. She also stated the Housing Authority had been contacted by FEMA that the monies they were authorized to send have now been rescinded. Due to Housing Authority is federal funded. It is now on the tables been discussed whether or not Housing Authority will receive this money. This was money applied for during the Hurricane Flood Sept. 1999.

The name for the apartment building on Marigold will be Vivian Lucille Powell Village.

Ann Harrison still pleading with the residents to keep any and all children also adults out of the construction site.

Signs have placed around the construction site to stay out.

Meeting adjourned



"For the Betterment of Rocky Mount,  
The City on the Rise."

**HOUSING AUTHORITY**

OF THE CITY OF

**ROCKY MOUNT, NORTH CAROLINA**

27803-0717

POST OFFICE BOX 4717

TELEPHONE (252) 977-3141

Voice & TDD

FAX (252) 977-6210

**WEST END TERRACE**

Administrative

1006 Aycock Street

Rocky Mount, N.C. 27803

FAX (252) 977-6210

**WEEKS-ARMSTRONG**

Housing Management

Maintenance/Moderization

116 Pinehurst Drive

Rocky Mount, N.C. 27801

FAX (252) 407-1941

**BOARD OF COMMISSIONERS**

CLEVE WHATLEY, Chairperson

BETTY PAYNE, Vice Chairperson

ROBERT BREWER

RUSSELL JACKSON

LEONARD WIGGINS

LUCILLE POWELL, Alternate

**EXECUTIVE DIRECTOR**

Larry Russell

August 7, 2002

*Mr. Isham Spann  
Edgecombe County Dept. of Social Services  
301 S. Fairview Road  
Rocky Mount, NC 27801*

*Dear Mr. Spann:*

*This is to confirm our last conversation with you that you will be the guest speaker on the following dates in September and October:*

*Day: Thursday  
Date: September 12, 2002  
Time: 5:00 P.M.  
Location: Community Center, Weeks Armstrong Community, Edgecombe County*

*Day: Thursday  
Date: October 17, 2002  
Time: 5:00 P.M.  
Location: Community Center, Weeks Armstrong Community, Edgecombe County*

*The purpose of the meeting is for you to explain to our residents, welfare fraud, work first, etc. We are limiting our meetings to 100 residents to comply with the fire code. A meal will be served at the conclusion of your remarks.*

*Please call me at 977-3141 if there are any questions.*

*Sincerely,*

*Connor Vick  
Safety/Grant Director*

*cc: Larry Russell, Executive Director  
Bonita Allen-Watson, Director of Public Housing and Section 8 Management  
Anne Harrison, WAH Housing Manager  
Towanna Clinton, WET Housing Manager*

**RESIDENT MANAGEMENT ADVISORY BOARD**  
**MEETING**

*HOUSING AUTHORITY OF THE CITY OF ROCKY MOUNT, NORTH CAROLINA*

**THURSDAY, APRIL 18<sup>TH</sup>, 2003 @ 4:00 P.M.**

**IAZZY'S RESTAURANT, ROCKY MOUNT, N.C.**

**M I N U T E S**

During the "Resident Management Advisory Board's" monthly meeting, the Facilities Department was on the agenda as "new business to discuss" and was second on the floor at 4:15 P.M.

Mrs. Toni Child, Facilities Director, greeted and welcomed everyone in attendance. Mrs. Child explained that she was present to discuss changes (revisions) on the "2000 Capital Funds Grant" and the "2000 Emergency Disaster Grant".

The Housing Authority would like to move monies designated for rehabilitation in the original grant budget to "Mod Used For Development", which means building new homes from the ground-up. Per HUD, any time we move/revise more than 10% of the money in a grant, you have to inform the residents. Therefore, this is the purpose of the Facilities Department being with you today. This revision will take place in the "2000 Emergency Disaster Grant".

With the regular "2000 Capital Funds Grant", the Housing Authority is planning on moving money from an allocated "Architectural and Engineering" (referred to as "A and E") line account item to perform other physical improvements. This "A and E" money is no longer needed since we have the Emergency Grant. Therefore, this money can now be used to add additional units for kitchen renovations. These additional units will complete all kitchen renovations in all communities. The money can also be used to perform other physical improvements such as tile replacement, occupied painting, electrical panels, and sewer replacements. The sewer replacements is in progress now, and the kitchen renovations will be beginning May 20<sup>th</sup>.

A couple of members of the Advisory Board had questions on HVAC Systems. Mrs. Child explained that we will be installing as many as we can with the money we have. As with the kitchen renovations (as well as other work tasks such as bathroom renovations, entrance and security doors, etc.), it takes time to do all communities. We can only do a little at a time. Eventually, over time, all units will receive new HVAC Systems. This is where the "Five-Year Plan" that Housing Authorities are required to incorporate comes in. We take needed physical improvements and spread them out over a five-year period. We are currently in the process of the preparation work for the "2003 Capital Funds Grant". Resident Meetings will begin in July.

Mrs. Child then explained that the Housing Authority is doing more new construction than anticipated. We have submitted another "Demolition Application" to HUD-Chicago asking approval to perform additional demolition. As of this date, we have not heard from HUD whether it has been approved or disapproved.

In closing, Mrs. Child asked if there were any further questions or comments. There were none. And, all members in attendance agreed in the revisions proposed by the Housing Authority.

The Facilities Department's floor time adjourned at 4:35 P.M. Attached is a "Sign-In Sheet" with all

attendees - a total of 19.

**- Teresa W. Rhodes, Modernization/Maintenance Assistant -  
nc019f01a**

ATTACHMENT F

Required Attachment: Resident Member of the PHA Governing Board

- i.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)
- A. Name of resident member(s) on the governing board: **Minnie Knight**
- B. How was the resident board member selected: (select one)?  
 Elected  
 Appointed
- C. The term of appointment is (include the date term expires): **2/20//01- 6/30/04**
2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?  
 the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):
- B. Date of next tenn expiration of a governing board member: **6/30/04**
- C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

**Mayor Frederick Turnage**  
**City of Rocky Mount**  
**P.O. Box 1180**  
**Rocky Mount, NC 27802-1180**

## **ATTACHMENT G**

### **STATEMENT OF PROGRESS**

**In striving to achieve the mission and goals of Rocky Mount Housing Authority (RMHA) the agency has done the following in FY 2003:**

**A Final tally resulted in 222 apartments that were impacted by the 1999 Flood. Six of 8 phases in the Recovery Plan have or are being completed. The last two phases will involve demolition and new construction. As a part of the overall Recovery Plan, 84 single-family houses will be constructed and sold to qualifying families. Rocky Mount Housing Authority (RMHA) will have to replace all homes (84) with newly constructed multi-family homes. This construction period will cover two to three years. Homeownership Programs; SRO Housing, Project Based Section 8, Down Payment Assistance and Issuing Bonds will be the primary focus of RMHA over the next ten years.**

**As you are aware the PHDEP funding has been eliminated. RMHA will continue paying for the service of one police officer.**

**THE ROCKY MOUNT HOUSING AUTHORITY**  
**PET POLICY**

Except as otherwise specifically authorized under this pet policy, this Authority will not prohibit any Resident of its elderly or disabled housing projects from owning common household pets or having such pets living in the Resident's dwelling unit or

Restrict or discriminate against any person in connection with admission to, or continued occupancy of, such housing by reason of the person's ownership of common household pets or the presence of such pets in that person's dwelling unit.

I. DEFINITIONS

A. Common Household Pet means a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish or turtle, that is traditionally kept in the home *for* pleasure rather than for commercial purposes. Common household pet does not include reptiles (except turtles). If this definition conflicts with any applicable State or local law or regulations defining the pets that may be owned or kept in dwelling accommodations, the State or local law or regulation shall apply. This definition shall not include animals that are used to assist the disabled.

B. Elderly or Disabled Family means a family who is elderly or disabled as defined in this Authority's Admissions and Continued Occupancy Policies.

C. Project for the Elderly or Disabled means any project assisted under the United States Housing Act of 1937 (other than Section 8 or 17 of the Act), including any building within a mixed use project that was designated for occupancy by the elderly or disabled at its inception or, although not so designated, for which the Authority gives preference in Resident selection (with HUD approval) for all units in the project (*or* for a building in a mixed use [project] to elderly or disabled families.

D. Authority means the Rocky Mount Housing Authority .

2. RULES GOVERNING THE KEEPING OF PETS

A. Inoculations -The pet owner will have the pet inoculated in accordance with State and Local laws. Proof of these inoculations will be furnished to the Authority upon request and no less often than annually.

B. Sanitary Standards -The pet owner shall exercise due care to keep the apartment and common areas in a sanitary condition. All removal pet wastes shall be removed from the grounds immediately upon deposit by the pet and properly disposed of. All cages, aquariums, litter boxes, etc. will be cleaned on a regular basis and as often as necessary to prevent unsanitary conditions and odors.

C. Pet Restraint -All cats and dogs shall be appropriately and effectively restrained and under the control of a responsible individual, who is capable of controlling such animal, while on the common areas of the project. No pets will be allowed to run loose upon project grounds.

D. Except while the pet is being exercised, the pet is to be kept within the confines of the apartment.

E. The apartment cannot be altered to accommodate, or provide an enclosure for the pet.

**nc019h01**

...

Fences cannot be erected on the project grounds.

F. Registration- Pet owners are required to apply for and receive a pet permit before the pet is brought on to the project. This permit is to be renewed annually and if possible, will be renewed during the annual re-certification of the Resident's income and family composition. This registration will include:

(a) A certificate signed by a licensed veterinarian or a State or local authority empowered to inoculate animals ( or designated agent of such an authority) stating that the pet has received all inoculations required by applicable State or local law .

(b) Information sufficient to identify the pet and to demonstrate that it is a common household pet, and;

( c) The name, address and phone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated or is otherwise unable to care for the pet

( d) The pet owner shall sign an addendum to the Lease agreement, incorporating this pet policy into said Lease. That Lease addendum shall contain the provision that the pet owner agrees to comply with this pet policy and that violation of the pet policy shall be grounds for removal of the pet or termination of the pet owner's *tenancy* (or both), in accordance with the provisions of the lease, State and local laws.

( e) The authority may refuse to register a pet if that pet is not a common household pet, if the keeping of the pet would violate any applicable house pet rule, if the pet owner fails to provide complete pet registration information or fails to annually update the pet registration, or if the Authority reasonably determines, based on the pet owner's habits and practices that the owner will be unable to keep the pet in compliance with the pet rules and other Lease obligations. The Authority may not refuse to register a pet based on a determination that the pet owner is financially unable to care for the pet or that the pet is inappropriate, based on the therapeutic value to the pet owner or the interest of the property or existing tenants. The pet owner will be notified if the Authority refuses to register a pet. The notice shall state the Authority's other Lease provisions. This notice of refusal may be combined with a notice of Lease violation. The pet owner shall have the right to a grievance hearing, as stated in the Authority's Lease and Grievance Procedures.

G. Number of pets -The number of four -legged warm blooded animals shall be limited to one ( 1) pet in each dwelling unit. Birds, fish and turtles shall be limited to the number that can be reasonably kept in one ( 1) standard cage or aquarium designed for that purpose.

#### H. Financial Obligations:

(a) If the pet is a cat or dog, the pet owner will be required to pay a pet deposit of the equivalent of one (1) month's rent or Two hundred dollars (\$200.00) whichever is greater. The pet owner may gradually accumulate this pet deposit by paying the Authority no less than Fifty dollars (\$50.00) per month until the deposit is paid in full. The pet deposit is payable immediately upon approval of the pet permit. This deposit is in addition to the security deposit required by other conditions of the Lease. The pet deposit shall be used to pay only reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to)

--

the cost of repairs and replacement to, and fumigation, of the Resident's dwelling unit. The Authority will refund that unused portion of the pet deposit to the Resident within a reasonable time after the Resident moves from the project or no longer keeps a pet in the dwelling unit. The pet deposit shall not be used to pay expenses while the pet owner is in possession of a pet.

(b) A pet waste removal charge of five dollars (\$5.00) per occurrence may be assessed a pet owner that fails to remove pet wastes in accordance with the pet rules .

( c ) Fumigation and pest control measures taken by the Authority directly attributable to the keeping of a pet in the apartment shall be charged to the pet owner, if said pet owner fails to control fleas and other common pests associated with keeping of animals in the apartment: Costs of same will be billed to the Resident in the amount that it costs the Authority to employ a professional firm for this purpose.

#### I. Standards for Pet Care

(a) No pet shall be left alone for any unreasonable length of time. If the health or safety of a 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 Authority may contact the responsible party or parties listed in the pet registration required under this pet policy. If the responsible party or parties are unwilling or unable to care for the pet, or the Authority despite reasonable efforts has been unable to contact the responsible party or parties, the Authority may contact the appropriate State or local authority (or designated agent of such an authority) and request the removal of the pet. If there is no such State or local authority ( or designated agent of such an authority) authorized to remove the pet under these circumstances the Authority may enter the pet owners unit, remove that pet and place that pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than thirty (30) days. The cost of the animal care facility provided under this section shall be borne by the pet owner. If the pet owner (or the pet owner's estate) is unable or unwilling to pay, the cost of the animal care facility may be paid from the pet deposit.

( b ) Pets shall not be allowed to disturb other tenants in the quiet enjoyment of their homes. Pet owners will take adequate precautions to prevent a pet from disturbing other tenants; i.e. barking, howling, loud meowing, scratching, biting, etc.

(c) Pet owners will be required to take effective flea and other pest control measure with respect to the pet and the surroundings. Failure to do so will result in termination of the pet permit and the Authority taking pet control measures at the owners expense.

3. It is not permissible to keep pets on the premises that are not owned by the Resident and that are staying on the premises on a temporary basis. Pets are to be kept /temporarily/1 if they are to be kept in the Resident's dwelling accommodations for a period of less than fourteen ( 14) consecutive days and nights.

This Authority, however, does encourage the use of a visiting pet program sponsored by a humane society or other nonprofit organization.

4. This pet policy does not apply to animals that are used to assist the disabled. This exclusion applies to animals that reside in the projects for the elderly and disabled, as well as to animals that visit these projects. This Authority will not apply or enforce any pet rules developed under this pet policy against individuals with animals that are used to assist the disabled.

Nothing in this pet policy:

(1) Limits or impairs the rights of disabled individuals.

(2) Authorizes the Authority to limit or impair the rights of disabled individuals, or

(3) Affects any authority that that Authority may have to regulate animals that assist the disabled, under Federal, State or local law .

5. If there is an applicable State or local law or regulation governing the keeping of pets, the pet rules prescribed under this pet policy shall not conflict with such law or regulation. If such a conflict may exist, the State or local law or regulation shall apply.

Failure of this pet policy to address any State or local law or regulation does not relieve the pet owner from complying with applicable State or local requirements.

6. Nothing in this pet policy prohibits the Authority, or an appropriate community authority, from requiring the removal of any pet from a project, if the pet's conduct is duly determined to constitute, under the provisions of State or local law, a nuisance or a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

(Four Pages)  
**RESOLUTION NO. 30 (1999)**

**Approving Amendments to Rocky Mount Housing Authority (RMHA) Pet Policy**

**WHEREAS, RMHA staff is recommending amending the current Pet Policy in order to address concerns relating to HUD's proposed rules; and**

**NOW THEREFORE BE IT RESOLVED the Rocky Mount Housing Authority Board of Commissioners does hereby approve the attached Amendments to the Pet Policy effective October 1, 1999.**

**Date Adopted**      September 29, 1999

**Distribution:**      **HUD**  
                         **Housing Management Department**  
                         **Resident Advisory Board**  
                         **Post**  
                         **File**



**HOUSING AUTHORITY**

OF THE CITY OF

**ROCKY MOUNT, NORTH CAROLINA**

27803-0717

POST OFFICE BOX 4717

TELEPHONE (252) 977-3141

Voice & TDD

FAX (252) 977-6210

**WEST END TERRACE**

Administrative

1008 Aycock Street

Rocky Mount, N.C. 27803

FAX (252) 977-6210

**WEEKS-ARMSTRONG**

Housing Management

Maintenance/Moderization

116 Pinehurst Drive

Rocky Mount, N.C. 27801

FAX (252) 407-1941

**BOARD OF COMMISSIONERS**

CLEVE WHATLEY, Chairperson

BETTY PAYNE, Vice Chairperson

ROBERT BREWER

RUSSELL JACKSON

LEONARD WIGGINS

LUCILLE POWELL, Alternate

**EXECUTIVE DIRECTOR**

Larry Russell

TO: Rocky Mount Housing Authority Residents

FROM: Shirley Leak, Housing Services Director/  
Assistant to the Executive Director

DATE: August 11, 1999

SUBJECT: Amendments to RMHA Pet Policy

Attached is proposed Amendments to RMHA Pet Policy that will be presented to the RMHA Board of Commissioners in September for approval. The proposed effective date is October 1, 1999.

As required by HUD, residents must be allowed thirty (30) days to make comments. All comments will be taken into consideration prior the Board approval.

Any questions or comments may be submitted to:

Shirley Leak  
Housing Services Director/  
Assistant to the Executive Director  
Rocky Mount Housing Authority  
P. O. Box  
Rocky Mount, North Carolina 27803  
Phone: 977-3141

**AMENDMENTS TO PET POLICY  
(EFFECTIVE OCTOBER 1, 1999)**

**Add: Section 1. DEFINITIONS**

**A- The pet should not exceed 20 lbs.**

**Add: Section 2. RULES GOVERNING THE KEEPING OF PETS**

**D - Any pet known to bite or attack will not be permitted on RMHA property. (Pit Bull dog, Rotweiler, Doberman Pincher, Bull Dog, or any similar dog is not allowed)**

**Add: H. FINANCIAL OBLIGATIONS:**

**(a) the pet owner is required to secure a Homeowners Policy including liability which would provide coverage for the pet's owner. The coverage is to be no less than \$ 100,000.**

**© Pet waste removal minimum charge is \$10.00.**

**LEASE AMENDMENTS**  
Effective October 1, 1999

**#1. Resident Community Service Requirement**

**ADD:** Section 14 - RESIDENT'S OBLIGATIONS

- S. Residents 18 years or older who are not working or in school or participating in a qualified work first program or other eligible training programs, will be required to do 8 hours Community Service per month. Failure to do so will be grounds for Lease termination.

**#2. REFERS TO PET POLICY**

**Add:** Section S. Each resident is to abide by the following rules and regulations while residing in the dwelling unit.

- cc. **Old:** No dogs or cats allowed except for units designed for elderly or the visually handicapped as agreed to in the "Dwelling Lease Addendum" regarding the owning and keeping of common household pets.

**Change:** Pets are allowed according to RMHA's New Pet Policy.  
(see attached policy)

**ATTACHMENT A**

**Page 1 of 3**

**DECONCENTRATION**

**NC019A01**

**RESOLUTION NO. 16 (1999)**

**Approving Amendment to Rocky Mount Housing Authority (RMHA) Admission  
and Continued Occupancy Policy (ACOP) to Provide for Deconcentration of Poverty  
and Income Mixing in all RMHA Communities**

**WHEREAS, HUD issued a notice in the Federal Register on February 18, 1999 concerning the New Quality Housing and Work Responsibility Act (QRWHA) of 1998 requiring Public Housing Authorities to develop a policy to provide for deconcentration of poverty and income mixing by bringing higher income Residents into lower-income public housing communities and bringing lower-income Residents into higher-income public housing communities; and**

**WHEREAS, the Executive Director is recommending amending both the Tenant Selection Policies and Procedures, and Tenant Selection and Assignment Plan as stated on the attached sheet to achieve deconcentration of poverty and income mixing in all RMHA communities;**

**NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Rocky Mount Housing Authority hereby approve the attached Amendments to meet HUD's Deconcentration of Poverty and Income Mixing requirements.**

**Date Adopted: June 8, 1999**

**Distribution: HUD  
RMHA Housing Manager  
RMHA Occupancy Staff  
Residents Presidents  
Resident Advisory Board  
Post  
File**

## **ACOP AMENDMENTS**

### **11. Tenant Selection Policies and Procedures**

**Current wording - Page 35, a To avoid concentration of the most economically and socially deprived families in one or all the developments operated by the RMHA**

**Amendment - Page 35, a. To provide for deconcentration of poverty and income mixing, by bringing higher-income tenants into lower-income public housing communities and bring lower-income Residents into higher-income communities.**

### **12. Tenant Selection and Assignment Plan**

**Current wording - Page 35, a. Assignment of applications and units must be conducted in accordance with a Tenant Selection and Assignment Plan that meets HUD requirements and approval. Units assignments must be based on the type of project, size and type of unit required, applicable preferences, and date and time of application.**

**Amendment - Page 35, a. Assignments of applicants and units must be conducted in accordance with a Tenant Selection and Assignment Plan that meets HUD requirements and approval. Units**

**assignments must be based on the project income, size and type of unit required, applicable preferences, and date and time of application.**

## ATTACHMENT J

### Component 10, (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **All of RMHA regular public housing developments are subject to the initial assessments.**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **RMHA has a 40 unit "Elderly" Section 8 new construction development that is exempted.**
- c. How many Assessments were conducted for the PHA's covered development? Only one assessment was done for all RMHA's developments.
- d. Identify PHA developments that may be appropriated for conversion based on the Required Initial Assessments: **Based on the assessment done by RMHA's, none of its developments are appropriated for conversion.**

Development Name	Number of Units
N/A	

- d. The PHA has not completed the Required Initial Assessments, describe the status of these assessments: **The assessment has been completed. No other action required.**

ATTACHMENT J

ROCKY MOUNT HOUSING AUTHORITY  
VOLUNTARY CONVERSION INITIAL ASSESSMENT  
SEPTEMBER 27, 2001

Prepared by:  
Larry Russell  
RMHA Executive Director

The Rocky Mount Housing Authority's (RMHA) response to U.S. Department of Housing and Urban Development's (HUD) June 22, 2001 Final Rule (Federal Register 66 FR 4476) on "Voluntary Conversion" is as follows:

Addressing Each Test Question -

- Test Question (a.) - How many of the Public Housing Authorities (PHA's) developments are subject to the required initial assessments?

Response - All of RMHA regular public housing developments are subject to the initial assessments.

- Test Question (b.) - How many of the PHA's developments are not subject to the required initial assessments based on exemptions (e.g., elderly and/or disabled developments on general occupancy projects)?

Response - RMHA has a 40 unit "Elderly" Section 8 new construction development that is exempted.

- Test Question (c.) - How many assessments were conducted for the PHAs covered developments?

Response - Only one assessment was done for all RMHA's developments. (See attached assessment)

- Test Statement (d.) - Identify PHA developments that maybe appropriate for conversion based on the required initial assessments?

Response - Based on the assessment done by RMHA, none of its developments are appropriate for conversion.

- Test Statement (e.) - If the PHA has not completed the required initial assessments, describe the status of these assessments.

Response - The assessment has been completed. No other action required.

**ROCKY MOUNT HOUSING AUTHORITY  
VOLUNTARY CONVERSION INITIAL ASSESSMENT  
SEPTEMBER 27, 2001**

Rocky Mount Housing Authority (RMHA) initial voluntary conversion assessment was done by comparing RMHA Flat Rents to RMHA current HUD approved Section 8 choice voucher payment standards.

RMHA approved flat rents in 1999 that was based on cost to operate its developments using only Flat Rents. The Flat Rents are:

- one bedroom - \$300.00
- two bedrooms - \$330.00
- three bedrooms - \$363.00
- four bedrooms - \$399.00
- Five bedrooms - \$439.00

RMHA's current Section 8 housing choice payment standards are:

- zero bedroom \$367.00
- one bedroom \$397.00
- two bedroom \$482.00
- three bedroom \$639.00
- four bedroom \$705.00
- five bedroom \$811.00

By conducting the stated comparison, it is concluded:

1. Conversion will be more expensive; and
2. Conversion will not principally benefit Residents; and
3. Conversion would adversely affect the availability of affordable housing in the community.

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

Acting of behalf of the City of Rocky Mount Housing Authority (PHA) as its Authorized Official, I make the following certifications and assurances to HUD regarding:

Project No. NC19P019004

Project Name: Weeks-Armstrong Homes

Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- Is the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be;

- \* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature: \_\_\_\_\_

*Larry Russell, Executive Director*

Date: \_\_\_\_\_

9-25-01

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

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Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- Is the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be;

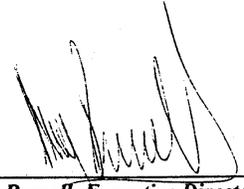
\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
Larry Russell, Executive Director

Date:

9-25-01

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

Acting of behalf of the City of Rocky Mount Housing Authority (PHA) as its Authorized Official, I make the following certifications and assurances to HUD regarding:

Project No. NC19P019001

Project Name: West-End Terrace

Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- Is not the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be;

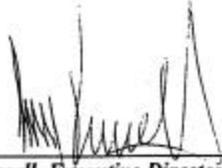
\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
Larry Russell, Executive Director

Date:

9-25-01

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

Acting of behalf of the City of Rocky Mount Housing Authority (PHA) as its Authorized Official, I make the following certifications and assurances to HUD regarding:

Project No. NC19P019009

Project Name: McIntyre Acres

Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- Is not the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be;

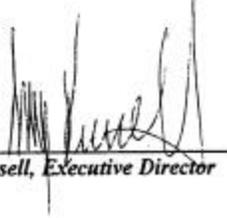
\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
Larry Russell, Executive Director

Date:

9-25-01

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

Acting of behalf of the City of Rocky Mount Housing Authority (PHA) as its Authorized Official, I make the following certifications and assurances to HUD regarding:

Project No. NC19P019003

Project Name: West-End Terrace

Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- Is not the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be;

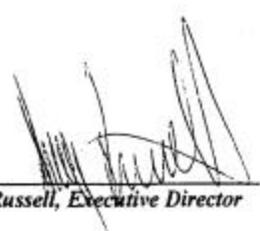
\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
Larry Russell, Executive Director

Date:

9-25-07

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

Acting of behalf of the City of Rocky Mount Housing Authority (PHA) as its Authorized Official, I make the following certifications and assurances to HUD regarding:

Project No. NC19P019005

Project Name: Scattered Sites

Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- Is not the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be;

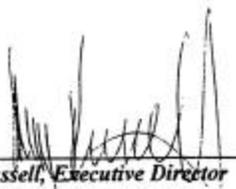
\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
*Larry Russell, Executive Director*

Date:

9-25-01

## ATTACHMENT K

### Component 3, (6) Deconcentration and Income Mixing

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

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

Deconcentration Policy for Covered Developments			
Development Name	No. of Units	Explanation (if any) {see step 4 at §903.2 (c )(1)(iv)}	Deconcentration policy(if no explanation) {see step 5 at § 903.2(c)(1)(v)}
West End Terrace NC19P019001	110		
Weeks Armstrong Homes NC19P019002	208		
West End Terrace NC19P019003	100		
Weeks Armstrong Homes NC19P019004	100		
Scattered Sites NC19P019005	198		
McIntyre Lane NC19P019009	50		

**nc019k01**

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**ATTACHMENT K**

**Page 1 of 3**

**DECONCENTRATION**

**Nc019k02**

**RESOLUTION NO. 16 (1999)**

**Approving Amendment to Rocky Mount Housing Authority (RMHA) Admission  
and Continued Occupancy Policy (ACOP) to Provide for Deconcentration of Poverty  
and Income Mixing in all RMHA Communities**

**WHEREAS, HUD issued a notice in the Federal Register on February 18, 1999 concerning the New Quality Housing and Work Responsibility Act (QRWHA) of 1998 requiring Public Housing Authorities to develop a policy to provide for deconcentration of poverty and income mixing by bringing higher income Residents into lower-income public housing communities and bringing lower-income Residents into higher-income public housing communities; and**

**WHEREAS, the Executive Director is recommending amending both the Tenant Selection Policies and Procedures, and Tenant Selection and Assignment Plan as stated on the attached sheet to achieve deconcentration of poverty and income mixing in all RMHA communities;**

**NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Rocky Mount Housing Authority hereby approve the attached Amendments to meet HUD's Deconcentration of Poverty and Income Mixing requirements.**

**Date Adopted: June 8, 1999**

**Distribution: HUD  
RMHA Housing Manager  
RMHA Occupancy Staff  
Residents Presidents  
Resident Advisory Board  
Post  
File**

AMENDMENT NO.1

Date: 6/8/99

**ACOP AMENDMENTS**

11. **Tenant Selection Policies and Procedures**

Current wording - Page 35, a

To avoid concentration of the most economically and socially deprived families in one or all the developments operated by the RMHA

Amendment - Page 35, a.

To provide for deconcentration of poverty and income mixing, by bringing higher-income tenants into lower-income public housing communities and bring lower-income Residents into higher-income communities.

12. **Tenant Selection and Assignment Plan**

Current wording - Page 35, a.

Assignment of applications and units must be conducted in accordance with a Tenant Selection and Assignment Plan that meets HUD requirements and approval. Units assignments must be based on the type of project, size and type of unit required, applicable preferences, and date and time of application.

Amendment - Page 35, a.

Assignments of applicants and units must be conducted in accordance with a Tenant Selection and Assignment Plan that meets HUD requirements and approval. Units assignments must be based on the project income, size and type of unit required, applicable preferences, and date and time of application.

**ATTACHMENT K**

**REVISION TO TENANT SELECTION AND ASSIGNMENT PLAN**

**Refer to Tenant Selection and Assignment Plan - Page 1**

**#1 Add: INCOME TARGETING**

PHA must admit not less than 40% of new families that have income at or below 30% of the area median incomes. Other admission must be at or below 80% of the area median.

**Process for Tracking**

The RMHA Occupancy Department will implement the income target by:

1. Quarterly identify the incomes (i.e., 30% of area median and not more than 80% of area median) by community.
2. Pull monthly from the waiting list based on the same area median incomes.

**#2 Add: DECONCENTRATION**

The RMHA Policy is to provide for deconcentration of poverty and income mixing by bringing higher income residents into lower income projects and lower income residents into higher projects. The PHA will implement the "skipping" of a family on the waiting list to achieve income mixing goals at targeted developments.

Nc019k03

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Rocky Mount Housing Authority (RMHA)  
Dwelling Lease Addendum  
Effective October 1, 1999

Section 2. TERM OF LEASE

Current Reading - The lease shall begin on \_\_\_\_\_ and end at midnight on the last day of the same calendar month at a monthly rental of \$ \_\_\_\_\_. The rent for the first month or portion thereof is \$ \_\_\_\_\_, payable in advance on or before the first day of occupancy.

Change - The lease shall begin on \_\_\_\_\_ and end at midnight on the last day of the twelfth month of signing the lease at a monthly rental of \$ \_\_\_\_\_. The rent for the first month or portion thereof is \$ \_\_\_\_\_ payable in advance on or before the first day of occupancy.

Section 3. AUTOMATIC RENEWAL OF LEASE AND MONTHLY RENT

Current Reading - This lease shall be automatically renewed for successive terms of one (First Sentence) (1) month each at the monthly rent set forth above (subject to adjustment in accordance herewith) upon the payment by the Resident of such monthly rent on or before the first day of the month.

Change - This lease shall be automatically renewed for successive terms of one (First Sentence) (1) year each (except for noncompliance with the community service requirements or any other section of the lease) at the monthly rent set forth above (subject to adjustment in accordance herewith) upon the payment by the Resident of such monthly rent on or before the first day of the month.

LEASE ADDENDUM  
RENT DETERMINATION PROCESS  
RESIDENT CHOICE OF RENT

a. **Income-Based Rent**

RENT CHARGED BY THE RMHA ARE THE GREATER OF THE FOLLOWING:

- 10% OF GROSS MONTHLY INCOME
- OR
- 30% OF ADJUSTED MONTHLY INCOME
- OR
- \$25.00 RMHA MINIMUM RENT

NO RESIDENT WILL PAY LESS THAN THE MINIMUM RENT OF \$25.00 PER MONTH ADOPTED BY THE BOARD AND EFFECTIVE APRIL 1, 1996. This means that families paying zero rent or a rent less than \$25.00 will be charged the RMHA's Minimum rent in effect at that time.

b. **FLAT RENT - (effective October 1, 1999)**

This rent figure may vary pending studies done by RMHA. The current flat rents are posted by RMHA in the Housing Manager Office and the Main Administration Building.

RMHA FLAT RENT SCHEDULE

1 Bedroom	\$300.00
2 Bedroom	\$350.00
3 Bedroom	\$363.00
4 Bedroom	\$399.00
5 Bedroom	\$439.00

I \_\_\_\_\_ hereby choose the following rent:

- a. **Income-Based Rent**
- b. **Flat rent of \_\_\_\_\_ for a \_\_\_\_\_ bedroom apartment**

\_\_\_\_\_  
**Resident**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

---

**AMENDMENTS TO PET POLICY  
(EFFECTIVE OCTOBER 1, 1999)**

**Add: Section 1. DEFINITIONS**

**A. - The pet should not exceed 20 lbs.**

**Add: Section 2. RULES GOVERNING THE KEEPING OF PETS**

**D. - Any pet known to bite or attack will not be permitted on RMHA property. (Pit Bull dog, Rottweiler, Doberman Pincher, Bull Dog, or any similar dog is not allowed.)**

**Add: H. FINANCIAL OBLIGATIONS:**

**(a) the pet owner is required to secure a Homeowners Policy including liability which would provide coverage for the pet's owner. This coverage is to be no less than \$100,000.00.**

**© Pet waste removal minimum charge is \$10.00.**

RMHA PET POLICY DOCUMENTATION FORM

PART I

Resident's Name \_\_\_\_\_ Date \_\_\_\_\_

Resident's Address \_\_\_\_\_ Unit/Project No. \_\_\_\_\_

Type of Pet \_\_\_\_\_ Size of Pet \_\_\_\_\_

Approved by \_\_\_\_\_  
RMHA Representative

PART II

DOCUMENTATION NEEDED:

Veterinarian \_\_\_\_\_

Address \_\_\_\_\_

Certificate of Inoculation \_\_\_\_\_ yes \_\_\_\_\_ no

Date of Inoculation \_\_\_\_\_

Liability Coverage:

Name of Insurance Company \_\_\_\_\_

Date of Policy \_\_\_\_\_

Date approved by RMHA \_\_\_\_\_

Date disapproved by RMHA \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RMHA Representative \_\_\_\_\_

Date \_\_\_\_\_



*Attachment M*

**COMPONENT #11**

**STATEMENT OF ANY HOMEOWNERSHIP PROGRAM ADMINISTERED  
BY ROCKY MOUNT HOUSING AUTHORITY**

*This statement describes steps taken by Rocky Mount Housing Authority (RMHA) to address its homeownership programs.*

*Over the past seven (7) years RMHA has made three (3) attempts to create additional public housing units and the third for 202 Elderly housing. None of the three applications were approved.*

*Within the past two years, RMHA purchased a 3 bedroom single family home under the 203 (k) program and sold it within a four month period. There has not been any attempt to acquire additional 203 (k) units because of funding and man hours to address.*

*In 1997 RMHA formed a non-profit 501 3 C named South Eastern North Carolina Community Development Corporation (SENCCDC). The primary goal of this corporation is to (1) create affordable housing units and (2) help residents in creating business. Currently SENCCDC has a 2 bedroom home for sale.*

*Several homeownership workshops have conducted by RMHA and SENCCDC over the past four (4) years. During the FYs 2001 and 2002, RMHA has continued to conduct Homebuyers educational workshops.*

*RMHA plan to replace units to be demolished (estimated 48) with single family homes. During FY 2002 RMHA signed a contract to acquire and additional 36 lots to construct 36-single family homes. Our intent is to sale all 84 of the homes to qualified families. The homeownership plan is in development criteria and cannot be addressed until Section 8 Homeownership Program Plan has been developed. RMHA is hiring a homeownership administrator to sale the 84 single family homes.*

***RMHA will continue to explore every reasonable means to create ownership opportunities for Residents.***

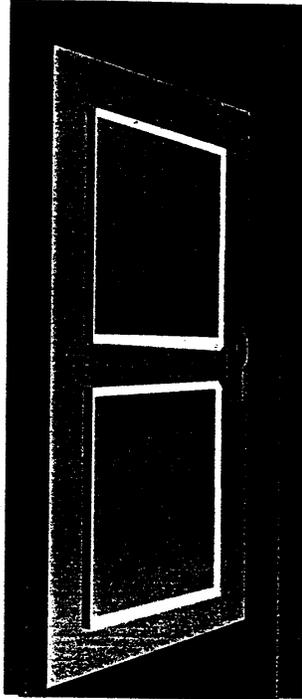
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# **The Owner's Handbook**

A Guide to Section 8 Housing Choice  
Voucher Program for Owners and  
Property Managers



**Housing Authority Of The  
City Of Rocky Mount, NC  
P.O. Box 4717  
Rocky Mount, NC 27803-4717**

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TERMS

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**SAMPLE FORMS:**

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HOUSING CHOICE VOUCHER  
HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP) – INSTRUCTION  
FORM  
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HOUSING ASSISTANCE PAYMENTS CONTRACT – PART B  
HOUSING ASSISTANCE PAYMENTS CONTRACT – PART C  
TENANCY ADDENDUM – TO BE ATTACHED TO THE TENANT LEASE  
INSPECTION CHECKLIST  
FRAUD AND PROGRAM ABUSE REPORTING FORM**

## CHAPTER 1 INTRODUCTION

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### Goal of the Section 8 Housing Program

This guidebook has been prepared in appreciation of your interest in participating the Section 8 Housing Choice Voucher Program.

The rules and regulations for the Section 8 Housing Choice Voucher Program are determined by the U.S. Department of Housing and Urban Development (HUD). If you are a rental property owner or manager, this handbook will assist you in understanding how the programs work.

The success of the program depends on the local housing agency (HA) being able to contract with property managers and owners who have decent, safe, and sanitary rental units. Participation is voluntary; however, many low-income families in your community rely on owners like you, who are willing to participate in the program. In most communities, there is a shortage of decent and affordable housing. The subsidy that comes with the Section 8 Program helps families to rent in many different neighborhoods. Participating families include elderly persons, persons with disabilities, and working families who do not earn enough to keep pace with rising rental housing costs.

### Housing Agency Service Commitment

As a public service agency, the Housing Agency's goal is to provide excellent service to the families and owners participating in the Section 8 Program. The HA will make every effort to inform you of the program rules and to advise you of how these rules affect you. Since federal regulations are not always easy to understand, it is very important to ask questions if you are not sure of something.

Do not hesitate to contact an HA representative if you have a question or program that pertains to one of the housing programs.

### Definitions

In order to explain the Section 8 Housing Choice Voucher program, it is necessary to use certain housing terms. For this reason a glossary of commonly used housing terms has been included in the back of this handbook. As you read through the text, you will notice that many terms are in ***bold italics***. When you see a ***bold and italicized*** term or phrase, it will draw your attention to the fact that the term or phrase can be found in the glossary.

### Getting in touch with you

Since the HA may need to contact you from time to time, be sure they have a daytime phone number where you can be reached. After the initial lease-up period, most of your contact with the HA will probably be by first-class mail.

Your cooperation is essential to the HA's being able to serve you and any family you may select as a renter.

## **CHAPTER 2                      GENERAL PROGRAM INFORMATION**

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### **Responsibilities within the Section 8 Program**

The Section 8 housing program is a three-way partnership among the Housing Agency (HA), the tenant, and the owner or landlord of the housing unit.

#### **The Housing Agency's Job**

In order for the program to work, the HA must do the following:

- Review all applications to determine whether an applicant is eligible for the program
- Explain all the rules of the program to all of the families who qualify. This is done at a voucher briefing session.
- Issue a Housing Choice Voucher and if necessary, assist the family in finding a place to live.
- Approve the unit, the owner, and the lease.
- Make housing assistance payments to the owner in a timely manner. (HAP payments are mailed from this office by the 5<sup>th</sup> working day of the month).
- Ensure that both the family and the unit continue to qualify under the program.
- Provide families and owners with prompt, professional service.

#### **The Owner's Job**

In order for the program to work, the owner must:

- Screen families who apply to determine if they will be good renters. The HA can supply you with the current and previous address and landlord information. The HA may also provide additional information pertaining to a tenant's performance as a renter.
- Comply with fair housing laws, and not discriminate against any family.
- Maintain the housing unit by make necessary repairs in a timely manner.
- Comply with the terms of the Housing Assistance Contract with the Housing Agency.
- Collect the rent due by the tenant and otherwise enforce the lease.

## **Step 1 – Finding a Tenant**

When a family is determined to be eligible for the program and funding is available, the Housing Agency (HA) issues the family a Housing Choice Voucher. The family receives the voucher at the tenant briefing. They then begin looking for a unit.

If you wish, the HA will give your name and general information about the rental unit(s) to families who have been issued a voucher. Any interested families will then contact you for an appointment to see your housing unit(s). The HA will not steer families to specific owners or rental units, but they will furnish families with information on units that are available. When you first see a Section 8 family, they will already have been issued a voucher.



## CHAPTER 3 BECOMING A PARTICIPATING LANDLORD

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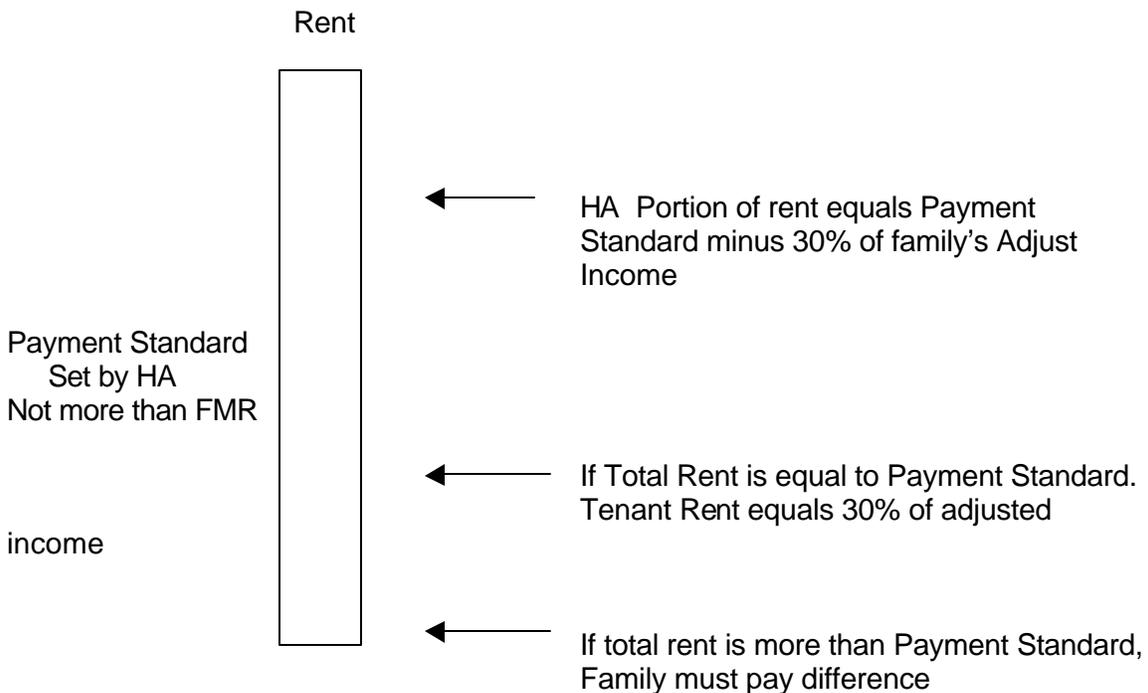
### What Kind of Assistance Do They Have?

In the Housing Choice Voucher Program, the maximum amount that the HA will pay is an amount equal to the Payment Standard or Fair Market Rent (FMR) minus 30% of the tenant's adjusted monthly income.

#### *The Payment Standard*

- Is established by the HA but cannot exceed the HUD established Fair Market Rent for the Voucher program.
- Is based on the cost of housing and utilities for your area
- Depends on the family composition and the bedroom size of the unit. For example, the payment standard is higher for families requiring 3-bedroom units than for families requiring 1-bedroom units.

### Who Pays what in the Voucher Program?



## **STEP 2 OWNER APPROVES TENANT**

### **Review the Voucher**

Check the expiration date to determine whether it has expired. Voucher expires 60 days after issuance, unless they have been extended by the HA.

The Voucher will also contain the unit bedroom size for which the family has been approved.

The family will also have information on your local ***Fair Market Rents and Payment Standards***.

### **Screen The Family**

When a prospective renter contacts you, evaluate them as you would any other renter.

Make sure that your tenant selection standards are based on objective, business-related considerations, such as previous history of non-payment, damages to unit, or disturbance of neighbors.

Owners must apply the same standards of tenant selection to any family who applies, whether that family is a prospective Section 8 renter or not. Tenant selection must not be based upon race, color, age, religion, sex, familial status, disabilities or any other discriminatory factors.

The HA does not screen families for their suitability as renters, that is the job of the owner.

### **Security Deposits**

The owner may collect a security deposit. The HA has the discretion to prohibit security deposits that are in excess of private market practice, or in excess of security deposits for the owner's unassisted units.

## **Step 3 HA Approves Lease and Unit**

HUD requires certain language in any lease signed by a Section 8 tenant, and the HA must approve the lease.

### **Using your own lease**

You may submit your own lease to the HA along with a ***Request for Tenancy Approval*** (RFTA) form. It is the HA's responsibility to review the lease to make sure it does not contain any provision that conflicts with program rules. The lease should include the amount of security deposit and the total amount of the proposed ***Rent to Owner*** for the housing unit.

## Request for Tenancy Approval

The family was given a Request for Tenancy Approval (RFTA) form at their tenant briefing. When the HA receives your signed RFTA, they will review it to determine if the unit is the correct size and the proposed rent is approvable. If you plan to use your own lease, the HA will need to review it to make sure it contains the correct language required by HUD

## Tenancy Addendum

If your lease does not include all of the HUD requirements, the HUD tenancy addendum will be attached to it. A sample tenancy addendum is included in the last chapter of this handbook.

## Important Information about the Lease Agreement

- The lease agreement must comply with state and local law.
- If the owner's lease does not contain HUD specified language, a **tenancy addendum** must be added to the lease. The tenancy addendum contains prohibited lease provisions.
- The Housing Assistance Payments Contract (HAP) between the HA and the owner begins on the first day of the term of the lease and ends on the last day of the term of the lease.
- The initial term of the lease must be for at least one year.
- The lease must specify what utilities and appliances are to be supplied by the owner and what utilities and appliances are to be supplied by the family.
- The lease may not be revised unless any lease revision has been approved in writing by the HA.

## Areas Inspected

**There are eight areas that must be reviewed for HQS compliance:**

- Living Room
- Kitchen
- Bathroom
- Other rooms used for living
- Secondary rooms (not used for living)
- Building Exterior
- Heating and Plumbing
- General health and safety

## Ratings

There are three ratings for the conditions verified by the Inspector: Pass, Inconclusive and Fail.

- Pass means the condition meets the minimum requirement.
- Inconclusive means that more information is needed for the inspector to make a determination. For example, if the electricity and gas are not in services on the date of inspection, the inspector will mark “inconclusive” until service is turned on and verified.
- An item marked “Fail” on the inspection report means that the condition does not meet the minimum requirement and must be brought up to the standard prior to the tenant receiving rental assistance in the unit.

All fail items must be corrected and verified prior to the execution of the Housing Assistance Payments Contract.



## HQS Checklist

A copy of the inspection booklet that is used by the HA inspector is located in the back of the book.

### Most Common Fail Conditions

- Non-functional smoke detectors
- Missing or cracked electrical outlet cover plates
- Railings not present where required
- Peeling exterior and interior paint
- Tripping hazards caused by permanently installed floor coverings (carpets/vinyl)
- Cracked or broken window panes
- Inoperable burners on stoves or inoperable range hoods
- Missing burner control knobs
- Inoperable bathroom fan/no ventilation
- Leaking faucets or plumbing
- No temperature/pressure relief valve on water heaters

## Unit Rent Determinations

### Rent Reasonableness

At the time of the inspection, the inspector will also be evaluating the **rent reasonableness** of the housing unit. The proposed rent will be compared to the rent for other units on the market of similar size, features, and amenities.



## **Voucher Program**

Although there are no HUD “ceilings” on the rents charged in the Voucher Program, they must still be reasonable and comparable to the rents charged for comparable unassisted units. The HA makes the determination of reasonableness and comparability based on the unit inspection report and rental market information.

## **HA Disapproval of Owners**

**The HA is not permitted to approve a unit if:**

- The HA has been notified by HUD that the owner has been debarred, suspended, or subject to a limited denial of participation by HUD.
- The government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other equal opportunity requirements.

**The HA also has discretion to disapprove an owner for any of the following:**

- The owner has violated obligations under a housing assistance payments contract.
- The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any HUD program.
- The owner has engaged in drug trafficking.
- The owner has a history or practice of non-compliance with the Housing Quality Standards for units leased under the program.
- The owner has a history or practice of renting units that fail to meet State or local real estates taxes, fines, or assessments.

Note: The term owner includes a principal or other interested party with relationship to the rental unit.

## **Step 4 Contract and Lease signed**

Once the lease and unit are approved, you will enter into a Contract with the HA, and you will sign a lease agreement with the family.



## **Step 5 Housing Assistance Payments to Owner**

The HA will begin making payments to you after the unit has been approved and the Housing Assistance Payments Contract has been signed. The HA will mail the payment on or about the fifth of each month. The HA will continue to make payments as long as:

- The unit meets Housing Quality Standards
- The tenant is eligible for assistance
- The tenant resides in the unit
- The owner is in compliance with the contract

## **Family Payments to Owner**

The family is responsible to pay the difference between the HA's payment amount and the total contract rent for the unit. It is the owner's responsibility to collect any portion of the rent that is payable by the family



## Chapter 4 Obligations

---

### HUD-Required Annual Activities

There are 3 HUD-required annual activities:

- Recertification of the family income and household composition
- Inspection of the housing unit
- Annual adjustments to contract rents

#### Recertification of the Family

The HA is required to recertify the family at least annual. The family is required to furnish information to the HA pertaining to total family income, allowable deductions from income, and family composition. If the family's income has increased or decreased, it will change the amount of the family's payment to the owner; this affects the portion of the contract rent that is paid by the family, but does not affect the total amount received by the owner from both the HA and the family.

#### Changes in payments

The HA will provide advance written notice to the family and to the owner if the family's portion or the rent changes.

On occasion a family fails to cooperate in the recertification process, and it results in a loss of their rental assistance. The HA will notify the owner if the family's rental assistance is being terminated. The Housing Assistance Payment will cease 30 days following the month in which notice of termination of assistance is provided to the owner.

#### Annual Inspection of the Unit

Every unit must be inspected by the HA at least once a year. The HA will provide advance written notice to the owner and family of the date and time of the annual inspection. Written notice will also be given of the results of the inspection.

If the unit does not pass inspection, a reasonable time period will be given to make repairs.

The family is responsible for any repairs that are the result of damage caused by the family beyond normal wear and tear. The family is also responsible for the operation of tenant-supplied appliances and the payment of tenant-supplied utilities.



## **Abatement of payments**

According to the HAP Contract, the owner is responsible for ensuring that the unit meets the Housing Quality Standards during the entire term of the HAP Contract. At any time it is determined that the unit does not meet Housing Quality Standards, the HA will notify you in writing and provide a reasonable time period to make repairs. If the repairs are not made within that time period, the HA is required to abate payments. If a payment is abated, the tenant is still responsible only for their share of the rent. Therefore, it is very important that you be aware of the condition of your rental units and make repairs as soon as they are needed.

## **Voucher Program rent increases**

After the first year of the lease, the owner may increase the rent with 60 day notice to the family and the HA. The proposed increase must be reasonable. Check with your HA representative for information on the HA policy for rent increases in the voucher program.

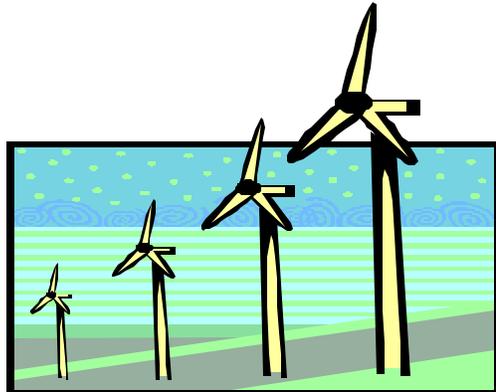


## **Family Obligations to the Owner**

The family obligations to the owner are contained in the lease agreement. Families are obligated to pay the rent on time and to take care of the housing unit. Make sure that as a part of your tenant selection process, you review the lease agreement with the family carefully. The family is required to pay its portion of the rent to the owner on time, in accordance with the terms of the lease. Generally, the owner is required to make repairs and provide routine maintenance, but if a housing unit fails to meet Housing Quality Standards because of the following, it is the responsibility of the family.

## Utilities

The family is required to keep all utilities in service for which they are responsible to provide. If utilities that the family is required to provide (such as electricity, gas, or water) are not kept in service, the unit will not meet Housing Quality Standards. The family will be given a short period of time to get the utilities back into service.



## Appliances

The family is required to supply and maintain any appliances that are not provided by the owner (such as stove or refrigerator)

## Damages

The family is responsible for damages to the unit and premises (beyond normal wear and tear) that are caused by any member or guest. If the family does not fulfill its obligations for the correction of tenant caused damages in accordance with the lease, their assistance may be terminated.

## Family Obligations to the HA

Families who participate in the Section 8 Housing Choice Voucher Program are required to comply with certain "Family Obligations". These Family Obligations are required by HUD regulations and they are listed on the housing voucher the list of Family Obligations is as follows:

- Supplying required information – the family must supply any information that the HA or HUD determines is necessary for administration of the program, and to certify or recertify a family. This includes evidence of citizenship or eligible immigration status. It also includes information about family income and household members.
- Disclosing and verifying social security numbers – the family must disclose and verify social security numbers and must sign and submit consent forms for obtaining information.

- True and complete information - any information provided by the family must be true and complete.
- Housing Quality Standards (HQS) caused by the family – the family is responsible for certain HQS violations caused by the family.
- Allowing the HA to inspect the unit – the family must allow the HA to inspect the unit at reasonable times and after reasonable notice.



- Violation of the lease – the family may not commit any serious or repeated violation of the lease.
- Family notice of move or lease termination – the family must notify the HA and the owner before the family moves out of the unit, or terminates the lease on notice to the owner.
- Owner eviction notice – the family must promptly give the HA a copy of any owner eviction notice.
- Use and occupancy of the unit – the family must use the assisted unit for residence by the family and as the family's only residence.
- Approval of family members – the members of the family must be approved by the HA. The family must promptly inform the HA of the birth, adoption or court-awarded custody of a child. The family must request HA approval to add any other family members as an occupant of the unit.
- Foster children – a foster child or live-in aide may reside in the unit with approval of the HA.
- Family member moves – the family must promptly notify the HA if a family member no longer resides in the unit.
- Profit-making activities – family members may engage in legal profitability activities in the unit, but only if such activities are incidental to the primary use of the unit as the family's residence. The owner's lease may contain additional restrictions.

- Subleasing – the family must not sublease or let the unit.
- Absence from the unit - the family must supply any information or certification requested by the HA to verify that the family is living in the unit, or relating to family absences. The family must promptly notify the HA of absence from the unit.
- Fraud and other program violations – the members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
- Crime by family members – the members of the family may not engage in drug-related criminal activity or violent criminal activity.



- Other housing assistance – an assisted family, or members of the family, may not receive Section 8 rental assistance while receiving another housing subsidy for the same unit or a different unit under any duplicative Federal, State or Local housing assistance program.

## **Owner and Housing Agency Communication**

Since many of these family obligations involved the owner, communication between the HA and the owner is vital to the success of the program. For example, if the owner intends to evict the family for serious or repeated violations of the lease, the owner's notice must be clear and complete so that the HA can determine whether a family obligation was violated.



## Owner's Obligations to the Family

- Non-discrimination

All rental property owners are subject to federal and local laws that prohibit discrimination in housing against persons due to their sex, age, ethnicity, race, color, familial status, because they have children, or because of a disability.

Violations of Fair Housing and non-discrimination laws will result in denial or termination of participation in the Section 8 Housing Choice Voucher program and could result in civil penalties.

It is in your best interest to utilize the same methods of screening and selection for all renters and to keep complete documentation. At your request, the HA will furnish you with additional information pertaining to Fair Housing requirements.

- Reasonable modification of the unit

Owners cannot discriminate against families with disabilities and should be aware of their obligation to make reasonable modification to the unit for such families, at the family's expense, as required for all persons with disabilities under the Fair Housing Act for the private rental market. Notify the HA if you have, or know of an owner who has, units accessible to persons with disabilities.



## **Owner's Obligations to the HA**

### **Program Integrity**

Most owners who participate in the program comply with the program rules and the HAP Contract, but occasionally some do not. It is always unpleasant when an owner violates the rules and becomes subject to administrative or other more severe sanctions. The HA's goal is to prevent any embarrassment or expense which may result from owner violations by making sure that the program rules are understood. That is why we are listing the most common violations here.

### **Most Common Owner Violations**

#### **Failing to maintain the unit**

The owner is responsible for normal maintenance and upkeep of the unit. Make sure that repairs, which are the responsibility of the owner, are made in a timely manner.

#### **Accepting payments for a vacant unit**

If a family moves in violation of the lease, the owner must notify the HA immediately.

#### **Demanding or accepting side payments**

The HA determines the amount of rent to be paid by the family for rent. Any additional payments or agreements must be approved by the HA.

## **CHAPTER 5 TERMINATIONS**

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### **Contract Terminations**

#### **Contract and lease tied together**

The HAP contract is a contract between the owner and the HA. It runs concurrently with the lease, and it terminates automatically when the lease terminates.

Another example of when a HAP contract may end is when a family's income increases to the point that an HA payment to the owner is no longer necessary. The HAP contract terminates automatically 180 calendar days after the last assistance payment is made to the owner.

#### **Breach of contract**

Any of the following actions by the owner will be considered a breach of the HAP Contract.

- Owner violates any obligation of the HAP contract, including HQS
- Owner violates any obligation under any other HAP contract
- Owner has committed fraud, bribery or any other corrupt or criminal act involving a federal housing program
- Owner has committed fraud, bribery or other corrupt or criminal act in connection with mortgages insured or loans made by HUD

#### **Change of ownership**

As a provision of the HAP contract, the owner may not assign the HAP contract to a new owner without the prior written consent of the HA. Therefore it is necessary to notify the Housing Agency if you put the property on the market for sale.

Your HA representative will provide you with a form to complete if the ownership or management of a property changes. Be prepared to provide the HA with all pertinent information requested to document the change.

The owner may not terminate for "good cause" during the first year of the lease, unless it is because of something the family did or failed to do. At the end of the initial term or at the end of any successive definite term, the owner may terminate the lease without cause.

#### **Criminal Activity**

Cause for termination of tenancy includes any illegal activity that threatens the safety or right to enjoyment of the premises by other residents or persons residing in the immediate vicinity of the premises, and any drug-related criminal activity on or off the premises.

## **Owner Notice to Terminate Tenancy**

The owner must give the tenant written notice of grounds for termination of tenancy at or before the commencement of the eviction action. The notice may be included or combined with any owner eviction notice to the family. The owner must give the HA a copy of any owner eviction notice given to the family. The owner may evict the tenant only by instituting a court action.

## **Termination of Housing Assistance by Housing Authority**

If the HA terminates program assistance for the family, the HAP contract terminates automatically. The HA will always provide the owner with advance written notice of termination of assistance. Rental assistance can be terminated for violating any of the family obligations under the program as well as for serious and repeated violations of the lease.

## **CHAPTER 6                      PROGRAM BENEFITS**

---

Congratulations! By reading this far, you have wisely invested time in becoming familiar with the Section 8 Housing Choice Voucher program. The tenant-based assistance program has served more than one million families nationwide.

### **Owner Benefits**

One of the reasons for the programs' success is that owners like you have taken the time to learn the program rules and have recognized some of the benefits of becoming a participating landlord. Over the years, many owners and property managers have come to appreciate the advantages of having contracted monthly assistance payment as well as minimum inspection standards. Keeping your property consistently well-maintained helps ensure its resale value and also makes it a lot easier to lease up again when a family does move out.

The Section 8 program has also introduced many novice property owners to key property management principles in the areas of tenant selection and lease enforcement, while it has helped others develop better building maintenance skills.

### **Family Benefits**

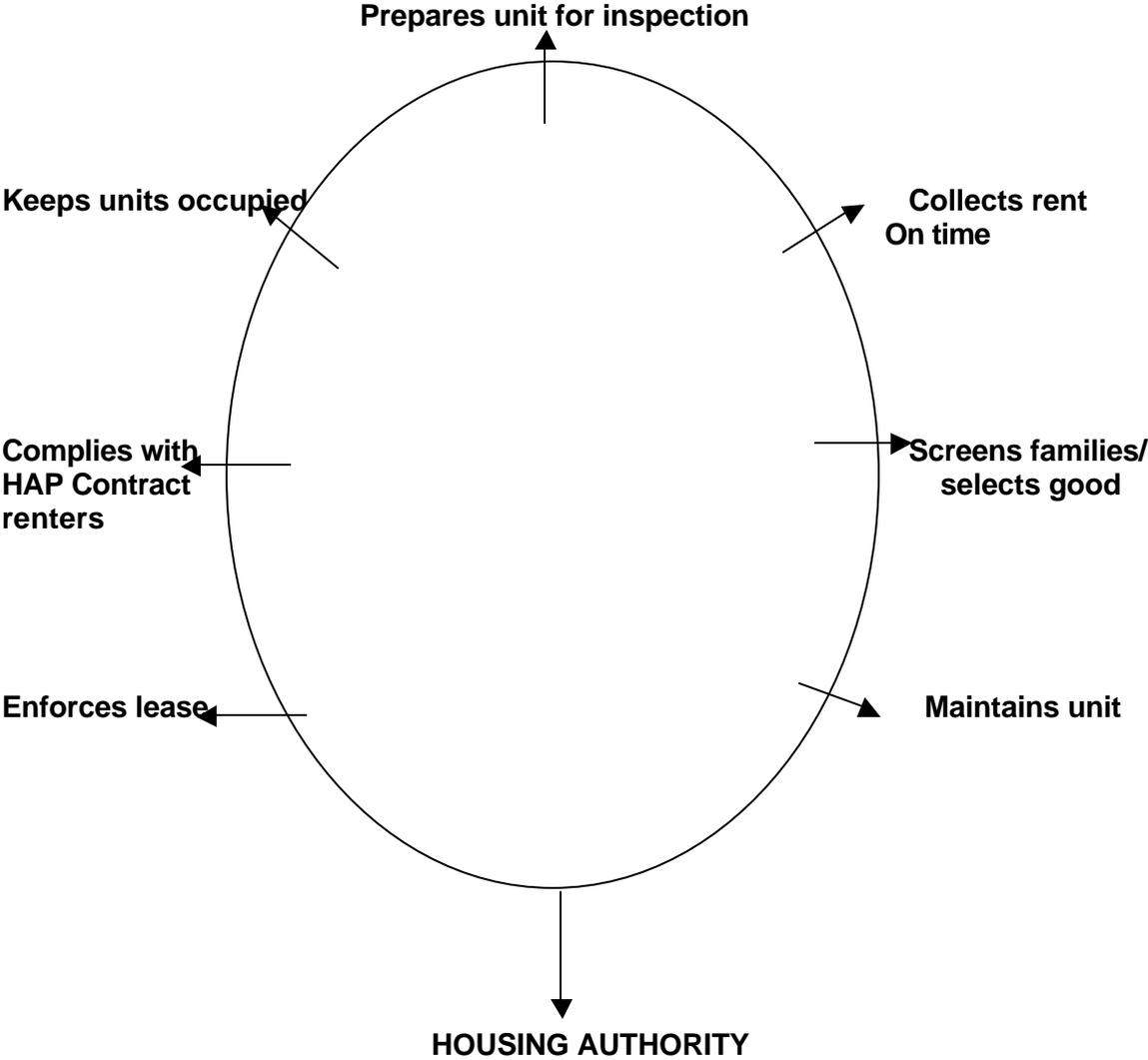
The program has also been successful because it provides families with the opportunity to choose the type of rental unit and neighborhood that will meet their needs. Unlike project-based assisted housing programs, families can take their rental assistance with them. Having this flexibility has enabled many families to pursue employment and educational opportunities, be reunited with their friends and family, live in a better climate, and move out of unsafe neighborhoods. Owner participation is essential to making these opportunities a reality.

### **Final Note**

Information and cooperation are two key ingredients to developing a rewarding relationship with the Housing Agency and Family in leasing your rental unit. With the help of this handbook and your HA representative, you are sure to be among those in the Winners Circle!

**GOOD LUCK!**

# **OWNER'S WINNERS CIRCLE**



## CHAPTER 7 GLOSSARY OF SECTION 8 HOUSING CHOICE VOUCHER TERMS

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- Admission:** The effective date of the first HAP contract for a family (first day of initial lease term). The point at which a family becomes a *participant*.
- Annual Income:** The anticipated total Annual income of an eligible family from all sources for the 12-month period following the date of determination of income.
- Annual Adjustment Factor (AAF)** The factor (provided by HUD) which determines the maximum amount of rent increase in the voucher program.
- Adjusted Income:** Annual Income less allowable HUD deductions and expenses.
- Applicant:** A family that has applied for admission to the program but is not yet a participant in the program.
- Assisted:** Participant of the Section 8 Program, and the HA is making rental assistance payments on their behalf to an owner landlord.
- Contract Rent:** The amount of rent the HA authorizes an owner to collect for a unit occupied by a family receiving assistance. The rent may be paid by the tenant, the HA, or both.
- Drug-related Criminal Activity:** Drug trafficking, illegal use, or possession for personal use, or possession for personal use, of a controlled substance as defined in section 102 of the Controlled Substances Act.
- Drug Trafficking:** The illegal manufacture, sale or distribution or the possession with intent to manufacture, sell or distribute a controlled substance.
- Fair Market Rent:** The rent limit published in the Federal Register for Section 8 Rental Assistance that includes utilities (except telephone) and ranges and refrigerators. It is used as a standard to obtain privately owned, existing, decent, safe and sanitary rental housing of a non-luxury nature with suitable amenities. Separate FMR's are established for units of varying sizes (number of bedrooms) and types. In the voucher program it is used as a cap for the Payment Standard.
- Family Self** A program developed by the HA to promote the self sufficiency of

<b>Sufficiency Program (FSS):</b>	assisted families, includes the provision of supportive services.
<b>Gross Rent:</b>	The sum of the Contract Rent and the utility allowance. If there is no tenant paid utilities, the Contract Rent equals the Gross Rent.
<b>HAP Contract:</b>	See Housing Assistance Payment Contract
<b>Head of Household:</b>	The person who assumes legal and financial responsibility for the household and is listed on the application as head.
<b>Housing Agency (HA) Public Housing Agency:</b>	Any state, county, municipality, or other governmental entity or public body which is authorized to engage in or assist in the development or operation of housing for low-income families.
<b>Housing Assistance Payment (HAP)</b>	the amount the HA pays the owner for a unit occupied by a Section 8 tenants. It is the contract rent for the unit minus the tenant rent.
<b>Housing Assistance Contract:</b>	A written contract between the HA and the owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family. It defines the owner and HA responsibilities, and is referred to as the HAP Contract.
<b>Housing Quality Standards (HQS):</b>	The HUD minimum quality standards for housing assisted under the Section 8 programs.
<b>HUD:</b>	The Department of Housing and urban Development or its designee.
<b>Landlord:</b>	Either the legal owner of the property, or the owners' representative or managing agents as designated by the owner.
<b>Lease:</b>	A written agreement between an owner and an eligible family for the leasing of a housing unit.
<b>Lease Addendum:</b>	A HUD-designed addition to an owner's lease that includes all HUD-required language.
<b>Monthly Adjusted Income:</b>	One-twelfth of the Annual Income after allowances
<b>Monthly Income:</b>	One-twelfth of the Annual Income.
<b>Owner:</b>	any person or entity with the legal right to lease or sublease a unit to a participant.
<b>Owner Orientation:</b>	A meeting with an HA representative for the purpose of learning the rules and procedures for participating as an owner in the Section 8 Program

<b>Participant:</b>	A family that has been admitted to the Voucher program, and is currently assisted in the program.
<b>Payment Standard:</b>	In the voucher program, an amount used by the HA to calculate the housing assistance payment for a family. Each payment standard amount is based on the fair market rent. The HA adopts a payment standard for each bedroom size and for each FMR rent area in the HA jurisdiction.
<b>Portability:</b>	Renting a dwelling unit with Section 8 Assistance outside the jurisdiction of the Initial HA.
<b>Premises:</b>	The building or complex in which the dwelling unit is located including common areas and grounds.
<b>Recertification:</b>	Sometimes called <b>Reexamination</b> . The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if the family reports no interim changes.
<b>Reasonable Rent:</b>	A rent to owner that is not more than either: <ul style="list-style-type: none"> <li>• The rent charged for comparable units in the private unassisted market, or</li> <li>• The rent charged by the owner for a comparable assisted or unassisted unit in the building or premises.</li> </ul>
<b>Reasonable Modification:</b>	the fair housing requirement that allows persons with disabilities to make adjustments to their rental units at their own expense.
<b>Rent to Owner:</b>	The monthly rent payable to the owner under the lease. Rent to Owner includes payment for any services, maintenance and Utilities to be provided by the owner in accordance with the lease.
<b>Request for Tenancy Approval</b>	A HUD-required form that indicates to the HA that an owner is (RFTA) interested in renting to a voucher holder. The RFTA includes important owner and unit information that the HA needs to determine whether the tenant can be assisted in that particular unit.
<b>Security Deposit:</b>	A dollar amount which can be collected from the family by the owner to be used for amounts owed under the lease according to State/local law.
<b>Single Person:</b>	A person living alone or intending to live alone.
<b>Subsidy Standards:</b>	Standards established by an HA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

<b>Tenant:</b>	The person or persons who executes the lease as lessee of the dwelling unit.
<b>Tenant Rent:</b>	The amount payable monthly by the family as rent to the owner.
<b>Total Tenant Payment (TTP)</b>	The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.
<b>Unit/Housing Unit:</b>	Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit.
<b>Utility Allowance:</b>	The HA's estimate of the average monthly utility bills for an energy-conscious household. If all utilities are included in the rent, there is no utility allowance. The utility allowance will vary by unit size and type of utilities.
<b>Utility Reimbursement:</b>	The amount if any, by which any utility allowance for family-paid utilities or other housing services exceed the total tenant payment.
<b>Violent Criminal Activity:</b>	Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.
<b>Housing Choice Voucher:</b>	A document issued by an HA to a family selected for admission to the voucher program. The Housing Choice Voucher describes the program and the procedures for HA approval of a unit selected by the family.

## CHAPTER 8 FORMS

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### **SAMPLE HUD PROGRAM FORMS**

The following sample forms have been included so that you are familiar with their content. They have been reduced in size to fit this page size. Do not use these forms directly from this book. The HA will provide you with original forms.

- Sample Request for Tenancy Approval
- Sample Housing Choice Voucher
- Sample Housing Assistance Payment (HAP) Contract
- Sample Lease Addendums

### **Property Management Forms**

- Tell Me How It Works!
- Notice of Available Unit
- Notice of Family Intent to Vacate Form
- Fraud and Program Abuse Reporting Form

**LISTED BELOW ARE FORMS INCLUDED IN THE OWNER'S HANDBOOK**

**A GUIDE OF SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FOR OWNERS AND PROPERTY MANAGERS**

1. Request for Tenancy Approval (Housing Choice Voucher Program)
2. Voucher- (Housing Choice Voucher Program)
3. Housing Assistance Payments Contract (HAP Contract) Section 8 Tenant-Based Assistance Housing Choice Voucher Program
4. Tenancy Addendum – Section 8 Tenant- Based Assistance Housing Choice Voucher Program
5. Inspection Checklist – Housing Choice Voucher Program
6. Fraud and Program Abuse Reporting Form (see page 2 for this form)

**FRAUD AND PROGRAM ABUSE REPORTING FORM**

**Instruction:** The Department of HUD and the HA are seriously concerned about Fraud and Abuse in the various housing assistance program. Please complete this form if you become aware of any violation of the program rules by any person. You may furnish your name, but you are not required to.

I would like to bring the following information to the attention of the HA.

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\_\_\_ How long has this situation been going on?

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\_\_\_ Is there anyone other than you who can verify this information?

\_\_\_ YES      \_\_\_ NO

\_\_\_ What other facts would help us verify this information?

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NAME (Optional) \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT P**

**Resolution No. 29 (2002)**

**Approval of FY 2001 Capital Funds P&E Report**

**WHEREAS, Rocky Mount Housing Authority (RMHA) staff has prepared the attached P&E Report for FY 2001 Capital Funds as required by HUD; and**

**WHEREAS, the P&E Report was discussed with the RMHA Advisory Board;**

**NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Rocky Mount Housing Authority does hereby approve the attached P&E Report for submission to HUD.**

**Date Adopted:           October 8, 2002**

**Distribution:           RMHA Finance/MIS Director  
                              RMHA Director of Facilities  
                              File  
                              HUD**

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

PHA Name:

**Rocky Mount Housing Authority**

Grant Type and Number

Capital Fund Program Grant No.  
 Replacement Housing Factor Grant No.

NC19PO1950101

Federal FY of Grant:  
 2001

Original Annual Statement  
 Performance and Evaluation Report for Period Ending: 9/12/2002

Reserve for Disasters/Emergencies

Revised Annual Statement (revision no: )  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$175,534.00	\$0.00	\$168,217.00	\$168,217.00
4	1410 Administration	\$82,671.00	\$0.00	\$37,830.15	\$37,830.15
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$0.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$40,000.00	\$0.00	\$19,308.00	\$19,308.00
10	1460 Dwelling Structures	\$958,995.00	\$0.00	\$714,122.80	\$271,725.66
11	1465.1 Dwelling Equipment-Nonexpendable	\$10,000.00	\$0.00	\$3,073.10	\$3,073.10
12	1470 Nondwelling Structures	\$18,641.00	\$0.00	\$2,850.00	\$2,850.00
13	1475 Nondwelling Equipment	\$50,000.00	\$0.00	\$49,717.08	\$49,717.08
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,335,841.00	\$0.00	\$995,118.13	\$552,720.99
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Rocky Mount Housing Authority		Grant Type and Number: Capital Fund Program Grant No. NC19PO1950101 Replacement Housing Factor Grant No.		Federal FY of Grant: 2001		Status of Work		
Development Number: Name: HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost			Total Actual Cost	
				Original	Revised		Funds Obligated	Funds Expended
HA-Wide Mgmt. Imprints	Computers & Software Management & Maintenance Training Consultant Fees	1408		\$6,500.00	\$0.00	\$2,394.51	\$2,394.51	
		.		\$155,534.00	\$0.00	\$124,130.99	\$124,130.99	
		.		\$10,000.00	\$0.00	\$270.00	\$270.00	
				\$3,500.00	\$0.00	\$2,989.37	\$2,989.37	
		<b>Total 1408</b>		<b>\$175,534.00</b>	<b>\$0.00</b>	<b>\$168,217.00</b>	<b>\$168,217.00</b>	
HA-Wide Admin	Administration	1410		\$82,671.00	\$0.00	\$37,830.15	\$37,830.15	
		<b>Total 1410</b>		<b>\$82,671.00</b>	<b>\$0.00</b>	<b>\$37,830.15</b>	<b>\$37,830.15</b>	
HA-Wide Fees and Costs	A & E services	1430		\$0.00	\$0.00	\$0.00	\$0.00	
	Maps & Surveys	1440		\$0.00	\$0.00	\$0.00	\$0.00	
	Sidewalks & Street Repair	1450		\$20,000.00	\$0.00	\$1,598.00	\$1,598.00	
	Tree Maintenance & Termitte Serv.	.		\$12,000.00	\$0.00	\$12,000.00	\$12,000.00	
	Landscaping	.		\$8,000.00	\$0.00	\$5,710.00	\$5,710.00	
		<b>Total 1450</b>		<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$19,308.00</b>	<b>\$19,308.00</b>	
HA-Wide	Nonroutine vacancy prep.	1460		\$20,000.00	\$0.00	\$0.00	\$0.00	Roof Replacement
	Unexpected physical needs	.		\$46,000.00	\$0.00	\$25,591.78	\$25,591.78	
	PM Materials	.		\$18,000.00	\$0.00	\$8,588.52	\$8,588.52	
	Occupied Painting	.		\$53,500.00	\$0.00	\$0.00	\$0.00	
	Replace Asbestos Tile	.		\$48,164.00	\$0.00	\$5,050.00	\$5,050.00	
	Garbage Cans	.		\$5,000.00	\$0.00	\$0.00	\$0.00	
		<b>Total 1460</b>		<b>\$188,664.00</b>	<b>\$0.00</b>	<b>\$39,230.30</b>	<b>\$39,230.30</b>	
	Appliances (HVAC & HW/H) Dwelling Equ	1465		\$10,000.00	\$0.00	\$3,073.10	\$3,073.10	
		.		\$0.00	\$0.00	\$0.00	\$0.00	
		<b>Total 1465</b>		<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$3,073.10</b>	<b>\$3,073.10</b>	
	Non-Dwelling Structures	1470		\$18,641.00	\$0.00	\$2,850.00	\$2,850.00	
	Automotive equipment	1475		\$18,000.00	\$0.00	\$18,000.00	\$18,000.00	
	Office Maint. & Comm. Space Equip.	.		\$22,000.00	\$0.00	\$21,717.08	\$21,717.08	
	Maintenance equipment	.		\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	
	Development Activities	.		\$50,000.00	\$0.00	\$49,717.08	\$49,717.08	
		<b>Total 1475</b>		<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$49,717.08</b>	<b>\$49,717.08</b>	
		<b>Total 1499</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PMA Name: Rocky Mount Housing Authority		Grant Type and Number Capital Fund Program Grant No. NC19PQ1850101 Replacement Housing Factor Grant No.	Federal FY of Grant: 2001		Status of Work			
Development Number Name/FA, Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised	Obligated	Expended	
NC 19-1 West End Terrace	Site: None  Building Dwelling Tub Lines/Bathroom Renovations  Building Exterior: Roof Repair  Dwelling Units: Bathroom Renovations  Dwelling Equipment: None  Interior Common Areas: None  Site/Wide Facilities: None  Nondwelling Equipment: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
				\$64,500.00	\$0.00	\$53,234.00	\$53,234.00	
				\$64,500.00	\$0.00	\$53,234.00	\$53,234.00	
				Total B & D:	\$0.00	\$0.00	\$20,000.00	\$20,000.00
				As Needed	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00
				Total B.E.:	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00
				15 Units	\$0.00	\$0.00	\$0.00	\$0.00
				Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00
				1465.1	\$0.00	\$0.00	\$0.00	\$0.00
1470	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00	\$0.00			
1470	Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00	\$0.00			
1475	Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00	\$0.00			
Total, West End	Project Total:	\$84,500.00	\$0.00	\$73,234.00	\$73,234.00			
		\$0.00	\$0.00	\$0.00	\$0.00			

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

Development Number Name/FA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
NC 19-2 Weeks Armstrong	Site: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00		
	Mechanical and Electrical: None	1460	Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00		
	Building Exterior: None	1460	Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Dwelling Units: None	1460	Total D.U.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Dwelling Equipment: None	1465.1	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Interior Common Areas: None	1470	Total I.C.A.s:	\$0.00	\$0.00	\$0.00	\$0.00		
	Site-Wide Facilities: None	1470	Total S.W.F.s:	\$0.00	\$0.00	\$0.00	\$0.00		
	Nondwelling Equipment: None	1475	Total N.D.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	<b>Total, Weeks</b>			<b>Project Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
					Total Estimated Cost		Total Actual Cost		
					Original	Revised	Obligated	Expended	

PIA Name: Rocky Mount Housing Authority  
 Grant Type and Number: Capital Fund Program Grant No. NC19PO1950101  
 Capital Fund Program Grant No. NC19PO1950101  
 Replacement Housing Factor Grant No.:  
 Federal FY of Grant: 2001

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

PMA Name: Rocky Mount Housing Authority		Grant Type and Number Capital Fund Program Grant No. NC19PO1950101 Replacement Housing Factor Grant No.		Federal FY of Grant: 2001		Status of Work	
Development Number Nomenclature Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Obligated	Expended
NC 19-3 West End Terrace	Site: None  Building Exterior: Roof Repairs  Renovations Install Central Heat Systems  Dwelling Units: None  Dwelling Equipment: None  Interior Common Areas: None  Site-Wide Facilities: None  Nondwelling Equipment: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00
				\$20,000.00	\$0.00	\$20,000.00	\$20,000.00
				\$20,000.00	\$0.00	\$20,000.00	\$20,000.00
				\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00
Total, West End	1475	Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	
			\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	
Project Total:			\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	

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

PHA Name: Rocky Mount Housing Authority		Grant Type and Number Capital Fund Program Grant No. NC19P01950101 Replacement Housing Factor Grant No.		Federal FY of Grant: 2001				
Development Number Narrow/Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NC 19-4 Weeks Armstrong	Site: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460	Total B&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Renovations: None	1460	Total Reno:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Roof Repairs Install Central Heat Systems	1460	As Needed 13 Units	\$40,000.00	\$0.00	\$28,827.50	\$28,827.50	Roof Replacement
			Total DUs:	\$58,000.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1	Total D.E.:	\$98,000.00	\$0.00	\$28,827.50	\$28,827.50	
	Interior Common Areas: None	1470	Total I.C.A.s:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470	Total S.W.F.s:	\$0.00	\$0.00	\$0.00	\$0.00	
	Non Dwelling Equipment: None	1475	Total N.D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Total Weeks</b>		<b>Project Total:</b>	<b>\$98,000.00</b>	<b>\$0.00</b>	<b>\$28,827.50</b>	<b>\$28,827.50</b>	

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

PHA Name:		Grant Type and Number		Federal FY of Grant:		Status of Work	
Rocky Mount Housing Authority		Capital Fund Program Grant No. NC19PC01950101 Replacement Housing Factor Grant No.		2001			
Development Number Name/FA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost			Total Actual Cost
				Original	Revised	Obligated	Expended
NC 19-5 Scattered Sites	Site: None  Renovations: Replace kitchen cabinets, sinks, ranges Replace electrical service panels Bathroom Renovations  Dwelling Equipment: None  Interior Common Areas: None  Site-Wide Facilities: None  Nondwelling Equipment: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00
		1460	101 Units	\$396,715.00	\$0.00	\$396,715.00	\$0.00
		1460	As Needed	\$15,000.00	\$0.00	\$0.00	\$0.00
		1460	22 Units	\$85,000.00	\$0.00	\$85,000.00	\$85,000.00
			Total Remo:	\$436,715.00	\$0.00	\$421,715.00	\$85,000.00
		1465, 1	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00
		1470	Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00
		1470	Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00
		1475	Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00
			Project Total:	\$436,715.00	\$0.00	\$421,715.00	\$85,000.00
<b>Total</b>	<b>Scattered</b>						

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

PIA Name: Rocky Mount Housing Authority  
 Grant Type and Number: Capital Fund Program Grant No. NC19PO1950101  
 Replacement Housing Factor Grant No. 2001  
 Federal FY of Grant: 2001

Development Number Name/FA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
NC 19-9 McIntyre Lanes	Site: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00		
	Mechanical and Electrical: None	1460	Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00		
	Building Exterior: None	1460	Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Dwelling Units: Kitchen Renovations	1460	46 Units Total DUs:	\$131,116.00	\$0.00	\$131,116.00	\$25,433.86		
	Dwelling Equipment: None	1465.1	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Interior Common Areas: None	1470	Total I.C.A.s:	\$0.00	\$0.00	\$0.00	\$0.00		
	Site-Wide Facilities: None	1470	Total S.W.F.s:	\$0.00	\$0.00	\$0.00	\$0.00		
	Non Dwelling Equipment: None	1475	Total N.D.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	<b>Total, McIntyre</b>			<b>Projected Total:</b>	<b>\$131,116.00</b>	<b>\$0.00</b>	<b>\$131,116.00</b>	<b>\$25,433.86</b>	



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**Resolution No. 32 (2002)**

**Approval of Revision to FY 2001 Emergency Disaster Budget**

**WHEREAS, Rocky Mount Housing Authority (RMHA) staff is recommending Revision of FY 2001 Emergency Disaster Budget to reflect obligation of funds; and**

**WHEREAS, the subject Revision has been discussed with the RMHA Resident Advisory Board as required by HUD; and**

**NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Rocky Mount Housing Authority does hereby approve the Revision to FY 2001 Emergency Disaster Budget as reflected on the attached HUD forms.**

**Date Adopted:** October 8, 2002

**Distribution:     RMHA Finance/MIS Director  
                      RMHA Director of Facilities  
                      File  
                      HUD**

To Board

Gene Rahba put in LOCCS!

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

PHA Name: Rocky Mount Housing Authority  
 Grant Type and Number: NC19P01950201  
 Capital Fund Program Grant No.: 2001  
 Replacement Housing Factor Grant No.:

- Original Annual Statement  
 Performance and Evaluation Report for Period Ending: 9/5/2002  
 Reserve for Disaster/Emergencies  
 Revised Annual Statement (revision no: 1)  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1405 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$619,369.00	\$607,369.00	\$607,369.00	\$57,581.99
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$842,712.00	\$738,863.00	\$738,863.00	\$573,851.72
8	1440 Site Acquisition	\$25,000.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$153,450.00	\$635.73	\$635.73	\$835.73
10	1460 Dwelling Structures	\$3,696,000.00	\$1,212,283.99	\$1,212,283.99	\$1,212,283.99
11	1455 1 Dwelling Equipment;Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$211,000.00	\$211,000.00	\$211,000.00	\$85,860.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495 1 Relocation Cost	\$119,108.00	\$119,108.00	\$119,108.00	\$81,446.65
18	1499 Development Activities	\$7,834,180.00	\$10,611,359.28	\$10,611,359.28	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$13,500,819.00	\$13,500,819.00	\$13,500,819.00	\$2,011,860.08
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

Development Number Housing/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt Improvmts	NONE	1408	Total 1408	\$0.00	\$0.00	\$0.00	\$0.00	
HA-Wide Admin	Travel Expenses Telephone Sundry Expenses Salaries Benefits	1410	Total 1410	\$12,000.00 \$10,000.00 \$24,000.00 \$450,000.00 \$123,369.00	\$0.00 \$10,000.00 \$24,000.00 \$450,000.00 \$123,369.00	\$0.00 \$10,000.00 \$24,000.00 \$450,000.00 \$123,369.00	\$0.00 \$1,892.56 \$15,114.74 \$37,820.04 \$2,764.65	
HA-Wide Fees and Costs	A & E services Site Acquisition Landscaping	1430 1440 1450	Total 1430 Total 1440 Total 1450	\$619,369.00 \$842,712.00 \$25,000.00 \$153,450.00	\$607,369.00 \$738,863.00 \$0.00 \$835.73	\$607,369.00 \$738,863.00 \$0.00 \$835.73	\$57,581.99 \$573,851.72 \$0.00 \$835.73	
HA-Wide	Critical Renovations	1460	Total 1460	\$3,696,000.00	\$1,212,283.99	\$1,212,283.99	\$1,212,283.99	Paid for Ferris to Wild Building
		1465	Total 1465	\$0.00	\$0.00	\$0.00	\$0.00	
		1475	Total 1475	\$0.00	\$0.00	\$0.00	\$0.00	
	Demolition Relocation expenses Mod Used for Development	1485 1495.1 1499	Total 1475	\$211,000.00 \$119,108.00 \$7,834,180.00	\$211,000.00 \$119,108.00 \$10,611,359.28	\$211,000.00 \$119,108.00 \$10,611,359.28	\$85,860.00 \$81,446.65 \$0.00	Change Order for Soil \$376,881.00 Contracts Bal. Maryland: #1 \$348,577.00 Contracts: #2 \$5,639,775.00 Contracts: #3 \$5,339,775.00 Total: \$11,706,070.00 Budget Short \$1,093,650.72
	Total			\$13,500,819.00	\$13,500,819.00	\$13,500,819.00	\$2,011,860.08	

Rocky Mount Housing Authority  
Grant Type and Number: Capital Fund Program Grant N NC19PO1950201  
Replacement Housing Factor Grant No: 2001  
Federal FY of Grant: 2001

**Resolution No. 31 (2002)**

**Approval of Revision to FY 2002 Capital Funds Budget**

**WHEREAS, Rocky Mount Housing Authority (RMHA) staff is recommending Revision of FY 2002 Capital Funds Budget to reflect current obligation of funds; and**

**WHEREAS, the subject Revision has been discussed with the RMHA Resident Advisory Board as required by HUD; and**

**NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Rocky Mount Housing Authority does hereby approve the Revision to FY 2002 Capital Funds Budget as reflected on the attached HUD Forms.**

**Date Adopted:** October 8, 2002

**Distribution:** RMHA Finance/MIS Director  
RMHA Director of Facilities  
File  
HUD

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

PHA Name:

**Rocky Mount Housing Authority**

Grant Type and Number  
 Capital Fund Program Grant No.  
 Replacement Housing Factor Grant No:

NC19PO1950102

Federal FY of Grant:  
**2002**

Original Annual Statement  
 Performance and Evaluation Report for Period Ending:

Reserve for Disasters/Emergencies

Revised Annual Statement (revision no: 1)  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$175,534.00	\$224,534.00	\$0.00	\$0.00
4	1410 Administration	\$82,671.00	\$82,671.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$0.00	\$6,000.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$82,722.00	\$27,722.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$708,995.00	\$708,995.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$10,000.00	\$10,000.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$18,641.00	\$18,641.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$50,000.00	\$50,000.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,128,563.00	\$1,128,563.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

Development Number Name/IA- Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
				Original	Revised		
PMA Name: Rocky Mount Housing Authority Grant Type and Number: Capital Fund Program Grant No. NC19P01950102 Replacement Housing Factor Grant No.				Federal FY of Grant: 2002			
HA-Wide Mgmt. Improvmts	Computers & Software Management & Maintenance Training	1408		\$6,500.00	\$55,500.00		
		-		\$155,534.00	\$155,534.00		
		-		\$13,500.00	\$13,500.00		
			Total 1408	\$175,534.00	\$224,534.00	\$0.00	\$0.00
HA-Wide Admin	Administration	1410		\$82,671.00	\$82,671.00	\$0.00	\$0.00
			Total 1410	\$82,671.00	\$82,671.00	\$0.00	\$0.00
HA-Wide Fees and Costs	A & E services Maps & Surveys	1430		\$0.00	\$6,000.00	\$0.00	\$0.00
			Total 1430	\$0.00	\$6,000.00	\$0.00	\$0.00
			Total 1440	\$0.00	\$0.00	\$0.00	\$0.00
	Sidewalks & Street Repair Tree Maintenance & Termite Serv. Landscaping	1450		\$20,000.00	\$9,000.00		
		-		\$12,000.00	\$4,000.00		
		-		\$50,722.00	\$15,722.00		
		-		\$82,722.00	\$27,722.00		
			Total 1450	\$82,722.00	\$27,722.00	\$0.00	\$0.00
HA-Wide	Nonroutine vacancy prep. Unrepaired physical needs PM Materials Occupied Painting Replace Asbestos Tile Garbage Cans	1460		\$20,000.00	\$20,000.00		
		-		\$46,000.00	\$46,000.00		
		-		\$18,000.00	\$18,000.00		
		-		\$34,616.00	\$34,616.00		
		-		\$46,164.00	\$46,164.00		
		-		\$5,000.00	\$5,000.00		
			Total 1460	\$169,780.00	\$169,780.00	\$0.00	\$0.00
	Appliances (HVAC & HWH) Dwelling Equipment	1465		\$10,000.00	\$10,000.00	\$0.00	\$0.00
		-		\$0.00	\$0.00	\$0.00	\$0.00
			Total 1465	\$10,000.00	\$10,000.00	\$0.00	\$0.00
	Non-Dwelling Structures	1470		\$18,641.00	\$18,641.00		
			Total 1470	\$18,641.00	\$18,641.00		
	Automotive equipment Office Maint. & Comm. Space Equip. Maintenance equipment	1475		\$18,000.00	\$18,000.00		
		-		\$22,000.00	\$22,000.00		
		-		\$10,000.00	\$10,000.00		
			Total 1475	\$50,000.00	\$50,000.00	\$0.00	\$0.00
	Development Activities	1499		\$0.00	\$0.00	\$0.00	\$0.00
			Total 1499	\$0.00	\$0.00	\$0.00	\$0.00

Needed for Upgrade HVAC Specs

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

PFA Name: Rocky Mount Housing Authority		Grant Type and Number Capital Fund Program Grant No. NC19PO1950102 Replacement Housing Factor Grant No.		Federal FY of Grant: 2002				
Development Number Name/IA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NC 19.4 West End Terrace	Site: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
Building Dwelling Tub Lines/Bathroom Renovations	1460	As Needed	Total B & D:	\$64,500.00	\$64,500.00	\$0.00	\$0.00	
				\$64,500.00	\$64,500.00	\$0.00	\$0.00	
Building Exterior: Roof Repair	1460	As Needed	Total B.E.:	\$20,000.00	\$20,000.00	\$0.00	\$0.00	
				\$20,000.00	\$20,000.00	\$0.00	\$0.00	
Dwelling Units: Bathroom Renovations	1460	15 Units	Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
Dwelling Equipment: None	1465.1	Total D.E.:	Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
Interior Common Areas: None	1470	Total I.C.A.s:	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
Site-Wide Facilities: None	1470	Total S.W.F.s:	Total I.C.A.s:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
Nondwelling Equipment: None	1475	Total N.D.E.:	Total S.W.F.s:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total West End</b>		<b>Project Total:</b>		<b>\$84,500.00</b>	<b>\$84,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

Development Number Name/IA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PMA Name: Rocky Mount Housing Authority Grant Type and Number: Capital Fund Program Grant No. NC19P01950102 Replacement Housing Factor Grant No.				2002		Federal FY of Grant:		
NC 19-2 Weeks Armstrong	Site: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Mechanical and Electrical: None	1460	Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460	Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: None	1460	Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470	Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470	Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Non-dwelling Equipment: None	1475	Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Weeks</b>			<b>Project Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PSA Name: Rocky Mount Housing Authority  
 Grant Type and Number: Capital Fund Program Grant No. NC19PO1980102  
 Replacement Housing Factor Grant No. 2002  
 Federal FY of Grant: 2002

Development Number Name/IA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
NC 19.3 West End Terrace	Site: None Building Exterior: Roof Repairs Renovations Dwelling Units: None Dwelling Equipment: None Interior Common Areas: None Site-Wide Facilities: None Non-dwelling Equipment: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
				\$20,000.00	\$20,000.00	\$0.00	\$0.00	
				\$20,000.00	\$20,000.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
Total West End	Project Total:	1475	Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$20,000.00	\$20,000.00	\$0.00	\$0.00	

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

Development Number Name/IA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PIA Name: Rocky Mount Housing Authority Grant Type and Number: Capital Fund Program Grant No. NC19PO1960102 Replacement Housing Factor Grant No.				2002		Federal FY of Grant:		
NC 19-4 Weeks Armstrong	Site: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460	Total B&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Renovations: Install Central Heat Systems		13 Units	\$58,000.00	\$58,000.00	\$0.00	\$0.00	
	Dwelling Units: Roof Repairs	1460	Total Remo.:	\$58,000.00	\$58,000.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465, 1	As Needed	\$40,000.00	\$40,000.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470	Total DUs:	\$40,000.00	\$40,000.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Non-dwelling Equipment: None	1475	Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
			Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total</b>	<b>Weeks</b>		<b>Project Total:</b>	<b>\$98,000.00</b>	<b>\$98,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

Development Number Name/IA/Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>Rocky Mount Housing Authority</b> <small>Grant Type and Number: Capital Fund Program Grant No. NC19PO1950102 Replacement Housing Factor Grant No.</small>				<b>2002</b> <small>Federal FY of Grant:</small>				
<b>NC 19-5 Scattered Sites</b>  Site: None  Renovations: Replace electrical service panels Bathroom Renovations  Dwelling Equipment: None  Interior Common Areas: None  Site-Wide Facilities: None  Nondwelling Equipment: None		1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
		1460	As Needed 22 Units	\$15,000.00	\$15,000.00	\$0.00	\$0.00	
		1460	Total Reno.:	\$85,000.00	\$85,000.00	\$0.00	\$0.00	
				\$100,000.00	\$100,000.00	\$0.00	\$0.00	
		1455,1	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
		1470	Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
		1470	Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	\$0.00	
	1475	Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
			\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Scattered</b>			<b>Project Total:</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

Development Number Nemaha Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PFA Name: Rocky Mount Housing Authority Grant Type and Number: Capital Fund Program Grant No. NC19PC1950102 Replacement Housing Factor Grant No.				2002		Federal FY of Grant:		
NC 19-9 McIntyre Lanes	Site: None	1450	Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Mechanical and Electrical: Installation Of Central/Heat Systems	1460	Total M&E:	\$236,715.00	\$236,715.00	\$0.00	\$0.00	
	Building Exterior: None	1460	Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units:	1460	Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1485.1	Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470	Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470	Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Non-dwelling Equipment: None	1475	Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total, McIntyre</b>		<b>Project Total:</b>		<b>\$236,715.00</b>	<b>\$236,715.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

ATTACHMENT R

WORK FIRST  
TANF

(1)  
nc019r01

Edgecombe County Department of Social Services

(Page 2 of 2)

Verification of Participation

To the Executive Director:

Housing Authority or Resident Management Corporation

Name of Client: Mrs. Sandra D. Harper Social Security # 158 521505

In accordance with HUD's regulations at 24 CFR §952.518(a), the client named above has requested that we provide you with written verification of factors that affect their annual income eligibility and rent calculation. This form is being provided so that HUD may comply with the regulations of the Family Support Act (#20 S.C. 1437) with regards to verifying participation by any adult public housing resident in a qualified training program.

The client named above is a: (Check one)

- Resident of one of your public housing developments.
- Applicant for admission to public housing.
- Participant in your Section 8 certificate or voucher program.
- Applicant for assistance under your Section 8 certificate or voucher program.

The above named client is a participant in the Work First Employment Services Program.

Date of Entrance July 29, 1999

**PUBLIC HOUSING AND SECTION 8 CERTIFICATE OR VOUCHER.** The Work First Employment Services Program is a State or local employment training program with clearly defined goals and objectives. (24 CFR §5.609(c)(8)(v)). This regulation allows income exclusion for the training period of participation in a qualified training program.

**PUBLIC HOUSING ONLY FOR ADDITIONAL 18 MONTH EXCLUSION.** The Work First Employment Services Program qualifies as an employment and training and supportive services program. (24 CFR §5.609(c)(13)). This regulation allows an exclusion of wages received from employment for eighteen months if the resident has completed a qualified training program.

Date participant completed training: \_\_\_\_\_

Date participant entered employment: July 29, 1999

Signature Stephen E. Burrows

Date August 3, 1999

Title Social Worker II

985-5061

DSS, Economic Independence Section  
Issued February, 1999

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ATTACHMENT S

ROCKY MOUNT HOUSING AUTHORITY  
ROCKY MOUNT, NORTH CAROLINA

SAFETY

A PLAN OF ACTION TO ADDRESS SAFETY CONCERNS  
FY 2001 RESIDENT SURVEY

1. How safe do you feel in your home or building?

The Rocky Mount Housing Authority is employing one full-time police officer to patrol the communities. In addition the Police Chief has assured us the Police Department will work to assist us and our staff to protect our residents. See letter attached.

2. Do you think any of the following contribute to crime in your development? Bad lighting.

The Authority is installing additional lighting to correct this problem.

3. Do you think any of the following contribute to crime in you development? Vacant Units.

A lot of units are off line due to 1999 flood. A plan is in place to secure those units not scheduled for demolition. Remaining units scheduled for demolition by June 2003.



CITY OF ROCKY MOUNT

POLICE DEPARTMENT

October 7, 2002

Mr. Larry Russell  
Executive Director  
Rocky Mount Housing Authority  
P. O. Box 4717  
Rocky Mount, NC 27803-0717

Dear Larry:

I have received your letter dated September 25, 2002, concerning the reduction in funding to pay for dedicated police officers for the Housing Authority properties. It is my understanding that you have been able to acquire monies to pay for the salary and benefits of one officer but can no longer fund the second officer. I know you are requesting for the City to fund this second position, but unfortunately that is not possible due to the serious budget constraints facing the City. Due to revenue shortfalls, I have had to freeze fifteen sworn positions and one civilian position during this budget year.

It is my intention to leave Officer Kevin Bern assigned to the Housing Authority and to relocate Officer Allen Moore and have him fill an existing vacancy in our regular budget. I know the fiscal challenges that we both face make our responsibilities that much more difficult, but I want to assure you that the men and women of the police department will work to assist you and your staff in protecting the citizens residing in Housing Authority properties.

Sincerely,

*Bill*

William A. Hogan  
Chief of Police

**PHA Certifications of Compliance with the PHA Plans  
and Related Regulations  
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning 2003, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
  - Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
  - Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
  - Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
  - Coordination with other law enforcement efforts;
  - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
  - All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.
14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
17. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

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

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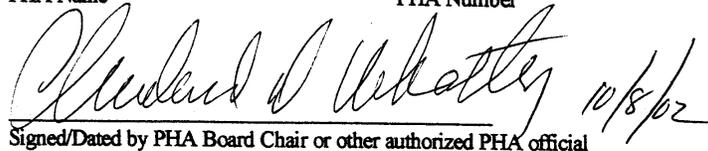
22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Rocky Mount Housing Authority

NC019

PHA Name

PHA Number

 10/8/02

Signed/Dated by PHA Board Chair or other authorized PHA official

**Certification by State or Local Official of PHA Plans Consistency with  
the Consolidated Plan**

I, Stephen W. Raper the City Manager of Rocky Mount certify  
that the Five Year and Annual PHA Plan of the Rocky Mount Housing Authority is  
consistent with the Consolidated Plan of Down East HOME Consortium prepared  
pursuant to 24 CFR Part 91.

Stephen W. Raper 10-17-02

Signed / Dated by Appropriate State or Local Official.

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## Agency Annual Plan

### HOUSING AUTHORITY

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#### Component (o) Civil Rights Certification

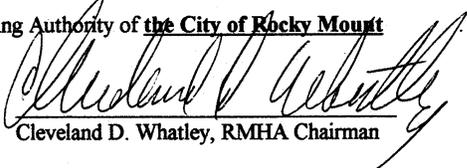
January 1, 2003

The Housing Authority of hereby certifies that all programs and activities included in the Authority's Five Year and Annual Plans will be carried out in full compliance with Title VI of the Civil Rights Act of 1964, The Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

In addition, the Housing Authority confirms that to affirmatively further fair housing, the Authority has reviewed programs and activities to identify any impediments to fair housing choice and finding none, further certifies that it will continue to be cognizant of any impediments and work with the City/Council to implement initiatives to further fair housing in the jurisdiction.

Housing Authority of ~~the City of Rocky Mount~~

By:

  
Cleveland D. Whatley, RMHA Chairman

Date:

10-8-02

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Its

Approved as to Form:

General Counsel \_\_\_\_\_

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## ATTACHMENT W

### CONCLUSION

*The Housing Authority of the City of Rocky Mount (RMHA) has been in existence since 1953. RMHA began using a long and short term planning system in mid-1992. Much of its achievements have been documented in the Annual Reports and HUD Reviews. However, in accordance with QHWRA, a more formal (written) five year and annual plan has been developed. These plans will be updated as needed.*

*The major components of the plans is actually a management plan which realistically forecasts the fiscal needs, and describes the need for new developments and improvements to the existing buildings.*

*In the development of these plans, the Board of Commissioners, Department Heads and Staff considered the following:*

- 1. Review of current and proposed agency problems and determined those solutions that would have the greatest positive impact over the next five years;*
- 2. Examined current regulations and how it would impact what RMHA does in the next five years; and*
- 3. Made sure the departmental plans are consistent with Residents' needs and HUD objectives.*

*The goals and objectives as outlined are acceptable to all parties involved. However, Staff will monitor activities throughout the first year for possible revisions.*

ATTACHMENT W

SPECIFICS OF THE FIVE YEAR PLAN

<u>PROVIDER</u>	<u>GOALS</u>	<u>OBJECTIVES</u>	<u>YEARS</u>				
			<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
<u>Commissioners</u>	#1 To maintain maximum operational Effectiveness	a. Monthly Monitor all expenditures	#1a.	#1a.	#1a.	#1a.	#1a.
		b. Keep abreast of all new policy changes	#1b.	#1b.	#1b.	#1b.	#1b.
		c. Make changes in operations as needed.	#1c.	#1c.	#1c.	#1c.	#1c.
<u>Housing Management</u>	#1 To maintain maximum operational Effectiveness	a. Achieve and Maintain 97% Occupancy Rate	#1a.	#1a.	#1a.	#1a.	#1a.
		b. Maintain average level of 5% or less in TAR.	#1b.	#1b.	#1b.	#1b.	#1b.
		c. Provide ongoing staff training	#1c.	#1c.	#1c.	#1c.	#1c.
		d. Perform annual housekeeping inspection of all units	#1d.	#1d.	#1d.	#1d.	#1d.
		e. Revise policies as needed	#1e.	#1e.	#1e.	#1e.	#1e.
		f. Maintain compliance with HUD Regulations	#1f.	#1f.	#1f.	#1f.	#1f.
		g. Provide timely preparations of HUD Reports	#1g.	#1g.	#1g.	#1g.	#1g.
		h. Enforce Lease requirements	#1h.	#1h.	#1h.	#1h.	#1h.
		i. Timely provide and maintain all PHAs requirements	#1i.	#1i.	#1i.	#1i.	#1i.
		j. Meet all requirements assigned under QHWRA	#ji.	#ji.	#ji.	#ji.	
		k. Provide referrals to Residents for Supportive Services	#1k.	#1k.	#1k.	#1k.	#1k.
<u>Finance</u>	#1 To maintain maximum operational Effectiveness	a. Maintain sufficient reserve level as required by HUD	#1a.	#1a.	#1a.	#1a.	#1a.
		b. Provide computer training for staff	#1b.	#1b.	#1b.	#1b.	#1b.
		c. Maintain maximum efficiency use of computer Hardware and Software	#1c.	#1c.	#1c.	#1c.	#1c.
		d. Maintain adequate financial records	#1d.	#1d.	#1d.	#1d.	#1d.
		e. Maintain adequate inventory levels	#1e.	#1e.	#1e.	#1e.	#1e.
		f. Provide best investment rates for Reserves Funds	#1f.	#1f.	#1f.	#1f.	#1f.

**nc019w02**

**SPECIFICS OF THE FIVE YEAR PLAN**

<b><u>PROVIDER</u></b>	<b><u>GOALS</u></b>	<b><u>OBJECTIVES</u></b>	<b><u>YEARS</u></b>				
			<b><u>2002</u></b>	<b><u>2003</u></b>	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>
<u>Section 8</u>	#1 To maintain maximum operational effectiveness	a. Review Utility Allowance Annually	#1a.	#1a.	#1a.	#1a.	#1a.
		b. Review Rent reasonableness annually	#1b.	#1b.	#1b.	#1b.	#1b.
		d. Complete goals under FSS Program	#1d.	#1d.	#1d.	#1d.	#1d.
		e. Encourage participants to enter homeownership counseling	#1e.	#1e.	#1e.	#1e.	
		f. Encourage participants to purchase a home	#1f.	#1f.	#1f.	#1f.	
		g. Timely produce all required HUD Reports	#1g.	#1g.	#1g.	#1g.	
		h. Timely establish and maintain all SEMAP requirements	#1h.	#1h.	#1h.	#1h.	#1h.
<u>Crime Prevention</u>	#1 To maintain maximum operational effectiveness	a. Monitor all programs funded with DEGP to ensure goals are met	#1a.	#1a.	#1a.	#1a.	
		b. Monitor all DEGP expenditures to ensure proper accountability	#1b.	#1b.	#1b.	#1b.	#1b.
		c. Provide Annual Application to obtain DEGP funding	#1c.	#1c.	#1c.	#1c.	
		d. Meet all goals established under RMHA Safety Program	#1d.	#1d.	#1d.	#1d.	#1d.
		e. Conduct Resident Survey	#1e.	#1e.	#1e.	#1e.	#1e.
<u>Maintenance/ Modernization management</u>	#1 To maintain maximum operational effectiveness	a. Meet all requirements assigned under PHAs and REAC	#1a.	#1a.	#1a.	#1a.	#1a.
		b. Meet all requirements established under QHWRA of 1998	#1b.	#1b.	#1b.	#1b.	
			#1c.	#1c.	#1c.	#1c.	#1c.
		d. Timely provide all required HUD Reports	#1d.	#1d.	#1d.	#1d.	#1d.
		e. Provide staff training programs	#1e.	#1e.	#1e.	#1e.	#1e.
		f. Provide maintenance training/education for Residents	#1f.	#1f.	#1f.	#1f.	
		h. Perform annual inspection of all units	#1h.	#1h.	#1h.	#1h.	#1h.
		i. Provide statistical reports as required by Executive Director	#1i.	#1i.	#1i.	#1i.	

**SPECIFICS OF THE FIVE YEAR PLAN**

<b><u>PROVIDER</u></b>	<b><u>GOALS</u></b>	<b><u>OBJECTIVES</u></b>	<b><u>YEARS</u></b>				
			<b><u>2002</u></b>	<b><u>2003</u></b>	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>
<u>Commissioners</u>	#2 To increase the level of awareness to policy makers of the need for affordable housing.	a. Provide information to the general public about public housing and its goals and achievements #2a.	#2a.	#2a.	#2a.	#2a.	#2a.
		b. Provide ways to generate affordable housing units #2b	#2b	#2b	#2b	#2b	#2b
<u>Housing Management</u>	#2 To increase the level of awareness to policy makers of the need for affordable housing.	a. Provide information on affordable housing in RMHA Newsletter #2a.	#2a.	#2a.	#2a.	#2a.	#2a.
		b. Establish flat rent so residents can save money to improve quality of life #2b.	#2b.	#2b.	#2b.	#2b.	#2b.
		c. Encourage Residents to purchase home #2c.	#2c.	#2c.	#2c.	#2c.	#2c.
<u>Finance</u>	#2 To increase the level of awareness to policy makers of the need for affordable housing.	a. Establish means to use operating funds to support development in accordance with QHWRA #2a.	#2a.	#2a.	#2a.	#2a.	#2a.
<u>Commissioners</u>	#3 To provide housing opportunities and preserve exiting housing stock within Fiscal Responsibility	a. Seek ways to develop new housing opportunities #3a.	#3a.	#3a.	#3a.	#3a.	#3a.
		b. Review Capital Funding steps taken to preserve existing housing stock #3b.	#3b.	#3b.	#3b.	#3b.	#3b.
<u>Maintenance/ Modernization</u>	#3 To provide housing opportunities and preserve exiting housing stock within Fiscal Responsibility	a. Provide ways to use Capital Funding funds to develop new housing units #3a.	#3a.	#3a.	#3a.	#3a.	#3a.
		b. See Capital Funds 5-year program for information on preserving exiting housing stock. (See exhibit #1) #3b.	#3b.	#3b.	#3b.	#3b.	#3b.
<u>Commissioners</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Periodically monitor RMHA programs that offers residents opportunities for employment, job training and education #4a.	#4a.	#4a.	#4a.	#4a.	#4a.

**SPECIFICS OF THE FIVE YEAR PLAN**

<b><u>PROVIDER</u></b>	<b><u>GOALS</u></b>	<b><u>OBJECTIVES</u></b>	<b><u>YEARS</u></b>				
			<b><u>2002</u></b>	<b><u>2003</u></b>	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>
<u>Housing Management</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Periodically provide residents with information through monthly newsletters.	#4a.	#4a.	#4a.	#4a.	#4a.
		b. Periodically provide residents with information on job training and employment through monthly newsletters.	#4b.	#4b.	#4b.	#4b.	#4b.
<u>Crime Prevention</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Through the DEGP, develop programs that will provide Residents with opportunity to advance their education, obtaining Job training and employment.	#4a.	#4a.	#4a.	#4a.	#4a.
<u>Section 8</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Provide monthly reports on FSS Program	#4a.	#4a.	#4a.	#4a.	#4a.
		b. Encourage Section 8 participants to seek better education, a job and/or job training	#4b.	#4b.	#4b.	#4b.	#4b.



## **ATTACHMENT X**

### **Rocky Mount Housing Authority Definition of “Substantial Deviation” and “Significant Amendment or Modification”**

**The Rocky Mount Housing Authority (RMHA) definition to meet the requirement of final rule 903.7(r) and PIH 99-51, pertaining to “Substantial Deviation” and “Significant Amendment or Modification” is as follows:**

- 1. Any changes to rent or admissions policies or other policies including organization of the waiting list.**
- 2. Any significant change in use of funds under the Capital Fund Program.**
- 3. Any change significant with regard to demolition or disposition, designation, homeownership programs or conversion activities.**
- 4. Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five-Year and Annual Plan that cause changes in the services provided to Residents or significant changes to the Agency’s financial situation will be documented in subsequent Agency Plans.**

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

2002

**Attachment Y (nc019y01)**

**Neighborhood Appearance**  
**Follow up Plan for FY 2003**

**NC019 – ROCKY MOUNT HOUSING AUTHORITY**

**Questions**

1. How satisfied are you with the upkeep of the following areas in your development; exterior of buildings?

**Response:** We have a Five (5) Year Capitol Improvement Program that address buildings that are scheduled for demolition within the next twelve months and will be replace with new buildings.

2. How satisfied are you with the upkeep of the following areas in your development: parking areas?

**Response:** We are in the process of providing new parking areas in some developments, in particularly the Weeks Armstrong Homes Community.

3. How satisfied are you with the upkeep of the following areas in your development: recreation areas (for example: playgrounds and other outside facilities)?

**Response:** We continuously meet with the Resident Advisory Board to discuss recreation areas. Currently there is only one development that we will install recreation equipment in 2003.

4. How often, if at all, are any of the following a problem in your development: abandoned cars?

**Response:** Housing Management staff performs site visits daily. We have a specific procedure on removing abandon cars and will continue to do so accordingly.

5. How often, if at all, are any of the following a problem in your development: broken glass?  
**Response:** Maintenance staff police the communities daily. We will continue to do so to remove any broken glass.
6. How often, if at all, are any of the following a problem in your development: graffiti?  
**Response:** Maintenance staff police the communities daily. We will continue to do so to remove any and all graffiti.
7. How often, if at all, are any of the following a problem in your development: noise?  
**Response:** We have major construction work ongoing. The contractors are to perform their work between 7:00 a.m. – 7:00 p.m. so noise will not disturb residents.
8. How often, if at all, are any of the following a problem in your development: rodents and insects (indoors)?  
**Response:** All units are service under an exterminating contract and serviced a minimum of six times per year. In addition, special problems are addressed within twenty-four (24) hours.
9. How often, if at all, are any of the following a problem in your development: trash/litter?  
**Response:** Residents participates in our beautification program and maintenance staff police the communities daily.
10. How often, if at all, are any of the following a problem in your development: vacant units?  
**Response:** We have a significant number of units vacant due to the 1999 flood. Demolition and construction work is ongoing to put the flooded units back online. All other vacancies are turned in a timely manner.