

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003

**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: Wilson Housing Authority

PHA Number: NC020v01

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 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

The Housing Authority of the City of Wilson will continue excellent customer service; promote safe, decent, affordable housing and encourage higher quality family life for eligible residents in an economically self-sufficient, drug and crime free environment without discrimination.

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.

- X PHA Goal: Expand the supply of assisted housing
- Objectives:
- X Apply for additional rental vouchers:
- X Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- X Other (list below)

Convert 5 bedroom units into a duplex containing 2 bedroom units.

- x PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - X Improve public housing management: (PHAS score) **95 -Advisory**
 - X Improve voucher management: (SEMAP score) **96-High Performer**
 - X Increase customer satisfaction:
 - X Concentrate on efforts to improve specific management functions:
 - (list; e.g., public housing finance; voucher unit inspections)
 - X Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- X PHA Goal: Increase assisted housing choices
 - Objectives:
 - X Provide voucher mobility counseling:
 - X Conduct outreach efforts to potential voucher landlords
 - X 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

- X PHA Goal: Provide an improved living environment
 - Objectives:
 - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - X 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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:
- X 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

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

Objectives:

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

Implement and Maintain a Comprehensive Energy Conservation Program

**Annual PHA Plan
PHA Fiscal Year 2003**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Wilson Housing Authority Annual Plan and 5-Year Plan encompasses all of the required elements under Section 511 of the Quality Housing and Work Responsibility Act of 1998. Component # 1: The Authority used the State Housing Needs section of the Consolidated Plan, the City of Wilson Consolidated Plan as well as the Authority's analysis. Component # 2: The Financial Resources are anticipated Federal Fiscal Year 2003 funding. Component # 3: Policies Governing Eligibility include the ACO, Section "8" Administrative Policy, Deconcentration and Income Mixing Policy, along with waiting lists. Component # 4: Rent Determination Policies include the Minimum Rent Policy, Flat Rent Policy, Section "8" minimum Rent Policy and Section "8" Payment Standards Policy. Component #5: Operations and Management: All policies relating to this component are included. Component # 6: Grievance Procedure is included. Component # 7: Capital Improvement Needs: Capital Fund Program Annual Statement is Provided as an insert. The 5-Year Action Plan is also included. Component # 8: Demolition and Disposition is addressed. Component # 9 is not applicable. Component #10: Conversion of Public Housing is included. Component #11, 12, and 13 are not applicable. Component # 14 Pet Policy is included. Component # 15: Civil Rights Certification, is included. Component # 16: Fiscal Audit is included. Component # 17: Not applicable. Component # 18: Other information contains required policies found in Section 511 of the Act.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- X Admissions Policy for Deconcentration - Attachment A
- X Deconcentration & Income Mixing Questions - Attachment C
- X FY 2003 Capital Fund Program Annual Statement/P&E Reports - In Plan Component 7
- N/A Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) N/A
- X Resident Membership of the PHA Governing Board - In Plan, Page 93
- X Progress report narrative on 5-Year Plan Mission and Goals - In Plan, Page 93
- X Membership of the Resident Advisory Board - In Plan, Page 93

Attachments:

- X Voluntary Conversion Questions
- N/A PHA Management Organizational Chart N/A
- X FY 2003 Capital Fund Program 5 Year Action Plan - In Plan Component 7
- N/A Public Housing Drug Elimination Program (PHDEP) Plan N/A
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - In Plan, Page 94
- X Other (List below, providing each attachment name)
 - Police Officers Residing in Public Housing, Page 101
 - Minimum Rent Increase, Page 102
 - Definition of "Significant Deviation" & "Significant Amendment or Modification, Page 102
 - RASS Follow-up Plan for FYE 2001 PHAS, Page 103
 - Pet Policy - In Plan Component 14

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	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
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	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
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
✓	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
✓	Substantial Modification or Deviation Policy	Annual Policy
✓	Pet Policy	Annual Plan
✓	Police Officers Residing in Public Housing Policy	Annual Plan: Safety and Crime Prevention
✓	Conversion of Public Housing	Annual Plan: Conversions of Public Housing
✓	RASS Follow-up Plan	Annual Plan: Other Information

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	212	3	4	3	3	3	3
Income >30% but <=50% of AMI	67	3	4	3	3	3	3
Income >50% but <80% of AMI	3	3	4	3	3	3	3
Elderly	2	3	4	3	3	3	3
Families with Disabilities	53	3	4	3	3	3	3
Race/Ethnicity B	256	3	4	3	3	3	3
Race/Ethnicity W	26	3	4	3	3	3	3
Race/Ethnicity O	0	3	4	3	3	3	3
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **1998 State of North Carolina Consolidated Plan**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

PHA Survey of local jurisdiction/ State of North Carolina consolidated Plan 1998

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	334		
Extremely low income <=30% AMI	235	70%	
Very low income (>30% but <=50% AMI)	99	30%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	260	78%	
Elderly families	1	.002%	
Families with Disabilities	73	22%	
Race/ethnicity B	313	94%	
Race/ethnicity W	21	6%	
Race/ethnicity O	0	0%	
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 18 months (03/01). Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	83		
Extremely low income <=30% AMI	73	88%	
Very low income (>30% but <=50% AMI)	8	10%	
Low income (>50% but <80% AMI)	2	2%	
Families with children	44	53%	
Elderly families	2	2%	
Families with Disabilities	37	45%	
Race/ethnicity B	71	86%	

Housing Needs of Families on the Waiting List			
Race/ethnicity	W	11	13%
Race/ethnicity	O	1	1%
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR		47	57%
2 BR		27	33%
3 BR		4	5%
4 BR		3	3%
5 BR		2	2%
5+ BR		0	0%
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

Wilson Housing Authority will utilize the current housing stock and work with other local housing agencies to meet the need of the prospective resident.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other

- information available to the PHA
- X Influence of the housing market on PHA programs
 - X Community priorities regarding housing assistance
 - X Results of consultation with local or state government
 - X Results of consultation with residents and the Resident Advisory Board
 - Results of consultation with advocacy groups
 - Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	\$1,671,098.00	
b) Public Housing Capital Fund	\$1,273,918.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,096,460.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	\$1,658,770.00	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$6,700,246.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **(15 days)**
- 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)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for

screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two

Three or More

b. X 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 X 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)

X Emergencies

X Overhoused

X Underhoused

X Medical justification

X Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

1. X 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)

X 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
- X Other preference(s) (list below)

Elderly - 62 Years of Age or Older

Near Elderly - At least 50 Years of Age, but under 62

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:

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

Other preferences (select all that apply)

- X Working families and those unable to work because of age or disability **1.**
- 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
- X Other preference(s) (list below)

1. Elderly - 62 Years of Age or Older

1. Near Elderly - At least 50 Years of Age, but under 62

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X 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
- X Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below: **Housing Authority Wide – See remarks following "G" on page 21.**
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. Yes X 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)

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

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

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

There is not a need for income mixing at this time. We continually monitor our income composition and incorporated "skipping" into the ACOP to utilize when an area becomes concentrated as either high or low income.

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)

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

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

- d. X 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)
- X Criminal or drug-related activity
- X Other (describe below)

Known rental history with previous 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)
- X 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)
- X PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Extensions are permissible at the discretion of the Housing Authority up to a maximum of sixty (60) days, primarily for these reasons:

- 1. Extenuating circumstances such as hospitalization or a family emergency for an extended period of time, which has affected the family's ability to find a unit within the initial 60 day period. Verification is required.**
- 2. The Housing Authority is satisfied that the family had made a reasonable effort to locate a unit, including seeking the assistance of the HA, throughout the initial 60 day period. Proof of family's efforts is required.**
- 3. Families, including a person with a disability, may request up to 120 days to find a unit after issuance of a Voucher and may request a list, if available, or accessible units.**

(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
- X Other preference(s) (list below)

Elderly - 62 Years of Age or Older

Near Elderly - At least 50 Years of Age, but under 62

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

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

Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in 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
- X Other preference(s) (list below)

- 1. **Elderly - 62 Years of Age or Older**
- 1. **Near Elderly - At least 50 Years of Age, but under 62**

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

- X 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
- X 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)

- X The Section 8 Administrative Plan
- X 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?
- X Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- X 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
- X \$26-\$50

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

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

Rent Policy Section 507

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

1. Yes X 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

X No

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

For all developments

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

For specified general occupancy developments

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

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

Other (list below)

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

Market comparability study

Fair market rents (FMR)

95th percentile rents

75 percent of operating costs

100 percent of operating costs for general occupancy (family) developments

Operating costs plus debt service

The "rental value" of the unit

Other (list below)

f. Rent re-determinations:

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

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

Change in family composition.

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard

- Reflects market or submarket
- Other (list below)

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- X Other (list below) Effective September 2001, HUD approval of FMR's at the 50% Percentile.

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

- X 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)

- X 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
- X \$26-\$50

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

Rent Policy Section 507

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

PHA main administrative office

- PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: The Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No: NC19P02050100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/02 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
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	25,000.00		25,000.00	25,000.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	115,200.00		115,200.00	115,200.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	1,455,300.00		1,455,300.00	1,215,064.00
11	1465.1 Dwelling Equipment—Nonexpendable	55,770.00		55,770.00	12,832.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,651,270.00		1,651,270.00	1,368,096.00
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00		0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00		0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	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: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NC20-1	Dwelling Structures	1460		198,450.00		198,450.00	157,958.00	
	Remove & Replace Drywall Walls		9	40,500.00				
	Remove & Replace Exterior Doors		9	7,650.00				
	Remove & Replace Interior Doors		9	11,250.00				
	Remove & Replace Screen Doors		9	5,400.00				
	Remove & Replace Kitchen Cabinets		9	31,500.00				
	Remove & Replace Wall Insulation		9	4,500.00				
	Abate ACM Flooring		9	22,500.00				
	Install New VCT Flooring & Base		9	16,650.00				
	Remove & Replace Electrical Devices		9	13,500.00				
	Remove & Replace Electrical Wiring		9	13,950.00				
	Remove & Replace Furnace & Plenum		9	23,850.00				
	Remove & Replace Water Heater		9	4,050.00				
	Remove & Reinstall Plumbing Fixtures		9	3,150.00				
	Dwelling Equipment	1465		7,605.00		7,605.00	1,668.00	
	Remove & Replace Appliances		9	7,605.00				
NC20-4	Dwelling Structures	1460		176,400.00		176,400.00	145,808.00	
	Remove & Replace Drywall Walls		8	36,000.00				
	Remove & Replace Exterior Doors		8	6,800.00				
	Remove & Replace Interior Doors		8	10,000.00				
	Remove & Replace Screen Doors		8	4,800.00				
	Remove & Replace Kitchen Cabinets		8	28,000.00				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Remove & Replace Wall Insulation		8	4,000.00				
	Abate ACM Flooring		8	20,000.00				
	Install New VCT Flooring & Base		8	14,800.00				
	Remove & Replace Electrical Devices		8	12,000.00				
	Remove & Replace Electrical Wiring		8	12,400.00				
	Remove & Replace Furnace & Plenum		8	21,200.00				
	Remove & Replace Water Heater		8	3,600.00				
	Remove & Reinstall Plumbing Fixtures		8	2,800.00				
	Dwelling Equipment	1465		6,760.00		6,760.00	1,540.00	
	Remove & Replace Appliances		8	6,760.00				
NC20-5	Dwelling Structures	1460		661,500.00		661,500.00	558,929.00	
	Remove & Replace Drywall Walls		30	135,000.00				
	Remove & Replace Exterior Doors		30	25,500.00				
	Remove & Replace Interior Doors		30	37,500.00				
	Remove & Replace Screen Doors		30	18,000.00				
	Remove & Replace Kitchen Cabinets		30	105,000.00				
	Remove & Replace Wall Insulation		30	15,000.00				
	Abate ACM Flooring		30	75,000.00				
	Install New VCT Flooring & Base		30	55,500.00				
	Remove & Replace Electrical Devices		30	45,000.00				
	Remove & Replace Electrical Wiring		30	46,500.00				
	Remove & Replace Furnace & Plenum		30	79,500.00				
	Remove & Replace Water Heater		30	13,500.00				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Remove & Reinstall Plumbing Fixtures		30	10,500.00				
	Dwelling Equipment	1465		25,350.00		25,350.00	5,903.00	
	Remove & Replace Appliances		30	25,350.00				
NC20-6	Dwelling Structures	1460		418,950.00		418,950.00	352,369.00	
	Remove & Replace Drywall Walls		19	85,500.00				
	Remove & Replace Exterior Doors		19	16,150.00				
	Remove & Replace Interior Doors		19	23,750.00				
	Remove & Replace Screen Doors		19	11,400.00				
	Remove & Replace Kitchen Cabinets		19	66,500.00				
	Remove & Replace Wall Insulation		19	9,500.00				
	Abate ACM Flooring		19	47,500.00				
	Install New VCT Flooring & Base		19	35,150.00				
	Remove & Replace Electrical Devices		19	28,500.00				
	Remove & Replace Electrical Wiring		19	29,450.00				
	Remove & Replace Furnace & Plenum		19	50,350.00				
	Remove & Replace Water Heater		19	8,550.00				
	Remove & Reinstall Plumbing Fixtures		19	6,650.00				
	Dwelling Equipment	1465		16,055.00		16,055.00	3,721.00	
	Remove & Replace Appliances		19	16,055.00				
Wha-wide	Staff - CFP Coordination	1410	LS	25,000.00		25,000.00	25,000.00	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Wha-wide	Professional Services - A/E	1430	LS	113,700.00		113,700.00	113,700.00	
	CFP Preparation	1430	LS	1,500.00		1,500.00	1,500.00	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program No: NC19P02050100 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NC 20 - 1 Forest Road Homes	9/30/02			9/30/04			
NC 20 - 4 Whitfield Homes Add.	9/30/02			9/30/04			
NC 20 - 5 Whitfield Homes Add.	9/30/02			9/30/04			
NC 20 - 6 Scattered Sites	9/30/02			9/30/04			
WHA Wide	9/30/02			9/30/04			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: The Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No: NC19P02050301 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/02 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
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	12,000.00		12,000.00	12,000.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	56,100.00		56,100.00	56,100.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	778,800.00		778,800.00	697,328.00
11	1465.1 Dwelling Equipment—Nonexpendable	9,295.00		9,295.00	8,229.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	856,195.00		856,195.00	773,657.00
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00		0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00		0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	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: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050301 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NC20-1	Dwelling Structures	1460		70,800.00		70,800.00	62,760.00	
	Remove & Replace Drywall Walls		1	13,000.00				
	Remove & Replace Exterior Doors		1	3,300.00				
	Remove & Replace Interior Doors		1	5,000.00				
	Remove & Replace Screen Doors		1	1,200.00				
	Remove & Replace Kitchen Cabinets		1	7,000.00				
	Remove & Replace Wall Insulation		1	3,000.00				
	Abate ACM Flooring		1	5,000.00				
	Install New VCT Flooring & Base		1	3,700.00				
	Remove & Replace Electrical Devices		1	3,600.00				
	Remove & Replace Electrical Wiring		1	5,700.00				
	Remove & Replace Furnace & Plenum		1	10,100.00				
	Remove & Replace Water Heater		1	1,500.00				
	Remove & Reinstall Plumbing Fixtures		1	8,700.00				
	Dwelling Equipment	1465		845.00		845.00	741.00	
	Remove & Replace Appliances		1	845.00				
NC20-4	Dwelling Structures	1460		70,800.00		70,800.00	62,760.00	
	Remove & Replace Drywall Walls		1	13,000.00				
	Remove & Replace Exterior Doors		1	3,300.00				
	Remove & Replace Interior Doors		1	5,000.00				
	Remove & Replace Screen Doors		1	1,200.00				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050301 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Remove & Replace Kitchen Cabinets		1	7,000.00				
	Remove & Replace Wall Insulation		1	3,000.00				
	Abate ACM Flooring		1	5,000.00				
	Install New VCT Flooring & Base		1	3,700.00				
	Remove & Replace Electrical Devices		1	3,600.00				
	Remove & Replace Electrical Wiring		1	5,700.00				
	Remove & Replace Furnace & Plenum		1	10,100.00				
	Remove & Replace Water Heater		1	1,500.00				
	Remove & Reinstall Plumbing Fixtures		1	8,700.00				
	Dwelling Equipment	1465		845.00		845.00	741.00	
	Remove & Replace Appliances		1	845.00				
NC20-5	Dwelling Structures	1460		566,400.00		566,400.00	509,048.00	
	Remove & Replace Drywall Walls		8	104,000.00				
	Remove & Replace Exterior Doors		8	26,400.00				
	Remove & Replace Interior Doors		8	40,000.00				
	Remove & Replace Screen Doors		8	9,600.00				
	Remove & Replace Kitchen Cabinets		8	56,000.00				
	Remove & Replace Wall Insulation		8	24,000.00				
	Abate ACM Flooring		8	40,000.00				
	Install New VCT Flooring & Base		8	29,600.00				
	Remove & Replace Electrical Devices		8	28,800.00				
	Remove & Replace Electrical Wiring		8	45,600.00				
	Remove & Replace Furnace & Plenum		8	80,800.00				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050301 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Remove & Replace Water Heater		8	12,000.00				
	Remove & Reinstall Plumbing Fixtures		8	69,600.00				
	Dwelling Equipment	1465		6,760.00		6,760.00	6,006.00	
	Remove & Replace Appliances		30	6,760.00				
NC20-6	Dwelling Structures	1460		70,800.00		70,800.00	62,760.00	
	Remove & Replace Drywall Walls		1	13,000.00				
	Remove & Replace Exterior Doors		1	3,300.00				
	Remove & Replace Interior Doors		1	5,000.00				
	Remove & Replace Screen Doors		1	1,200.00				
	Remove & Replace Kitchen Cabinets		1	7,000.00				
	Remove & Replace Wall Insulation		1	3,000.00				
	Abate ACM Flooring		1	5,000.00				
	Install New VCT Flooring & Base		1	3,700.00				
	Remove & Replace Electrical Devices		1	3,600.00				
	Remove & Replace Electrical Wiring		1	5,700.00				
	Remove & Replace Furnace & Plenum		1	10,100.00				
	Remove & Replace Water Heater		1	1,500.00				
	Remove & Reinstall Plumbing Fixtures		1	8,700.00				
	Dwelling Equipment	1465		845.00		845.00	741.00	
	Remove & Replace Appliances		1	845.00				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050301 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Wha-wide	Staff - CFP Coordination	1410	LS	12,000.00		12,000.00	12,000.00	
Wha-wide	Professional Services - A/E	1430	LS	56,100.00		56,100.00	56,100.00	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program No: NC19P02050301 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NC 20 - 1 Forest Road Homes	6/30/03			6/30/05			
NC 20 - 4 Whitfield Homes Add.	6/30/03			6/30/05			
NC 20 - 5 Whitfield Homes Add.	6/30/03			6/30/05			
NC 20 - 6 Scattered Sites	6/30/03			6/30/05			
WHA Wide	6/30/03			6/30/05			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: The Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No: NC19P02070899 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

XPerformance and Evaluation Report for Period Ending: 6/30/02 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	25,536.00	25,536.00	25,536.00	25,536.00
4	1410 Administration	28,000.00	28,000.00	28,000.00	28,000.00
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	98,660.00	53,844.00	53,844.00	48,594.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	117,000.00	80,169.00	80,169.00	80,169.00
10	1460 Dwelling Structures****Fungibility 85,797.00	601,321.00	677,639.00	677,639.00	****676,552.00
11	1465.1 Dwelling Equipment—Nonexpendable	67,500.00	67,500.00	67,500.00	67,500.00
12	1470 Nondwelling Structures	16,401.00	21,730.00	21,730.00	12,401.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	2,450.00	2,450.00	2,450.00	2,450.00
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 Costs	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)	956,868.00	956,868.00	956,868.00	****941,202.00
22	Amount of line 21 Related to LBP Activities	50,000.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	1,687.00	1,687.00	1,687.00
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	51,000.00	52,696.00	52,696.00	52,696.00
26	Amount of line 21 Related to Energy Conservation Measures	106,867.00	106,867.00	106,867.00	106,867.00

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

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02070899 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NC20-1	Install GFCI Receptacles & C.O. Detectors	1460	90	27,000.00		27,000.00	27,000.00	
	Replace ranges & refrigerators	1465	90	0.00		0.00	0.00	
	AMC Bldg. Siding, Soffit & Fascia	1470	1	7,401.00		7,401.00	7,401.00	
NC20-2	Install GFCI Receptacles & C.O. Detectors	1460	143	42,900.00		42,900.00	42,900.00	
NC20-3	Install GFCI Receptacles & C.O. Detectors	1460	24	7,200.00		7,200.00	7,200.00	
NC20-4	Install GFCI Receptacles & C.O. Detectors	1460	71	21,300.00		21,300.00	21,300.00	
	Demolish 2 dwelling units	1485	LS	2,450.00		2,450.00	2,450.00	
NC20-5	Install GFCI Receptacles & C.O. Detectors	1460	72	21,600.00		21,600.00	21,600.00	
	Replace Windows (excluding screens)	1460	72	106,867.00		106,867.00	106,867.00	
	Install Range Hoods	1460	72	32,400.00		32,400.00	32,400.00	
NC20-6	Install GFCI Receptacles & C.O. Detectors	1460	125	18,750.00		18,750.00	18,750.00	
NC20-7	Install GFCI Receptacles & C.O. Detectors	1460	115	34,500.00		34,500.00	34,500.00	
	Install dryer receptacles and vents	1460	62	18,600.00		18,600.00	18,600.00	
	Construct office space for new staff	1470	2	4,000.00	9,329.00	9,329.00	0.00	
NC20-8	Install GFCI Receptacles	1460	58	16,800.00		16,800.00	16,800.00	
	Install cleanouts at sinks	1460	58	14,000.00		14,000.00	14,000.00	
	Paint hall and offices	1470	1	5,000.00		5,000.00	5,000.00	
	Trash Compactor/Carpet/blinds/Elevator	1460	1	38,000.00	33,342.00	33,342.00	32,255.00	
FUNGIBILITY	Install Generator (2000 CFP)	1460	1	0.00	79,735.00	79,735.00	79,735.00	(79,735.00)

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02070899 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NC20-9	Install GFCI Receptacles & C.O. Detectors	1460	41	12,300.00		12,300.00	12,300.00	
	Replace Siding & Soffit	1460	41	104,550.00		104,550.00	104,550.00	
NC20-10	Install GFCI Receptacles & C.O. Detectors	1460	40	12,000.00	11,114.00	11,114.00	11,114.00	
Wha-wide	Appliances	1465	LS	67,500.00		67,500.00	67,500.00	
	Repair Cracking Walls	1460	LS	8,050.00	4,227.00	4,227.00	4,227.00	
	Convert 5br unit in 1 & 2br duples	1460	1	0.00		0.00	0.00	
	Tree Removal – Landscaping	1450	5	52,000.00	19,535.00	19,535.00	19,535.00	
	Faucet Replacement	1460	80	717.00		717.00	717.00	
	Painting	1460	75	26,250.00	25,988.00	25,988.00	25,988.00	
FUNGIBILITY	Install security screen doors (2000 CFP)	1460	80	36,000.00	42,062.00	42,062.00	42,062.00	(6,062.00)
	Porch and Stair Rails	1460	38	1,537.00	1,687.00	1,687.00	1,687.00	
	Sidewalk Repairs	1450	80	50,000.00		50,000.00	50,000.00	
	Area Lighting – Security	1450	LS	15,000.00	10,634.00	10,634.00	10,634.00	
Wha-wide	Staff - CGP Coordination	1410	1	28,000.00		28,000.00	28,000.00	
	Computer & Phone Equipment/Repairs	1408	LS	25,536.00		25,536.00	25,536.00	
Wha-wide	Professional Services - A/E	1430	LS	38,942.00	38,876.00	38,876.00	38,876.00	
	CGP Update/Revision	1430	LS	9,718.00		9,718.00	9,718.00	
	LBP Assessment	1430	LS	50,000.00	0.00	0.00	0.00	
	Energy Audit	1430	LS	0.00	5,250.00	5,250.00	0.00	
	Grand Total			956,868.00	956,868.00	956,868.00	941,202.00	

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

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program No: NC19P02070899 Replacement Housing Factor No:				Federal FY of Grant: 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NC 20 - 1 Forest Road Homes	9/30/2001			9/30/2003			
NC 20 - 2 Whitfield Homes	9/30/2001			9/30/2003			
NC 20 - 3 Forrest Road Homes Add.	9/30/2001			9/30/2003			
NC 20 - 4 Whitfield Homes Add.	9/30/2001			9/30/2003			
NC 20 - 5 Whitfield Homes Add.	9/30/2001			9/30/2003			
NC 20 - 6 Scattered Sites	9/30/2001			9/30/2003			
NC 20 - 7 E.B. Jordan Homes	9/30/2001			9/30/2003			
NC 20 - 8 Tasman Towers	9/30/2001			9/30/2003			
NC 20-9 Scattered Sites	9/30/2001			9/30/2003			
NC 20-10 E.M. Barnes Manor	9/30/2001			9/30/2003			
WHA Wide	9/30/2001			9/30/2003			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: The Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No: NC19P02050200 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
XPerformance and Evaluation Report for Period Ending: 6/30/02 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	107,958.00	130,916.00	130,916.00	65,388.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	28,000.00	28,000.00	28,000.00	5,529.00
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	94,600.00	150,662.00	150,662.00	94,600.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	56,430.00	56,430.00	56,430.00	43,464.00
10	1460 Dwelling Structures****Fungibility 85,797.00	930,836.00	824,774.00	824,774.00	****2,627.00
11	1465.1 Dwelling Equipment—Nonexpendable	37,500.00	37,500.00	37,500.00	591.00
12	1470 Nondwelling Structures	64,102.00	69,144.00	69,144.00	64,102.00
13	1475 Nondwelling Equipment	0.00	22,000.00	22,000.00	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 Costs	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)	1,319,426.00	1,319,426.00	1,319,426.00	****276,301.00
22	Amount of line 21 Related to LBP Activities	0.00	30,000.00	30,000.00	0.00
23	Amount of line 21 Related to Section 504 compliance	2,000.00	2,000.00	2,000.00	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	38,000.00	31,938.00	31,938.00	4,069.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	15,000.00	15,000.00	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: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050200 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NC20-1	Install Dryer Hookups & Vents - Contract	1460	90	27,000.00		27,000.00	0.00	
	Replace Roofing	1460	6	9,000.00		9,000.00	0.00	
NC20-2	Install Closet Doors	1460	143	0.00		0.00	0.00	
	Install Dryer Hookups & Vents - Contract	1460	143	42,900.00		42,900.00	0.00	
	Replace Water Dist. System – Contract	1460	LS	215,000.00		215,000.00	0.00	
	Replace Roofing & Fascia – Site Office	1470	1	5,221.00		5,221.00	5,221.00	
	Replace Mech. Closet Doors	1460	26	28,886.00		28,886.00	0.00	
NC20-3	Install Dryer Hookups & Vents - Contract	1460	24	0.00		0.00	0.00	
NC20-4	Install Dryer Hookups & Vents - Contract	1460	71	21,300.00		21,300.00	0.00	
	Enclose Mechanical Closets – Contract	1460	71	170,400.00		170,400.00	0.00	
NC20-5	Install Dryer Hookups & Vents - Contract	1460	50	21,600.00		21,600.00	0.00	
	Enclose Mechanical Closets – Contract	1460	72	173,000.00		173,000.00	0.00	
NC20-6	Install Dryer Hookups & Vents - Contract	1460	83	37,500.00		37,500.00	0.00	
	Install Closet Doors	1460	125	0.00		0.00	0.00	
	Demolish 600/602 Simms St.	1485	1	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: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050200 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NC20-7	Renovate Site Office	1470	1	13,923.00		13,923.00	13,923.00	
NC20-8	Install Emergency Generator	1460	1	100,000.00	0.00	0.00	0.00	
FUNGIBILITY	Reallocated to 1999 CGP							
NC20-9	Resurface Parking Lot (Repair & Sealcoat)	1450	1	14,430.00		14,430.00	14,430.00	
WHA-wide	Operations	1406	LS	107,958.00	130,916.00	130,916.00	65,388.00	
	Landscaping	1450	LS	40,000.00		40,000.00	27,592.00	
	Security Lighting	1450	LS	2,000.00		2,000.00	1,442.00	
	Repair Cracking Walls	1460	LS	20,000.00		20,000.00	0.00	
	Painting	1460	75	26,250.00		26,250.00	0.00	
FUNGIBILITY	Install security screen doors (6,062.00)	1460	80	36,000.00	29,938.00	29,938.00	2,627.00	(1999 CGP)
	504 Modifications	1460	LS	2,000.00		2,000.00	0.00	
	Appliances	1465	LS	37,500.00		37,500.00	591.00	
	Renovate Site Offices	1470		44,958.00	50,000.00	50,000.00	44,958.00	
Wha-wide	Staff - CGP Coordination	1410	1	28,000.00		28,000.00	5,529.00	
	Vehicle for Operations Director	1475	1	0.00	22,000.00	22,000.00	0.00	
Wha-wide	Professional Services - A/E	1430	LS	91,100.00	102,162.00	102,162.00	91,100.00	
	CFP Preparation	1430	LS	3,500.00		3,500.00	3,500.00	
	LBP Assessment	1430	LS	0.00	30,000.00	30,000.00	0.00	
	Energy Audit	1430	LS	0.00	15,000.00	15,000.00	0.00	
	Grand Total			1,319,426.00	1,319,426.00	1,319,426.00	276,301.00	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program No: NC19P02050200 Replacement Housing Factor No:					Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
NC 20 - 1 Forest Road Homes	9/30/02			9/30/2004				
NC 20 - 2 Whitfield Homes	9/30/02			9/30/2004				
NC 20 - 3 Forrest Road Homes Add.	9/30/02			9/30/2004				
NC 20 - 4 Whitfield Homes Add.	9/30/02			9/30/2004				
NC 20 - 5 Whitfield Homes Add.	9/30/02			9/30/2004				
NC 20 - 6 Scattered Sites	9/30/02			9/30/2004				
NC 20 - 7 E.B. Jordan Homes	9/30/02			9/30/2004				
NC 20 - 8 Tasman Towers	9/30/02			9/30/2004				
NC 20-9 Scattered Sites	9/30/02			9/30/2004				
NC 20-10	9/30/02			9/30/2004				
E.M. Barnes Manor WHA Wide	9/30/02			9/30/2004				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: The Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No: NC19P02050201 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
XPerformance and Evaluation Report for Period Ending: 6/30/02 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	0.00	0.00	0.00	0.00
4	1410 Administration	54,894.00	54,894.00	54,894.00	7,681.00
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	97,600.00	97,600.00	97,600.00	95,243.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	62,908.00	42,000.00	42,000.00	0.00
10	1460 Dwelling Structures	1,031,150.00	1,052,058.00	1,052,058.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	37,500.00	37,500.00	37,500.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	62,268.00	62,268.00	62,268.00	53,797.00
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 Costs	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)	1,346,320.00	1,346,320.00	1,346,320.00	156,721.00
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	2,000.00	2,000.00	2,000.00	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	38,000.00	38,000.00	38,000.00	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: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050201 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NC20-2	Install Backsplashes @ Ranges	1460	143	0.00		0.00	0.00	
	Enclose Mechanical Closets – Contract	1460	117	128,414.00		128,414.00	0.00	
	Emergency Asbestos Abatement	1460	130	0.00	644,894.00	644,894.00	0.00	
NC20-4	Replace Water Dist. System	1460	1	106,500.00		106,500.00	0.00	
	Replace Roofing	1460	71	0.00		0.00	0.00	
	Install Backsplashes @ Ranges	1460	71	0.00		0.00	0.00	
	Install New Central Heating System	1460	19	125,986.00	0.00	0.00	0.00	
NC20-5	Install New Central Heating System	1460	72	468,000.00	0.00	0.00	0.00	
	Replace Water Dist. System	1460	1	108,000.00		108,000.00	0.00	
	Install Backsplashes @ Ranges	1460	72	0.00		0.00	0.00	
NC20-6	Install Backsplashes @ Ranges	1460	125	0.00		0.00	0.00	
WHA-wide	Landscaping	1450	LS	40,000.00		40,000.00	0.00	
	Security Lighting	1450	LS	2,000.00		2,000.00	0.00	
	Install Water Valves/Meters	1450	LS	20,908.00	0.00	0.00	0.00	
	Painting	1460	75	26,250.00		26,250.00	0.00	
	Install security screen doors	1460	80	36,000.00		36,000.00	0.00	
	504 Modifications	1460	LS	2,000.00		2,000.00	0.00	
	Replace Water Heater Gas Valves	1460	LS	30,000.00	0.00	0.00	0.00	
	Appliances	1465	LS	37,500.00		37,500.00	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: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050201 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Maintenance Trucks	1475	3	62,268.00		62,268.00	53,797.00	
Wha-wide	Staff - CFP Coordination	1410	1	44,894.00		44,894.00	1,300.00	
	Staff – Training	1410	LS	10,000.00		10,000.00	6,381.00	
Wha-wide	Professional Services - A/E	1430	LS	90,500.00		90,500.00	90,500.00	
	CFP Preparation	1430	LS	3,500.00		3,500.00	1,143.00	
	LPB Assessment	1430	LS	0.00		0.00	0.00	
	Energy Audit	1430	LS	3,600.00		3,600.00	3,600.00	
	Grand Total			1,346,320.00	1,346,320.00	1,346,320.00	156,721.00	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program No: NC19P02050201 Replacement Housing Factor No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
NC 20 - 1 Forest Road Homes	6/30/03			6/30/05				
NC 20 - 2 Whitfield Homes	6/30/03			6/30/05				
NC 20 - 3 Forrest Road Homes Add.	6/30/03			6/30/05				
NC 20 - 4 Whitfield Homes Add.	6/30/03			6/30/05				
NC 20 - 5 Whitfield Homes Add.	6/30/03			6/30/05				
NC 20 - 6 Scattered Sites	6/30/03			6/30/05				
NC 20 - 7 E.B. Jordan Homes	6/30/03			6/30/05				
NC 20 - 8 Tasman Towers	6/30/03			6/30/05				
NC 20-9 Scattered Sites	6/30/03			6/30/05				
NC 20-10 E.M. Barnes Manor	6/30/03			6/30/05				
WHA Wide	6/30/03			6/30/05				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: The Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No: NC19P02050102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Amended 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	25,000.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	133,533.00	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	94,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	2,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures	906,885.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	37,500.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	75,000.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	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 Costs	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)	1,273,918.00	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	\$ 2,000.00	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	\$ 38,000.00	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: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NC20-4	Emergency Asbestos Abatement	1460	50	210,000.00				
	Renovate Maintenance Building	1470	1	75,000.00				
NC20-5	Emergency Asbestos Abatement	1460	38	163,112.00				
NC20-6	Window Replacement	1460	125	362,500.00				
	Window Sec. Screens-not covered by DEG	1460	33	70,861.00				
WHA-wide	Operations	1406	LS	25,000.00				
	Computer Equip./Upgrades/Maintenance	1410	LS	25,000.00				
	Security Lighting	1450	LS	2,000.00				
	Painting	1460	75	26,250.00				
	Install security screen doors	1460	80	36,000.00				
	504 Modifications	1460	LS	2,000.00				
	Repair Cracked walls	1460	LS	36,162.00				
	Appliances	1465	LS	37,500.00				
Wha-wide	Staff - CFP Coordination	1410	2	98,533.00				
	Staff - Training	1410	LS	10,000.00				
Wha-wide	Professional Services - A/E	1430	LS	\$90,500.00				
	CFP Preparation	1430	LS	\$ 3,500.00				
	Grand Total			1,273,918.00				

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

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program No: NC19P02050102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NC 20 - 1 Forest Road Homes	5/30/04			5/30/06			
NC 20 - 2 Whitfield Homes	5/30/04			5/30/06			
NC 20 - 3 Forrest Road Homes Add.	5/30/04			5/30/06			
NC 20 - 4 Whitfield Homes Add.	5/30/04			5/30/06			
NC 20 - 5 Whitfield Homes Add.	5/30/04			5/30/06			
NC 20 - 6 Scattered Sites	5/30/04			5/30/06			
NC 20 - 7 E.B. Jordan Homes	5/30/04			5/30/06			
NC 20 - 8 Tasman Towers	5/30/04			5/30/06			
NC 20-9 Scattered Sites	5/30/04			5/30/06			
NC 20-10 E.M. Barnes Manor	5/30/04			5/30/06			
WHA Wide	5/30/04			5/30/06			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: The Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No: NC19P02050103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	98,533.00	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	94,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	2,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures	1,079,385.00	0.00	0.00	0.00
11	1465.1 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	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 Costs	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)	1,273,918.00	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	2,000.00	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: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program Grant No: NC19P02050103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NC20-1	Asbestos Abatement	1460	76	36,765.00				
NC20-2	Replace Water Distribution System	1460	143	226,073.00				
NC20-3	Asbestos Abatement	1460	24	36,764.00				
NC20-4	Replace Water Distribution System	1460	72	124,885.00				
NC20-5	Replace Water Distribution System	1460	73	124,885.00				
NC20-6	Asbestos Abatement	1460	112	100,000.00				
WHA-wide	Replace existing key system	1460	LS	93,000.00				
	Asbestos Abatement - single family units	1460	LS	35,000.00				
	Security Lighting	1450	LS	2,000.00				
	Painting	1460	LS	295,013.00				
	Interior door replacement	1460	LS	7,000.00				
Wha-wide	Staff - CFP Coordination	1410	2	98,533.00				
Wha-wide	Professional Services - A/E	1430	LS	\$90,500.00				
	CFP Preparation	1430	LS	\$ 3,500.00				
	Grand Total			1,273,918.00				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: The Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Program No: NC19P02050103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
NC 20 - 1 Forest Road Homes	5/31/05			5/31/07				
NC 20 - 2 Whitfield Homes	5/31/05			5/31/07				
NC 20 - 3 Forrest Road Homes Add.	5/31/05			5/31/07				
NC 20 - 4 Whitfield Homes Add.	5/31/05			5/31/07				
NC 20 - 5 Whitfield Homes Add.	5/31/05			5/31/07				
NC 20 - 6 Scattered Sites	5/31/05			5/31/07				
NC 20 - 7 E.B. Jordan Homes	5/31/05			5/31/07				
NC 20 - 8 Tasman Towers	5/31/05			5/31/07				
NC 20-9 Scattered Sites	5/31/05			5/31/07				
NC 20-10 E.M. Barnes Manor	5/31/05			5/31/07				
WHA Wide	5/31/05			5/31/07				

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

b. If yes to question a, select one:

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

-or-

X 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)

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name The Housing Authority of the City of Wilson NC				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
	Annual Statement				
NC 20-1		\$261,000.00	\$686,020.00	\$135,000.00	\$ 90,770.00
NC 20-2		\$0.00	\$207,350.00	\$207,350.00	\$715,000.00
NC 20-3		\$ 69,600.00	\$ 49,200.00	\$18,000.00	\$0.00
NC 20-4		\$142,000.00	\$0.00	\$0.00	\$0.00
NC 20-5		\$0.00	\$0.00	\$147,600.00	\$0.00
NC 20-6		\$0.00	\$0.00	\$170,458.00	\$0.00
NC 20-7		\$505,970.00	\$0.00	\$0.00	\$0.00
NC 20-8		\$0.00	\$60,000.00	\$0.00	\$0.00
NC 20-9		\$0.00	\$0.00	\$0.00	\$196,800.00
NC 20-10		\$ 24,000.00	\$0.00	\$324,162.00	\$0.00
WHA - Wide		\$271,348.00	\$271,348.00	\$271,348.00	\$271,348.00
CFP Funds Listed for 5-year planning					
		\$1,273,918.00	\$1,273,918.00	\$1,273,918.00	\$1,273,918.00
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :_2_ FFY Grant: 2004 PHA FY: 2004			Activities for Year: _3_ FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	NC 20-1	Window replacement	\$261,000.00	NC 20-1	Roofs w/ attic separation	\$172,200.00
Annual					HVAC & Elect. upgrade	\$513,820.00
Statement	NC 20-2			NC 20-2	Window replacement	\$207,350.00
					- Half the Project	
	NC 20-3	Window replacement	\$ 69,600.00	NC 20-3	Roofs w/ attic separation	\$ 49,200.00
	NC 20-4	Roofs w/ attic separation	\$142,000.00	NC 20-4		
	NC 20-5			NC 20-5		
	NC 20-6			NC 20-6		
	NC 20-7	HVAC & Elect. upgrade	\$505,970.00	NC 20-7		
	NC 20-8			NC 20-8	Reglaze window seals	\$ 60,000.00
	NC 20-9			NC 20-9		
	NC 20-10	Replace Bathtubs - 24	\$ 24,000.00	NC 20-10		
	WHA – Wide	1410	\$63,799.00	WHA - Wide	1410	\$63,799.00
		1430	\$63,799.00		1430	\$63,799.00
		1450	\$ 42,000.00		1450	\$ 42,000.00
		1460	\$ 64,250.00		1460	\$ 64,250.00
		1465	\$ 37,500.00		1465	\$ 37,500.00
	Total CFP Estimated Cost		\$1,273,918.00			\$1,273,918.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year :_4_ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5_ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
NC 20-1	Water Dist. System	\$135,000.00	NC 20-1	Doors & Hardware	\$ 90,770.00
NC 20-2	Window replacement - Half the Project	\$207,350.00	NC 20-2	HVAC & Elect. upgrade	\$715,000.00
NC 20-3	Water Dist. System	\$18,000.00	NC 20-3		
NC 20-4			NC 20-4		
NC 20-5	Roofs w/ attic separation	\$147,600.00	NC 20-5		
NC 20-6	Water Dist. System	\$170,458.00	NC 20-6		
NC 20-7			NC 20-7		
NC 20-8			NC 20-8		
NC 20-9			NC 20-9	Window replacement	\$121,800.00
				Enclose Hot Water Heaters	\$ 75,000.00
NC 20-10	HVAC & Elect. upgrade	\$324,162.00	NC 20-10		
WHA - Wide	1410	\$63,799.00	WHA - Wide	1410	\$63,799.00
	1430	\$63,799.00		1430	\$63,799.00
	1450	\$ 42,000.00		1450	\$ 42,000.00
	1460	\$ 64,250.00		1460	\$ 64,250.00
	1465	\$ 37,500.00		1465	\$ 37,500.00
Total CFP Estimated Cost		\$1,273,918.00			\$1,273,918.00

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.)

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

Conversion of Public Housing Activity Description
1a. Development name: Housing Authority Wide
1b. Development (project) number: NC020 1/10

2. What is the status of the required assessment?

- Assessment underway
 Assessment results submitted to HUD
 Assessment results approved by HUD (if marked, proceed to next question)
 Other (explain below) **Internal assessment concluded that no development is appropriate for conversion consideration.**

3. Yes 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)

- Conversion Plan in development
 Conversion Plan submitted to HUD on: (DD/MM/YYYY)
 Conversion Plan approved by HUD on: (DD/MM/YYYY)
 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)

- Units addressed in a pending or approved demolition application (date submitted or approved:
 Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
 Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
 Requirements no longer applicable: vacancy rates are less than 10 percent
 Requirements no longer applicable: site now has less than 300 units
 Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component.

Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 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)]

WILSON HOUSING AUTHORITY **PET POLICY**

1. A non-refundable pet fee of \$100.00 and a \$50.00 pet deposit will be required of any resident wishing to have a pet unless, it is an assistive animal. The fee and deposit may be paid in two increments of \$75.00 each. One increment payable at the time of the pet move in and the second being payable the first month after the pet move in.
2. Only one (1) pet whose weight may not exceed 25 pounds, may be kept in any one Public Housing unit. The head of household shall be responsible for their pet. Guest may not bring pets onto the premises. Reptiles or any other animal that may endanger the health, safety, or welfare of any housing employee or any other resident will be not permitted. Dogs will not be allowed in high-rise buildings, and outside chained animals will not be allowed.
3. Pet owners must demonstrate liability insurance coverage on the pet of no less than \$20,000.00 minimum permitted by renters insurance, and agree to assume responsibility for all damages incurred by said pet.
4. Signed statement assigning responsibility to no less than two persons to care for the pet in the event the pet owner dies, is incapacitated or is otherwise unable to care for the pet.
5. Owner of the pet will be responsible for all cleanup anywhere on the grounds or in the building . If pet owner is unable, or contact with the resident cannot be made, a \$25.00 fee for each cleanup performed by the Housing Authority will be assessed.
6. All pet owners must submit an up-to-date immunization record from a qualified Veterinarian and must display a current license tag for said pet. Immunization records and pet license tags are to be updated during the month of the pet owner's annual recertification of tenant eligibility.
7. Residents must make a bonafide effort to control fleas and ticks at all times.
8. Pet must be neutered or spayed and will be restricted to designated pet areas only. Pets will not be allowed in any designated area unless accompanied by a responsible person and is restrained on a leash or similar device.
9. A pet owner is in violation of the city ordinance on animal control when his or her animal causes objectionable noises, destroys or damages the property of others.
10. Pet owners must comply with all Housing Authority, County, State, and Federal regulations on animal regulatory laws.
11. When litter boxes are in use, the pet owner will not change the litter more than twice each week and will separate pet waste from litter when disposing of same.

12. Inspections other than permitted under the lease may be made after proper notification and during reasonable hours if a complaint is received in writing and the Housing Authority has reasonable grounds to believe that a nuisance or threat to health and safety of the occupants of the dwelling or surrounding area exist.
13. In the event of a pet violation, the pet owner will be given up to ten (10) days from date of service of the notice to remedy the violation, to remove the pet or to make a written request for a meeting to discuss said violation(s). Failure to remedy the violation, to request a meeting, or to appear at a requested meeting may result in termination of tenancy. A resident who receives two written complaints, will be asked to remove their pet from Wilson Housing Authority property. Violation of this pet policy two (2) times may be grounds for lease termination.
14. If a pet is removed due to death or incapacity of the pet owner and the two responsible parties are contacted and are unwilling or unable to remove the pet; or cannot be contacted, the pet will be removed and placed in a pet facility for a period not to exceed thirty (30) days. The cost of the animal care shall be borne by the pet owner and his/her estate. If unable or unwilling to pay, the cost will be paid from the pet deposit.
15. Housing Quality Standards (HQS) must be met and maintained in order to have a pet.
16. The eradication cost of flea infestation during residency will be the responsibility of the resident.
17. If the pet is a bird, it shall be housed in a birdcage at all times.
18. Pets may not be bred or used for commercial purposes.
19. All conditions must be met and the lease signed before admitting said pet to the dwelling unit.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes X 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. X 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)
X Attached at Attachment (File name) **Attached at the end of the Template.**
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
X 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 X 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 X No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
 - a. Nomination of candidates for place on the ballot: (select all that apply)

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

The State of North Carolina

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)

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

To provide housing to eligible residents that is safe, sanitary and decent in an affordable manner to meet the prospective residents needs.

- Other: (list below)

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

The Consolidated Plan of the State of North Carolina request s that PHA’s provide housing to eligible prospective residents, that is safe, sanitary and decent. To provide economic opportunities for residents and work with other housing agencies within the jurisdiction.

D. Other Information Required by HUD

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

Attachments

Wilson Housing Authority

Income Targeting and Tenant Selection and Assignment

(Section – 513)

The primary goals of this policy are to:

- 1- Prohibition of concentration of low-income families in public housing and
- 2- Income targeting.

The Wilson Housing Authority may not concentrate very low-income families in public housing units in certain public housing projects or certain buildings within projects. The Wilson Housing Authority will submit with its annual PHA plan an admission policy designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenant into lower income projects and lower income tenants into higher income projects. The Wilson Housing Authority may offer incentives for eligible families having higher incomes to occupy dwelling units in projects predominantly occupied by eligible families having lower incomes and provide for occupancy of eligible families having lower incomes in projects predominantly occupied by eligible families having higher incomes. The skipping of a family on the waiting list to reach another family to implement deconcentration will be utilized as permitted by HUD.

Not less than 40% of new families will have incomes at or below 30% of the area median income.

Other admissions will be at or below 80% of the area median income.

Fundability will be allowed only to the extent that relatively higher income families move into public housing units in census tracts having a poverty rate of at least 30%.

This Income Targeting and Tenant Selection and Assignment Policy is in accordance with the Summary of the Q.H.W.R.A. of 1998 as prepared by the Office of Policy, Program and Legislation Initiatives and is established for the Wilson Housing Authority, by action of the Board of Commissioners.

Wilson Housing Authority Resident Membership of the PHA Governing Board

The Wilson Housing Authority Board of Commissioners resident appointment is Ms. Mary Belle Langston. The Mayor of the City of Wilson appointed Ms. Langston on October 1, 2000 to fulfill the remainder Commissioner, Mr. Laddie Bell's term who retired in September 2000. Her appointment term expired December 9, 2000. The Mayor has approved Ms. Langston's appointment for a second term to begin December 9, 2000 and expire December 9, 2005.

Wilson Housing Authority Progress Report Narrative on 5-Year Plan Mission and Goals

The Management of the Wilson Housing Authority is proud to report that the progress toward our 5-Year Mission and Goals is excellent. The Wilson Housing Authority should fulfill its Mission and Goals as planned within the time remaining. We are incorporating a comprehensive Energy Program that will begin in 2002/2003 and remain on-going until completion (approximately ten to twelve years). Some units will be taken off-line to accommodate emergency asbestos abatement in conjunction with the installation of individual water meters.

Wilson Housing Authority Membership of the Resident Advisory Board

Alma R. Ruffin
Beatrice Gay
Annie Hicks
Rufus Edmundson
Valarie Harper

Bessie Barnes
Larry Thigpen
Cynthia Green
Patsy Webb

**Wilson Housing Authority
Resident Advisory Board Minutes
2002**

Minutes from the Wilson Housing Authority Resident Advisory Board - January 16, 2002

Residents Present: A. Smith, B.Barnes, A. Hicks, L. Thigpen, P. Webb, E. Wright, A. Ruffin and R. Edmonson

Staff Present: R. Farmer, D. Barker, E. Pettiford, M. Altson, C. Daughtridge

Ms. Farmer opened the meeting by thanking every one for coming out. Everyone was given a copy of the minutes from the last meeting for approval. With common consent the minutes were approved.

Ms. Farmer reminded the Board that we had previously kept the same chairperson because the Board was formed in the middle of the year. However with the Board now established officers need to be installed, the Board agreed.

Nominations from the floor were as follows: President, Larry Thigpen, Bessie Barnes and Rufus Edmundson. The majority voted Rufus Edmundson for President. The nominations for Vice President were as follows: Annie Hicks and Bessie Barnes. The majority voted Annie Hicks for Vice President. The nominations for secretary were as follows: Bessie Barnes, with unanimous decision the Board voted Bessie Barnes Secretary. The nominations for Treasure were as follows: Patsy Webb, with unanimous decision the Board voted patsy Webb Treasure.

The Board voted to send Kevin Lofton a letter of termination from the Board because he was in violation of the by laws. He had more than three absences that were unexcused. Ms. Farmer is to draft the letter for Board approval.

The Board would like to see the beautification projects done by the Housing Authority. Ms. Farmer will make arrangement to use the van at the next meeting to take the Board to each site to see the fencing, gated entrances and shrubbery.

Ms. Farmer explained to the board that there will be more terminations this month because of tenant damage. We wanted the Board aware of this fact because of community talk.

Ms. Farmer asked the Board for any comments and/or suggestions. There were none at that time.

With no other business to discuss the meeting was adjourned.

**Minutes from the Wilson Housing Authority Resident Advisory Board
March 21, 2002**

Residents Present: Bessie Barnes, Rufus Edmondson, Patsy Webb, Emma Wright, Annie Hickman, Alma Ruffin, Larry Thigpen

Residents Absent: Alice Smith

Staff Present: Rossalyn W. Farmer, Dennis Barker

Ms. Farmer opened the meeting by thanking everyone for coming out, she apologized for the van not being available today for the Board to go into the PH communities to view the beautification projects and the work on the renovated flood units.

The letter to Mr. Kevin Lofton from the Board Chairperson was presented to the Board. Ms. Lofton has not responded as of today. Ms. Alice Smith notified Ms. Farmer that she will be resigning from the Board due to other obligations. It has been requested that she put her resignation in writing to the Board. As of today the Board has not received it.

Ms. Farmer informed the Board that there had been some confusion among some of the residents about the - cutting fee. Ms. Farmer reiterated that the WHA had been cutting grass for residents for the last two years. However some family members of the residents were having problems with the policy and wanted to meet with the WHA Board of Commissioners without going through the proper chain of command. The board was reminded that if the WHA made any policy change all residents had to be notified in writing at least thirty days before the change. The PHA is now sending out a letter to residents clear up any misconceptions that residents may have. Mr. Edmondson indicates that it is hard to get residents to understand that lawn fees are paid a month in advance.

Ms. Farmer reminded the Board that a replacement for Mr. Lofton is important but as of yet there has been no interest.

Ms. Farmer stated that Simple Pleasures will be April 6, 2002 at EB Jordan this year the rain date is April 13, 2002. There will be a Family Day Activity at El Ramey this year because the are so far out and seldom participate in simple Pleasures. This program is scheduled for May 2002.

As stated in all the resident community meetings, the WHA is planning to install dryer hook-ups and new storm doors and windows HA wide. Also, any resident that needed their unit painted should call maintenance. The stoves and refrigerators bought by the agency will be upgraded so to get a longer life span out of the appliance.

The WHA has more vacancies than usual because of the stiff implementation of the rent policy and tenant damages.

The Advisory Board will have a call meeting next month in order to revisit any resident request to be submitted to HUD for the annual and five year plan.

The resident stipend usage has been expanded so the PHA can utilize residents in more areas. WHA is considering having more residents in each area to be Grounds Monitors.

Ms. Webb had a question from a Whitfield resident about putting up colored shades. Ms. Farmer responded by advising Ms. Webb that only white shades can be used.

The new EB Jordan office and the Police Substation at EB Jordan office will be opening soon. Open house for both will be April 6, 2002 during Simple Pleasures.

Ms. Farmer asked for any comments or questions from the Board. The Board was very receptive to all comments made by staff and supportive of the work that staff does.

With no other comments from the Board the meeting was adjourned.

Minutes from The Wilson Housing Authority Resident Advisory Board Call Meeting May 7, 2002

Residents Present: Annie Hicks, Rufus Edmondson, Patsy Webb, Emma Wright, Larry Thigpen, Bessie Barnes

Residents Absent: Alice Smith

Staff Present: Rossalyn W. Farmer, Dennis Barker, James Faison, Crystal Meador and Jack Asasu

Ms. Farmer opened the meeting by thanking every one for coming out. The minutes from the last meeting were read and approved.

Ms. Farmer asked for any comments on the trip to Baltimore by the Board. Everyone was very pleased with the trip. They stated the meeting was very informative. However they did recognize that they were abreast on the topics discussed at the work-shop as some of the other Boards from other PHAs were not. The Board wanted sweat shirts or tees that stated WHA Resident Advisory Board Member the next time the go on a trip.

Ms. Meador opened up the discussion for the Capital Fund Program project. The WHA will award the 200/2001/2002 CFP/ENERGY PROJECT on June 5, 2002. It will consist of the following: Dryer vents and hookups- Whitfield and Forest Road Homes 20-1,2,4,5 & 6. Replacing water distribution system – Whitfield Homes 20- 2, 4 & 5. New heating system-Whitfield 20- 4 & 5. New mechanical closets-Whitfield 20-2, 4 & 6. New windows and screens- Whitfield and Forest Road 20-6. Landscaping-Housing Authority Wide, Area Lighting – Housing Authority Wide, Painting-Housing Authority Wide, New appliances – Housing Authority wide.

Ms. Meador asked for any comments or suggestions from the Board. They commented that these items has been addressed in previous meetings and that they had understood the work would be completed in phases. They also commented that all of there request were already included.

Mr. Faison informed the board that after the water distribution project was completed the city would be responsible for the meter readings in Public Housing.

Mr. Thigpen voiced his concern about the house next door to Tasman. He suggested WHA try to purchase it to demo the property and use the lot for parking space. Mr. Fasion responded by saying that he was right not in negotiations to see if would be feasible for the PHA to buy the property for that cause. Would get back to the Board.

Ms. Webb was concerned about the privately owned unit on Walnut Street that had grown up with weeds. Ms. Webb needs to call the City of Wilson as the WHA has been doing. Maybe if residents call as well as staff the city will respond.

Ms. Farmer opened up the floor for anymore suggestions or comments from the Board. There were none. Mr. Fasion thanked everyone for coming out and the meeting was adjourned.

Minutes From the Wilson Housing Authority Resident Advisory Board

June 19, 2002

Residents Present: Bessie Barnes, Rufus Edmondson, Patsy Webb, Emma Wright, Annie Hicks, Alma Ruffin, Larry Thigpen

Staff Present: Rossalyn W. Farmer, Dennis Barker

Ms. Farmer called the meeting to order. Mr. Edmondson said a prayer. Minutes from the previous meeting were read in silence and approved.

Ms. Farmer indicated there had been some discussion from residents that their units had not been painted. As the WHA staff has been stressing for three years, if a resident needs their unit painted, all they need to do is call Maintenance and someone will come out to assess the unit. Staff is sending this information out in the news brief next month to remind every one. If it has been over five years since a unit has been painted, if the unit is peeling paint or the walls are discolored, residents need to notify Maintenance.

Ms. Farmer also reiterated that stoves and refrigerators will be replaced housing authority wide. If residents have problems before the HA gets to their area, all they need to do is call Maintenance.

Lighting is a concern for some residents at EB Jordan. The HA has determined that youth in the area are switching the breaker causing the lights to go off. The HA is putting covers over the switches to eliminate the problem.

Dryer safety has become a big issue in Public Housing. We are urging all residents to make sure to clean the lint trap before and after every cycle. The HA will also be inspecting the lint traps on annual and random inspections. The fire at EB Jordan Homes was caused by a dryer; the lint trap was not clean.

A contractor will be on site during the 2nd and third week of July to test public housing properties for lead based paint. A staff person will accompany the contractor in all units.

The summer feeding program will start June 25, 2002. This program is done every summer through a partnership with OIC to ensure PH youth have at least one hearty meal during the day.

The PH officers will have a I AM SPECIAL class at Forest Road Homes. This class is to build youth self esteem and to encourage them to be positive individuals. All youth that complete the course will go on trip to N C Zoological Park In Asheville.

A basket ball goal will be purchased by the WHA and placed at EB Jordan homes for the youth.

Some of the Board members had comments about their lawns this season. Overall everyone was pleased. They stated the grass looked much better this year. However, sometimes they skip areas. Ms. Farmer stated to the Board that if this happened, please call Maintenance to correct the problem. The WHA is really trying to step up the quality of their work not only in this area but HA wide.

Ms. Farmer informed the Board that Bettie Smith and Albert (BO) Pigford had retired.

The Board has requested to look at the renovated units. The scheduled date for the tour is July 2, 2002 at 3:30pm.

The Public hearing is set for September 12, 2002. Ms. Farmer has requested that all Resident Advisory Board members be present.

Some board members voiced their concern for speeding motorist coming through EB Jordan Homes instead of Herring Avenue to avoid the traffic light. There are so many children at E B Jordan they fear one of them may be hit. The Board is requesting that staff negotiate with the City of Wilson in order to have a traffic calmer put in their community. The traffic is from employees of Firestone and Ball Foster.

Ms. Farmer asked for other comments or questions, there were none. The meeting was adjourned.

Minutes from Wilson Housing Authority Resident Advisory Board Meeting August 21, 2002

Residents Present: Bessie Barnes, Rufus Edmondson, Patsy Webb, Alma Ruffin, Larry Thigpen Annie Hicks

Staff Present: Rossalyn W. Farmer, Dennis Barker

The meeting was called to order by Mr. Edmondson, he lead the Board in prayer.

Ms. Farmer informed the Board that project for the new water distribution system will begin in September. The HA has notified the residents that this project will affect. A second letter will be sent this week letting residents know the date of their move and their new address. They families in duplexes are the one that will be transferring now. Single family units will be done as they become vacant.

Ms. Farmer reiterated that the movers would be licensed, professional movers. The mover will move all furniture. Residents are asked to pack all valuables and remove food from the cabinets and refrigerators. The WHA the cost for phone and cable transfer will be paid for by the agency, not the resident.

The main complaint from residents, was their not be able to move back into the units they moved from, Ms. Farmer explained that the project would be done on a rotating basis. The first families will go to other Projects in other areas. The second phase of families will rotate back into the first units that are completed and so on.

The PHA insisted that the contractor be professional to all residents and respect them as well as their belongings. All contractors will have on badges with an issued number to identify them. All residents should pay close attention to the number in case there need to be a complaint made on the individual.

The Board questioned if this move would affect resident's rent. Ms. Farmer indicated no. Rent is still based on income or they could choose flat rent.

Ms. Farmer reminded the board of the vacancies on the Board, including Ms. Emma Wright's. Ms. Wright passed two weeks ago. Ms. Farmer asked for nominations.

The Board nominated Beatrice Gay- Forest Road Homes, Valerie Harper- Tasman Towers, Cynthia Green- Section 8. These residents will be contacted to determine their interest.

The Board was asked for any other comments or questions, there were none. Meeting adjourned.

Wilson Housing Authority

Police Officers Residing in Public Housing Policy

If approved to do so, the Wilson Housing Authority will offer and make available units to be occupied by law enforcement officers. In order to substantially reduce drug related crime and other calls for service the Housing Authority has utilized intensive community policing and resident cooperation. Included in the law enforcement phase is the City of Wilson's police bicycle patrol, horse patrol, juvenile officers, and two uniform officers hired by the Housing Authority.

The police department cannot maintain this level of service to the residents of public housing. Our program has reduced the crime rate in public housing by 75%, which is higher than any comparable community in the city. In order to retain this level of security and safety will require other alternatives. The Wilson Housing Authority is proposing to continue using the two police officers hired as Housing Officers. Second, allow police officers to reside in public housing. The officers will provide high visibility and interact with surrounding neighbors while providing neighborhood safety.

No resident families will be transferred to other locations to provide housing for police officers. The officers shall abide by the same lease, rules and regulations as other public housing residents. The officers shall operate marked patrol cars to implicate their presence in the communities and as a deterrent of would be criminal activities. Officers will be allowed to pay flat rent. The rent shall be such that it will provide an incentive for officers, yet it shall be sufficient to provide maintenance and upkeep on the units. Officers occupying public housing units must be sworn certified law enforcement personnel. Only law enforcement officers working in the jurisdiction of the City or County of Wilson, NC will be eligible. Officer(s) may only reside in public housing as long as they are sworn and certified as law enforcement officers by the State of North Carolina. If employment as a law enforcement officer is terminated or the officer(s), resign his/her position as a sworn officer, the lease will automatically be terminated. Thirty days will be allowed to vacate the unit.

The following Developments have been chosen based on prior crime in surrounding community and demographics:

NC 20-7	E. B. Jordan Homes	(one officer)
NC 20-10	E. M Barnes Manor	(one officer)
NC 20-5	Whitfield Homes	(one officer)
NC 20-9	Forrest Road Homes	(one officer)

Wilson Housing Authority
Minimum Rent Increase
2003

Effective January 1, 2003, the minimum rents charge will be increased by \$5.00 from \$45.00 to \$50.00.

Wilson Housing Authority
Definition of “Substantial Deviation” and
“Significant Amendment or Modification”

The Wilson Housing Authority, to meet the requirement of Final Rule 903.7(r) and PIH 99-51, pertaining to “Substantial Deviation” and “Significant Amendment or Modification,” offers the following:

- A. A substantial deviation from its Five-Year Plan; and a significant amendment or modification to its Five-Year Plan and Annual Plan.
- B. Changes to rent or admissions policies or organization of the waiting list.
- C. Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- D. Additions of new activities not included in the current PHDEP Plan.
- E. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five-Year Plan that cause changes in the services provided to residents or significant changes to the Agency’s financial situation will be documented in subsequent Agency Plans.

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

Resident Assessment Subsystem (RASS)
FYE 2001 PHAS
Follow-up Plan

WHA has replaced current area lights with lights that give off a more luminous ray. This has enhanced the lighting in the Public Housing communities tremendously.

WHA has also purchased and installed covers that lock for the breakers on the light poles to deter youth from playing with the switches and cutting off the lights.

WILSON HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

INTRODUCTION

The approved Admissions and Continued Occupancy Policies and related procedures contained in this manual govern the admission to and the continued occupancy of public housing units and developments operated by the Wilson Housing Authority, Wilson, North Carolina.

These Policies and Procedures encompass requirements set forth by the Department of Housing and Urban Development (HUD) and comply with all Federal, State, and Local Laws, Rules, and Regulations governing Fair Housing, Non-Discrimination, and Equal Opportunity. Any changes in any such laws, rules, or regulations shall take precedent, and as such, shall supersede any policy or procedure herein.

The Policies and Procedures in this manual have been designed to ensure that the Wilson Housing Authority shall effectively meet the needs of limited-income families in providing safe, decent, sanitary, drug-free, and affordable housing which will be a suitable living environment that fosters social diversity and promotes self-sufficiency and economic independence for all residents. These specific procedures and general guidelines have been established and adopted by the Wilson Housing Authority Board of Commissioners to guide the PHA staff in determining eligibility for admission to and the continued occupancy of PHA developments, and are to be considered binding upon applicants, residents, and PHA staff, alike. Changes to any policies, procedures, or guidelines in this manual shall only be made by resolution adopted by the Board of Commissioners.

It is the stated policy of the Wilson Housing Authority to ensure equal opportunity and treatment of all applicants and residents. Specifically, the PHA shall not, because of race, color, creed, religion, national or ethnic origin, familial status, age, or disability, deny any family or individual an opportunity to make application for, or receive, assistance for housing operated or maintained by this Authority

Adopted this 16th day of November, 1999, by the Wilson Housing Authority Board of Commissioners.

WILSON HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

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I. CONDITIONS GOVERNING ELIGIBILITY

A. ELIGIBILITY FOR ADMISSION

The Wilson Housing Authority, herein after called Public Housing Authority (PHA) will admit as residents to its low rent developments, applicants meeting all of the following requirements:

1. Who qualify as a family (See Definition of Terms)
2. Whose total annual income does not exceed the applicable Income Limits for Admission as established by the Department of Housing and Urban Development (HUD) and adopted by this Agency.
3. Who are citizens, or non-citizens who have eligible immigration status, in one of the following categories:
 - a. A non-citizen lawfully admitted for permanent residence, as defined by Section 101(a)(20) of Immigration and Naturalization Act (INA), as an immigrant, as defined by Section 101(a)(15), of the INA [8 U.S.C. 1101(a)(20) and 1101(a)(15)], respectively (immigrants). This category includes a non-citizen admitted under Section 210 or 210A of the INA (8 U.S.C. 1160 or 1161), (special agricultural worker) who has been granted lawful temporary resident status;
 - b. A non-citizen who entered the U.S. before January 1, 1972, or such date as enacted by law, and has continuously maintained residence in the U.S. since then, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Section 249 of the INA (8 U.S.C. 1259);
 - c. A non-citizen who is lawfully present in the U.S. pursuant to an admission under Section 207 of the INA (9 U.S.C. 1157) (refugee status); pursuant to the granting of asylum (which has not been terminated) under section 208 of the INA (8 U.S.C. 1158) (asylum status) or as a result of being granted conditional entry under Section 203(a)(7) of the INA (8 U.S.C. 1153(a)(7) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity;
 - d. A non-citizen who is lawfully present in the U.S. as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in

- the public interest under Section 212(d)(5) of the INA (8 U.S.C. 1182(2)(5)(parole status);
- e. A non-citizen who is lawfully present in the U.S. as a result of the Attorney General's withholding deportation under Section 243(h) of the INA (8 U.S.C. 1253(h)) (threat to life or freedom); or
 - f. A non-citizen lawfully admitted for temporary or permanent residence under Section 245A of the INA (8 U.S.C. 1255a)(amnesty granted under INA 245A).
4. Whose family members have not engaged in drug-trafficking or violent criminal activity, or convicted of a felony within six years from the application date. Drug-trafficking means the illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, a controlled substance including alcohol. Violent criminal activity means 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.
 5. Whose family members have not been evicted from housing assisted under the 1937 Act for drug-related criminal activity during a period of time that is not less than six (6) years from the date of the eviction. Applicants who have a record of drug-related criminal activity, shall not be admitted to housing in the PHA developments unless they can prove they have successfully completed a drug rehabilitation program approved by the PHA, and also can prove they have been completely rehabilitated for at least six years prior to applying for housing with PHA, or circumstances leading to the eviction no longer exist, such as the evicted family member involved in drugs is no longer in the household because of incarceration, or whose family members have not been convicted of a misdemeanor, such as assault, or been evicted from housing assisted under the 1937 Act, for other serious violations of the Lease during a period of time that is not less than six years from the date of application or eviction, unless the PHA determines that the circumstances leading to the conviction or eviction no longer exists. Eligibility based on this criteria shall be determined on a case by case basis.
 6. Who have met the disclosure, documented verification, and certification requirements for disclosure of social security numbers.

7. Whose family composition conforms to the subsidy standards, which are appropriate to the vacant unit.
8. Whose past performance in meeting financial obligations, especially rent is satisfactory.
9. Who have no record of disturbance of neighbors, destruction of property, or living or housekeeping habits in present or at prior residences which would adversely affect the health, safety or welfare of other residents, including a poor inspection report as a result of a home visit by a PHA employee, or a negative reference from a former landlord or personal reference.
10. Family must have paid any outstanding debt owed to the HA or another HA as a result of prior participation in any federal housing program. No repayment agreement will be accepted at the time of initial application. The family must pay any such debts in full in order to be placed on the waiting list.
11. Who are at least 18 years of age or older or have been emancipated through the Courts.
12. Who are not adequately housed in a PHA unit. The PHA may make exceptions to this requirement due to emergency conditions including but limited to severe harassment, hate crimes, and witness protection, as authorized by the Executive Director or designee.
13. Who meet or exceed the Applicant Selection Criteria set forth in these policies.
14. Who can meet standard obligations of tenancy.
15. Who have not committed fraud, bribery or any other corrupt or criminal act in connection with any Federal Housing Assistance Program, including illegal drug activities.
16. Whose household includes a child who has not been convicted as an adult in a court of law for drug charges or any felonies.
17. Who have completed an orientation program sponsored by the PHA.
18. Whose family members have not engaged in or threatened abusive or violent behavior toward PHA personnel.
19. Whose family members are not subject to a lifetime registration requirement under a state sex offender registration program.
20. This Authority shall deny occupancy to any applicant or family member who has been *released from prison less than one year*, and must not have committed illegal acts during that one year period.

B. INCOME TARGETING

As of each fiscal year, the PHA will reserve not less than 40% of new admissions for extremely low-income families, whose incomes do not exceed 30% of the area median income. In complying with this paragraph, the PHA must not concentrate very low-income families in one public housing development or one building within a development. For this purpose, very low-income families include other families with relatively low-incomes.

1. **Income Mix**: The PHA will establish and use criteria for admission to a PHA's public housing units for selection of residents that will produce a mix of incomes in the developments, subject to the provisions in this policy.
2. **Exceptions**: Credit provisions of this section permit the level of extremely low-income families admitted to other HUD programs in a given fiscal year to affect the general targeting requirement for admissions to public housing.
3. **Effect of Section 8 Assistance on Public Housing Targeting**: The PHA may reduce the required number of public housing units to which extremely low-income families must be admitted to the extent the PHA has credits, in the same fiscal year, for admissions of extremely low-income families to its Section 8 tenant-based assistance program beyond the number required for that program.
4. **Maximum Number of Credits**: The PHA may not have more credits than the lesser of:
 - a. Ten percent of the total number of families admitted to the Section 8 tenant-based assistance program during the fiscal year; or
 - b. The number of the PHA's public housing units in projects located in census tracts with a poverty rate of 30 percent or more that are made available and filled by eligible families who are not extremely low-income families.
5. **Limitation on Use of Credits**: In any fiscal year, at least 30 percent of PHA's admissions to public housing units must be extremely low-income families despite the availability of credits.

C. APPLICATION AND REQUIRED INFORMATION

Each applicant for housing operated by the PHA must complete the following:

1. **Application Form**: A written application that provides sufficient information to the PHA in order to make a preliminary determination of the applicant's eligibility, type and size of

unit required, and rent. All application forms must be completed in their entirety, dated, and signed by the applicant and spouse, and all adult family members, when possible. The PHA must record the date and time of receipt of all applications and process them centrally. Unless the waiting list is closed, the PHA must give an applicant an opportunity to submit a written application even if informal discussion suggests that the applicant is not eligible. The PHA must, if requested, provide assistance to the applicant in completing the application.

2. **Form 9886, Authorization for Release of Information/Privacy Act Notice**: This form must be signed by all adult family members.
3. **Social Security Numbers or Employer Identification Numbers**: These numbers are required to be furnished to the PHA of all family members who are at least six years of age and older. Individuals who have applied for legalization under the Immigration Reform and Control Act of 1986 (IRCA) will not have a Social Security Card until they are granted temporary lawful resident status, but are assigned a Social Security Number. The letter assigning them a number is acceptable verification until they are granted temporary resident status. If an individual can provide their number, but not the documentation, written certification must be executed by the individual or guardian, if under 18. The certification should:
 - a. state the individual's name;
 - b. state the Social Security Number;
 - c. state that the individual is unable to submit the documentation; and
 - d. be signed and dated.

Applicants must verify upon submittal of housing application certification of Social Security numbers of all household members. Other documents that may be used for verification must show the social security number and the number must have been verified by the agency issuing the document.

Examples of other acceptable documents:

- Driver's License
- Bank Statements
- Earning Statements or Payroll Stubs
- Federal, State, or local agency issued identification card

- Unemployment benefit letter
- Employer or trade union issued identification card
- Retirement benefit letter
- Life Insurance Policies
- Medical Insurance Company issued identification card
- IRS Form 1099
- Verification of Social Security benefits with the SSA
- Government agency benefit award letters
- Court records (marriage and divorce, judgments or bankruptcy records, real estate or tax notices)
- Other documents that the Housing Agency determines to be adequate evidence of a valid social security number.

Applicants who do not meet the social security requirements will be denied admission. Residents who do not meet the social security requirements are ineligible for continued assistance, which will be terminated.

D. ADMISSION AND CERTIFICATION REQUIREMENT

The application for admission constitutes the basic record of each family applying for admission. The information submitted by each applicant will be verified to assure that the date upon which determinations are made as to eligibility for admission, total tenant payment and tenant payment to be paid, and size of unit required are full, true and complete. The Executive Director or his/her personal designee shall certify on every application for admission or continued occupancy that all claims have been verified and that the determination of the PHA are correct.

1. **Verification of Applicant's Statement and Income:** Applicants and residents shall be required to furnish proof of their statements when required by the PHA to assure accuracy. The PHA must verify the information furnished by the applicant or resident in order to determine eligibility.
2. **Required Verifications/Documentation of Application Data:** It is imperative to verify all claims made by each applicant and/or resident so that proper determination can be made of eligibility, rent and units size needed. Complete and accurate documentation of all data must be maintained at all times. This includes, but is not limited to:

- a. Authoritative written information from all sources concerning income, exclusions, and deductions. Income shall be verified by the source from which it is derived. Expenses shall be verified by recipients of such payments. U.S. Treasury checks will not be photocopied.
- b. Reproductions or carbon copies of documents which substantiate the applicant's or resident's claims or a brief summary of the pertinent contents. The summaries shall be signed and dated by the staff member who examined them.
- c. Notarized financial statements showing all income, itemized expenses (do not allow costs of business expansion and amortization of capital indebtedness) and net income of every self-employed person.
- d. Written records of all data obtained by telephone, personal interview or other means, showing source of information, date and method received, and signature of person who received the information.
- e. Birth certificates, driver's license to support claim of age.
- f. Social Security disability award letters, pensions and social security certification of grant for total and permanent disability or doctor's certification that all conditions of disability or handicap, as prescribed by the Social Security definitions, are present to support any claim of disability or handicap.
- g. If applicable written documentation from drug abuse treatment facility records as to whether the facility has reasonable cause to believe that the applicant/resident or family member is currently engaging in the illegal use of a controlled substance. This information is requested when the PHA has received information about evidence of prior arrest or conviction, destruction of property, violent activity against another person, or interference with the right of peaceful enjoyment of another resident. Confidentiality of records will be used the same as with other criminal records received by the PHA. Consent forms will be obtained from the applicable family member(s).
- h. Bank statements, bank books, stock certificates, and copies of tax returns on real estate, registers of bonds, or any other required documentation of assets value, to support any claims to assets.

- i. Copies of official discharge papers from veterans or servicemen to support their claim, if applicable.
- j. Written records of all determinations of applications for admission and the methods used in making such determinations. The records with respect to applications for admission shall indicate for each application the date and time of receipt; the determination by PHA as to eligibility or the ineligibility of the applicant; when eligible, the unit size for which eligible, the preference rating, if any, and the date, location, identification, and circumstances of each vacancy offered and accepted or rejected.
- k. Sources of information to verify the resident selection criteria may include home visits, contacts with landlords, employers, social workers, parole officers, court records, drug centers, police department, physicians, and clients. In the event of unfavorable information is obtained relative to the PHA's selection criteria, consideration shall be given to the time, nature and extent of the applicant's or resident's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects, such as:
 - (1) Evidence of rehabilitation;
 - (2) Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs in the locality; or,
 - (3) Evidence of applicant family's willingness to attempt to increase family income and the availability or employment programs in the locality.
- l. Disclosure of income matching information to PHA.
 - (1) Public housing residents must disclose to PHA the letter and other information they received from HUD regarding their income (under HUD's income verification initiative).
 - (2) The PHA must verify the accuracy of the income data, change rent amounts, or terminate assistance, as appropriate, when public housing residents disclose income information as described in (1) of this section.

3. **Summary of Verified Data:** Verification information is to be checked as it is received. If it is incomplete or the income appears to be less than adequate for the family, immediate steps shall be taken to obtain correct and complete information. Every resource available to the PHA shall be used to acquire all of the needed information.

A summary of the verified information shall be prepared immediately to include a determination of eligibility, size of the unit needed, preference status, and rent to be paid.

4. **Findings Verified Prior to Admission:** If the verified data used in determining an applicant's eligibility is no more than **one month old** at the time an applicant is selected for admission and the applicant states that no changes have occurred in his or her status, the data will be considered as reflecting the applicant's status at the time of admission. If data on file is **two months old**, inquiries are to be made of the applicant, his replies recorded, and any reported changes which may affect his eligibility are to be re-verified prior to leasing

5. **Applicant Screening Process:** In implementing the “One Strike and You’re Out Policy,” the Wilson Housing Authority will comply with all civil rights, fair housing and privacy laws, at both screening and eviction stages. The Wilson Housing Authority shall not discriminate in tenant selection and lease enforcement based on race, color, national origin, sex, familial status, disability or membership in other groups or categories protected under such law. Implemented into this policy is zero tolerance with respect to violation of lease terms regarding criminal activity and or drug-related criminal activity, whether on or off Housing Authority property.

A thorough screening process will be used to insure that those who engage in illegal use of a controlled substance, or engage in criminal activity and drug-related criminal activity that endanger or disrupt the well being of residents, are not allowed to live in public housing. This process shall adhere to all legal standards.

- a. When necessary to obtain information regarding the criminal conviction records of adult applicants for public housing for the purpose of applicant screening, lease enforcement and evictions, the following will be used: Wilson Police Department, Wilson County Clerk of Courts Office, national Crime Information Center and the Federal Bureau of Investigation. Criminal checks will be made on all applicants and

or family members' 16 years of age or older. Such inquiries may be from any or all of the above agencies.

- b. A criminal record check shall be done on all applicants and family members 16 years of age or older before an applicant is allowed into a public housing unit.
- c. Applicants may be fingerprinted and prints sent to the Federal Bureau of Investigation for criminal record checks when necessary.
- d. All criminal information received from the National Crime Information Center will remain in possession of the local police department. The Wilson Housing Authority will be advised of any negative criminal information. If the information is needed in court, it will be brought in by a police officer allowing the records to remain in law enforcement possession unless advised otherwise by the Court.
- e. Criminal records obtained from law enforcement agencies or the Clerk of the Court will be placed in the applicant's file, which is a confidential document not available to the public.
- f. All criminal records obtained must be maintained in a confidential manner. They will not be misused or improperly disseminated.
- g. Criminal record checks may be requested by those persons designated to do so by the Executive Director. Such records will be requested solely for the purpose of screening applicants, lease enforcement and evictions.
- h. A rental history will be obtained from the applicant's current landlord, and from other landlords if necessary.
- i. Home visits will be made prior to admission to assure the Authority that the applicant or the applicant's family member(s) will not be destructive to property, or threaten the health, safety or right to the peaceful enjoyment of the premises by other tenants or employees of the Wilson Housing Authority. Admission may be denied due to the confirmation of any of the above. An applicant will be placed inactive if two unsuccessful attempts are made to do a home visit due to lack of cooperation.

The Authority shall provide at least thirty (30) days notice to residents and resident organizations setting forth a proposed addendum to the Wilson Housing Authority's Admission and Continued Occupancy Policy, and providing an opportunity to present written comments

which shall be taken into consideration for adoption of any Admissions and Continued Occupancy addendum or changes by the Wilson Housing Authority.

6. Use of a Controlled Substance and or Alcohol Abuse:

- a. The authority shall prohibit admittance of any person to public housing in cases where the housing authority determines there is reasonable cause to believe that the person's pattern of illegal use of a controlled substance or pattern of abuse of alcohol may interfere with the health, safety or the right to the peaceful enjoyment of the premises by other residents.
- b. The housing authority may request the applicant to submit to a drug evaluation by the Wilson-Greene Substance Abuse Center, or any other drug treatment facility. Refusing the evaluation may not be grounds for denying occupancy to an applicant.
- c. Occupancy shall be denied to any applicant if the applicant or any household member is engaged in the illegal use of a controlled substance.
- d. Admission to public housing may be considered if the family member which is illegally using a controlled substance or abusing alcohol is not going to live with applicant.
- e. Permanent denial of admission and termination of assistance will occur to those convicted of manufacturing or producing **methamphetamine** on premises of assisted housing. The premises are defined as the building or complex in which the dwelling unit is located, including the common area and grounds.

The Wilson Housing Authority will prohibit admission to public housing to any individual subject to lifetime registration under a State Sex Offender Registration Program.

Applicants may also be denied admittance to public housing if they possess a history of disturbing their neighbors, destroying property, or living or housekeeping habits at prior residences' which adversely affect the health, safety or welfare of other tenants.

Applicants may also be denied admittance to public housing for criminal activity or violent crimes, which would adversely affect the health, safety or welfare of other tenants.

In the event unfavorable information is obtained relative to the Authority's selection

criteria, consideration shall be given to the time, nature and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects, such as:

1. Evidence of rehabilitation
2. Evidence of the applicant or the applicant's family member having completed a time limit of at least six (6) years without violation for the following but not limited to:
 - Any felony including murder, robbery, rape, child molesting, drugs, arson, etc.
 - Habitual offenders such as food stamp fraud, unemployment fraud, worthless checks and the likes.

The Wilson Housing Authority shall reject any applicant with a drug related criminal record or drug related criminal activity or any other violent activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of this public housing agency.

This authority shall deny occupancy to any applicant or family member who has *been released from prison less than one year*, and must not have committed any illegal acts for that one-year period.

E. ESTABLISHING AND MAINTAINING THE WAITING LIST

A waiting list will be established by completion of a written application form for admission by each applicant. Eligible applications are maintained in the following order; 1) bedroom size; 2) preferences; and 3) date and time.

A central waiting list will be maintained in a manner that permits the PHA to select the person at the top of the waiting list for the next available unit and to indicate the following:

- Head of Household
- Household type (disabled, elderly family)
- Unit size and type (handicapped, etc.)
- Date and time application was taken
- Preference status, if any

- Racial extraction of Head

The PHA may divide its waiting list into separate categories for general occupancy projects, for mixed population projects, for projects designated for elderly families, and for projects designated for disabled families, provided that all applicants are given an opportunity to be on the waiting list for any category of project for which they are qualified.

Documentation must be maintained in each application file to indicate date and time of application, preference status, verification of annual income, assets, assets income, and allowance information; family composition and type, social security numbers of all family members, information used in applicant screening, citizenship or eligible immigration status, letter of eligibility, information indicating when and why the applicant was selected for a unit, a record of the units offered and any rejections, including denial of a preference.

Vacant Handicap Units: The Wilson Housing Authority will make every reasonable effort to provide units, which are specially designed for accessibility, to families with members who have physical disabilities that require such units regardless of the time and date of application. When a handicap unit becomes vacant, the PHA, before offering such unit to a non-handicapped applicant shall offer such unit:

FIRST: To a current occupant of another unit of the same project, or comparable projects under common control, having handicaps requiring the accessibility features of the vacant unit and occupying a unit not having such features, or if no such occupant exists, then;

SECOND: To an eligible qualified applicant on the waiting list having a handicap requiring the accessibility features of the vacant unit.

When offering an accessible unit to an applicant not having a handicap requiring the accessibility feature of the unit, the PHA may require the applicant to agree to move to a non-accessible unit when available.

The waiting list will be updated periodically and at least annually, to maintain a current list of applicants. The applicants will be contacted to determine their continued interest in obtaining housing. If the applicants do not respond by the date indicated in the letter or the applicants may have moved and left no forwarding address, the application will be removed from the waiting list.

F. WRITTEN SYSTEM OF PREFERENCES FOR SELECTION

The written system of preferences established by PHA for the order of selection of applicants from the waiting list within each bedroom size based on date and time, is as follows:

FIRST: Local Preference

Families who qualify for the local preference:

- Elderly families (62 years of age or older).
- Near Elderly (at least 50 years of age)
- Working Families

SECOND: Other eligible families who do not qualify for a preference.

With each preference category, date and time will determine which family has first priority if two families have the same preference.

Working family incentives are as follows:

Applicants must verify that they have a stable work history. Stable work history is defined as consistent gainful employment for the last twelve (12) months. Seasonal employees must have been employed no less than two years with their current employer. Written verification from the employer is required to verify original hire date, employment status of the applicant (active or former employee), and the salary for salaried employees or hourly rate and average hours worked per week for non-salaried employees.

-Exempt from the \$100 mini-blind deposit. If residents choose to install mini-blinds, all windows must have mini-blinds and the color can be either ivory or white. Residents must abide by the policy for installation procedures for mini-blinds.

-Exempt from the \$50 ceiling fan deposit. If residents choose to install ceiling fans, no deposit is required. Residents must abide by the policy for installation procedures for ceiling fans.

-Wilson Housing Authority will allow one extra room (other than what is required by PHA occupancy standards) as an incentive for working families to use as a den, study, or extra bedroom.

Mixed Population Developments: The PHA will extend preference to elderly and working families equally in determining priority for admission to mixed population developments. PHA will not establish a limit on the number of elderly or working families who may be accepted for occupancy in a mixed population development. A mixed population project is a public housing project, or portion of a project, that either was reserved for elderly and working families at its inception (and has retained that character), or was approved by HUD for preference in tenant selection to elderly and working families.

In offering available units to elderly and working families in mixed population projects, the PHA should first offer units with accessible features to persons with disabilities who require the accessibility features of the unit.

Applicants may claim a preference when they initially apply for admission or at any time while they are on the waiting list. At the time of offer of a unit, PHA will request written verification from the appropriate agency or person to document the applicant's claim of a selection preference.

G. RESERVED

H. RESERVED

I. RESERVED

J. RESERVED

K. TENANT SELECTION POLICIES AND PROCEDURES

In addition to policies, regulations, preferences and priorities established by the PHA for eligibility and admission to its developments, the PHA has adopted and implemented policies and procedures employing standards and criteria for tenant selection. In selecting residents from among eligible applicant families for the composition and size appropriate to available units, the PHA will take into consideration the needs of individual families for low rent housing and the statutory purpose in developing and operating socially and financially sound low-income housing developments that provide a decent home and a suitable living environment and fosters economic and social diversity in the resident body as a whole.

- To avoid concentration of the most economically and socially deprived families in one or all of the developments operated by the PHA.
- To preclude admission of applicants whose habits and practices reasonably may be expected to have a detrimental effect on the residents or the environment.

- To maintain a resident body in each development composed of families with a broad range of incomes and rent paying ability which is generally representative of the range of incomes of the low-income families in the PHA's area of operation as defined by state law.

Special Admissions

When the Public Housing waiting list is not adequate to fill Public Housing vacancy needs, the PHA may admit eligible families to Public Housing from the Section 8 waiting list. These families will be exempted from the requirement of having to be on the Public Housing waiting list. However, they will be required to meet all other eligibility qualifications for Public Housing. These include, but are not limited to: income limits, rental history check, criminal background check and a pre-admission home visit.

NOTE: No priority for admission will be given on the basis of income to families whose income is greater than the Very Low-income limits.

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

The applicant at the top of the community wide waiting list will be offered a suitable unit. If such offer is rejected, the applicant will be offered a second choice. If the second offer is rejected, the applicant's name will be placed inactive.

An applicant who is dropped from the waiting list because a disability interfered with the ability to respond to PHA's request, can be reinstated as a reasonable accommodation.

An applicant will be by-passed on the waiting list if under investigation for fraud by any government agency, until the applicant is convicted or acquitted.

Every application shall contain a record of every unit offered, identification of the unit, the date of each offer, and rejection or acceptance of the unit. The PHA shall not, on account of race, color, national origin, religion, familial status, age, sex, handicap or disability, deny to any family the opportunity to apply for admission, nor to deny

admission to a particular group or category of eligible applicants such as families with children born out of wedlock, or unwed mothers, nor deny an eligible family the opportunity to lease a unit suitable to its needs in any development of the PHA.

Security Deposits paid in advance to hold a unit will be not be refundable.

The waiting list will be updated periodically and at least annually, to maintain a current list of applicants. The applicants will be contacted to determine their continued interest in obtaining housing. If the applicants do not respond by the date indicated in the letters or the applicants may have moved and left no forwarding addresses, the applications will be removed from the waiting list.

These Policies and any amendments thereto have been adopted by the Board of Commissioners, publicized by posting copies in each office where applications are taken, and upon request, copies will be furnished to applicants or residents. The policies provide for verification and documentation of any information relevant to acceptance or rejection of applicants, including documentation and verification of citizenship and eligible immigration status.

2. **Eligible / Ineligible Applicants:**

- a. **Eligible Applicants:** Applicants determined to be eligible for admission shall be promptly notified of their eligibility status and shall be given an approximate date on which he/she may expect to be offered housing. This notice may be given either in writing or verbally but the application must be documented to show when and how the notice was given.
- b. **Ineligible Applicants:** Ineligible applicants will be promptly notified of the basis for the determination, and of their right to an informal review of the determination. Upon request by the applicant and within a reasonable time after determination is made, the PHA will provide an opportunity to the applicant for an informal review of such determination. Where denial of occupancy is based on a criminal record, the PHA will provide the applicant with a copy of the criminal record and an opportunity to dispute the accuracy and relevance of that record.

- c. The active applications and all materials relating to them are to be kept current at all times and shall be arranged in the following order:
- Pending verification – within alphabetical sequence.
 - Eligible applications – by time and date within appropriate bedroom size, with local preference priority.
- d. The Wilson Housing Authority shall deny admittance to any applicant that has had their assistance terminated for a program violation in Section 8 or Public Housing or has vacated any other Federally assisted program not in good standing for a period of six years. The penalty is one year for failure to give a written 30-day notice of intent to vacate under the Section 8 or Public Housing programs.
3. **Orientation of Families**: Upon determination by the PHA staff that an applicant is eligible, then the process of housing the family begins. It is mandatory that the applicant attend an orientation session in order to qualify for housing with the PHA, so the family is sent a notice to attend an orientation session. These sessions are conducted in individual sessions. Applicant families at the top of the waiting list for each bedroom size are notified of the date and time for the orientation session. It is important to conduct these sessions prior to vacancies becoming available so that when units are ready for occupancy, the PHA will not experience vacancy loss by having to wait for orientation of applicants.

During the orientation, the applicant is introduced to the Public Housing Program and discussion of such items as the terms of the lease, who can live in the unit, how rent is calculated, choices of rent payments, reporting changes in income and family composition, reexamination procedures, physical inspections, non-payment of rent, evictions, grievance procedures, violation notices, house rules, utility allowances if applicable, excess utilities, security deposit, and other charges under the lease, unit size, terms of occupancy, and the date of admission. Also discussed are the types of transfers, interim changes in rent and family composition, tenant oriented notices, Fair Housing and Equal Opportunity requirements and how it affects them, maintenance charges, Complaint Procedures, Tenant Selection Policy, PHA's One Strike Policy, Pet Policy, and other policies and requirements as deemed necessary. The family is required to sign the

orientation checklist showing that the above items were discussed with them and they clearly understood.

Families will not be housed if they have not attended orientation. Applicants who provide prior notice of an inability to attend orientation will be rescheduled for another orientation session.

If the applicant fails to keep any of the above appointments without good cause, the application will be placed in the inactive files and the family may be required to reapply for assistance.

4. **Leasing**: A lease shall be executed in duplicate, **prior to admission**, by the family head and by the Executive Director or his designated representative. The original lease shall be retained by the PHA as part of the family's permanent records, and an executed copy shall be furnished the family.

Each lease shall specify the unit to be occupied, the date of admission, the size of the unit to be occupied, all family members who will live in the unit, the rent charged, the security deposit, other charges under the lease, and the terms of occupancy. The lease shall be explained again in detail to the applicant family **before execution**. It shall be kept current at all times.

A new lease shall be executed by both parties when a family transfers from one unit to another. When the PHA receives a request for another family member to become "Head of Household", a new lease shall be executed if the request is approved. The request will not be deemed approved until the new lease is executed by the resident and the PHA.

During the tenure of the lease agreement, changes in rent shall be made by a written, dated and signed Notice of Rent Adjustment, which shall become a part of the existing lease.

5. **Notice**: Either PHA or Tenant may terminate the tenancy at the expiration of the Initial Term by giving written notice to the other at least **30 days** prior to the expiration date of the Initial Term. In the event such written notice is not given or if the Tenant holds over beyond the Initial Term, the tenancy shall automatically become a **Month to Month** tenancy upon the same terms and conditions contained in the lease and

may thereafter be terminated by either PHA or Tenant by giving the other **30 days** written notice prior to the last day of the then current period of tenancy.

L. SUBSIDY STANDARDS

The following standards shall determine the number of bedrooms required to accommodate each family without overcrowding or over-housing. These standards may be waived only when necessary to achieve or maintain full occupancy and after every effort has been made to stimulate applications from families appropriate to the existing vacancies, or in case of reasonable accommodations for a person with disabilities or emergencies, and at the discretion of the Executive Director. Eligible families of the most nearly appropriate size then shall be assigned to the vacancies with the written understanding that such families will be transferred to units of the appropriate size as soon as such units become available.

Number Of Bedrooms	Minimum Number of Persons	Maximum Number of Persons
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

Assignments shall be made so that persons of the opposite sex, (other than head, spouse, and infants), persons of different generations, children five years and older, and unrelated adults shall have separate bedrooms. Children will not be required to share a bedroom with their parents except with the possible exception of infants. When determining unit size, the Housing Authority will include all children anticipated to live in the unit including:

- Foster Children
- Children expected to be born to pregnant women
- Children whose custody is being obtained by an adult member of the applicant family
- Children who are in the process of being adopted by the applicant

- Children temporarily absent from the family because of placement in foster care
- A live-in attendant may be assigned a separate bedroom
- Separate bedroom may be assigned to a handicapped or disabled family member

Child Custody: If an applicant claiming a child as a family member does not have full custody of the child, or if the child lives only part of the time with the applicant, the PHA must make a determination whether to count the child as part of the applicant's family. The PHA may consider custody and the amount of time the child spends with the applicant in making this decision.

If the child does not currently reside with the applicant, the PHA may consider the child to be a part of the applicant's family if there is evidence that the child would reside with the applicant if the applicant were admitted to public housing.

The same child cannot be counted more than once (i.e., to make two single applicants each qualify as a "family").

If the child is determined to be part of the family, the child is a full family member and has the same status in determining income and deductions that any other child would have.

M. PHYSICAL INSPECTIONS

Prior to admission, annually, and when the unit is vacated, the resident shall make a physical inspection of the unit with a duly authorized PHA representative. The Housing Quality Standards Inspection Form shall be used to inspect the unit and shall be signed by the family head and the designated PHA representative. The inspection form shall be executed in duplicate. The PHA shall retain the original copy and a copy will be furnished the family, showing the condition of the unit and the equipment provided. The initial inspection report shall serve as the basis for determining maintenance charges to be passed on to the family.

When a resident is transferred, an inspection will be done on the vacated unit to be sure it is left in a reasonably clean manner. The resident will be given the opportunity to do a more thorough cleaning should the inspection indicate the need. If the resident chooses not to clean the vacated unit in a reasonable manner, all extra cleaning services and damages other than normal wear and tear will be assessed and will be payable **in full** at the next statement date, in accordance with the Maintenance Charge List. The Wilson Housing Authority reserves the right to photograph any damaged or abused property inside or out.

N. ANNUAL ELIGIBILITY REEXAMINATION

- For families who pay an income-based rent, the PHA shall reexamine the income, family composition and other circumstances of all families in occupancy at least annually, and more frequently if necessary, to determine whether the rental amount paid by the resident shall be increased, decreased or remain the same, whether the size of the unit occupied by the resident is appropriate to the resident's needs, and to assure that residency in the PHA is restricted to families meeting the eligibility requirements for continued occupancy.

- For families who choose flat rents, the PHA must review the income of the family in accordance with the PHA's established policies, at least once every year.

- For all families who include nonexempt individuals, PHA must determine compliance once each 12 months with self-sufficiency requirements.

The effective date of annual reexamination established by the PHA is the anniversary date of lease inception.

When requested by the PHA, the family agrees to furnish accurate and timely information in order to determine if the family is eligible for continued occupancy. The family will complete an Application for Continued Occupancy when notified to do so by the PHA. Verification, Consent Forms, and Certifications will be obtained, and determinations made in accordance with the approved PHA Rent Schedule and this Occupancy Policy. The family will be notified in writing 30 days prior to the effective date of reexamination of any changes in eligibility, rent or unit size and of any misrepresentation or any lease violations revealed by the reexamination, and the corrective action to be taken. The refusal of the resident to attend the scheduled annual reexamination or furnish the information required by PHA in a timely manner, is considered grounds for lease termination. The resident agrees to comply with the PHA request for verifications by signing the release forms for third-party sources, presenting documents for review, or providing other suitable forms of verification information.

The same criteria of resident suitability that PHA uses for applicants shall be used for evaluating a person joining a family already in occupancy, or a remaining member of the household to determine if that person should be allowed to continue in occupancy. The PHA will make a determination as to whether or not the person meets the criteria prior to adding the person's name to the family's lease or executing a new lease with the remaining family member.

When the PHA determines the amount of Rent (Total Tenant Payment or Tenant Rent) payable by the resident (not including determination of PHA's Schedule of Utility Allowances for families) or determines that the resident must transfer to another unit based on family composition, or determines the family ineligible, the PHA shall notify the resident in writing of the new amount, the effective date of the change, and/or transfer, or the date of lease termination. The Notice shall state that the resident may ask for an explanation of how the amount was computed by the PHA, or the determination made for change of unit size or breach of the lease, stating the specific grounds for the determination by the PHA; and that if the resident does not agree with the determination, the resident shall have the right to request a hearing under the PHA's grievance procedure. If the resident asks for an explanation, the PHA shall respond within a reasonable time.

The Notice will be sent to the family at least 30 days before the effective date of the change as stated in the Notice.

If the family composition no longer conforms to the PHA's subsidy standards, the resident agrees to transfer to an appropriate size unit upon proper notice by the PHA that such unit is available. Failure to transfer to the correct unit size is grounds for termination of the lease.

If the family causes an undue delay in the reexamination process, PHA will implement any rent increase retroactive to the effective date of reexamination. Rent decreases due to a delay caused by the family, will become effective the first day of the month following completion of the reexamination process.

The resident will accept a Notice outlining the change(s) as an amendment to his/her lease. This Notice will advise the family of the opportunity for them to request a hearing regarding the change(s).

1. **Special Reexaminations:** If due to instability of family income/or family composition, it is impossible to determine annual family income reasonably accurately, a temporary determination of income and rent is to be made and special reexamination shall be scheduled for 30, 60, or 90 days, depending on the circumstances. The resident shall be notified in writing of the effective date of the special reexamination.

If the family income can be estimated at the time, the reexamination shall be completed and action taken. If a reasonable anticipation of income still cannot be made, another special reexamination shall be scheduled for 30, 60, or 90 days until a reasonable

estimate can be made. Rents determined at special reexamination shall be made effective the first of the month following the final determinations.

2. **Interim Redetermination of Rent**: During the period between Annual Reexamination, the resident will be on a modified interim reporting basis. This means during the period between Annual Reexaminations, Tenants will be required to report any and all changes in total family income and family composition within (10) ten days after the changes are incurred and Tenant's rent will be adjusted accordingly. A family also may request an interim redetermination of family income or composition because of any changes since the last determination. In making an interim redetermination, the income change is annualized, even if the income is not expected to last for a full year. If the income changes again the new amount of monthly income will be annualized again. The cut-off date for any rent adjustments to be made is by 12:00 p.m. on the 20th of the month unless this day falls on a weekend or holiday; then the cut-off date will be the last working day before the 20th of the month. Failure to notify the PHA by the cut-off deadline will result in forfeiture of the adjustment until the next month. Only written documentation of the adjustment will be accepted. No retroactive rental adjustments are allowed unless Wilson Housing Authority made an error in the rental calculation. Examples of changes to request redeterminations of rents may be:
 - a. Decrease in income because of changed circumstances such as:
 - (1) Loss or reduction of employment
 - (2) Death in the family
 - (3) Reduction in or loss of earnings or other assistance
 - (4) When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program
 - (5) When the family would be evicted as a result of the imposition of the minimum rent requirement
 - (6) Expiration of a welfare initiated time limit which results in a reduction of income
 - b. Increase in expenses because of changed circumstances such as:
 - (1) Medical Costs
 - (2) Child Care

- (3) Transportation
- (4) Education
- c. Change in family composition such as:
 - (1) Marriage
 - (2) Divorce
 - (3) Removal of family member
 - (4) Birth of family member
 - (5) Death of family member
 - (6) Addition of another family member
- d. Other circumstances such as:
 - (1) Inclusion of income of family members not previously included in total annual income
 - (2) To correct an error in connection with previous rent determination
 - (3) Resident is paying zero rent which is less than the minimum rent required
 - (4) Change in Utility Allowance Schedules
 - (5) Changes in employment
- e. Increases in income.

A hardship situation is interpreted to mean the occurrence of a situation lasting for a period of no less than thirty (30) days which would warrant a reduction in rent pursuant to this Policy. The 30-day period begins at the time the hardship is reported to the PHA by the resident.

Once the resident's rent is adjusted upward or downward, the PHA will notify the resident in writing that the resident must report any and all changes in income and/or family composition until the next reexamination. These changes must be reported to the PHA within 10 days after they have occurred. Failure to report the changes are grounds for lease termination. Changes in family income or other circumstances that result in adjustment in rent must be verified.

If it is determined that the resident misrepresented and/or failed to report accurately and on a timely basis (within 10 days of the change) so that the resident is paying less rent than should have been charged, an increase in rent shall be made retroactively to the date that the increase would have taken effect. Furthermore, the resident's misrepresentation and/or failure to report facts upon which the rent was based shall be grounds for lease termination. The resident will be required to

sign a repayment agreement to repay the difference between the rent paid and the amount that should have been paid. Failure to sign or execute the repayment agreement will result in lease termination.

If management determines that a resident intentionally or deliberately misrepresented their income, assets, child care, or family composition, which resulted in their being classified as eligible when in fact they were ineligible, and such misrepresentation was substantial, the resident will be given notice of eviction at the time the misrepresentation is discovered, whether the resident is or is not eligible at the time the misrepresentation is discovered. The resident has the right to request a hearing according to the grievance procedure.

3. **Treatment of Income Changes Resulting From Welfare Program Requirements:** The PHA must not reduce the annual income of a family residing in public housing because of a reduction in the family's welfare assistance specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement. A reduction in welfare assistance is not to be treated as failure to participate in an economic self-sufficiency program or to satisfy a work activities requirement if the reduction results from:
 - a. The expiration of a lifetime limit on receiving benefits;
 - b. When a family has sought but cannot find employment; or
 - c. The family has complied with welfare program requirements but loses welfare because of a durational time limit such as a cap on welfare benefits for a period of no more than two years in a five-year period.

When a family requests a rent reduction based on a reduction in family income from welfare, the PHA must obtain written verification from the welfare agency of the basis for the reduction. If the reduction is specifically the result of the family's failure to participate in an economic self-sufficiency program or comply with work activities requirements or fraud by the family, the PHA must not reduce the family's rent.

The PHA must notify families who are adversely affected by the requirements of this section that they have the right to review through the PHA's grievance procedure.

4. **Minimum Rent:** A family must pay at least a minimum rent established by the PHA. The minimum rent includes tenant rent plus any utility allowance. PHA will grant an

exemption from payment of this minimum rent if the family is unable to pay that rent as a result of financial hardship as described herein. The PHA has established a minimum rent of \$50.00.

5. **Hardship Exemption:** In situations where paying this minimum rent results in hardship circumstances for the resident, the following statutory minimum rent hardship exemption policies have been established:
 - a. If a family paying the minimum rent of \$50.00 requests a hardship exemption, the minimum rent requirement is immediately suspended beginning the month following the hardship request, until a determination is made that there is a hardship, as covered by the statute, and the hardship is either temporary or long term.
 - b. If the PHA determines that there is a qualifying hardship, but that it is temporary, the PHA will reinstate the minimum rent from the time of suspension. Although the PHA cannot evict the family for nonpayment of the amount of minimum rent in excess of tenant rent otherwise payable during the 90-day period beginning on the date the family requested an exemption, the PHA will offer the family a reasonable repayment agreement for the amount of back rent owed.
 - c. If the PHA determines that there is no qualifying hardship exemption, the PHA will reinstate the minimum rent including the back payment for minimum rent, from the time of suspension, on terms and conditions outlined in a notice to the family.
 - d. If the PHA determines that there is a qualifying long-term financial hardship, the PHA will exempt the family from the minimum rent requirements.
 - e. Proper verification and documentation will be obtained and maintained in the files.
 - f. Examples of financial hardships include the following situations:
 - The family has lost eligibility for and is awaiting an eligibility determination for a Federal, State, or local assistance program. Written verification is required from the Federal, State, or local agency.
 - The family would be evicted as a result of the imposition of the minimum rent requirement.

- The income of the family has decreased because of changed circumstances, including loss of employment. Written verification is required from the income source for loss or decrease of income that is beyond the families control.
 - A death in the immediate family has occurred. Immediate family is defined as the head of household's spouse, parent, child, sibling, grandparent, grandchild or the head of household's spouse's parent, child, sibling, grandparent and grandchildren.
 - Other circumstances determined by PHA
6. **Appeal of Financial Hardship Determination**: A family who appeals a financial hardship determination through the public housing grievance procedure is exempt from any escrow deposit that may be required by the regulations governing these procedures.

O. CHANGES IN RENTS

1. **Increases in Rent**: Increases in rent are to be made effective the first day of the second month following the month in which the change occurred. Increases in rent due to an error made at a previous rent determination will become effective the first day of the month following the correction.
2. **Decreases in Rent**: Decreases in rent are to be made effective the first day of the month following the month in which the decrease occurs. However, no decrease will be made until the decrease has been verified. At the discretion of the Executive Director, temporary adjustments may be made subject to verification of the decrease. In correcting errors, decreases shall be made retroactive to the date of the error.

Once the resident's rent is adjusted upward or downward, the resident must report any and all changes in total family income and family composition within ten days after the changes are incurred and the resident's rent will be adjusted accordingly. After the resident's rent has been adjusted upward or downward, the resident must report all changes until the next reexamination.

P. TRANSFER POLICY

If it is found that the unit size is no longer appropriate to the family's needs, the PHA shall send the family written notice to transfer to the correct size unit in accordance with the Subsidy Standards adopted within this Occupancy Policy. The family agrees to transfer to another unit of

the appropriate size or design. In the case of an involuntary transfer, the resident shall be given fifteen (15) days in which to move upon receipt of the transfer notice. If the resident refuses to transfer, the PHA may terminate the lease. Tenants who voluntarily transfer will be given five (5) days from the date they sign their lease and receive their keys, to vacate the prior unit. The unit must be left in a clean manner.

Transfers shall be made to correct occupancy standards and shall take precedence over new admissions. Residents shall not be transferred to a unit of equal size between developments or within a development, except for alleviating hardships as determined by the housing authority official.

The PHA may provide personnel and vehicles for the involuntary transfers in the event the resident cannot move otherwise.

If a resident makes a written request for special unit features because of a documented disability or handicap, the PHA will either modify the resident's unit for reasonable accommodations or transfer the resident to another unit with the requested features.

If a resident without disabilities or handicaps is housed in a unit with special features and another family with disabilities should need the unit, the family without disabilities must transfer to another unit without such features, upon appropriate notice.

The PHA may move a resident into another unit if it is determined necessary to rehabilitate the resident's unit.

Before a family can be transferred a PHA representative will conduct a pre-move out inspection on the present unit of the family. If this inspection reveals excessive damage to the unit, beyond normal wear and tear, and a housekeeping problem is present the resident will be denied a transfer. Proper notice of at least 48 hours will be issued to the resident to let them know of the planned inspection. Damages to the unit will be repaired and the resident charged accordingly.

Involuntary transfers are subject to the grievance procedure and no such transfers may be made until either the time to request a grievance has expired or the procedure has been completed.

Only one unit will be offered to a family unless there is a hardship situation as determined by the PHA. If the resident refuses the offered unit, the lease may be terminated by the PHA by giving a 30-day notice to the resident.

Transfers of residents to other units shall be made without regard to race, color, creed, national origin, religion, handicap, sex, or familial status.

Q. RENT POLICIES

1. **Rent Choices**: The amount payable monthly by the family as rent to the PHA is the rent selected annually by the family from the options offered under the PHA's rent policies.
 - a. **Flat Rent**. A flat rent is the amount of tenant rent based on the market value of the unit, as determined by the PHA. The PHA will maintain records and comparability studies regarding the calculation and establishment of flat rents.
 - b. **Income-Based Rent**. An income-based rent is the amount of tenant rent based on the family's income, as determined by the PHA, and the PHA's rent policies, which may specify a percentage of family income, a schedule of amounts, or another feasible system. The income-based rent, including any applicable utility allowance must not exceed the total tenant payment.

2. **Information for Families**: PHA must provide sufficient information to families so that they can make informed choices about its rent options. Such information must include at least the following:
 - a. The dollar amount of tenant rent for the family under each option; and
 - b. The PHA's policies on switching type of rent in circumstances of financial hardship.

3. **Changing Type of Rental Payment**: If PHA determines that the family is unable to pay the flat rent (or ceiling rent) because of financial hardship, the PHA must immediately switch the family's rental payment from flat rent to income-based rent, if a hardship can be determined.

4. **Written Policies on Financial Hardship**: The PHA's written policy on determining financial hardship circumstances is outlined in Section N.3. of this Policy.

5. **No resident will pay less than the minimum rent of \$50.00 per month** as adopted by the Board effective April 1, 1996. This means that families paying zero rent or a rent of

less than \$50.00 will be charged a Minimum Rent of at least \$50.00, except under the following circumstances:

- a. A family is given a minimum rent hardship exemption, or
 - b. A family's utility allowance is greater than the total tenant payment.
6. **Total Tenant Payment:** Total tenant payment is the highest of the following amounts rounded to the nearest dollar:
- a. 30 Percent of the family's adjusted monthly income; or
 - b. 10 Percent of the family's gross monthly income; or
 - c. The PHA adopted minimum rent of \$50.00.
7. **Rent Increases:**
- a. **Self-Sufficiency Incentives - Limit On Rent Increases.** The PHA will not increase the annual income of an eligible family as a result of increased income due to employment during the 12-month period beginning on the date on which the employment commenced. Eligible families are those that reside in public housing and;
 - (1) Whose income increases as a result of employment of a family member who was previously unemployed for one or more years;
 - (2) Whose employment income increases during the participation of a family member in any family self-sufficiency or other job training; or
 - (3) Who is or was, within six months, assisted under any state program for temporary assistance for needy families funded under part A of Title IV of the social Security Act, as determined by PHA in consultation with the local TANF Agency, and whose earned income increases.
 - b. **Phase-in of Rent Increases:** Upon expiration of the 12-month period described in paragraph "a" of this section, the rent payable by a family may be increased due to continued employment of the 12 month disallowance, the increase may not be greater than 50 percent of the amount of the total rent increase.

For purposes of this section, "previously unemployed" includes a person who has earned, in the previous 12 months, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

R. SECURITY DEPOSIT

The amount of Security Deposit charge is an amount equal to the Flat Rent on the intended unit for lease-up. The applicant agrees to pay the security deposit on or before the occupancy date. The amount of security deposit will remain the same unless the security deposit policy is changed by Board resolution.

The PHA will use the Security Deposit at the termination of the lease to pay:

1. Any damages sustained by the PHA as a result of the Tenant's nonpayment of rent or nonfulfillment of the Initial Term or any renewal periods including the Tenant's failure to enter into possession
2. Any damages to the Premises for which the tenant is responsible
3. Any unpaid bills which become a lien against the Premises due to the Tenant's occupancy
4. Any cost of re-renting the Premises after a breach of this agreement by the Tenant
5. Any cost incurred by the PHA in connection with terminating the tenancy
6. Any other damages of the PHA which may then be a permitted use of the Security Deposit under the laws of this state.

The Security Deposit may not be used to pay rent or other charges while the Tenant occupies the dwelling unit. No refund of the Security Deposit will be made until the Tenant has vacated, and the dwelling unit has been inspected by the Manager or designee on behalf of the PHA. The return of the Security Deposit shall occur within 30 days after the Tenant moves out. The PHA agrees to return the Security Deposit, if any, to Tenant when he/she vacates, less any deductions for any costs indicated above, so long as Tenant furnishes the PHA with a forwarding address. If any deductions are made, the PHA will furnish Tenant with a written statement of any such costs for damages and/or other charges deducted from the Security Deposit.

S. MISREPRESENTATION BY THE RESIDENT

If a resident is found to have made misrepresentations at any time which resulted in his being classified eligible, when in fact, he was ineligible, he may be required to vacate, even though he may since have become eligible. If such misrepresentation resulted in his paying a lower rent than

was appropriate, he shall be required to pay the difference between the actual payments and the amount, which should have been paid. In justifiable cases, the PHA may take such other action as it deems necessary.

If it is found that a resident is paying less than he should have been paying, and this is due to an error by the PHA, the rent shall be adjusted and the resident charged the correct rent. The PHA shall not charge the resident any retroactive rent due to an error.

T. TERMINATION AND EVICTIONS

All lease terminations and evictions will be processed in accordance with the PHA's current lease and grievance procedure. The PHA's Lease and Grievance Procedure is incorporated into this policy by reference.

The lease may be terminated only for serious or repeated violations of material terms of the lease, such as failure to make payments due under the lease or to fulfill the resident's obligations, or for other good cause. The PHA shall give written notice of the proposed termination, stating the specific reasons for the termination and informing the resident of his/her right to make such reply as he/she may wish, and of the resident's right to examine PHA documents that are directly relevant to the termination or eviction.

A family will be evicted in accordance with HUD regulations CFR 966.53 (c) and in compliance the State General Statute that includes summary ejection and by due process as described by State law. The PHA will not dismiss the action to evict the resident even if the resident makes an offer to pay the rent.

When the PHA is required to give the resident the opportunity for a grievance hearing, the notice shall inform the resident of his/her right to request such a hearing and the procedure to be followed in obtaining such a hearing, as outlined in the PHA's grievance procedure.

If a hearing is held and the decision of the hearing officer is in favor of the PHA, a Notice to Vacate shall be issued in writing and specify that if the resident fails to quit the premises within the applicable statutory period, or on the termination date stated in the Notice of Termination, whichever is later, appropriate action will be brought against the resident.

A written record of every termination and/or eviction shall be maintained by the PHA and shall contain the following information:

- Name of resident, number and identification of the occupied unit

- Date and copy of Notice to Terminate or Vacate and any other notices required by state or local law; these notices may be on the same form and will run concurrently
- Specific reason(s) for the Notices (i.e. if a resident is being evicted for undesirable actions, the record shall detail the actions for which the eviction has been instituted and the section of the lease violated); and other facts pertinent to the issuing of the Notices described in detail;
- Date and method of notifying resident of reasons and showing a summary of any conferences with resident, including dates, names of conference participants and conclusions;
- Dated and signed records of minutes of any hearing held;
- Date and description of final action taken; and
- Date and copy of Notice to Vacate.

II. OCCUPANCY PROCEDURES

A. RECEIPT OF APPLICATIONS

Each application constitutes the basic legal record which supports the Fee determinations of eligibility status, rent and unit size for which the applicant and/or resident is qualified. The application for admission also constitutes the basis for establishing the applicant's priority status for selection. The following procedures shall be followed in processing all applications:

1. All entries by applicants and PHA personnel are to be made in ink, ballpoint pen or typed.
2. Any changes are to be made by drawing a single line through the original entries and entering the correct data. The reason and authority for each change shall be noted in the record, which than shall be dated and initialed by the person making the change.
3. The date and time of receipt of each application for admission shall be shown in the top right hand corner of the application.
4. When the applicant/resident and interviewer have insured that every blank is complete (exclusive of those provided for PHA determinations), both shall sign and date the application in the appropriate spaces. No blanks shall be left open; those which are inapplicable to a particular applicant/resident shall be completed with NA (Not Applicable), "NO" or "NONE".
5. If during the interview, it becomes obvious that the applicant definitely is ineligible, he will be so informed and the reason(s) fully explained. His application then shall be

classified as "ineligible". The file shall be documented to show when and how the applicant was informed and the reasons for his ineligibility.

6. Each applicant determined eligible for admission shall be notified in writing of his eligibility status and the appropriate date occupancy insofar as that date can be reasonably determined.
7. The active applications and all materials relating to them are to be kept current at all times and shall be arranged in the following order:
 - a. Applications Pending Verification
 - (1) Bedroom size needed
 - (2) Alphabetical sequence
 - b. Eligible Applications
 - (1) Bedroom size needed
 - (2) Preferences
 - (3) Date and Time

All active applications shall be purged annually. Letters will be sent to each applicant family inquiring of their continued interest and giving them a specific date to respond or the application will be retired from the active files. Undelivered letters with their envelopes shall be attached to the respective applications as evidence of the unsuccessful efforts to locate the applicants. Each retired application shall be documented with the date of retirement, the reason, and the initials of the person making the determination. It shall show the dates of any telephone calls, personal contacts and the results.

Inactive and Ineligible Applications should be filed in alphabetical order. Applications that have been inactive for twelve (12) months or longer will be disposed of. These applicants must reapply if interested at a later date.

B. ANNUAL INCOME

Annual income means all amounts, monetary or not, which:

- Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member, or
- Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

- Which are not specifically excluded in paragraph "3" of this section.
 - Annual Income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.
1. **Annual income includes, but is not limited to:**
 - a. The full amount, before any payroll deductions of wages and salaries, overtime pay, commissions, fees, tips, bonuses and other compensation for personal services.
 - b. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Services regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursed of cash or assets invested in the operation by the family;
 - c. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph 6 of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000 annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;
 - d. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability, or death benefits and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (2)(r) of this section);
 - e. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (2)(c) of this section);
 - f. Welfare Assistance

- The amount of reduced welfare income that is disregarded specifically because the family engaged in fraud or failed to comply with an economic self-sufficiency or work activities requirement.
 - If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance to be included as income shall consist of:
 - The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.
 - Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling unit;
 - All regular pay, special pay and allowance of a member of the Armed Forces (except as provided in paragraph (2)(6) of this section);
 - Relocation Payments.
 - g. The first \$480 for each full-time student eighteen years of age or older is included in income. Earnings in excess of \$480 are excluded.
 - h. The first \$480 in adoption assistance is included in income. Earnings in excess \$480 are excluded.
 - i. Lump sum payments from unemployment or welfare are counted as income if the payments are caused by delays in processing periodic payments.
 - j. Child Support must be received three consecutive months to be included, and not received three consecutive months to be excluded from income.
2. **Exclusions from Annual Income:** Annual income does not include:

- a. Payments received for the care of foster children or foster adults (usually people with disabilities, unrelated to the tenant family, who are unable to live alone);
- b. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;
- c. Amounts received by the family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- d. Income of live-in-aide;
- e. The full amount of student financial assistance paid directly to the student or to the educational institution;
- f. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- g. Amounts received under training programs funded by HUD;
- h. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligible and benefits because they are set aside for use under a Plan to Attain Self Sufficiency (PASS);
- i. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.), and which are made solely to allow participation in a specific program;
- j. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
- k. Incremental earnings and benefits resulting to any family member from participating in qualifying state or local employment training programs (including training programs not affiliated with local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received

under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;

- l. Temporary, non-recurring or sporadic income (including gifts);
- m. Reparation payments paid by a foreign government by persons who were persecuted during the Nazi era;
- n. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- o. Adoption assistance payments in excess of \$480 per adopted child;
- p. The earning and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this paragraph, the following definitions apply:
 - Comparable Federal, State or local law means a program providing employment training and supportive services that:
 - Is authorized by a Federal, State or local law;
 - Is funded by the Federal, State or local government;
 - Is operated or administered by a public agency; and
 - Has as its objective to assist participants in acquiring employment skills.
 - Exclusion period means the period during which the family member participates in a program described in this section, plus 12 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
 - Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job;
- q. Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum or in prospective monthly amounts;

- r. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
 - s. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
 - t. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying benefits that qualify for this exclusion. Updates will be published and distributed when necessary.
 - u. PHA Adopted Exclusion – Income of residents that are employed by the PHA on a part-time temporary basis.
3. **In addition to the exclusions from annual income** covered in paragraph 2. of this section, a PHA may adopt additional exclusions from earned income, without HUD approval, pursuant to an established written policy. In establishing such a policy, a PHA must adopt one or more of the types of earned income exclusions, including variations thereof as set out in HUD regulations. PHAs will have to absorb any loss in rental income resulting from adoption of any of the optional earned income exclusions.
4. **Programs under the Domestic Volunteer Services Act include:**
- VISTA - Volunteers in Service to America
 - RSVP - Retired Senior Volunteer Program
 - SCORE - Service Corps of Retired Executives
 - FGP - Foster Grandparents
 - SCP - Senior Companions Programs
 - ACES - Active Corps of Executives
5. **Programs under Title IV of the Higher Education Act of 1965 include:**
- Basic Educational Opportunity Grants (Pell Grants)
 - Supplemental Opportunity Grants
 - State Student Incentive Grants

- College Work Study
- Byrd Scholarships

6. **Programs under Title V of the Older Americans Act include:**

- Green Thumb
- CSEP - Senior Community Services Community Employment Program
- AARP - American Association of Retired Persons
- NCOA - National Council on Aging
- National Council of Senior Citizens (Sometimes called Senior Aides)
- U.S. Forest Service
- NCBA - National Caucus Center for Black Aged
- Urban League
- National Association for the Spanish Elderly

7. **Vocational Work Adjustment Training Program:** This program is not state funded but is a private non-profit agency. **The income must be counted.**

C. NET FAMILY ASSETS

Net family assets is the net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD Homeownership Programs.

Net cash value is the dollar amount the family would receive if the asset were converted to cash. The cash value of an asset is determined as follows:

$$\begin{array}{rcccl}
 \text{Fair Market} & & \text{Unpaid} & & \text{Reasonable} \\
 \text{Value} & \text{MINUS} & \text{Encumbrances} & \text{MINUS} & \text{Costs due to} & = & \text{CASH VALUE} \\
 \text{Converting} & & & & \text{Assets to Cash} & & \\
 & & & & & &
 \end{array}$$

In determining net family assets, the PHA shall include the value of any business or family assets disposed of by an applicant or resident for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, whichever is applicable, in excess of the consideration received therefor.

Business assets are not considered in determining the value of the net family assets; however, if business assets have been disposed of for less than fair market value in the two years preceding the effective date of the reexamination or move-in, the difference between the amount and the fair market value is included in net family assets.

Costs for disposing of certain assets that must be verified are:

- Settlement costs for selling real property;
- Brokerage fees to dispose of stocks and bonds;
- Interest penalties for early withdrawal of IRAs; and
- Keogh's and certificates.

1. **Assets Inclusions:**

- Cash held in savings and checking accounts, safety deposit boxes, homes, etc.**
Generally, for savings accounts, use the current balance and for checking accounts the average balance over the last six months. The PHA may choose to disregard a nominal amount in a family's checking account, which is required to meet normal day-to-day needs.
- Trusts** include the value of any trust available to the household. (Do not include irrevocable trusts, which are ones that no family member can control.)
- Equity in rental property or other capital investments** include the current market value less an unpaid balance on any loans secured by the asset less reasonable costs incurred in selling the asset.
- Stocks, Bonds, Treasury Bills, Certificates of Deposit, Money Market Funds.**
- Individual Retirement and Keogh Accounts** are included because participation in such retirement savings accounts is voluntary and the holder has access to the funds, even though penalty may be assessed.
- Retirement and Pension Funds:**
 - (1) While the person is employed include only amounts the family can withdraw without terminating employment.
 - (2) At retirement or termination of employment if benefits will be received in a lump sum, include the benefits in net family assets. If benefits will be received through periodic payments, include the benefits in annual income.

- g. **Lump Sum Receipts** include inheritances, capital gains, one-time lottery winnings, and settlements on insurance and other claims. (Do not include lump-sum receipts that must be counted as income.)

2. **Assets Exclusions**

- Necessary personal property (clothing, furniture, cars, etc.)
- Vehicles specially equipped for the handicapped
- Irrevocable trust
- Interest in Indian trust lands
- Jewelry and art (unless held as investments)

D. ADJUSTED INCOME

Adjusted income means annual income, as determined by the PHA of the members of the family residing or intending to reside in the dwelling unit, after making the following deductions:

1. **Mandatory Deductions**. In determining adjusted income, PHA must deduct the following amounts from annual income:
 - a. \$480 for each Dependent;
 - b. \$400 for any Elderly Family or Disabled Family;
 - c. The sum of the following to the extent the sum exceeds three percent of annual income:
 - (1) Unreimbursed medical expenses of any elderly family or disabled family; and
 - (2) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with a disability, to the extent necessary to enable any member of the family (including the member with a disability) to be employed;
 - d. Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his other education; and
 - e. The amount of any earned income of a family member (other than the family head or spouse) who is not 18 years of age or older.

2. **Permissive Deductions.** The PHA may establish other deductions from annual income but will identify them in this Occupancy Policy or Addendum thereto, and will grant them to every family who qualifies prior to implementation.

E. INCOME CHANGES FROM WELFARE PROGRAM REQUIREMENTS

The annual income of a family residing in public housing will not be reduced because of a reduction in the family's welfare assistance specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement. A reduction in welfare assistance is not to be treated as failure to participate in an economic self-sufficiency program or to satisfy a work activities requirement if the reduction results from:

- The expiration of a life time limit on receiving benefits;
 - When a family has sought but cannot find employment; or
 - The family has complied with welfare program requirements but loses welfare because of a durational time limit such as a cap on welfare benefits for a period of no more than two years in a five-year period.
1. **Verification:** When a family requests a rent reduction based on a reduction in family income from welfare, the PHA will obtain written verification from the welfare agency of the basis for the reduction. If the reduction is specifically the result of the family's failure to participate in an economic self-sufficiency program or comply with work activities requirements or fraud by the family, the PHA will not reduce the family's rent.
 2. **Notification to Families:** The PHA will notify families, who are adversely affected by the requirements of this section, that they have the right to a review through the PHA's grievance procedure without paying a deposit in escrow.

F. UTILITIES AND UTILITY ALLOWANCES

Utilities mean water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility.

PHA and/or Resident Furnished Utilities means the PHA and/or Resident agree to furnish utilities as shown in Part III of the Lease.

Excess Utility Charges means the resident agrees to pay for excess utility consumption, if any, in accordance with the posted utility schedule. The utility allowances are itemized by month and bedroom size, and are posted on the bulletin board at the PHA Office. The utility allowances may be modified from time to time as needed. The PHA will not be liable for failure to supply services for any cause whatsoever unless PHA fails to exercise reasonable diligence to remedy the failure.

The Wilson Housing Authority furnishes electricity and natural gas (if applicable) according to a set allocation schedule. Only if utilities exceed the allocation for the unit will there be an extra charge to the resident. At the end of each quarter, which is every three months, the meters are read by the City of Wilson and/or the Wilson Housing Authority. If the charge for utilities is \$100.00 or more, it can be split into three payments, if the first payment is made as soon as it appears on the rent statement. Listed below is the schedule for meter readings, the month the charge appears on the rent statement and the month it is due.

<u>Quarter</u>	<u>Meter Read</u>	<u>Billed On</u>	<u>Due On</u>
Jan., Feb., March	March	April 1st	May 1st
April, May, June	June	July 1st	August 1st
July, August, Sept.	September	October 1st	November 1st
Oct., Nov., Dec.	December	January 1st	February 1st

A stove and refrigerator is furnished in each unit. The resident agrees not to use space heaters in the unit at any time.

G. RENT COLLECTION POLICY

Rent is due and payable on the first (1st) day of each month. A grace period until the eighth (8th) day of the month is given each resident to pay the rent in full. The cut-off date for rent collection shall be the next business day after the 8th of the month. Rents that are in the drop box before 8:30 AM on the cut-off date can be remitted without a late fee. Rent remitted after 8:30 AM on the cut-off date will need to be remitted with the \$10.00 late fee included. Residents that have not remitted their rent by the cut-off date will have fourteen days to vacate as stated in the lease

agreement. The cut-off date for rent collection will be stated in the Notice of Request for Rent Letter. This letter will be sent as a reminder to residents that have not remitted their rent by the 5th of the month that rent is due no later than the 8th day of the month. The Notice of Request for Rent Letter shall include the resident's right to a Grievance Hearing in accordance with the Grievance Procedure. The PHA may at their discretion, accept late rents after the cut-off date if the total number of evictions for the month will average 2% or more of the total number of units under lease for the month. The PHA will determine the feasibility of collecting rents after the cut-off date at their discretion. Any exceptions to the rent collection policy will be determined by the Housing Services Director, Assistant Executive Director or the Executive Director. Exceptions will be determined on an individual basis based on legitimacy of the circumstances and the resident's ability to substantiate the need. For extenuating circumstances determined by the Housing Services Director, Assistant Executive Director or the Executive Director, residents will be allowed through the 20th of the month to remit rent. However, rent paid on this date will need to include the full amount of rent due for the current month due, and the full amount of rent due for the following month.

Rent extensions will be allowed up to three times during the initial term of the lease. Residents may be late paying rent three times during the initial term of their lease. After the initial term of the lease the same applies from one lease anniversary date to the next. Late rent payments in excess of three times during these periods will be grounds for lease termination. Residents that request a rent extension should do so in writing to the Project Manager before the eighth (8th) day of any month. If the request is not signed by this day, no extension will be granted. Late rent not remitted by the cut off date will be denied and eviction proceedings will begin. Rent extensions will be granted at the Wilson Housing Authority's discretion if the reason for the request is valid and documented. Authorized rent extensions will not be counted against the resident as a late rent depending on the circumstances, and may not exceed three (3) times from one lease anniversary date to the next.

H. TRESPASS POLICY

It is the policy of the PHA that unauthorized persons may not congregate on, enter on or remain on PHA premises **without the consent of the PHA**. If a resident is charged with any illegal drug

activity whether on or off premises, their Lease will be terminated and the individual banned from all premises maintained by PHA. Any guest or visitor charged with illegal drug activity shall be banned immediately. Prosecution for trespassing will be sought should a banned person return to the premises after being forbidden to do so. A complete list of persons banned from PHA premises shall be maintained by PHA and the police department. Additionally, a list shall be posted in the management office of each development for review by residents.

I. ABSENCE FROM UNIT

Absence means that no family member is residing in the unit. The PHA and the Department of HUD require reporting changes in the family composition. The family is required to report to the PHA if the family will be absent from the unit for more than 30 consecutive days. The resident is required to notify the PHA before moving from the unit, and to furnish information regarding any absence family member. Any household member will be considered permanently absent if away from the unit for 30 consecutive days, unless approved by PHA.

The family must supply any information or certification requested by the PHA to verify that the family is living in the unit, or relating to family absence from the unit, including any PHA-requested information or certification on the purposes of family absences. The family must cooperate with the PHA for this purpose, and must promptly notify the PHA of any absence from the unit in accordance with this policy.

Absences due to hospitalization or sickness by a family member will be verified and if it is determined that the family member will return home within 30 days, the family will not be considered permanently absent, provided the family's share of the monthly rent and the utilities payable by the family continue to be paid. However, if there is no chance of the family member returning to the unit within 30 days, the family member will be considered permanently absent, and if this family member is the sole member of the household, housing assistance will be terminated.

Absences due to family vacations or other reasons that are longer than 30 days must be approved by the PHA in writing. Absences for more than 30 consecutive days due to being in a drug treatment center or imprisonment will be considered permanently absent, unless approved by PHA.

The PHA will make a determination as to whether the imprisonment was due to drug-related or violent criminal activity and will be handled on a case by case basis and a determination made by the PHA after review of each particular circumstance.

If both parents are absent from the household and a caretaker has been placed in the home by the courts or an approved placement agency such as Social Services, the caretaker will be considered a visitor for the first 30 days by PHA. The Lease will be transferred to the caretaker if the court has awarded custody or legal guardianship to the caretaker and the caretaker meets the screening criteria of the PHA by the end of the 30-day period. The caretaker will be allowed to remain in the unit as a visitor until a determination of custody is made by the court. The income of the caretaker will be counted pending a final disposition of the custody award.

If a resident family includes a child or children absent from the home temporarily due to placement in foster care, the PHA will determine from the appropriate agency when and if the children will be returned to the home. If the time period is more than 180 days or the children have been removed permanently, the name(s) of the absent child or children will be removed and the rent redetermined.

An adult child who goes into the military service and leaves the household will be considered permanently absent.

A household member subject to a court order restricting the household member from the home for more than 30 days will be considered permanently absent.

The family may choose whether to consider a full-time (other than head or spouse), who attends school away from home but lives with the family during school recesses, temporarily or permanently absent. If the family chooses the full-time student to be permanently absent, the student will not be included on the lease, income of the student will not be included in total income, and the student will not be included in determining unit size for the family.

An adult family member who leaves the household for any reason will be determined permanently absent upon verification by the PHA. The change in family composition must be reported to the PHA within ten (10) working days in accordance with procedures outlined in this Plan.

The PHA will use various techniques to verify family occupancy or absence, including letters to the family at the unit, the post office, phone calls, visits or inquiries to neighbors and the landlord. All inquiries will be documented in the files.

J. VISITORS

Visitors are permitted by residents up to fourteen (14) days, provided they are reported to the PHA prior to their arrival. Written approval at the discretion of the Manager and the Occupancy Director, based on the circumstances, must be obtained for guest visits of more than 14 days. Visitors remaining beyond this period shall be considered trespassers and the family head shall be guilty of breaching the Lease. The family must prove to the PHA that the person is a visitor. In the absence of such proof, the person will be considered an unauthorized family member and assistance will be terminated, due to the family not obtaining prior approval for the additional family member. NOTE: Residents are responsible for the actions and conduct of their guests in accordance with the Lease.

1. In accordance with the Lease, roomers and lodgers shall not be permitted to occupy a unit, nor shall they be permitted to move in with any family occupying a PHA unit. Violation of this provision is grounds for Lease termination.
2. Residents of PHA will not be given permission to allow a former resident of PHA who has been evicted to occupy the unit for any period of time. Violation of this requirement is grounds for Lease termination.
3. A minor will be considered an eligible visitor and not a family member if in the household for less than 182 days per year in a joint custody arrangement.
4. College students and minors who were part of the family but now live apart from home during the school year, and are not considered household members, may visit for up to 90 days per calendar year without being considered a household member during semester/school breaks.

K. POLICY REGARDING REPAYMENT OF AMOUNTS OWED PHA

Applicants who have no other negative comments on previous housing forms except balances owed will be accepted if balances are paid in full. Applicants and former residents who have been evicted for non-payment of rent, poor housekeeping or other lease violations will not be accepted and must wait six (6) years before being able to reapply.

L. FAMILY BREAK-UP

The PHA has the authority to decide which family member(s) continue to reside in the unit should the family break-up. Since in most cases this situation can be very delicate, the PHA will make the decision on a case-by-case basis as to who will continue to reside in the unit. In making the decision, the PHA will consider the interest of any minor children, or of ill, elderly or disabled family members and remaining family members, or if a family member was forced to leave the unit as a result of actual or threatened physical violence against any family member by a spouse or other household member.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement or judicial decree, the PHA is bound by the court's determination of which family members continue to receive assistance in the program.

M. CLARIFICATION OF CERTAIN DEFINITIONS AND TERMS

1. **Adult Family Member:** Head and spouse, regardless of age or student status; and all other family members who are 18 years of age or older.
2. **Gross Wages and Salaries, Overtime Pay, Commission and Fees:**
 - A construction worker's gross salary and overtime pay
 - A sales person's gross salary plus commission
 - Tips and bonuses — A waiter's gross salary plus tips
 - A factory worker's gross salary plus Christmas bonus
3. **Interest, Dividends and Net Income from Real or Personal Assets:** Dividends and stocks; interest on passbook savings accounts; interest on certificates of deposit; net income, after expenses, for rental property.

In determining net income from the operation of a business or profession, the PHA may deduct an allowance for depreciation on property used in a business or profession. The depreciation allowance must be based on the straight-line method or depreciation used for tax purposes under the Internal Revenue Service requirements.

Withdrawals of cash or assets from the operation of a business or profession are included in income unless they are reimbursement of cash or assets invested by the family.

Business assets are not considered in determining the value of net family assets; however, if business assets have been disposed of for less than fair market value in the two years preceding the effective date of the reexamination or move-in, the difference between the amount realized and the fair market value is included in net family assets. In this regard, business assets are treated the same as any other family assets.

4. **Where the Family has Net Family Assets in Excess of \$5,000:** Annual income includes the greater of actual income derived from the assets or a percentage of the value of assets based on the current passbook rate as determined by HUD, such as real estate, land, and cash on hand.
5. **The full amount of periodic payments received from Social Security, annuities, insurance, retirement funds, pensions, disability or death benefits, and similar types of periodic receipts.**
 - All Social Security payments to any family member
 - A state employee's pension or retirement
 - A widow's insurance benefit
6. **Payment in Lieu of Earnings**
 - Unemployment benefits
 - Workmen's compensation
 - Welfare Assistance
 - Aid to Families with Dependent children
 - General Welfare Assistance
7. **Periodic and Determinable Allowances:** Alimony, child support payments, the regular and consistent amount a son gives his mother each month.
8. **All regular pay and allowances of a member of the armed forces.** The salary of a sailor presently at sea with the Navy; the salary of an Army private in basic training.
9. **Assets disposed of within two (2) years of the admission or certification date for less than fair market value** with some exceptions such as:
 - Casual, sporadic or irregular gifts; and
 - A cash gift given to an elderly father by his son on his birthday.

THESE DO NOT COUNT AS INCOME!

10. **Amounts of educational scholarships paid directly to the student or to the education institution, and amounts paid by the government to a veteran for use in meeting the cost of tuition, fees, books and equipment, materials, supplies, transportation and miscellaneous personal expenses.** The PHA must disregard the entire scholarship in determining the family's income.

11. **Payments received for the care of foster children are not counted.**

There is no minimum income requirement, but the PHA staff should use good interviewing skills to determine if there is income not being reported. Families may not be required to apply for public assistance but the staff may suggest it. If the family reports "no income" the PHA staff will require the family to sign verification forms to verify that no income is being provided.

N. **MISSED APPOINTMENTS**

An applicant or resident who fails to keep an appointment without notifying the PHA and without rescheduling the appointment shall be sent a notice of termination of the applicable process, such as, failure to supply such certification, release of information, or documentation, as the PHA or HUD determines to be necessary; or failure to allow the PHA to inspect the unit at reasonable times after reasonable notice, if applicable). Examples:

- Completion of Application
- Submission of Verification Information
- Orientation/Counseling Sessions
- Leasing Execution
- Inspection
- Reexamination
- Interim Redetermination
- Interim Redetermination
- Move-In Appointments
- Other Appointments to furnish documentation as listed herein this Policy

The family may be given two (2) appointments for most of the functions listed above. If the family does not appear or call to reschedule the required appointment(s), the PHA may begin termination procedures. The applicant/resident will be given an opportunity for an informal meeting or hearing, as appropriate, pursuant to the grievance process.

If an applicant states that they did not receive a letter mailed by the PHA that the requested the applicant to provide information or to attend an interview, the PHA will determine whether the letter was returned to the PHA. If the letter was not returned to the PHA, it will be assumed that the family received the letter.

If the letter was returned to the PHA and the applicant can provide evidence that they were living at the address to which the letter was sent, the applicant will be reinstated with the date and time of the application in effect at the time the letter was sent.

Applicants must notify the PHA in writing if their address changes during the application process.

O. DECONCENTRATION POLICY

This policy outlines the PHA's strategy for deconcentration of poverty and income-mixing in each development. The PHA is taking various measures to implement a deconcentration and income mixing admissions strategy. Adoption of this policy will eventually result in an income mix that will help us to meet our deconcentration goals.

Placing higher income residents into lower income development and lower income residents into higher income developments will require concentrated efforts on our entire staff. This will not be achieved overnight, but PHA will continually work toward meeting this goal.

In implementation of this program, we will not concentrate the most economically and socially deprived families in one or all of the poorest PHA developments. We will work with social agencies and our community services staff in offering counseling to residents who may be in need of these services. We will also work with our residents in establishing and maintaining a viable resident advisory board who will have input into making this program work. The residents can encourage would-be residents to participate and the residents also can be role models for prospective residents in their developments. Residents who have skills in housekeeping, budgeting, childcare, and other areas can work with residents who can benefit from these skills, and by so doing, will help us to reach our goal of an economic and social mix in all of our developments.

The income of residents in each development and the income of applicants on the waiting list will be reviewed and compared with incomes of census tracts in which the developments are located. This will help in determining what steps are to be taken in developing and maintaining an

income mix in each development. Many of the applicants applying for admission to PHA housing are in the lowest income range which calls for accurate planning in order to obtain an income and social mix in our developments. Therefore, we will strive to obtain deconcentration and an income mix by admitting families who have the incomes needed in each development.

Income targeting will allow 40% of total families admitted annually to be families with incomes below 30% of area median income. These families will be placed in higher income developments as our records in each development will indicate. Therefore, the staff must keep good records in order to assure our income-mix policy is working.

In implementing our community service and economic self sufficiency programs, it will give families an opportunity to improve the quality of life, not only for themselves, but also for the other residents in each community. It will increase self-responsibility and give families a sense of self-pride. When families acquire jobs for themselves, participate in cleaning up their communities, maintaining their units in a manner, not because they are forced to do so, but because they want to do so, given a chance to go back to school, and become self-sufficient, maybe for the first time in their lives, and wanting to give back to their community by helping other less fortunate residents, then we will know that our program has finally taken root.

Another goal of this Agency is to institute a mentoring program, matching mentors with residents needing their specialties and skills, and having them to set up written goals and objectives in furthering our program. This program will help our residents in attaining self-sufficiency and thereby attaining an improved economic status.

We do not expect these goals to be attained immediately but managers will be responsible for monitoring their assigned developments to assure that admission of low-income families in each of their developments will be in accordance with this Deconcentration Policy, and that our community service and economic self-sufficiency program is on target. The Occupancy Director will maintain statistical information on at least a quarterly basis and will submit reports to the Executive Director. At the end of each PHA fiscal year, statistics will be reviewed and any needed adjustments made.

Higher income families who refuse housing in lower income developments will be passed over on the waiting list in achieving our goals. If necessary, PHA will advertise for higher income families who are willing to participate in our program, and may offer additional incentives as

approved by the Board of Commissioners. PHA will continually strive to reach and maintain a diverse income and social mix in all of our developments. In order to achieve this goal, applicants may be offered units regardless of the time and date of their application.

P. COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS

The following materials shall be maintained in the PHA office waiting room, and wherever applications are taken, on a large bulletin board and in such a manner as to be readily available to all residents and visitors:

- Statement of Admission and Continued Occupancy Policies and Procedures
- Tenant Selection and Assignment Plan
- Income Limits
- Utility Allowances
- Current Schedule of Maintenance and other Charges
- Lease
- Grievance Procedure
- Fair Housing Poster
- Equal Opportunity in Employment Poster
- Statutory Minimum and Maximum Rent Schedules
- Directory of Developments including names, perimeter streets, and number of units by bedroom size, number of units specifically designed for the elderly, addresses of management offices and office hours.
- Tenant Oriented Notices
- One Strike Policy
- PHA Adopted Minimum Rent
- Pet Policy

Q. SPECIAL PROCEDURES AND FEES

- Rent Extensions will be allowed up to three times from one lease anniversary date to the next. Late rent payments in excess of three times will be grounds for lease termination.

Residents that request an extension should do so in writing to their Project Manager before the eighth day of any month. If the request is not signed by this day, no extension will be granted. Late rents not remitted by the cut-off date will be denied and eviction proceedings will begin. The Project manager will notify residents of the cut-off date.

- The cut-off date for any rent adjustment will be the 20th of each month unless this date falls on a weekend or holiday, then the cut-off day will be the last working day for the Wilson Housing Authority before the 20th of the month. For any adjustments to be made, it is the family's responsibility to see that all verifications are in their project office by 12:00 noon the day before the cut-off date. No changes will be made until the Project Manager receives all verifications. Changes will be made only after the resident has come into the office and signed an interim form requesting a change.
- The Wilson Housing Authority does accept personal checks for payment. However, if a personal check is returned for insufficient funds, there will be a \$25.00 return check charge, and the PHA will not accept another one of the resident's personal checks until a year from the date of the returned check.
- If a Public Housing resident requests the installation of a cable outlet, a telephone jack, a clothes dryer hook up, a satellite dish, an air conditioner, ramp or any other amenity, the Project Manager must be contacted before the installation is done, so the proper request form can be completed. A licensed employee of the servicing agency or licensed contractor acting on the agency behalf must do all installation. Residents must provide written documentation (receipt) from the service provider that the installation was completed by the proper service person. For safety purposes, the Wilson Housing Authority's Maintenance Department must check all work. Residents must notify maintenance 48 hours prior to the date of the installation, so they can be on site during the installation. The Wilson Housing Authority assumes no responsibility for damages at any time. The resident is responsible for damages incurred during installation, and all costs will be at the resident's expense. A \$50.00 fine will be imposed on any resident found to have cable cords or telephone wires run along the floor or the wall of any Public Housing unit. If this action continues, it will be grounds for lease termination.

- The Wilson Housing Authority will supply free and unlimited extermination services to all residents. It is the responsibility of each tenant to report infestations. If a unit is found to be infested with roaches by the Wilson Housing Authority staff and has not been reported by the resident within the last six months, a \$25.00 fine will be imposed. A second infestation finding will result in a \$50.00 fine.
- A \$100.00 fine will be imposed on residents who intentionally disconnect smoke detectors, carbon monoxide detectors, or thermostats.
- The Wilson Housing Authority will no longer replace light bulbs, including bulbs in the refrigerator and range hoods for any residents other than elderly and disabled.
- Annual Re-Examinations will be done to be effective on the 1st day of the month that they are actually leased-up in Public Housing. The Re-Examination process will begin 90 days before this date so that our residents can be given a 30-day notice of their new rent amount.
- All repairs should be called in to maintenance as soon as the problem is discovered. Any repair at a unit found by the Wilson Housing Authority staff that was not called in at the time of the occurrence, will be grounds for immediate eviction. Repairs may be reported Monday through Friday from 8:30 Am to 5:00 PM. Note: Residents who are found to have roach infestation that do not report the problem will be charged for extermination.
- The Wilson Housing Authority retains the right to restrict access to the premises or common areas by any third party. The Authority or police will issue ban orders to any third party. Neither the resident nor the family has a right to override a ban order. To allow or invite a banned third party on to the premises of the Wilson Housing Authority will be ground for termination.
- The following charges will apply: (a) \$12.00 per month will be added to each account except Elderly and Disabled residents in order to have the grass cut. Residents are required to prepay for lawn maintenance. (For example: Payments made in March are for lawn maintenance in the month of April). This will allow the properties to be maintained properly and will create a more pleasant environment, (b) Residents who already have bushes should cut them back to no more than three feet. If this is not done, the Housing

Authority will cut them back for a charge of \$6.50 per bush and they will be cut down very low. Effective immediately, residents will no longer be allowed to plant trees or shrubbery. Also, no plants over three feet high will be allowed. Flowers planted next to the unit may be planted no closer than 24 inches of the unit or building. However, flowerbeds in the yard must be at least 10 feet apart. Any plants or flowers planted will remain even if the resident vacates the unit. (c) \$25.00 will be charged to an account if the Wilson Housing Authority has to pick up trash and paper from a resident's yard and the common areas.

- HUD Regulation requires that residents not keep lawn mowers inside their residence for health and safety reasons.
- The Wilson Housing Authority reserves the right to photograph any damaged or abused property inside or out.
- Any resident that is found to have poor housekeeping will be given twenty-four hours to correct the problem. If the problem is not corrected within that time, the Wilson Housing Authority will begin eviction and terminate the family. If it is corrected but the unit is found a second time in the same condition the resident will not be given twenty-four hours, eviction procedures will begin automatically and the family will be evicted. If excess damages are found in a unit the family will automatically be evicted.
- If any Wilson Housing Authority staff member finds needed repairs in any resident's unit that have not been called into maintenance, the resident will be automatically charged a fee of \$25.00 plus the cost to make the needed repair if the damage was caused by the resident. If the damage was of normal wear and tear, only the \$25.00 fee will be charged.
- Clothes dryers may only be installed with the prior approval of Public Housing Managers. The dryers must be installed and vented in a safe manner, and must be checked by a maintenance staff person. If any resident is found to have a dryer installed improperly, a charge of \$100.00 will be assessed to their account and will be due and payable with the rent for that month. A repeat of this offense will be grounds for lease termination.

- For all tenant caused damages or repairs, a labor charge of \$10.00 an hour will be assessed to the cost of the repair. This means for any repair made at a resident's home that is the result of the family's action, or lack of the family's action, there will be a charge for the labor it took to make the repair. It is not feasible for the Housing Authority to continue to repair tenant caused damages and not assess a labor charge.

Example: Repair takes 10 minutes-labor \$10.00

Repair takes 45 minutes-labor \$10.00

Repair takes an hour-labor \$10.00

Repair takes an hour and five minutes-labor \$20.00

Please do not mistake this labor charge with the fee that will be assessed if a needed repair is not called in by the family to maintenance.

- Only four items (including pictures) per wall per room are allowable. A \$10.00 fee will be assessed to the tenant's account if nail holes are in excess of the above allowable number per wall per room.

R. Police Officers in Public Housing

If approved to do so, the Wilson Housing Authority will offer and make units available to be occupied by law enforcement officers. In order to substantially reduce drug-related crime and other calls for service, the Housing Authority has utilized intensive community policing and resident cooperation. Included in the law enforcement phase is the City of Wilson's police bicycle patrol, horse patrol, juvenile officers, and two uniformed officers hired by the Housing Authority.

The police department cannot maintain this level of service to the residents of public housing. Our program has reduced the crime rate in public housing by 75%, which is higher than any comparable community in the city. In order to retain this level of security and safety will require other alternatives. The Wilson Housing Authority is proposing to continue using the two police officers hired as Housing Officers. Second, allow the police officers to reside in public housing. The officers will provide high visibility and interact with surroundings neighbors while providing neighborhood safety.

No resident families will be transferred to other locations to provide housing for police officers. The officers shall abide by the lease, rules and regulations as other public housing residents. The officers shall operate marked patrol cars to implicate their presence in communities and as a deterrent of would be criminal activities. Officers will be allowed to pay

flat rent. The rent shall be such that it will provide an incentive for officers, yet it shall be sufficient to provide maintenance and upkeep on the units. Officers occupying public housing units must be sworn certified law enforcement personnel. Only law enforcement officers working in the jurisdiction of the City of Wilson or County of Wilson, NC will be eligible. Officer(s) may only reside in public housing as long as they are sworn and certified as law enforcement officers by the State of North Carolina. If employment as a law enforcement officer is terminated or the officer(s) resign his/her position as a sworn officer, the lease will automatically be terminated. Thirty days will be allowed to vacate the unit.

The following Developments have been chosen based on prior crime in surrounding community and demographics:

NC20-7	E. B. Jordan Homes	(one officer)
NC20-10	E. M. Barnes Manor	(one officer)
NC20-5	Whitfield Homes	(one officer)
NC20-9	Forrest Road Homes	(one officer)

ATTACHMENT TO ADMISSIONS AND CONTINUED OCCUPANCY POLICY RESTRICTIONS ON ASSISTANCE TO NONCITIZENS

A. EFFECTIVE DATE

June 19, 1995, revised by an interim rule issued November 29, 1996, and a final rule effective July 11, 1999, and codified in 24 CFR Part 5 Subpart E of HUD regulations.

B. PURPOSE

The purpose of the regulation is to provide implementation procedures; ensure only citizens, nationals, and certain categories of eligible immigrants are assisted; and to preserve family status.

C. NOTIFICATION REQUIREMENTS

All families must be notified of the requirement to provide verification of their citizenship status:

1. New applicants must be notified when they apply.
2. Applicants already on the waiting list must be notified within a reasonable time period.
3. This rule applies to all assisted families, regardless of any documentation of the person's identity, which may have been previously obtained by the PHA as a program requirement.
(Birth Certificate and other forms of identification)

D. ELIGIBILITY FOR ASSISTANCE

To determine the family type and eligibility status of any family, the eligibility of each individual in the family must be established first. Individuals will fall into one of the following categories:

1. Citizens;
2. Eligible immigrants 62 years or older, assisted on or before 6/19/95;
3. Other eligible immigrants;
4. Ineligible;
5. Noncitizen students on student VISA.

E. HOUSEHOLD CATEGORIES

When the status of each person has been determined, households will fall into one of the following categories:

1. All members are citizens (Eligible);
2. All members are eligible immigrants (Eligible);
3. All members are either citizens or eligible immigrants (Mixed family);
4. Some members are eligible and some are ineligible (Mixed family);
5. All members are ineligible immigrants (Ineligible).

The determination of household type is based on the following individual determinations:

- a. An Eligible household will be comprised of citizen(s), or Noncitizen(s) with eligible immigrant status;
- b. An Ineligible household will be comprised of one or more Noncitizen(s) with ineligible status;
- c. Mixed Families are comprised of citizen(s) and Noncitizen(s) with eligible or ineligible immigrant status.

F. VERIFICATION REQUIREMENTS

A declaration of citizenship or eligible immigrant status by the persons in the household is all that is required by law for:

1. Persons who claim citizenship status by executing a signed declaration (Section 214 status);

2. Persons 62 and older who claim eligible immigrations, status and were receiving assistance as of 6/1/95 by executing a signed declaration (verify age);
3. Persons who declare themselves ineligible or don't contend eligibility status. Verification is required by law for all Noncitizens who claim eligible immigration status.

Noncitizens 62 and over who were receiving assistance as of 9/30/96, or who were 62 and over and applied for assistance after 9/30/96, must sign a declaration of eligible immigration status and provide proof of age document.

G. DOCUMENTATION REQUIRED

PHA Documents:

1. Declaration of Section 214 Status;
2. Verification Consent Form;
3. Listing of Non-Contending Family Member(s);
4. Notice of Section 214 Requirements.

Eligible Immigration Documents (Originals Only/Photocopy front and back)

1. Resident Alien Card (I-551)
2. Alien Registration Receipt Card (I-151)
Expired Alien Registration Card (152) does not necessarily mean that immigrants are in the U.S. illegally. INS is requesting that the I-151 is replaced with the I-551 card, and some residents have not had their cards replaced yet.
3. Arrival-Departure Record (I-94)
4. Temporary Resident Card (I-688)
5. Employment Authorization Card (I-588B)
6. Immigration and Naturalization Service (INS) Receipt for a replacement card.

H. VERIFICATION PROCESS FOR ELIGIBLE IMMIGRANTS

1. Primary Verification through INS SAVE System
2. Secondary Verification through INS Local Office
3. INS
4. PHA Appeal
5. If family is eligible at any point, STOP and determine family status.

I. CALCULATION OF PRORATED ASSISTANCE

The methodology for the Proration of Assistance depends on the assistance program and the household type.

J. SUSPENSION OF ASSISTANCE

The PHA will suspend assistance for at least 24 months to a family that knowingly permits an ineligible individual to reside on a permanent basis in the family unit.

DEFINITIONS OF TERMS

ADJUSTED INCOME: Annual income, less allowable HUD deductions

ADULT: A person who has reached his/her 18th birthday (Only persons who are adults shall be eligible to enter into a Lease Agreement for occupancy

ANNUAL CONTRIBUTIONS CONTRACT ACT (ACC): A written agreement between HUD and the PHA wherein the federal government guarantees permanent financing of public housing projects as well as makes up the difference between project revenues and debt service on bonded indebtedness through an annual contribution or subsidy paid to the PHA. The PHA guarantees that it will maintain the low rents in the projects.

ANNUAL INCOME: All amounts, monetary or not, which go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member, or are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination, including amounts derived from assets to which any member of the family has access, and which are not specifically excluded from income.

BOARD OF COMMISSIONERS: Locally appointed citizens who serve as Commissioners and policy makers of a local public housing agency for a specified term, and usually without financial compensation.

CARE ATTENDANT: A person necessarily residing with a family by reason of employment by or for such family as determined by the housing authority to be essential for the care and well being of a family member. The care attendant is not considered a family member for the purpose of determining family income and establishing rent nor is the care attendant obligated for the support of the person or family. However, the necessity of such an arrangement must be evidenced by a doctor's certificate or by welfare or other responsible

sources. Under no circumstances may such an arrangement be continued longer than necessary or permitted only for the convenience of the resident or such employee. This provision is applicable for admission and continued occupancy is not restricted to elderly families.

CEILING RENTS: A cap placed on the amount of rent a family can be charged.

CHILD: A member of the family, other than the family or head or spouse, who is under 18 years of age.

CHILD CARE EXPENSES: Amounts paid by the family for the care of children under 13 years of age where such care is necessary to enable a family member to actively seek employment, to be gainfully employed, or to further his/her education and only to the extent such amounts are not reimbursed. In the case of child care necessary to permit employment, the amount deducted must be verified and reflect reasonable charges and shall not exceed the amount of income received from such employment.

CHILD CUSTODY: An applicant or resident who does not have full custody of a child or children may only claim as a dependent in accordance with the following: (a) the applicant or resident must have primary custody of the child; and (b) the applicant or resident must provide sufficient evidence that if the applicant was admitted to public housing the child would reside with the applicant or resident. **NOTE:** The same child cannot be claimed by more than one applicant (i.e. counted more than once in order to make two singles eligible).

CITIZEN: A citizen or national of the United States

DEDUCTIONS: Amounts subtracted from annual income that each family is eligible for as established by HUD (See Adjusted Income)

DEPENDENT: A member of the family household (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age or is a Disabled Person, or a full-time student.

DISABLED PERSON: A person having a physical or mental impairment which:

1. Is expected to be of long, continued and indefinite duration;
2. Substantially impedes his/her ability to live independently; and
3. Is of such a nature that such disability could be improved by more suitable housing conditions. (**NOTE:** All three conditions must be met to qualify as disabled.)

4. Shown below are the definitions of a disabled person under Section 223 of the Social Security Act and under Section 102(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970.

Section 233 of the Social Security Act defines disability as (1) inability to engage in any substantial gainful activity by reason of any medically determined physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve (12) months; or (2) in the case of any individual who has attained the age of fifty-five (55) and is blind (within the meaning of "blindness" as defined in Section 416 (I) of this Title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over substantial period of time.

Section 102(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as: A disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of Health and Human Resources to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individual, which disability originates before such individual attains age eighteen (18), which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual.

DISABILITY ASSISTANCE EXPENSES: Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a disabled family member, and that are necessary to enable a family member (including the disabled member) to work, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

DISPLACED PERSON: A person or family displaced by governmental action or a person whose unit has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to the Federal Disaster Relief Laws.

ELDERLY FAMILY: A family whose head or spouse or whose sole member is at least 62 years of age or a disabled or handicapped person, regardless of age (and may include two or more persons in this status living together), or one or more persons essential to the elderly, handicapped, or disabled person's care and well being.

ELDERLY PERSON: Any person who is 62 years of age or older.

ELDERLY UNIT: A housing unit designed for occupancy by elderly families as distinguished from a family unit.

ELIGIBLE FAMILY: A family meeting the definition of "Family" defined herein; who is within the applicable income limits for admission; and who meets the other required admission criteria outlined under "Eligibility for Admission."

EMANCIPATED MINOR: Any juvenile who is 16 years of age or older and who has resided in the same county in the State for six (6) months next preceding the filing of the petition may petition the court in that country for a judicial decree of emancipation. A married juvenile is also emancipated by the same Article (1997, c.815,s.1.). If granted, the housing authority may accept the application of this person(s).

EXTREMELY LOW-INCOME FAMILY: A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

EVIDENCE OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS. The documents, which must be submitted to evidence citizenship or eligible immigration status (See evidence outlined in this Policy).

FAMILIAL FAMILY: One or more individuals under 18 years of age being domiciled with; (a) a parent or another person having legal custody of such individual or individuals; or (b) the designee of such parent or other person having such custody with the written permission of such parent or other person; and includes any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.

FAMILY: A single person or a group of two or more persons related by blood, marriage or operation of law (including foster children). An unmarried couple who are parents of a child in common residing with them shall be treated as related by blood and constitute a family. The definition of family includes an Elderly Family (including a Disabled and Handicapped Person), a Displaced Person, a Single Person, and the remaining member of a resident family.

FOSTER CHILD CARE PAYMENT: Payment to eligible households by state, local or private agencies appointed by the State, for the care of foster children.

FULL-TIME STUDENT: A person who is carrying a subject load that is considered full time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with diploma or certificate program, as well as an institution offering a college degree.

GRIEVANCE PROCEDURE: A procedure used by the resident to seek a hearing by a Hearing Officer or Panel concerning the housing authority's action or failure to act involving the resident's rights, duties, welfare or status under the Lease.

GUEST: A person in the leased unit with the consent of a household member.

HANDICAPPED PERSON: The definition of "handicap" has been combined with that of disability. See definition of disability.

HEAD OF HOUSEHOLD: The adult member of the household who is held legally responsible and accountable for the family with respect to obligations and responsibilities under the terms of the Lease (normally considered to be the Lessee). "Head of Household" includes both husband and wife, if both are present in the household, jointly and separately.

HUD: The Department of Housing and Urban Development

IMPUTED INCOME: HUD approved passbook rate times total cash value of assets; calculated by eligible families, and adopted by the housing authority.

INCOME LIMITS: Income limits established by HUD for admission to low-income housing by eligible families, and adopted by the housing authority.

INFANT: A child under the age of three (3) years.

INITIAL OCCUPANCY: The date on which a resident first assumes possession of or occupies an individual dwelling unit.

INS: The United States Immigration and Naturalization Service.

INVOLUNTARILY DISPLACED: See Written System of Preferences for selection established by the housing authority.

LEASE: A written agreement between the housing authority and an eligible family for the leasing of a dwelling unit.

LIVE-IN-AIDE: A person who resides with an elderly, disabled, or handicapped person or persons and who (a) is determined by the housing authority to be essential to the care and

well-being of the person(s); (b) is not obligated for support of the person(s); and (c) would not be living in the unit except to provide necessary supportive services.

LOW-INCOME FAMILY: A family whose income does not exceed 50% of the median income for the area as determined by HUD, with adjustments for smaller or larger families.

MEDICAL EXPENSES: Total medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance. This deduction is for elderly families only.

MINIMUM RENT: The greater of ten percent (10%) of gross monthly income or \$50.00. The minimum rent includes tenant rent plus any utility allowance. This agency has established and adopted minimum of rent of \$50.00 for residents.

MINOR: An unmarried member of the family (excluding foster children) other than the family head or spouse, who is under 18 years of age.

MIXED FAMILY: A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

MONTHLY ADJUSTED INCOME: One-twelfth of Annual Income after Allowances

MONTHLY INCOME: One-twelfth of Annual Income

NATIONAL: A person who owes permanent allegiance to the United States, for example as a result of birth in a United States territory or possession.

NET FAMILY ASSETS: Net Cash Value after deducting any reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD Homeownership Programs.

NONCITIZEN: A person who is neither a citizen nor national of the United States.

OVER-INCOME FAMILY: An individual or family who is not a low-income family at the time of initial occupancy.

POLICE OFFICER: A person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify.

PRE-OCCUPANCY CONFERENCE: The meeting or interview between a new resident family and the PHA before move-in, during which the Lease and conditions of occupancy are reviewed with the resident family and any questions answered.

PUBLIC HOUSING AGENCY: Any state, county, municipality, or other governmental entity or public body authorized under state enabling legislation to engage in the development or administration of low-rent public housing or slum clearance.

REEXAMINATION: Process of PHA to re-verify family's income and other eligibility requirements every 12 months as required.

REEXAMINATION EFFECTIVE DATE: The date on which rents become effective after reexamination each year.

REMAINING FAMILY MEMBER: The person(s) of legal age remaining in the unit after the head of household or spouse has left the premises, other than by eviction, who may or may not normally qualify for assistance on their own. The remaining family member must have occupied the unit for one year before becoming eligible as 'household head' as a remaining family member.

RESPONSIBLE ENTITY: The PHA administering the program under an ACC with HUD

SECURITY DEPOSIT: An amount deposited by the resident with the PHA to cover the cost of resident-caused damages or unpaid rent upon termination of the Lease.

SERVICEMAN: A person now in the active military or naval service of the United States.

SINGLE PERSON: A person who lives alone or intends to live alone, and who does not qualify as an elderly family, or a displaced person, or as the remaining member of a resident family.

SPOUSE: The husband or wife of the Head of Household.

SUBSTANDARD HOUSING: See Written System of Preferences for selection established by the PHA.

TEMPORARILY ABSENT: Absent from the household for more than 30 days.

TENANT: A resident of public housing in accordance with a Lease executed by the PHA.

TENANT GRIEVANCE: A dispute that a resident may have with the PHA for action or failure to act in accordance with the resident's Lease which adversely affects the resident's rights, duties, welfare, or status.

TENANT RENT: The amount payable monthly by the resident as rent to the PHA. Where all utilities (except telephone and Cable TV) and other essential housing services are supplied by the PHA and the cost thereof is not included in the amount paid as rent to the PHA, Tenant Rent equals Total Tenant Payment less the Utility Allowance.

TOTAL TENANT PAYMENT: The amount of rent payable by the resident for rent and utilities.

UTILITIES: Utilities mean water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility.

UTILITY ALLOWANCES: The PHA's estimate of the average monthly utility bills for an energy-conscious household. Utility allowances vary by unit type and are listed on the PHA's posted Utility Allowance schedule.

UTILITY REIMBURSEMENT: The amount of utility allowance that exceeds the Total Tenant Payment of a resident and which amount is reimbursed to the resident or the utility company on the resident and which amount is reimbursed to the resident or the utility company on the resident's behalf.

VACANCY LOSS: Income not received by the PHA due to units being vacant.

VERY LOW-INCOME FAMILY: A Lower Income Family who's Annual Income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

VETERAN: Any person who has served in the active military or naval services of the United States and shall have been discharged or released therefrom under conditions other than dishonorable.

WAGE EARNER: A person in a gainful activity who receives any wages covering all types of employee compensation including salaries, vacation pay, tips, bonuses, commissions, and unemployment compensation.

WELFARE ASSISTANCE: Income assistance from Federal or State welfare programs, and includes assistance provided under the Temporary Assistance to Needy Families (TANF) program, and general assistance.

WORK ORDER: A form used to request maintenance works or used following the discovery of the need for any repair work.

2. Revised Template Questions. The current PHA Plan template (HUD 50075) questions about deconcentration of poverty and income mixing in public housing, found in section 3(A)(6) (PHA Policies Governing Eligibility, Selection, and Admissions, Public Housing, Deconcentration and Income Mixing) had been disregarded by Notice PIH 99-51. Now that a final rule has been issued, the following questions will replace the former ones in the PHA Plan template about an agency’s deconcentration policies and be available on the PHA Plan website to include as a required attachment to the template.

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 incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name	Numb 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)]

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **Ten.**
- 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)? **None.**
- c. How many Assessments were conducted for the PHA’s covered developments? **One.**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
N/A	N/A

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **N/A**