

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlan

5YearPlanforFiscalYears2003 -2007  
AnnualPlanforFiscalYear2003

TheHousingAuthorityofthe  
CityofSanford,NorthCarolina

NC035v02

## PHA Plan Agency Identification

**PHAName:** SanfordHousingAuthority

**PHANumber:** NC035

**PHAFiscalYearBeginning:(mm/yyyy) 10/2003**  
**PublicAccessstoInformation**

**Informationregardinganyactivitiesoutlinedinthisplan can be obtained by contacting:(selectallthatapply)**

- MainadministrativeofficeofthePHA
- PHAdevelopmentmanagementoffices
- PHAlocaloffices

### **DisplayLocationsForPHAPlansandSupportingDocuments**

ThePHAPlans(includingattachments)areavailableforpublicinspectionat:(selectallthatapply)

- MainadministrativeofficeofthePHA
- PHAdevelopmentmanagementoffices
- PHAlocaloffices
- Mainadministrativeofficeofthelocalgovernment
- MainadministrativeofficeoftheCountygovernment
- MainadministrativeofficeoftheStategovernment
- Publiclibrary
- PHAwebsite
- Other(listbelow)

PHAPlanSupportingDocumentsareavailableforinspectionat:(selectallthatapply)

- MainbusinessofficeofthePHA
- PHAdevelopmentmanagementoffices
- Other(listbelow)

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2003 -2007**  
 [24CFRPart903.5]

**A.Mission**

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

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

**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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
 Objectives:
  - Apply for additional rental vouchers: **As NOFAs are issued.**
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities: **Utilize leveraged private or public funds to create 5 new units every 5 years.**
  - Acquire or build units or developments **Acquire or construct 5 new units every 5 years.**
  - Other (list below) **The Housing Authority will possibly project base up to 20% of its tenant based certificates or vouchers to assist with the financing and development of new affordable housing.**
- PHA Goal: Improve the quality of assisted housing  
 Objectives:
  - Improve public housing management: (PHAS score) **Increase 1% over 5 year period.**
  - Improve voucher management: (SEMAP score)

- Increase customers satisfaction: **Provide staff training through independent agencies annually & improve Resident Survey Score by 1% every 3 years.**
- Concentrate on effortsto improve specific management functions : (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: **Utilize 50% of Annual Capital Funds for Physical Improvements.**
- Demolish or dispose of obsolete public housing: **Demolish or dispose of distressed Public Housing Units upon receipt of HUD approval.**
- Provide replacement public housing: **Provide mixed finance replacement housing after approval of demolition or deposition.**
- Provide replacement vouchers: **Apply for Section 8 to provide replacement housing after demolition or disposition.**
- Other:(list below)

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach effortsto potential voucher landlords **Contact at least 5 potential landlords per annum.**
  - Increase voucher payment standards
  - Implement voucher homeownership program: **Partner with Agency Non - Profit to implement homeownership program.**
  - Implement public housing or other homeownership programs:
  - Implement public housing site -based waiting lists:
  - Convert public housing to vouchers:
  - Other:(list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **Implement flat rents at a level to encourage rental by higher income households.**
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements: **Provide security measures during next 5 years.**
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities) **Continue to manage Stewart Manor (NC35-4) & Matthews Court (NC35 -2) as elderly/handicapped.**
  - Other:(list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: **Increase employed families by 1% per annum.**
- Provide or attract supportive services to improve assistance recipients' employability: **Partner with welfare-to-work agencies.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities: **Conduct an interagency forum by 09/30/2003.**
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below) **Continue current procedures & implement new procedures every 2 years.**

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

- Stabilize occupancy; objective – reduce evictions and turnovers by 2% per annum.**

**AnnualPHAPlan**  
**PHAFiscalYear2003**

[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart 903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionary policiesthePHAhasincludedintheAnnualPlan.

ThePublicHousingAgencyPlanhasbeencompletedpursuanttotherequirements of theQualityHousingandWorkResponsibilityActof1998(QHWRA)and24CFRPart 903aspublishedintheFederalRegisterofOctober21,1999.

ThePHA'smissionisthesameasthatoftheDepartmentofHousingandUrban Development:Topromote adequateandaffordablehousing,economicopportunityand asuitablelivingenvironmentfreefromdiscrimination,anditsgoalsare:Improve publichousingmanagement;renovateormodernizepublichousingunits;implement publichousingorotherhomeownershipprograms;andprovideeducationalmaterials whichpromotehealthyandstablefamiliesandit'sgoalsare.asfollows:

1. **ApplyforadditionalrentalvouchersasNOFA'sareissued.**
2. **Utilizeleveragedprivateorpublicfundstocreate5newunitsevery5years.**
3. **Acquireorconstruct5newunitsevery5years.**
4. **Increasecustomersatisfactionbyprovidingstafftrainingthroughindependentagencies annually.**
5. **Renovateormodernizepublichousingunits.Utilize50%ofannualcapitalfundsfor physicalimprovement.InstallairconditioninginallPHAunits.**
6. **DemolishordisposeofdistressedpublichousinguponreceiptofHUDapproval.**
7. **Providemixedfinancereplacementhousingafterapprovalofdemolitionordisposition.**
8. **ConductoutreacheffortstopotentialvulnerablelandlordsbyContactingatleast5potential landlordsperannum.**
9. **Implementflatrentsataleveltoencouragerentalbyhigherincomehouseholds.**
10. **Implementpublichousingsecurityimprovements:Providesecuritymeasuresduringnext 5years.**
11. **Increasethenumberandpercentageofemployedpersonsinassistedfamilies:Increase employedfamiliesby1%perannum.**

12. Provide or attract support services to improve assistance recipients' employability: Connect with welfare -to-work agency.
13. Provide or attract support services to increase independence for the elderly or families with disabilities. Conduct an interagency forum by 09/30/2003.
14. Stabilize occupancy; objective – reduce evictions and turnovers by 2% per annum.

The Agency Plan is consistent with HUD's Strategic Goals and Objectives and it addresses housing needs, financial resources, policies on eligibility, selection and admissions, rent determination policies, capital improvement needs, demolition and disposition, homeownership, crime and safety, civil rights, and deconcentration.

Definition of what constitutes a "substantial deviation" from the 5 Year Plan and a "significant amendment or modification" to either the 5 Year Plan or Annual Plan is included in the Agency Plan.

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

[24CFR Part 903.79(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 filename in parentheses in the space to the right of the title.

**Required Attachments:**

- A**  Admissions Policy for Deconcentration
- B**  FY2003 Capital Fund Program Annual Statement
- Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- C**  FY2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**D - PHA Certifications and Board Resolutions.**

**E - Statement of Consistency with the Consolidated Plan.**

**F - FY2003 RHF Annual Statement**

**G - FY2002 RHFP & E Report**

**H - FY2002 CFPP & E Report**

**I - FY2001 RHFP & E Report**

**J - FY2001 CFPP & E Report**

**K - FY2000 RHFP & E Report**

**L - FY1999 RHFP & E Report**

**M - Statement of Compliance with Community Service Requirement**

**N - Community Service Policy**

**O - Progress on FY2000 Missions & Goals**

**P - Resident Member on the PHA Governing Board**

**Q - Membership of the Resident Advisory Board or Boards**

**R - Management Organizational Chart**

**S - Voluntary Conversion Initial Assessments**

**T - Project Based Voucher Explanation**

## 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 Certification 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 jurisdiction 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;
✓	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 certification 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	Annual Plan: Rent Determination

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
✓	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 HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
✓	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	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 home ownership 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
✓	<b>Deconcentration Analysis</b>	<b>On File at PHA</b>

## **1. Statement of Housing Needs**

[24CFR Part 903.79(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 the factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income ≤ 30% of AMI	<b>1,076</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>2</b>
Income > 30% but ≤ 50% of AMI	<b>715</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>2</b>
Income > 50% but < 80% of AMI	<b>832</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>2</b>
Elderly	<b>531</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>2</b>
Families with Disabilities	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Race/Ethnicity	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Race/Ethnicity	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Race/Ethnicity	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Race/Ethnicity	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

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: **1996 State of North Carolina**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
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	<b>60</b>		<b>160</b>
Extremely low income <= 30% AMI	<b>20</b>	<b>33%</b>	
Very low income (>30% but <=50% AMI)	<b>23</b>	<b>38%</b>	
Low income (>50% but <80% AMI)	<b>17</b>	<b>29%</b>	
Families with children	<b>53</b>	<b>88%</b>	
Elderly families	<b>2</b>	<b>4%</b>	
Families with Disabilities	<b>5</b>	<b>8%</b>	
Race/ethnicity	<b>N/A</b>	<b>N/A</b>	

<b>Housing Needs of Families on the Waiting List</b>			
WHITE			
Race/ethnicity BLACK	N/A	N/A	
Race/ethnicity HISPANIC	N/A	N/A	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	
2BR	N/A	N/A	
3BR	N/A	N/A	
4BR	N/A	N/A	
5BR	N/A	N/A	
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to open 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			
<b>Housing Needs of Families on the Waiting List</b>			
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	<b>249</b>		<b>50</b>
Extremely low income <= 30% AMI	<b>205</b>	<b>82%</b>	
Very low income (>30% but <=50% AMI)	<b>25</b>	<b>10%</b>	
Low income (>50% but <80% AMI)	<b>19</b>	<b>8%</b>	

### Housing Needs of Families on the Waiting List

Families with children	<b>211</b>	<b>85%</b>	
Elderly families	<b>11</b>	<b>4%</b>	
Families with Disabilities	<b>27</b>	<b>11%</b>	
Race/ethnicity WHITE	<b>60</b>	<b>24%</b>	
Race/ethnicity BLACK	<b>186</b>	<b>75%</b>	
Race/ethnicity HISPANIC	<b>3</b>	<b>1%</b>	
Race/ethnicity ASIAN			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthejurisdictionandon the waitinglist **INTHEUPCOMINGYEAR** ,andtheAgency'sreasonsforchoosingthisstrategy.

### REFERTOTHEFOLLOWINGSTRATEGIESANDREASONS

#### (1)Strategies

#### **Need:Shortageofaffordablehousingforalleligiblepopulations**

#### **Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithinitscurrent resourcesby:**

Selectallthatapply

- Employeffectivemaintenanceandmanagementpolicies tominimizethenumberofpublic housingunitsoff -line
- Reducetunrovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixedfinance development
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8replacement housingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentstandards thatwillenable familiestorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamiliesassistedbythe PHA,regardlessofunitsizerequired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramtoowners,particularly thoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8applicantsto increaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocesstoensurecoordinationwithbroader communitystrategies
- Other(listbelow) **Continuetomaximizethenumberofaffordableunitsavailable.**

#### **Strategy2:Increasethenumberofaffordablehousingunitsby:**

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreationofmixed - financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -basedassistance.
- Other:(listbelow)

**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 **: Continue to support working families.**
- 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 **: Continue to support working families.**
- 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 voucher 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 voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	<b>\$924,278.00</b>	
b) Public Housing Capital Fund	<b>\$684,523.00</b>	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>\$1,265,087.00</b>	
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) <b>RHF'03</b>	<b>\$36,487.00</b>	<b>Replacement Housing</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>RHF99,00,01&amp;02</b>	<b>\$122,596.00</b>	<b>Replacement Housing</b>
<b>CFP02</b>	<b>\$301,436.00</b>	<b>Modernization</b>
<b>3. Public Housing Dwelling Rental Income</b>		
<b>FFY02 Rental Income</b>	<b>\$677,156.00</b>	<b>Operation &amp; Maintenance</b>

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>4. Other income</b> (list below)		
<b>Investment Interest</b>	<b>\$11,231.00</b>	<b>Operation, Maintenance &amp; Reserves</b>
<b>Other Income</b>	<b>\$154,317.00</b>	<b>Operation, Maintenance &amp; Reserves</b>
<b>5. Non-federal sources</b> (list below)		
<b>Total resources</b>	<b>\$4,177,111.00</b>	

### 3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

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

Exemptions: PHA 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) **3-4**  
 When families are within a certain time of being offered a unit: (state time)  
 Other: (describe)

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

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

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 Lists 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 plan 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? **NONE**

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Incometargeting:

- Yes  No: DoesthePHAplantoexceedthefederaltargetingrequirementsbytargetingmore than40%ofallnewadmissionstopublichousingtofamiliesatorbelow30%of medianareaincome?

b. Transferpolicies:

Inwhatcircumstanceswilltransferstakeprecedenceovernewadmissions?(listbelow)

- Emergencies
- Overhoused
- Underhoused
- Medicaljustification
- AdministrativereasonsdeterminedbythePHA(e.g.,topermitmodernizationwork)
- Residentchoice:(statecircumstancesbelow)
- Other:(listbelow) **Disability –tomakeappropriateunit.**

c. Preferences

1.  Yes  No: HasthePHAestablishedpreferencesforadmissiontopublichousing(otherthan dateandtimeofapplication)?(If“no”isselected,skiptosubsection **(5) Occupancy**)

2. WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthecomingyear? (selectallthatapplyfromeitherformerFederalpreferencesorotherpreferences)

FormerFederalpreferences:

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentis> 50percentofincome)

Otherpreferences:(selectbelow)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’families
- Residentswholiveand/orworkinthejurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributeetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributeetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

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

**1 Date and Time**

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(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 :	Number 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)]

**B. Section 8**

Exemptions: PHA 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 (vouchers, and until completely merged into the voucher program, certificates) -based section 8 assistance program

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug -related activity only to the extent required by law or regulation
  - Criminal and drug -related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug -related activity (list factors below) **Screen family for violation of family obligation during a two year period prior to final eligibility determination. The family must pay any outstanding debt owed the PHA or another PHA as a result of prior participation in any federal housing program within thirty days of PHA notice to repay.**
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)  
 Criminal or drug -related activity  
 Other (describe below) **Previous address & landlord; current address & landlord.**

### (2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below) **Section 8 Office.**

### (3) Search Time

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

If yes, state circumstances below:

**Extenuating circumstances, family emergency, hospitalization, reasonable effort did not produce unit. A disabled family unable to find unit due to disability requirement.**

### (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 reprisal or hate crimes
- Other preference(s) (list below) **displaced/disaster/government action/elderly disabled/non-assisted families other.**

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

1 Date and Time

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 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 reprisal or hate crimes

3  Other preference(s) (list below) **Displaced/disaster/government action/elderly/disabled family/non-assisted families/other families**

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

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

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

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

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

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

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

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

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

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

- Through published notices  
 Other (list below) **Flyers and through local government service providers.**

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

[24 CFR Part 903.79(d)]

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

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

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

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of

unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below : **Resident hardship policy.**

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below) **Not Applicable**

f. Rent determination:

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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below) **Increases in income must be reported between annual reexams but rent is not increased.**

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.)

- This 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: PHA that do not administer Section 8 tenant-based assistance are not required to complete sub-component

4B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?

(select all that apply)

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24CFR Part 903.79(e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<b>447</b>	<b>160</b>
Section 8 Vouchers	<b>366</b>	<b>50</b>
Section 8 Certificates	<b>N/A</b>	<b>N/A</b>
Section 8 Mod Rehab	<b>N/A</b>	<b>N/A</b>
Special Purpose Section 8 Certificates/Vouchers (list individually)	<b>N/A</b>	<b>N/A</b>
Public Housing Drug Elimination Program (PHDEP)	<b>447</b>	<b>94</b>
Other Federal Programs (list individually)		
<b>Capital Program</b>	<b>447</b>	<b>94</b>

## 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) Management Procedural Policy, Rent Determination Policy, Pest control extermination on a weekly cycle, Safety Policy, Personnel Policy, Emergency Work Order Policy, Maintenance Plan & Inspection Policy, A&O Policy, Capitalization Policy, Disposition Policy, One Strike Policy, Procurement Policy, Grievance Policy, Travel Policy, Lease.

(2) Section 8 Management: (list below) Section 8 management Manual, A&O Policy, Administrative Plan, Briefing Packet, HQS, Pest Control addressed under HQS & Personnel Policy, One Strike Policy, Procurement Policy, Capitalization Policy, Disposition Policy, Investment Policy, Travel Policy.

## 6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA offices 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 24CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
  - Other (list below)
- Section 8 Office - 338 Temple Avenue**

## 7. Capital Improvement Needs

[24CFR Part 903.79(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 Plant template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

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

-or-

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

#### **(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 Plant template **OR** by completing and attaching a properly updated HUD -52834.

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

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment **C**

-or-

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

## B. HOPEVI and Public Housing Development and Replacement Activities (Non Capital Fund) -

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI 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 Plans 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 HOPEVI revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed -financed 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**

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Linden Heights Development -236&238 Tally Ave.
1b. Development (project) number:	NC035 -001A
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	3/31/04
5. Number of units affected:	2
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 6/30/04 b. Projected end date of activity: 9/30/04

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

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

**10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(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 D**

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plans submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

# 11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

## A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1.  Yes  No: DoesthePHAadministeranyhomeownershipprogramsadministeredbythePHAunderanapprovedsection5(h)homeownershipprogram(42U.S.C.1437c(h)),oranapprovedHOPEIprogram(42U.S.C.1437aaa)orhasthePHAappliedorplantoapplytoadministeranyhomeownershipprogramsundersection5(h),theHOPEIprogram,orsection32oftheU.S.HousingActof1937(42U.S.C.1437z-4).(If“No”,skiptocomponent11B;if“yes”,completeoneactivitydescriptionforeachapplicableprogram/plan,unlesseligibletocompleteastreamlinedsubmissiondueto **smallPHA** or **highperformingPHA** status.PHAscompletingstreamlinedsubmissionsmayskiptocomponent11B.)

### 2.ActivityDescription

Yes  No: HasthePHAprovidedallrequiredactivitydescriptioninformationforthiscomponentinthe **optional**PublicHousingAssetManagementTable?(If“yes”,skiptocomponent12.If“No”,completetheActivityDescriptiontablebelow.)

<b>PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)</b>
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: <u>(DD/MM/YYYY)</u>
5. Numberofunitsaffected: 6.Coverageofaction:(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

## 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 903.79(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 entered into a cooperative agreement with the TANF Agency, to share information and/or target support 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

- PartnertoadministeraHUDWelfare -to-Workvoucherprogram
- Jointadministrationofotherdemonstrationprogram
- Other(describe)

**B. Servicesandprogramsofferedtoresidentsandparticipants**

**(1)General**

a. Self -SufficiencyPolicies

Which,ifanyofthefollowingdiscretionarypolicieswillthePHAemploytoenhancethe economicandsocialself -sufficiencyofassistedfamiliesinthefollowingareas?(selectallthat apply)

- Publichousingrentdeterminationpolicies
- Publichousingadmissionspolicies
- Section8admissionspolicies
- Preferenceinadmissiontosection8forcertainpublichousingfamilies
- Preferencesforfamiliesworkingorengagingintrainingoreducationprogramsfor non housingprogramsoperatedorcoordinatedbythePHA
- Preference/eligibilityforpublichousinghomeownershipoptionparticipation
- Preference/eligibilityforsection8homeownershipoptionparticipation
- Otherpolicies(listbelow)

b. EconomicandSocialself -sufficiencyprograms

Yes  No: DoesthePHACoordinate,promoteorprovideanyprogramstoenhancethe economicandsocialself -sufficiencyofresidents?(If“yes”,completethe followingtable;if“no”skiptosub -component2,FamilySelfSufficiency Programs.Thepositionofthetablemaybealterredtofacilitateitsuse.)

<b>ServicesandPrograms</b>				
ProgramName&Description (includinglocation,ifappropriate)	Estimated Size	Allocation Method (waiting list/random selection/specifi ccriteria/other)	Access (developmentoffice/ PHAmainoffice/ otherprovidername)	Eligibility (publichousingor section8 participantsor both)
FSSProgram	40	I.D.&recruit	Section8Office	Section8
ResidentCouncils	20	Elections	Communitybased	PublicHousing

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	12	30

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

**C. Welfare Benefit Reductions**

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

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

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

### **13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPandSection8OnlyPHAs  
mayskiptocomponent15.HighPerformingandsmallPHAs thatareparticipatinginPHDEPandaesubmittingaPHDEP  
PlanwiththisPHAPlanmayskiptosub -componentD.

#### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents(selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA'sdevelopments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingoradjace nttothe  
PHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsduetoperceived  
and/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describebelow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactionstoimprove  
safetyofresidents (selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround”publichousing  
authority
- Analysisofcosttrendsovertimeforrepaairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrugprog rams
- Other(describebelow)

3.Whichdevelopmentsaremostaffected?(listbelow)

#### **B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplanstoundertakeinthe nextPHAfiscalyear**

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake:(selectallthat  
apply)

- Contractingwithoutsideand/orresidentorganizationsforthe provisionofcrime -and/or drug -  
preventionactivities
- CrimePreventionThroughEnvi ronmentalDesign
- Activitiestargetedtoat -riskyouth,adults,orseniors
- VolunteerResidentPatrol/BlockWatchersProgram
- Other(describebelow)

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 law enforcement services -baseline
- Other activities (list below)

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

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

PHA eligible for FY 2001 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 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

# **SANFORD HOUSING AUTHORITY**

## **PET POLICY REGARDING**

### **House Rules Governing the Owning and Keeping of Household Pets**

#### **PET POLICY**

Effective August 9, 2000, all residents in properties owned or managed by the Sanford Housing Authority (SHA) are allowed to own and keep certain common household pets in their respective units. e

#### **EXCLUSIONS**

This policy does not apply to animals that are used to assist persons with disabilities. Animals used to assist those residents with disabilities are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household; and

That the animal has been trained to assist with the specified disability.

#### **TYPES OF PETS**

Those common household pets are limited to small dogs, small cats, tropical birds such as parakeets, budgies, etc.; and fish suitable for and commonly kept in a home aquarium. They do not include dangerous breeds of dogs (such as Doberman Pinschers, Pit Bulls, or Rottweilers) of any age or size; any bird other than small tropical birds which are commonly kept as pets; or dangerous fish. No other animal other than those listed in this paragraph may be kept as a pet on any Housing Authority property.

#### **RULES FOR OWNING PETS**

1. Approval by the SHA as evidenced by a signed Pet Ownership Form must be obtained prior to a resident owning and/or keeping a pet in the dwelling unit.
2. There is a limit of one pet per dwelling unit, with the exception of fish and birds.
3. A dog or cat must not weigh over 20 pounds when fully grown. Dogs and cats must be on a leash and accompanied by the owner whenever outside the dwelling unit. Birds must be caged at all times. Aquariums cannot exceed ten (10) gallons of water each.
4. There is a mandatory pet deposit in an amount of \$150.00 for a dog or cat, one-half of which must be paid at the time of the execution of the Pet Ownership Form allowing the pet to be present. The balance of the pet deposit must be paid in monthly amounts no less than \$25.00 per month, exclusive of the rent or other charges until the full amount of the deposit is paid. The pet deposit is in addition to the security deposit paid by the resident.

The pet deposit may be used by the SHA in its discretion to pay for reasonable expenses directly attributable to the presence of the dog or cat in the property, including (but not limited to) the cost of repairs and replacement to, and fumigation of, the resident's dwelling unit, as well as pet-caused damage to any public or common areas. In the event that the pet deposit or any part of it is used by the SHA to pay for such reasonable expenses, the SHA will notify the resident and the resident will be required to replenish the deposit in accordance with paragraph 1 of this rule.

The SHA shall refund the unused portion of the pet deposit to the resident within a reasonable time after the resident has moved from the property or no longer owns or keeps a pet in the dwelling unit.

5. Residents will be prohibited from owning and keeping pets in the dwelling unit or on SHA property, which the SHA reasonably believes to be dangerous to other residents, staff, or pets. This includes dangerous breeds of pets such as Doberman Pinschers, Pit Bulls and Rottweilers, regardless of their sizes.
6. Residents must abide by all state and local laws and ordinances governing the owning and keeping of pets, including all licensing and permit requirements, where applicable.
7. Pets must be registered with the SHA before they are brought onto SHA property. Registration includes certificate signed by a licensed veterinarian showing that the dog or cat has had all inoculations and has been spayed or neutered, and that the pet has no communicable disease(s) and is pest free.

#### **PET CARE**

- A. No outside cages, fences, or houses are permitted.
- B. Waste shall be disposed of immediately and properly in sealed plastic bags. Litter in cat litter boxes must be disposed of no less than twice per week; waste must be scooped from cat litter boxes no less than daily. Precautions must be taken by the resident to eliminate odors and maintain sanitary conditions inside the unit.
- C. Food for pets must be sealed in a container kept inside the unit.
- D. Pets will not be allowed in areas such as lobbies, meeting rooms and laundry rooms. Dogs and cats must be carried one elevator and when passing through common areas to the outside. Dogs and cats must be kept on leashes when outside on SHA property.
- E. Dogs and cats cannot be left alone over (8) hours. The SHA will attempt to contact the pet owner or responsible parties designated by the pet owner if any pet has been left unattended for more than 24 hours; however, in the event the SHA is unable to obtain a favorable response to those efforts, the SHA may remove or cause the appropriate authorities to remove the pet to a kennel or other facility, which will be at the owner's expense.
- F. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas. Repeated substantiated complaints by neighbors or SHA personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself/

Pets whom make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any other resident at any time during the day or night, shall be considered a nuisance.

- G. Residents cannot take pets with them while visiting other SHA residents. Visitors will not be allowed to bring pets onto SHA property for the purpose of either visiting or pet sitting. Neighbors who pet -sit must do so in the pet owner's apartment.
- H. Exterminations of fleas, mites, etc. at the pet owner's apartment will be the resident's responsibility; exterminations for fleas in common areas and in neighboring apartments shall be undertaken at the pet owner's expense.
- I. The SHA assumes no responsibility for pets during its own pest extermination program. The resident will be required to remove the pet during the SHA sponsored exterminations.
- J. The SHA reserves the right to inspect any pet owner's unit without prior notice if the SHA has reasonable cause to suspect the pet is not being cared for and/or that the resident is unable to care for the pet properly.
- K. The resident must be present during a scheduled dwelling unit inspection and any maintenance work or service if the unit is occupied by a dog, cat or other unrestrained ambulatory pet.

#### **PET SAFETY**

- A. The SHA reserves the right to refuse pet owners' requests to any resident whom the SHA has reason to believe is unable to care for a pet properly.
- B. Pets are not to be left chained or leashed outside the dwelling unit or anywhere on SHA property.
- C. Pets must be leashed and restrained under the control of a responsible person while being exercised outside the resident's dwelling unit.
- D. Any pet waste must be scooped, bagged and properly disposed of immediately in all areas, including pet waste dropped outdoors.
- E. The SHA has the right to require removal of a pet if the pet's condition is determined to constitute a nuisance or threat to other residents, visitors, or staff.
- F. Any pet which bites, attacks or threatens a human or animal shall be removed from SHA property and permanently banned from all property owned by the SHA.

**EMERGENCIES**

- A. Prior to obtaining a pet, the resident must have at least two responsible persons who will sign a statement agreeing to remove the pet from the premises if the owner becomes ill or incapacitated or dies.
- B. The SHA has the right to remove the pet to a shelter at resident's expense in the case of an emergency.

**PET POLICY VIOLATION**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Policy, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s), which were violated. The notice will also state:

That the resident/pet owner has 7 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident/pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

**NOTICE FOR PET REMOVAL**

If the resident/pet owner and the SHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the SHA, the SHA may serve notice to remove the pet.

The notice shall contain:

A brief statement of the factual basis for the SHA's determination of the Pet Rule that has been violated;

The requirement that the resident/pet owner must remove the pet within 7 days of this notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

**TERMINATION OF TENANCY**

The SHA may initiate procedures for termination of tenancy based on a pet rule violation if;

The pet owner has failed to remove the pet or correct a pet rule violation within the time periods specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**DISCLAIMERS**

*The SHA carries no insurance for pet owners with respect to any action by or to their pets.*

**The SHA reserves the right to create pet-free areas within any SHA property; in which event, a pet owner may be required to relocate to another dwelling unit.**

## 15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

## 16. Fiscal Audit

[24CFR Part 903.79(p)]

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

## 17. PHA Asset Management

[24CFR Part 903.79(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 Public Housing Asset Management Table? **optional**

## **18. Other Information**

[24CFR Part 903.79(r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: **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)

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

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

**SEE ATTACHMENT E**

### D. Other Information Required by HUD

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

### Definitions for a substantial deviation from a 5-Year Plan and a significant amendment or modification to a 5-Year Plan and Annual Plan:

Substantial deviations or significant amendments or modifications are defined as discretionary in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners or as required by HUD.

## **Attachments**

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

**A - ADMISSIONS POLICY FOR DE CONCENTRATION**

**B - FY2003 CAPITAL FUND PROGRAM ANNUAL STATEMENT**

**C - FY2003 CAPITAL FUND PROGRAM 5 YEAR ACTION PLAN**

**D - PHA CERTIFICATIONS & BOARD RESOLUTIONS**

**E - STATEMENT OF CONSISTENCY WITH THE CONSOLIDATED PLAN.**

**F - FY2003 RHFP ANNUAL STATEMENT**

**G - FY2002 RHFP & E REPORT**

**H - FY2002 CFPP & E REPORT**

**I - FY2001 RHFP & E REPORT**

**J - FY2001 CFPP & E REPORT**

**K - FY2000 RHFP & E REPORT**

**L - FY1999 RHFP & E REPORT**

**M - STATEMENT OF COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT**

**N - COMMUNITY SERVICE POLICY**

**O - PROGRESS ON FY2000 MISSIONS & GOALS**

**P - RESIDENT MEMBER ON THE PHA GOVERNING BOARD**

**Q - MEMBERSHIP OF THE RESIDENT ADVISORY BOARD OR BOARDS**

**R - MANAGEMENT ORGANIZATIONAL CHART**

**S - VOLUNTARY CONVERSION INITIAL ASSESSMENTS**

# ATTACHMENT A

## Admissions Policy for Deconcentration

### *DECONCENTRATION POLICY*

It is Sanford Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Sanford Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income level of families residing in each of our developments, the income level of census tracts in which our developments are located, and the income level of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

The Sanford Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner.

When the Sanford Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Sanford Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given three (3) business days from the date the letter was mailed to contact the Sanford Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have 24 hours to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Sanford Housing Authority will send the family a letter documenting the offer and the rejection.



**ATTACHMENTB -FY2003ANNUALSTATEMENT**

**CAPITALFUNDPROGRAMTABLESSTARTHERE**

<b>AnnualStatement/PerformanceandEvaluationReport</b>					
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary</b>					
PHAName:Sanfor dHousingAuthority,Sanford,NC		GrantTypeandNumber CapitalFundProgramGrantNo: NC19P03550103 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2003
<input checked="" type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input type="checkbox"/> RevisedAnnualStatement(revisionno:      ) <input type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding: <input type="checkbox"/> FinalPerformanceandEvaluat ionReport					
LineNo.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	\$136,000.00			
3	1408ManagementImprovements	\$15,000.00			
4	1410Administration	\$68,000.00			
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	\$37,000.00			
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	\$328,523.00			
11	1465.1DwellingEquipment —Nonexpendable	\$15,000.00			
12	1470NondwellingStructures	\$85,000.00			
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 -20)	\$684,523.00			
22	Amountofline21RelatedtoLBPActivities				
23	Amountofline21RelatedtoSection504compliance				
24	Amountofline21RelatedtoSecurity —SoftCosts				
25	AmountofLine21RelatedtoSecurity —HardCosts				
26	Amountofline21RelatedtoEnergyConservationMeasures				

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

PHA Name: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: <b>NC19P03550103</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>			
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	
	<u>OPERATIONS</u>							
PHA-WIDE	Operations	1406	447 Units	\$136,000.00				
	<b>SUBTOTAL</b>			<b>\$136,000.00</b>				
	<u>MANAGEMENT IMPROVEMENTS</u>							
PHA-WIDE	Management Improvements	1408	447 Units	\$15,000.00				
	<b>SUBTOTAL</b>			<b>\$15,000.00</b>				
	<u>ADMINISTRATION</u>							
PHA-WIDE	Administration	1410	447 Units	\$68,000.00				
	<b>SUBTOTAL</b>			<b>\$68,000.00</b>				
	<u>FEES &amp; COSTS</u>							
PHA-WIDE	a. Architects fees to prepare bid and contract documents, drawings, specifications and assist the PHA at bid opening, awarding the contract, and to supervise the construction work on a periodic basis. Feet to be negotiated. Contract Labor.	1430.1	447 Units	\$34,000.00				
	Subtotal			<b>\$34,000.00</b>				
PHA-WIDE	b. Consulting fees for Agency Plan preparation and Annual updates.	1430.2	447 Units	\$3,000.00				
	Subtotal			<b>\$3,000.00</b>				
	<b>SUBTOTAL</b>			<b>\$37,000.00</b>				

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

PHAName: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: <b>NC19P03550103</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>		
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	
	<u>DWELLING STRUCTURES</u>							
NC35-1	a. Complete renovation of 10 Units @ 1A&B (Phase II)	1460	10 Units	\$300,000.00				
	<b>Subtotal</b>			<b>\$300,000.00</b>				
PHA Wide	b. Install gutters – As needed	1460	5 Units	\$5,523.00				
	<b>Subtotal</b>			<b>\$5,523.00</b>				
PHA Wide	c. HVAC – As needed	1460	3 Units	\$10,000.00				
	<b>Subtotal</b>			<b>\$10,000.00</b>				
PHA Wide	d. Replace Water Heaters – As needed	1460	10 Units	\$5,000.00				
	<b>Subtotal</b>			<b>\$5,000.00</b>				
NC35-4	e. Plumbing system repair – As needed	1460	10 Units	\$8,000.00				
	<b>Subtotal</b>			<b>\$8,000.00</b>				
	<b>SUBTOTAL</b>			<b>\$328,523.00</b>				
	<u>DWELLING EQUIPMENT</u>							
	<u>NON-EXPENDABLE</u>							
PHA-Wide	Replace ranges & refrigerators	1465.1	15 Units	\$15,000.00				
	<b>SUBTOTAL</b>			<b>\$15,000.00</b>				
	<u>NON-DWELLING STRUCTURES</u>							
PHA-WIDE	Renovate existing AMC spaces/purchase new Facility Phase III	1470	1	\$85,000.00				
	<b>SUBTOTAL</b>			<b>\$85,000.00</b>				
	<b>GRAND TOTAL</b>			<b>\$684,523.00</b>				

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

<b>PHAName: Sanford Housing Authority, Sanford, NC</b>	<b>Grant Type and Number</b> Capital Fund Program No: <b>NC19P03550103</b> Replacement Housing Factor No:	<b>Federal FY of Grant: 2003</b>
--	---	----------------------------------

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	
PHA-WIDE	10/1/05			10/1/07			
NC35-1	10/1/05			10/1/07			
NC35-2	10/1/05			10/1/07			
NC35-3	10/1/05			10/1/07			
NC35-4	10/1/05			10/1/07			
NC35-5	10/1/05			10/1/07			
NC35-6	10/1/05			10/1/07			
NC35-7	10/1/05			10/1/07			

NC35-1=120Apts.  
 NC35-2=50Apts.  
 NC35-3=57Apts.  
 NC35-4=100Apts.  
 NC35-5=25Apts.  
 NC35-6=55Apts.  
 NC35-7=40Apts.  
 Total=447Apts.

**ATTACHMENTC -FY2003CFP5YEARACTIONPLAN**

<b>CapitalFundProgramFive -YearActionPlan</b>						
PartI:Summary						
PHAName:SanfordHousing Authority,Sanford,NC					<input checked="" type="checkbox"/> <b>Original5 -YearPlan</b>	<input type="checkbox"/> <b>RevisionNo:</b>
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant:2004 PHAFY:2004	WorkStatementforYear3 FFYGrant:2005 PHAFY:2005	WorkStatementforYear4 FFYGrant:2006 PHAFY:2006	WorkStatementforYear5 FFYGrant:2007 PHAFY:2007	
HAWIDE	Annual Statement	\$484,583.00	\$234,523.00	\$163,908.00	\$193,908.00	
NC35-1		\$200,000.00	\$400,000.00	\$370,615.00	\$350,615.00	
NC35-2		\$0.00	\$0.00	\$50,000.00	\$0.00	
NC35-3		\$0.00	\$50,000.00	\$0.00	\$0.00	
NC35-4		\$0.00	\$0.00	\$0.00	\$20,000.00	
NC35-5		\$0.00	\$0.00	\$0.00	\$20,000.00	
NC35-6		\$0.00	\$0.00	\$100,000.00	\$0.00	
NC35-7		\$0.00	\$0.00	\$0.00	\$100,000.00	
CFPFundsListedfor 5-yearplanning		\$684,523.00	\$684,523.00	\$684,523.00	\$684,523.00	
ReplacementHousing FactorFunds		\$36,487.00	\$36,487.00	\$36,487.00	\$36,487.00	



CapitalFundProgramFive -YearActionPlan  
**PartII:SupportingPages —WorkActivities**

Activitiesfor Year: 4 FFYGrant:2006 PHAFY:2006			ActivitiesforYear: 5 FFYGrant:2007 PHAFY:2007		
Development Name/Number	MajorWorkCategories	EstimatedCost	Development Name/Number	MajorWorkCategories	EstimatedCost
PHA-WIDE	Operations	\$56,908.00	PHA-WIDE	Operations	\$56,908.00
PHA-WIDE	ManagementImprovements	\$20,000.00	PHA-WIDE	ManagementImprovements	\$20,000.00
PHA-WIDE	Fees&Costs	\$37,000.00	PHA-WIDE	Fees&Costs	\$37,000.00
PHA-WIDE	<u>DwellingEquipment</u>		PHA-WIDE	<u>DwellingEquipment</u>	
	Range&Refrigerator	\$15,000.00		Range&Refrigerator	\$5,000.00
PHA-WIDE	<u>Non-DwellingConstruction</u>		PHA-WIDE	<u>Non-DwellingConstruction</u>	
	RenovateCommunitySpaces	\$20,000.00		AMCSpaces	\$20,000.00
PHA-WIDE	<u>Non-DwellingEquipment</u>		PHA-WIDE	<u>Non-DwellingEquipment</u>	
	Mower	\$15,000.00		Copier	\$15,000.00
	<b>SUBTOTAL</b>	<b>\$163,908.00</b>	PHA-WIDE	<u>Demolition</u>	
				DetermineNeed	\$20,000.00
NC35-1A&B	CompleteRenovation	\$370,615.00	PHA-WIDE	<u>DevelopmentActivities</u>	
	PhaseV			DetermineFeasibility	\$20,000.00
	<b>SUBTOTAL</b>	<b>\$370,615.00</b>		<b>SUBTOTAL</b>	<b>\$193,908.00</b>
			NC35-1A&B	CompleteRenovation	\$350,615.00
NC35-2	Paving,Grading,Landscaping, Utilities&Drainage(PhaseII)	\$50,000.00		PhaseVI	
	<b>SUBTOTAL</b>	<b>\$50,000.00</b>		<b>SUBTOTAL</b>	<b>\$350,615.00</b>
			NC35-4	Walls,Ceilings,Floors,&Doors	\$20,000.00
				<b>SUBTOTAL</b>	<b>\$20,000.00</b>
NC35-6	Walls,Ceilings,Floors&Doors	\$100,000.00	NC35-5	Walls,Ceilings,Floors,&Doors	\$20,000.00
	<b>SUBTOTAL</b>	<b>\$100,000.00</b>		<b>SUBTOTAL</b>	<b>\$20,000.00</b>
			NC35-7	Walls,Ceilings,Floors,&Doors	\$100,000.00
				<b>SUBTOTAL</b>	<b>\$100,000.00</b>
<b>TotalCFPEstimatedCost</b>		<b>\$684,583.00</b>			<b>\$684,583.00</b>

**ATTACHMENTD**

**PHACertificationsandBoardResolutions**

**OriginalsforwardedtocalHUDofficeunderseparatecover.**

**ATTACHMENTE**

**StatementofConsistencywiththeConsolidatedPlan.**

**OriginalsforwardedtolocalHUDofficeunderseparatecover.**

# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075 - PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$**

**B. Eligibility type (Indicate with an "x")**                      N1 \_\_\_\_\_ N2 \_\_\_\_\_ R \_\_\_\_\_

**C. FFY in which funding is requested \_\_\_\_\_**

**D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

**6 Months \_\_\_\_\_ 12 Months \_\_\_\_\_ 18 Months \_\_\_\_\_ 24 Months \_\_\_\_\_ Other \_\_\_\_\_**

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

FY PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	

## PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise — not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 -DrugTreatment</b>						<b>TotalPHDEPFunding:\$</b>	
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							

<b>9190 -OtherProgramCosts</b>						<b>TotalPHDEPFunds:\$</b>	
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

**Section3:Expenditure/ObligationMilestones**

IndicatebyBudgetLineItemandtheProposedActivity(basedontheinformationcontainedinSection2PHDEPPlanBudgetand Goals),the%offundsthatwillbeexpended(atleast25%ofthetotalgrantaward)andobligated(atleast50%ofthetotalgrantaward) within12monthsofgrantexecution.

BudgetLine Item#	25%Expenditure ofTotalGrant FundsByActivity #	TotalPHDEP Funding Expended(sumof theactivities)	50%Obligation ofTotalGrant FundsbyActivity #	TotalPHDEP Funding Obligated(sumof theactivities)
<i>e.gBudgetLine Item#9120</i>	<i>Activities1,3</i>		<i>Activity2</i>	
9110				
9120				
9130				
9140				
9150				
9160				
9170				
9180				
9190				
<b>TOTAL</b>				

**Section4:Certifications**

**ATTACHMENT F - FY2003 RHF ANNUAL STATEMENT**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHAName: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>NC19R03550103</b>			Federal FY of Grant: <b>2003</b>
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$36,487.00			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$36,487.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





**ATTACHMENTG -FY2002RHFP&EREPORT**

**CAPITALFUNDPROGRAMTABLESSTARTHERE**

**AnnualStatement/PerformanceandEvaluationReport  
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary**

PHAName:SanfordHousingAuthority,Sanford,NC	GrantTypeandNumber CapitalFundProgramGrantNo: ReplacementHousingFactorGrantNo: <b>NC19R03550102</b>	FederalFYofGrant: <b>2002</b>
--	---	----------------------------------

OriginalAnnualStatement    ReserveforDisasters/Emergencies    RevisedAnnualStatement(revisionno:   )  
 PerformanceandEvaluationReportforPeriodEnding:   3/31/03    FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFP Funds				
2	1406Operations				
3	1408ManagementImprovements				
4	1410Administration				
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts				
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures				
11	1465.1DwellingEquipment — Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities	\$36,487.00		\$0.00	\$0.00
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 –20)	\$36,487.00		\$0.00	\$0.00
22	Amountoffline21RelatedtoLBPActivities				
23	Amountoffline21RelatedtoSection504compliance				
24	Amountoffline21RelatedtoSecurity –SoftCosts				
25	AmountofLine21RelatedtoSecurity –HardCosts				
26	Amountoffline21RelatedtoEnergyConservation Measures				





**ATTACHMENTH -FY2002CFPP&EREPORT**

**CAPITALFUNDPROGRAMTABLESSTARHERE**

<b>AnnualStatement/PerformanceandEvaluationReport</b>		<i>BasedonBudgetRevision#1</i>			
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary</b>					
PHAName:SanfordHousingAuthority,Sanford,NC		GrantTypeandNumber CapitalFundProgramGrantNo: NC19P03550102 ReplacementHousingFactorGrantNo:		FederalFYofGrant: 2002	
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies		<input type="checkbox"/> RevisedAnnualStatement(revisio: )			
<input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding: 3/31/03		<input type="checkbox"/> FinalPerformanceandEvaluationReport			
LineNo.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	\$136,904.00		\$53,633.00	\$52,232.00
3	1408ManagementImprovements	\$40,000.00		\$0.00	\$0.00
4	1410Administration	\$40,000.00		\$40,000.00	\$9,213.00
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	\$30,506.00		\$30,506.00	\$1,250.00
8	1440SiteAcquisition				
9	1450SiteImprovement	\$20,000.00		\$0.00	\$0.00
10	1460DwellingStructures	\$295,713.00		\$143,548.00	\$0.00
11	1465.1DwellingEquipment —Nonexpendable	\$12,000.00		\$6,000.00	\$5,180.00
12	1470NondwellingStructures	\$89,400.00		\$89,400.00	\$14,900.00
13	1475NondwellingEquipment	\$20,000.00		\$20,000.00	\$17,391.00
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 –20)	\$684,523.00		\$383,087.00	\$100,166.00
22	Amountofline21RelatedtoLBPActivities				
23	Amountofline21RelatedtoSection504compliance				
24	Amountofline21RelatedtoSecurity –SoftCosts				
25	AmountofLine21RelatedtoSecurity – HardCosts				
26	Amountofline21RelatedtoEnergyConservationMeasures	\$120,000.00		\$120,000.00	\$0.00

**Annual Statement/Performance and Evaluation Report**

*Based on Budget Revision #1*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3**

**-31-03**

**Part II: Supporting Pages**

PHA Name: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: <b>NC19P03550102</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
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	
	<u>OPERATIONS</u>							
PHA-WIDE	Operations	1406	447 Units	\$136,904.00		\$53,633.00	\$52,232.00	Prog-
	<b>SUBTOTAL</b>			<b>\$136,904.00</b>		<b>\$53,633.00</b>	<b>\$52,232.00</b>	ressing
	<u>MANAGEMENT IMPROVEMENTS</u>							
PHA-WIDE	Salary & benefits for Resident Services Coordinator.	1408	447 Units	\$40,000.00		\$0.00	\$0.00	No Work
	<b>SUBTOTAL</b>			<b>\$40,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<u>ADMINISTRATION</u>							
PHA-WIDE	Prorate staff salaries including benefits.	1410	447 Units	\$40,000.00		\$40,000.00	\$9,213.00	Prog-
	<b>SUBTOTAL</b>			<b>\$40,000.00</b>		<b>\$40,000.00</b>	<b>\$9,213.00</b>	ressing
	<u>FEES &amp; COSTS</u>							
PHA-WIDE	a. Architect fees to prepare bid and contract documents, drawings, specifications and assist the PHA at bid opening, awarding the contract, and to supervise the construction work on a periodic basis. Fees to be negotiated. Contract Labor.	1430.1	447 Units	\$29,256.00		\$29,256.00	\$0.00	Cont. Exec.
	<b>Subtotal</b>			<b>\$29,256.00</b>		<b>\$29,256.00</b>	<b>\$0.00</b>	
PHA-WIDE	b. Consulting fees for Agency Plan preparation and Annual updates.	1430.2	447 Units	\$1,250.00		\$1,250.00	\$1,250.00	Com- plete
	<b>Subtotal</b>			<b>\$1,250.00</b>		<b>\$1,250.00</b>	<b>\$1,250.00</b>	
	<b>SUBTOTAL</b>			<b>\$30,506.00</b>		<b>\$30,506.00</b>	<b>\$1,250.00</b>	

**Annual Statement/Performance and Evaluation Report**

*Based on Budget Revision #1*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)3**

**-31-03**

**Part II: Supporting Pages**

PHAName: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: <b>NC19P03550102</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
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	
	<u>SITE IMPROVEMENTS</u>							
NC35-2	Paving, Grading, Landscaping, Utilities & Drainage (Phase I)	1450	50 Units	\$20,000.00		\$0.00	\$0.00	No Work
	<b>SUBTOTAL</b>			<b>\$20,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<u>DWELLING STRUCTURES</u>							
NC35-1	a. Replaced deteriorated heating systems with new HVAC systems & replace water heating systems as applicable Site I Phase II	1460	70 Units	\$120,000.00		\$120,000.00	\$0.00	Cont. Exec.
	<b>Subtotal</b>			<b>\$120,000.00</b>		<b>\$120,000.00</b>	<b>\$0.00</b>	
NC35-1	b. Interior Improvements Sites 1A & 1B (Phase I)	1460	115 Units	\$115,713.00		\$23,548.00	\$0.00	Cont. Exec.
	<b>Subtotal</b>			<b>\$115,713.00</b>		<b>\$23,548.00</b>	<b>\$0.00</b>	
NC35-1	c. Correct Unit Settlement	1460	5 Units	\$50,000.00		\$0.00	\$0.00	No
NC35-3		1460	1 Unit	\$10,000.00		\$0.00	\$0.00	Work
	<b>Subtotal</b>			<b>\$60,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>SUBTOTAL</b>			<b>\$295,713.00</b>		<b>\$143,548.00</b>	<b>\$0.00</b>	

**Annual Statement/Performance and Evaluation Report**

*Based on Budget Revision #1*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3**

**-31-03**

**Part II: Supporting Pages**

PHA Name: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: <b>NC19P03550102</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
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	
	<u>DWELLING EQUIPMENT</u>							
	<u>NON-EXPENDABLE</u>							
PHA-WIDE	Ranges & Refrigerators	1465.1	12 Units	\$12,000.00		\$6,000.00	\$5,180.00	Prog-
	<b>SUBTOTAL</b>			<b>\$12,000.00</b>		<b>\$6,000.00</b>	<b>\$5,180.00</b>	ressing
	<u>NON-DWELLING STRUCTURES</u>							
PHA-WIDE	Renovate existing AMC spaces/purchase new Facility Phase II	1470	1	\$89,400.00		\$89,400.00	\$14,900.00	Prog-
	<b>SUBTOTAL</b>			<b>\$89,400.00</b>		<b>\$89,400.00</b>	<b>\$14,900.00</b>	ressing
	<u>NON-DWELLING EQUIPMENT</u>							
PHA-WIDE	Computers, furniture & vehicles	1475	447 Units	\$20,000.00		\$20,000.00	\$17,391.00	
	<b>SUBTOTAL</b>			<b>\$20,000.00</b>		<b>\$20,000.00</b>	<b>\$17,391.00</b>	
	<b>GRAND TOTAL</b>			<b>\$684,523.00</b>		<b>\$383,087.00</b>	<b>\$100,166.00</b>	

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

*Based on Budget Revision #1*  
**CFP/CFPRHF) 3/31/03**

PHA Name: Sanford Housing Authority, Sanford, NC			Grant Type and Number Capital Fund Program No: NC19P03550102 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	
PHA-WIDE	10/1/04	09/11/04		10/1/06	09/11/06		Need maximum time frames allowed by HUD per
NC35-1	10/1/04	09/11/04		10/1/06	09/11/06		LOCC's contract Dates.
NC35-2	10/1/04	09/11/04		10/1/06	09/11/06		«
NC35-3	10/1/04	09/11/04		10/1/06	09/11/06		«
NC35-4	10/1/04	09/11/04		10/1/06	09/11/06		«
NC35-5	10/1/04	09/11/04		10/1/06	09/11/06		«
NC35-6	10/1/04	09/11/04		10/1/06	09/11/06		«
NC35-7	10/1/04	09/11/04		10/1/06	09/11/06		«

NC35-1=120Apts.  
 NC35-2=50Apts.  
 NC35-3=57Apts.  
 NC35-4=100Apts.  
 NC35-5=25Apts.  
 NC35-6=55Apts.  
 NC35-7=40Apts.  
 Total=447Apts.

**ATTACHMENT I - FY2001 RHFP & EREPORT**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHAName: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>NC19R03550101</b>			Federal FY of Grant: <b>2001</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>3/31/03</b> <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFPF unds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$37,001.00		\$0.00	\$0.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$37,001.00		\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





**ATTACHMENTJ -FY2001C FPP&EREPORT**

**CAPITALFUNDPROGRAMTABLESSTARHERE**

AnnualStatement/PerformanceandEvaluationReport		BasedonBudgetRevision#2			
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary					
PHAName:SanfordHousingAuthority,Sanford,NC		GrantTypeandNumber CapitalFundProgramGrantNo: NC19P03550101 ReplacementHousingFactorGrantNo:		FederalFYofGrant: 2001	
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies		<input type="checkbox"/> RevisedAnnualStatement(revisio: )			
<input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding: 3/31/03		<input type="checkbox"/> FinalPerformanceandEvaluationReport			
LineNo.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	\$113,000.00		\$113,000.00	\$113,000.00
3	1408ManagementImprovements	\$42,515.84		\$42,515.84	\$37,515.84
4	1410Administration	\$36,028.16		\$36,028.16	\$36,028.16
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	\$49,972.67		\$49,972.67	\$36,518.82
8	1440SiteAcquisition				
9	1450SiteImprovement	\$6,685.00		\$6,685.00	\$6,685.00
10	1460DwellingStructures	\$292,522.33		\$292,522.33	\$198,084.00
11	1465.1DwellingEquipment —Nonexpendable	\$12,594.00		\$12,594.00	\$12,594.00
12	1470NondwellingStructures	\$172,793.00		\$172,793.00	\$172,793.00
13	1475NondwellingEquipment	\$14,503.00		\$14,503.00	\$14,503.00
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 -20)	\$740,614.00		\$740,614.00	\$627,721.82
22	Amountofline21RelatedtoLBPActivities				
23	Amountofline21RelatedtoSection504compliance				
24	Amountofline21RelatedtoSecurity -SoftCosts				
25	AmountofLine21RelatedtoSecurity -HardCosts				
26	Amountofline21RelatedtoEnergyConservation Measures	\$114,352.84		\$114,352.84	\$51,424.00

**Annual Statement/Performance and Evaluation Report**

*Based on Budget Revision #2*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/03**

**Part II: Supporting Pages**

PHA Name: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: <b>NC19P03550101</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>			
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	
	<u>OPERATIONS</u>							
PHA-WIDE	Operations	1406	447 Units	\$113,000.00		\$113,000.00	\$113,000.00	Complete
	<b>SUBTOTAL</b>			<b>\$113,000.00</b>		<b>\$113,000.00</b>	<b>\$113,000.00</b>	
	<u>MANAGEMENT IMPROVEMENTS</u>							
PHA-WIDE	a. Salary & benefits for Resident Services Coordinator.	1408	447 Units	\$37,515.84		\$37,515.84	\$37,515.84	Complete
	<b>Subtotal</b>			<b>\$37,515.84</b>		<b>\$37,515.84</b>	<b>\$37,515.84</b>	
PHA-WIDE	b. Computer Software	1408	447 Units	\$5,000.00		\$5,000.00	\$0.00	In
	<b>Subtotal</b>			<b>\$5,000.00</b>		<b>\$5,000.00</b>	<b>\$0.00</b>	Progress
	<b>SUBTOTAL</b>			<b>\$42,515.84</b>		<b>\$42,515.84</b>	<b>\$37,515.84</b>	
	<u>ADMINISTRATION</u>							
PHA-WIDE	Prorate staff salaries including benefits.	1410	447 Units	\$36,028.16		\$36,028.16	\$36,028.16	Complete
	<b>SUBTOTAL</b>			<b>\$36,028.16</b>		<b>\$36,028.16</b>	<b>\$36,028.16</b>	
	<u>FEES &amp; COSTS</u>							
PHA-WIDE	a. Architects fee to prepare bid and contract documents, drawings, specifications and assist the PHA at bid opening, awarding the contract, and to supervise the construction work on a periodic basis. Fee to be negotiated. Contract Labor. (\$3,147.28 balance of 2000A & E fee to be paid w/2001 funds.)	1430.1	447 Units	\$37,147.28		\$37,147.28	\$23,693.43	In
	<b>Subtotal</b>			<b>\$37,147.28</b>		<b>\$37,147.28</b>	<b>\$23,693.43</b>	Progress

**Annual Statement/Performance and Evaluation Report**

*Based on Budget Revision #2*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/03**

**Part II: Supporting Pages**

PHA Name: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: <b>NC19P03550101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
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	
PHA-WIDE	b. Consulting fees (ASM)	1430.2	447 Units	\$12,825.39		\$12,825.39	\$12,825.39	Complete
	<b>Subtotal</b>			<b>\$12,825.39</b>		<b>\$12,825.39</b>	<b>\$12,825.39</b>	
	<b>SUBTOTAL</b>			<b>\$49,972.67</b>		<b>\$49,972.67</b>	<b>\$36,518.82</b>	
	<u>SITE IMPROVEMENTS</u>							
NC35-2	a. Paving speed bumps	1450	50 Units	\$3,800.00		\$3,800.00	\$3,800.00	Complete
	<b>Subtotal</b>			<b>\$3,800.00</b>		<b>\$3,800.00</b>	<b>\$3,800.00</b>	
NC35-2	b. Fencing @ Maintenance Shop	1450	1 Unit	\$2,885.00		\$2,885.00	\$2,885.00	Complete
	<b>Subtotal</b>			<b>\$2,885.00</b>		<b>\$2,885.00</b>	<b>\$2,885.00</b>	
	<b>SUBTOTAL</b>			<b>\$6,685.00</b>		<b>\$6,685.00</b>	<b>\$6,685.00</b>	
	<u>DWELLING STRUCTURES</u>							
NC35-1	a. Replaced deteriorated heating systems with new HVAC systems & replace water heating systems as applicable	1460	50 Units	\$62,928.84		\$62,928.84	\$0.00	In Progress
NC35-6	Phase 1 @ 1A	1460	55 Units	\$51,424.00		\$51,424.00	\$51,424.00	
	<b>Subtotal</b>			<b>\$114,352.84</b>		<b>\$114,352.84</b>	<b>\$51,424.00</b>	
NC35-1	b. Modernization or Demo/Dispo @ NC35 -1B	1460	50 Units	\$31,509.49		\$31,509.49	\$0.00	In Progress
	<b>Subtotal</b>			<b>\$31,509.49</b>		<b>\$31,509.49</b>	<b>\$0.00</b>	

**Annual Statement/Performance and Evaluation Report**

*Based on Budget Revision #2*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/03**

**Part II: Supporting Pages**

PHA Name: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: <b>NC19P03550101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
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	
NC35-3	c. Balance of CFP 2000 construction Contract to renovate 4 apts. @ Garden St. to be paid out of 2001 funds.	1460	4 Apts.	\$26,194.00		\$26,194.00	\$26,194.00	Complete
	<b>Subtotal</b>			<b>\$26,194.00</b>		<b>\$26,194.00</b>	<b>\$26,194.00</b>	
NC35-2	d. Vinyl Siding	1460	50 Apts.	\$34,310.00		\$34,310.00	\$34,310.00	Complete
	<b>Subtotal</b>			<b>\$34,310.00</b>		<b>\$34,310.00</b>	<b>\$34,310.00</b>	
NC35-2	e. Repair A/Chole from installation	1460	50 Apt.	\$8,500.00		\$8,500.00	\$8,500.00	Complete
	<b>Subtotal</b>			<b>\$8,500.00</b>		<b>\$8,500.00</b>	<b>\$8,500.00</b>	
NC35-2	f. Laundromat conversion	1460	1 Bldg.	\$10,692.00		\$10,692.00	\$10,692.00	Complete
	<b>Subtotal</b>			<b>\$10,692.00</b>		<b>\$10,692.00</b>	<b>\$10,692.00</b>	
PHA-Wide	g. Termite control & extermination	1460	447 Apts.	\$66,964.00		\$66,964.00	\$66,964.00	Complete
	<b>Subtotal</b>			<b>\$66,964.00</b>		<b>\$66,964.00</b>	<b>\$66,964.00</b>	
	<b>SUBTOTAL</b>			<b>\$292,522.33</b>		<b>\$292,522.33</b>	<b>\$198,084.00</b>	
	<u>DWELLING EQUIPMENT</u>							
	<u>NON-EXPENDABLE</u>							
PHA-WIDE	Ranges & Refrigerators	1465.1	10 Units	\$12,594.00		\$12,594.00	\$12,594.00	Complete
	<b>SUBTOTAL</b>			<b>\$12,594.00</b>		<b>\$12,594.00</b>	<b>\$12,594.00</b>	
	<u>NON-DWELLING STRUCTURES</u>							
PHA-WIDE	Renovate existing AMC space s/purchase new Facility	1470	1	\$172,793.00		\$172,793.00	\$172,793.00	Complete
	<b>SUBTOTAL</b>			<b>\$172,793.00</b>		<b>\$172,793.00</b>	<b>\$172,793.00</b>	

**Annual Statement/Performance and Evaluation Report**

*Based on Budget Revision #2*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/03**

**Part II: Supporting Pages**

PHA Name: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: <b>NC19P03550101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
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	
	<u>NON-DWELLING EQUIPMENT</u>							
PHA-WIDE	Furniture & Radios	1475	447 Units	\$14,503.00		\$14,503.00	\$14,503.00	Complete
	<b>SUBTOTAL</b>			<b>\$14,503.00</b>		<b>\$14,503.00</b>	<b>\$14,503.00</b>	
	<b>GRAND TOTAL</b>			<b>\$740,614.00</b>		<b>\$740,614.00</b>	<b>\$627,721.82</b>	



**ATTACHMENTK -FY2000RHFP&EREPORT**

**CAPITALFUNDPROGRAMTABLESSTARTHERE**

**AnnualStatement/PerformanceandEvaluationReportBasedonBudgetRevision#1**

**CapitalFundProgramandCapitalFundProgram ReplacementHousingFactor(CFP/CFPRHF)PartI:Summary**

PHAName:SanfordHousingAuthority,Sanford,NC	GrantTypeandNumber CapitalFundProgramGrantNo: ReplacementHousingFactorGrantNo: <b>NC19R03550100</b>	FederalFYofGrant: <b>2000</b>
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OriginalAnnualStatement  
  ReserveforDisasters/Emergencies  
  RevisedAnnualStatement(revisionno:      )  
 PerformanceandEvaluationReportforPeriodEnding: **03/31/03**  
  FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements				
4	1410Administration				
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	\$0.00		\$0.00	\$0.00
8	1440SiteAcquisition	\$0.00		\$0.00	\$0.00
9	1450SiteImprovement				
10	1460DwellingStructures				
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities	\$36,259.00		\$0.00	\$0.00
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 –20)	\$36,259.00		\$0.00	\$0.00
22	Amountoffline21RelatedtoLBPActivities				
23	Amountoffline e21RelatedtoSection504compliance				
24	Amountoffline21RelatedtoSecurity –SoftCosts				
25	AmountofLine21RelatedtoSecurity –HardCosts				
26	Amountoffline21RelatedtoEnergyConservation Measures				

**Annual Statement/Performance and Evaluation Report Based on Budget Revision #1**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/03**  
**Part II: Supporting Pages**

PHA Name: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>NC19R03550100</b>			Federal FY of Grant: <b>2000</b>			
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	
	<u>FEES &amp; COSTS</u>							
NC35-3	a. Architect's fee to prepare bid and contract documents, drawings, specification and assist the PHA at bid opening, awarding the contract, and to supervise the construction work on a periodic basis. Fees to be negotiated. Contract Labor. Feasibility Study.	1430.1	5 Units	\$0.00		\$0.00	\$0.00	Deleted
	<b>SUBTOTAL</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
NC35-3	<u>SITE ACQUISITION</u> Purchase Site	1450	5 Units	\$0.00		\$0.00	\$0.00	Deleted
	<b>SUBTOTAL</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<u>DEVELOPMENT ACTIVITIES</u>							
NC35-3	Replacement Housing	1499	5 Units	\$36,259.00		\$0.00	\$0.00	Now work to date
	<b>SUBTOTAL</b>			<b>\$36,259.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>GRAND TOTAL</b>			<b>\$36,259.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	



**ATTACHMENTL -FY1999RHFP&EREPORT**

**CAPITALFUNDPROGRAMTABLESSTARTHERE**

**AnnualStatement/PerformanceandEvaluationReportBasedonBudgetRevision#1**

**CapitalFundProgramandCapitalFundP rogramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary**

PHAName:SanfordHousingAuthority,Sanford,NC	GrantTypeandNumber CapitalFundProgramGrantNo: ReplacementHousingFactorGrantNo: <b>NC19R03550199</b>	FederalFYofGrant: <b>1999</b>
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OriginalAnnualStatement  ReserveforDisasters/Emergencies  RevisedAnnualStatement(revisionno: )  
 PerformanceandEvaluationReportforPeriodEnding: **03/31/03**  FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements				
4	1410Administration				
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	\$0.00		\$0.00	\$0.00
8	1440SiteAcquisition	\$0.00		\$0.00	\$0.00
9	1450SiteImprovement				
10	1460DwellingStructures				
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities	\$12,849.00		\$0.00	\$0.00
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 –20)	\$12,849.00		\$0.00	\$0.00
22	Amountoffline21RelatedtoLBPActivities				
23	Amountoffline21RelatedtoSection504compliance				
24	Amountoffline21RelatedtoSecurity –SoftCosts				
25	AmountofLine21RelatedtoSecurity –HardCosts				
26	Amountoffline21RelatedtoEnergyConservation Measures				

**Annual Statement/Performance and Evaluation Report Based on Budget Revision #1**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/03**  
**Part II: Supporting Pages**

PHAName: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>NC19R03550199</b>			Federal FY of Grant: <b>1999</b>			
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	
	<u>FEES &amp; COSTS</u>							
NC35-3	a. Architect's fee to prepare bid and contract documents, drawings, specification and assist the PHA at bid opening, awarding the contract, and to supervise the construction work on a periodic basis. Fees to be negotiated. Contract Labor. Feasibility Study	1430.1	5 Units	\$0.00		\$0.00	\$0.00	Deleted
	<b>Subtotal</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
NC35-3	b. Phase I Environmental Studies, Soils Investigation	1430.19	5 Units	\$0.00		\$0.00	\$0.00	Deleted
	<b>Subtotal</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>SUBTOTAL</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
NC35-3	<u>SITE ACQUISITION</u> Purchase Site	1450	5 Units	\$0.00		\$0.00	\$0.00	Deleted
	<b>SUBTOTAL</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<u>DEVELOPMENT ACTIVITIES</u>							
NC35-3	Replacement Housing	1499	5 Units	\$12,849.00		\$0.00	\$0.00	Nowork
	<b>SUBTOTAL</b>			<b>\$12,849.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>GRAND TOTAL</b>			<b>\$12,849.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

**Annual Statement/Performance and Evaluation Report Based on Budget Revision #1**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/03**  
**Part III: Implementation Schedule**

PHAName: Sanford Housing Authority, Sanford, NC		Grant Type and Number Capital Fund Program No: <b>NC19R03550199</b> Replacement Housing Factor No:				Federal FY of Grant: <b>1999</b>	
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	
NC35-3	09/30/04	09/30/05		12/30/05	09/30/07		PHA has not accumulated adequate funds and PHA has not received approval of a development proposal. <i>Need maximum time frames from 2003.</i>

- NC35-1=120 Apts.
- NC35-2=50 Apts.
- NC35-3=57 Apts.
- NC35-4=100 Apts.
- NC35-5=25 Apts.
- NC35-6=55 Apts.
- NC35-7=40 Apts.

## **ATTACHMENTM**

### **StatementofCompliancewiththeCommunityServiceRequirement.**

TheSanfordHousingAuthoritywillcomplywiththeCommunityService requirementbycoordinatingwiththeCityofSanfordandLeeCounty HumanResourcesDepartment,CentralCarolinaCommunityCollege,and LeeCountyPublicSchoolSysteminidentifyingalistofvolunteer communityservicepositions.Utilizingourpartnershipwiththeresident advisorycouncil,theSanfordHousingAuthorityanticipatesthecreationof severalin-housevolunteerpositions.

# ATTACHMENT N

## Community Service Policy

### SANFORD HOUSING AUTHORITY COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY EFFECTIVE JULY 17, 2001

#### 1. Policy Statement:

It is the intent of the Sanford Housing Authority to comply with the Community Service and Self-Sufficiency requirement (24 CFR Sections 960.607) of the Quality Housing and Work Responsibility Act of 1998. Each adult resident, other than those qualifying for an exemption as defined in 24 CFR part 960.6 shall be required to perform eight (8) hours of community service each month. This service can be provided at any local community, civic or charitable organization. Residents subjected to this requirement have the discretion to select the type and the location of the community service to be provided. Residents may choose to enroll in self-sufficiency program in lieu of performing the required hours of community service. Any resident failing to comply with the requirements of the Community Service and Self-Sufficiency Policy is subject to denial of lease or renewal at annual recertification.

#### I. Program Administration:

The Sanford Housing Authority will administer the Community Service and Self-Sufficiency Program. The Authority has developed strong working relationships with the Lee County Vocational Rehabilitation, Lee County Department of Social Services, Boys and Girls Club, Johnston Lee Community Action and Lee County Enrichment Center. The Authority has ongoing economic self-sufficiency activities offered through its partnerships with local service providers. The Authority will incorporate the new Community Service and Self-sufficiency requirement for participation in one of these existing programs for completion of eight hours per month community service. Each agency will maintain attendance records for participants choosing to participate in the economic self-sufficiency activities and/or community service activities. Attendance and placement records will be provided to the Authority. The Authority will provide compliance monitoring and verification annually before the end of the twelve (12) month lease term.

#### 3. Compliance Requirements:

Each adult (18 years and older) household member who does not qualify for an exemption is required to:

- I. Contribute eight (8) hours of community service, excluding political Activities, each month

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Approved by the AHAB Board of Commissioners: March 5, 2001

- II. Participate in economic self-sufficiency activities for eight (8) hours per Month
- III. Participate in eight (8) hours per month of combined community service or economic self-sufficiency activities.

Residents subjected to the Community Service requirement will perform volunteer work or other duties that are a public benefit in that they serve to improve the quality of life, enhance residents self-sufficiency, and/or increase residents self-responsibility in the community. Community Service is not employment and may not include political activities. The authority will not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by Authority employees nor will such activities replace a job at any location where residents perform activities to satisfy the service requirement. The Community service requirement may be satisfied by participation in one or more of the following activities:

- . Authority sponsored self -sufficiency programs
- . Furthering education (i.e., literacy programs, GED classes, continuing education classes or job training workshops, Etc.)
- . Assistance with local charities (i.e., local soup kitchen, habitant for humanities, etc.), other community organizations (i.e., youth, senior/elderly, special populations programs, etc.), and school projects
- . Others such services as may be approved by the authority.

*Each non-exempt adult household member will be required to complete a community Service Report form each year at annual recertification. The report will include a description of the type of community service or economic self-sufficiency activity completed, provide the date and times of service or participation, and indicate the number of hours completed. Third party verification of the completion of service or participation may be required. The head of household is responsible for lease compliance and is responsible for providing information and documentation as may be requested by the Authority to determine compliance.*

*The authority will retain reasonable documentation of service requirement performance or exemption in participant files. The Authority will maintain community services records for each adult resident by one of the following methods'*

- I. Exempt status determination for those exempt in accordance with the regulations
- II. Completion of attendance/participation log and certification by participating agencies
  - I. Completion of a Community Service Log and self-certification by participant with third party verification and documentation as required

**4. Notification of Requirement:**

*All residents and applicants for housing shall be notified in writing of the requirements to participate in Community Service and self-Sufficiency activities. A new lease stipulation on the Community Service and self-Sufficiency requirements shall be executed with all households in tenancy and all new move-ins.*

**Notification of Tenants in Residency:** *The Sanford Housing Authority will publicize information about the requirement and hold information meetings. Each household will receive written notice explaining the requirements and instruction regarding compliance and penalties for failure to comply. The notification will describe the process for claiming status as an exempt person and the PHA verification of such status. Residents will be provided notification for compliance in the annual recertification process.*

**Applicant Notification:** *all applicants on the waiting list shall be notified of the new Community Service and Self-Sufficiency requirements prior to move-in and all new applicants shall be notified of the requirements at the time of application.*

**I. Exemption:**

*The authority will provide exemption status to any adult resident who requests such status and whom meets one of the following qualifications as defined in 24 CFR Part 960.6*

- A. An individual 62 years of age or older

- B. *A blind or disabled individual, as defined under Social Security Act (42 USC 416(i)(1); 1382c Section 216(i)(1) or 1614) AND certifies that because of this disability he/she is unable to comply with the service provisions, or is the primary caretaker of such an individual*
- C. *An employed person*
- D. *An individual which meets the requirements for being exempted from engaging in work activity under the State program funded under part A of the title IV of the social security Act (42 USC 601 et seq.) or under any other welfare program of the State including the state -administered welfare -to-work program*
- E. *A member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 USC 601 et seq.) or under any other welfare program of the State, including a State -administered welfare -to-work program, and has not been found by the state or other administering entity to be in non compliance with such a program.*

**II. Request for exemption:**

*A resident or applicant wishing to be exempt from the service requirement must make such request in writing by completing a request for exemption form. The resident may be asked to provide the Authority with verification of the information used to claim an exemption. The Authority will review the request for exemption, make a determination of requirement and those who are exempted.*

**III. Change in Status:**

The resident is responsible for reporting any change in status whether exempt or non-exempt between the annual recertification. The Authority will process any report of change in status during the twelve (12) month period between recertifications, issue an interim determination as to the exempt/non-exempt status of the resident and inform the resident of any compliance requirement that may be associated with the change

**8. Compliance Monitoring, Review, and Verification:**

The authority will review family compliance with the Community Service and Self-Sufficiency requirements and will verify such compliance annually. All non-exempt adults will be required to report and certify as to their compliance with the requirements under the lease approximately ninety (90) days and no less than sixty (60) days prior to the annual renewal date of their lease. The Authority may require the resident to obtain third party verification that he/she has performed such qualifying activities.

**9. Noncompliance:**

Failure to comply with the reporting requirement or to complete the required service on scheduled during the lease term is grounds for non-renewal of the lease at the end of the twelve (12) month lease term. The Authority will issue a notice of noncompliance if it is determined that there is a non-exempt adult resident who failed to fulfill their obligations under the Community Service and Self-Sufficiency requirement of the lease and a notice of termination and evictions shall be issued. The authority will issue the family notice describing the noncompliance and stating that lease will not be renewed at the end of the twelve (12) month term unless the non-compliant resident enters into a written agreement with the authority to cure such noncompliance.

**I. Remedy for Noncompliance:**

The Authority will not renew the lease for a household which is found to be in non compliance with the Community Service and Self-sufficiency requirement unless the non compliance with the Community Service and Self-Sufficiency requirement unless the head of household and any non compliant adult enters into a written agreement with the Authority in the form and manner required by the Authority to cure such

noncompliance by competing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease, in fact complete the required hours of service or activity in accordance with such agreement, and provides written assurance satisfactory to the authority that all other family members subject to the requirement are complying or are no longer residing in the unit.

11. **Right to Grievance:**

All residents shall have a right to a grievance hearing as a result of any action taken by the Authority relative to the implementation of the Community Service and Self-Sufficiency requirements. The authority will provide the resident a notice stating that they may request a grievance hearing on the Authority's determination and that they may exercise any available judicial remedy to seek timely redress for the authority's non-renewal of the lease because of such determination.

12. **Nondiscrimination and Equal Opportunity:**

It is the policy of this Authority to comply fully with all federal, state, and local nondiscrimination laws and with the rules and regulations governing equal opportunity in housing. The authority shall not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.

# ATTACHMENTO

## ProgressonFY2000Missions&Goals

### SANFORDHOUSINGAUTHORITY

FISCALYEAR2002 -2003

PHAGOAL:Expandthesupplyofassistedhousing:

Applyforadditionalrentalvouchers:TheSanfordHousingAuthorityappliedforandreceived56 additionalSection8Vouchers.TheSHAwillcontinuetoapplyfornewvouchersastheNOFAbecomes available.

Leverageprivateor otherpublicfundstocreateadditionalhousingopportunities:TheSanfordHousing Authority'snon-profitthassubmittedatax -creditapplicationtotheNorthCarolinaHousingFinanceAgency forsixty(60)Section8ProjectBasedapartments.TheSHAhassubmittedanothertax -creditapplication thisyear.

Acquireorbuildunitsordevelopments:Inadditiontothetax -creditapplicationmentionedabove,the SanfordHousingAuthorityispreparingtoconstructtheirfirstsingle -familyhomeownershipunitfund edin - partwithhousingreplacementdollars.TheSHAisontargettomeetallabovegoals.

PHAGOAL:Improvethethequalityofassistedhousing:

Improvepublichousingmanagement:The maintenancedepartmentimplementedanewunitturnaround systemthathasenhancedtheirabilitytodecreasethetimerequiredtocompleteavacantunit.Our turnaroundspeedhasdecreased100%overthepastyear.

Theoccupancydepartmenthascreatedanewsystemthatallowsthemtoofferavacantapartmentstothose potential residents that are prepared to sign the lease immediately, thus decreasing the lease -uptime.

Increasecustomerservice:Housingauthoritystaffhasattendedtwocustomerserviceworkshopsprovided byhousingindustryconsultants.

Renovateormodernizepublichousingunits:Thehousingauthorityhasmetitsgoalofutilizingatleast 50%ofCapitalFundstowardscapitalimprovements.

Demolishordisposeofobsoletepublichousing:ThehousingauthorityhasspokenwithHUDChicago concerningthefuture demolitionofobsoleteunitsfoundintheGilmoreTerraceCommunity.Arequestfor approvalfordemolitionwillbeforthcominginthefuture.

Providereplacementpublichousing:Ifthedemolitionrequestisapproved,thehousingauthoritywill developareplacementhousingplanforalldisplacedfamiliesasaresultofdemolitionofunits.Wearein thefinalstagesofbuilding4replacementunits.

Providereplacementvouchers:Ifdemolitionapplicationisapproved,anapplicationforSection8 vouchers willbesubmittedtoHUD.Ifapproved,thosevoucherswillbeusedtoassistthosefamiliesaffectedbythe demolitionofunits.TheSHAisontargettomeetallabovegoals.

PHAGOAL:Increaseassistedhousingchoices:

Conductoutreacheffortstopotentialvoucherlandlords:TheSection8Directorhasusedflyersand personalcontactwithlocallandlordsinanattempttoincreasethenumberoflandlordsparticipatinginthe program.OurSection8programisatfulloccupancyatthistime.

Implement voucher homeownership program: The housing authority is currently reviewing the Final Rule governing the Section 8 Homeownership Program to see if we have any eligible participants locally. Staff has also attended an informational meeting held by HUD staff concerning the implementation of this program.

PHAGOAL: Provide an improved living environment:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: The occupant staff has reviewed each applicant's income so that they can deconcentrate communities by leasing units in communities where deconcentration is a problem.

Implement public housing security improvements: The housing authority installed a security fence around the perimeter of Foushee Heights to prohibit trespassing and loitering. We installed a new security system at Stewart Manor, an elderly/handicapped high-rise facility. Installed new security window screens and doors at Utley Plaza. The SHA is increasing lighting PHA wide and will continue to work closely with local police on crime prevention measures.

Designate developments or buildings for particular resident groups (elderly, persons with disabilities): The housing authority continued to manage Stewart Manor and Matthews Court as elderly/handicapped housing. The SHA is on pace to meet all above goals.

PHAGOAL: Promote self-sufficiency and asset development of assisted households objectives:

Increase the number and percentage of employed persons in assisted families: The Family Self-Sufficiency Coordinator has held several public meetings for current and potential family self-sufficiency participants. These meetings have been instrumental with the recruitment of new participants and motivational for the current participants.

Provide or attract support services to improve assistance recipients' employability: The housing authority has partnered with local human service providers to assist the residents of public housing become gainfully employed. This partnership is spearheaded from the housing authority's Resident Services Department and includes the Employment Security Commission, Lee County Industries and Lee County Enrichment Center.

Provide or attract support services to increase independence for the elderly or families with disabilities: The Resident Services Department has partnered with Lee County Mental Health Department, Lee County Health Department and the Lee County Enrichment Center for the sole purpose of providing services and educational opportunities for our residents that are in need of special assistance. These relationships have served to improve the awareness for special needs in our elderly/handicapped communities.

PHAGOAL: Ensure equal opportunity and affirmatively further fair housing objectives:

Other: Stabilize occupancy; objective – reduce evictions and turnovers by 2% annually: The housing authority has worked hard to stabilize the occupancy of public housing units through reduced vacancy caused by evictions. We have been more lenient to residents for minor infractions, which in the past was cause for eviction. Our focus has been more on teaching and educating residents on what not to do as a resident of public housing. These efforts are beginning to show signs of positive impact in our most troubled communities. The SHA will continue to meet this goal.

**ATTACHMENT P**  
**Resident member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: **Mr. Clyde H. McLeod**

B. How was the resident board member selected: (select one)?

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): **7/1/02 to 6/30/05**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):

B. Date of next term expiration of a governing board member: **6/30/03**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Winston Hester – Mayor  
Ed Grogan  
Roy Smith  
Lowell Hamel  
Howard James  
Clyde McLeod  
Linwood Mann

## **ATTACHMENTQ**

### **MembershipoftheResidentAdvisoryBoardorBoards**

ListmembersoftheResidentAdvisoryBoardorBoards:(Ifthelistwouldbe unreasonablylong,listorganizationsrepresentedorotherwiseprovideadescription sufficienttoidentifyhowmembersarechosen.)

TheResidentAdvisoryBoardmembersare:

CebrinaAmerson –PublicHousing

BettiePearson –PublicHousing

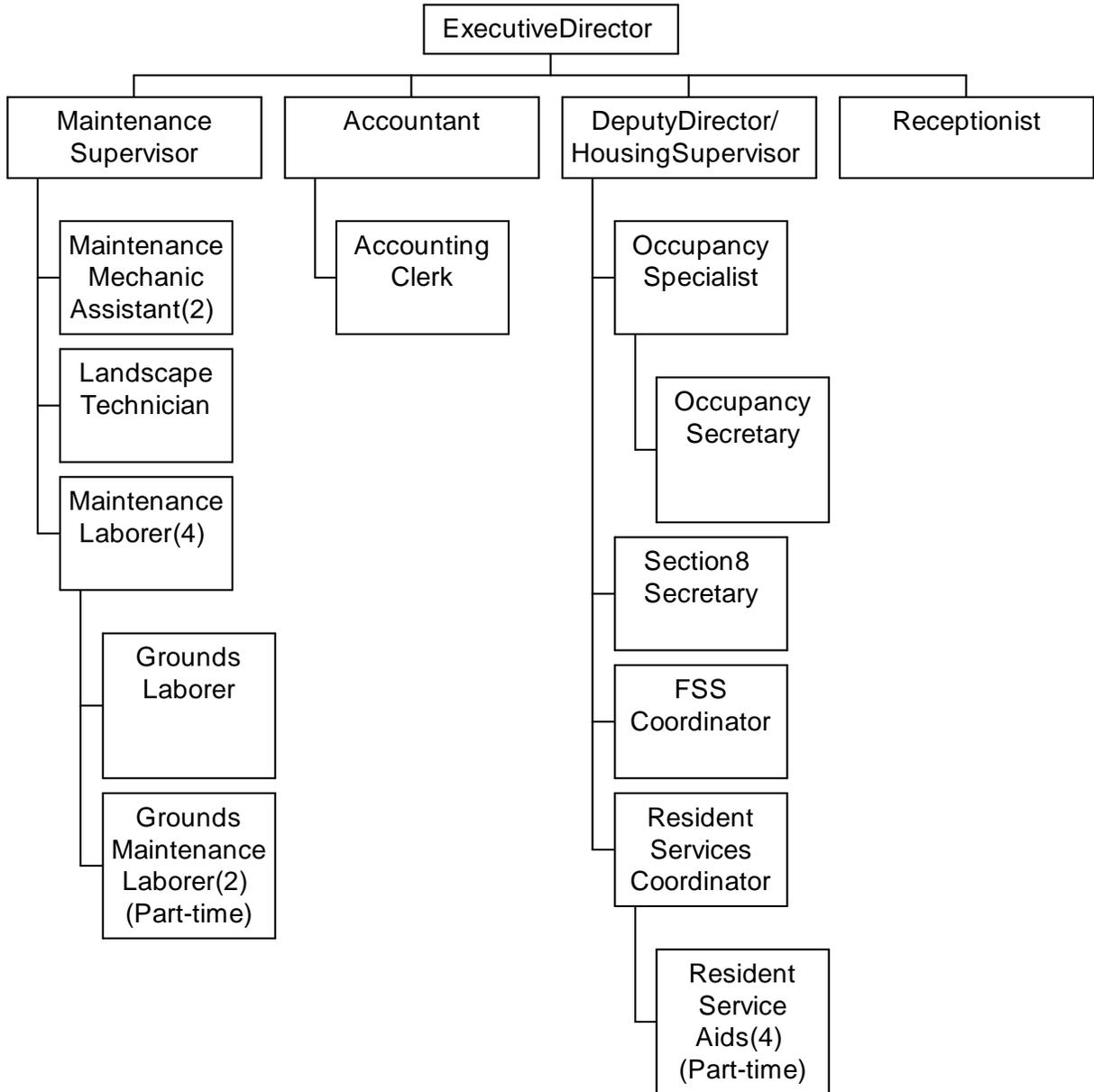
CarolynJohnson –PublicHousing

JohnFitzwater –PublicHousing

ChasityPerry –Section8

**ATTACHMENT R**  
**Management Organizational Chart**

**Sanford Housing Authority**  
**Recommended Organization**



# ATTACHMENTS

## Voluntary Conversion Initial Assessments

a. How many of the PHA's developments are subject to the Required Initial Assessments?

**ALL**

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 for Project.**

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **N/A**

Development Name	Number of Units

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

# ATTACHMENTT

## ProjectBasedVoucherExplanation

There will be two different project based voucher situations. The first is 12 project based units for Brick Capital CDC. There will be 6 1BR units, 4 2BR units and 2 3BR units in this complex. They are located on Vance Street and Price Street in Sanford, N.C. in Census Tract 303.

It is consistent with the plan in that it is targeting two groups of individuals (persons with disabilities and families of domestic violence). The Brick Capital CDC was established by the City of Sanford for the purpose of helping low income families purchase a home.

We are proposing project based rather than tenant based due to a limited number of quality and affordable units available to our Section 8 Program participants in Lee County. We are offering project based vouchers to developers to entice them to build much needed quality units for our residents.

The second is planned to project base 60 vouchers. There will be 18 3BR units and 42 2BR units. They are located on Fire Tower Road and Garden Street in Sanford, N.C. This is a semi rural area surrounded by rolling hills and farmland and on the very edge of Census Tract 303. This is consistent with our annual plan missions and goals for FY2000.

We are proposing project based rather than tenant based due to a limited number of quality and affordable units available to our Section 8 Program participants in Lee County. We are offering project based vouchers to developers to entice them to build much needed quality units for our residents.