



PEMBROKE HOUSING AUTHORITY

606 Lumbee Street
Post Office Drawer 910
Pembroke, North Carolina 28372
Email: PEMBROKEHA@NC.RR.COM

*Reggle Strickland, Chairman
J. Garth Locklear, Vice-chairman
Lemark Harris, Executive Director*

*Bricy Hammonds, Commissioner
Annie Ruth Maynor, Commissioner
Olivia M. Revels, Commissioner*

August 30, 2002

Mr. Michael A. Williams
U.S. Department of HUD
2306 West Meadowview Rd
Greensboro, NC 27407

Dear Mr. Williams:

The Pembroke Housing Authority Board of Commissioner's, staff, and residents proudly present to you the enclosed agency plan as required under the Quality Housing and Work Responsibility Act (QHWRA) of 1998. This plan has been prepared with the utmost regard for the involvement of the residents and community. It has been prepared with a great deal of thought and effort and complies with the statutory requirements under QHWRA.

Unfortunately, the revised template for FY2003 incorporating changes since the last template release was not available for our use. Therefore, as instructed we used the same template for FY2001 with minor revisions.

Nonetheless, this agency plan is being submitted for approval and is consistent with our jurisdiction's housing plan. We have also included as a matter of record all of our operational policies, regardless of the area. We feel that it is important that the public know all there is to know about our agency.

Sincerely,

Pembroke Housing Authority

Lemark Harris

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2003

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS
LOCATED IN APPLICABLE PIH NOTICES

PHA Plan Agency Identification

PHA Name: PEMBROKE HOUSING AUTHORITY

PHA Number: NC114

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

PHA Plan Contact Information:

Name: Lemark Harris

Phone: 910.521.9711

TDD: (800) 545-1833 ext 761

Email (if available): PembrokeHA@rr.nc.com

Website: www.pembrokeha.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered:

Public Housing and Section 8

Section 8

Public Housing Only

**Annual PHA Plan
Fiscal Year 2003
[24 CFR Part 903.7]**

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For 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. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

PHA elected not to include.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Board of Commissioners duly adopted a revision to the pet policy increasing the maximum weight limit for the common household pet to twenty-five (25) pounds.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHAs estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 485,000

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 2. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if "yes", complete one activity description for each development.)

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. 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 next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions: Section 8 Only PHAs may skip to the next component. PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHAs estimated or actual PHDEP grant for the upcoming year? 0.00
- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. Yes No The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

- 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 attached as Attachment I
- 3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
 - A list of these changes is included
 - Yes No: below or
 - Yes No: at the end of the RAB Comments in Attachment I
 - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA’s consideration is included at the end of the RAB Comments in Attachment _____.
 - Other

B. 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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)

Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: NONE

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions 24 CFR Part 903.7(r)

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

A. Substantial Deviation from the 5-year Plan: Includes a significant change, involving a revision in the plan and the timeline, in which the activities/events are scheduled for completion.

B. Significant Amendment or Modification to the Annual Plan: Examples include changes to rent or admission policies or organization of the waiting list; additions of non-emergency work items or change in use of replacement reserve funds under the Capital Fund; and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. Budget/program revisions that involve less than ten percent of the total program budget are deemed to not significantly modify the Annual Plan.

Attachment A
Supporting Documents Available for Review

PHAs are to 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 | Related Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| NA | State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update) | 5 Year and Annual Plans |
| X | Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | 5 Year and Annual Plans |
| X | Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Any policy governing occupancy of Police Officers in Public Housing check here if included in the public housing A&O Policy | Annual Plan: Eligibility, Selection, and Admissions Policies |
| NA | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |

| | | |
|----|---|--|
| X | Public housing rent determination policies, including the method for setting public housing flat rents check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| NA | Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Results of latest binding Public Housing Assessment System (PHAS) Assessment | Annual Plan: Management and Operations |
| X | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary) | Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency |
| NA | Results of latest Section 8 Management Assessment System (SEMAP) | Annual Plan: Management and Operations |
| NA | Any required policies governing any Section 8 special housing types check here if included in Section 8 Administrative Plan | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| NA | Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year | Annual Plan: Capital Needs |
| X | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants | Annual Plan: Capital Needs |
| NA | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| X | Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA). | Annual Plan: Capital Needs |

| | | |
|----|--|--|
| NA | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| NA | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| NA | 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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937 | Annual Plan: Conversion of Public Housing |
| NA | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| NA | Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan) | Annual Plan: Homeownership |
| X | Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies | Annual Plan: Community Service & Self-Sufficiency |
| NA | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| X | Section 3 documentation required by 24 CFR Part 135, Subpart E | Annual Plan: Community Service & Self-Sufficiency |
| NA | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report | Annual Plan: Safety and Crime Prevention |

| | | |
|----|---|---|
| NA | <p>PHDEP-related documentation:</p> <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. | Annual Plan: Safety and Crime Prevention |
| X | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) check here if included in the public housing A & O Policy | Pet Policy |
| X | The results of 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 |
| X | RASS Follow-up Plan for FY2000 Results | Troubled PHAs |
| X | Documentation of Required Initial Assessment for Voluntary Conversion of Public Housing to Tenant-Based Assistance | Required Attachment |
| X | Deconcentration Income Analysis for Covered Developments | Required Attachment |

| ATTACHMENT B Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|---|---|---|---------|-------------------|--------------------------------|
| PHA Name: PEMBROKE HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: NC19P11450103 Replacement Housing Factor Grant No: | | | Federal FY of Grant: FY2003 |
| Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 10,000 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 400,000 | | | |
| 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 | 75,000 | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 -- 20) | 485,000 | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | 24,250 | | | |
| 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 | | | | |

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

| PHA Name: PEMBROKE HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: NC19P11450103 Replacement Housing Factor Grant No: | | | Federal FY of Grant: FY2003 | | | |
|---|--|--|----------|----------------------|-----------------------------|-------------------|----------------|----------------|
| 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 | |

NC114-3 RENOVATE EXISTING BATHROOM AND KITCHENS 1460 100 410,000 Planned NC 114-3 A/E FEES 1430 10,000 HA WIDHOMEOWNERSHIP 1499 5 75,000

ATTACHMENT C

Capital Fund Program Five-Year Action Plan

Part I: Summary

| | | | | | | |
|---|---------------------|--|--|--|--|--|
| PHA Name PEMBROKE HOUSING AUTHORITY | | | | | Original 5-Year Plan Revision No: 1 | |
| Development Number/Name/HA- Wide | Year 1 | Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004 | Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005 | Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006 | Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007 | |
| | Annual Statement | | | | | |
| NC114-1 | | \$160,500 | \$594,850 | \$0 | \$0 | |
| NC114-2 | | \$162,750 | \$0 | \$597,450 | \$0 | |
| NC114-3 | | \$225,000 | \$0 | \$0 | \$705,00 | |
| CFP Funds Listed for 5-year planning | | | | | | |
| Replacement Housing Factor Funds | | | | | | |
| Total CFP Estimated Cost | | \$548,250 | \$594,850 | \$597,450 | \$705,000 | |

ATTACHMENT C

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

| | | | | | | |
|--------------------------|--|------------------------------|-----------------------|---|----------------------------------|-----------------------|
| Activities for Year 1 | Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004 | | | Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005 | | |
| | Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| See | NC 114-1 | Termite Treatment | \$ 54,000 | NC 114-1 | Floor tile and baseboard | \$163,300 |
| Annual | NC 114-1 | Electrical System-Ext/Int | \$106,500 | NC 114-1 | Faucet, Yard Hydrant | \$ 10,250 |

| | | | | | | |
|---------------------------------|----------|---------------------------|-----------|----------|----------------------------|-----------|
| Statement | NC 114-2 | Termite Treatment | \$ 54,750 | NC 114-1 | Modify for washing machine | \$ 25,000 |
| | NC 114-2 | Electrical System-Ext/Int | \$108,000 | NC 114-1 | Stove replacement | \$ 21,300 |
| | NC 114-3 | Termite Treatment | \$ 75,000 | NC 114-1 | Development | \$200,000 |
| | NC 114-3 | Electrical System-Ext/Int | \$150,000 | NC 114-1 | Playground | \$ 75,000 |
| | | | | NC 114-1 | Landscaping | \$ 50,000 |
| | | | | NC 114-1 | Parking Pad -401 | \$ 15,000 |
| | | | | NC 114-1 | Add ½ bath, Townhouse | \$ 35,000 |
| Total CFP Estimated Cost | | | \$548,250 | | | \$594,850 |

ATTACHMENT C

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

| Activities for Year <u>4</u> FFY Grant: 2006 PHA FY: 2006 | | | Activities for Year <u>5</u> FFY Grant: 2007 PHA FY: 2007 | | |
|---|--------------------------|----------------|---|--------------------------|----------------|
| Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| NC 114-2 | Stoves | \$ 21,600 | NC 114-3 | Playground | \$ 75,000 |
| NC 114-2 | Landscaping | \$ 75,000 | NC 114-3 | Landscaping | \$100,000 |
| NC 114-2 | Playground | \$ 75,000 | NC 114-3 | Stoves | \$ 30,000 |
| NC 114-2 | Floor tile and baseboard | \$165,600 | NC 114-3 | Floor tile and baseboard | \$230,000 |
| NC 114-2 | Faucet, yard hydrant | \$ 10,250 | NC 114-3 | Faucet, yard hydrant | \$ 15,000 |
| HA Wide | Development | \$250,000 | HA Wide | Development | \$ 250,000 |
| | | | NC 114-3 | Dryer Connections | \$ 5,000 |
| Total CFP Estimated Cost | | \$597,450 | | | \$705,000 |

Required Attachment E: 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: Bricy Hammonds
 - B. How was the resident board member selected: (select one)?
 - Elected
 - Appointed
 - C. The term of appointment is (include the date term expires): 2004
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:
- C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Required Attachment F: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Tina Blue

Harvey Smith

Vicky Lambert

Naomi Dugoff

Willa F. Locklear

Bricy Hammonds

Thelma Hammonds

Joann Hunt

Required Attachment G: Implementation of Public Housing Resident Community Service Requirement

Not applicable for this fiscal year.

Required Attachment H: Brief Progress Statement in Meeting 5-Year Plan Mission and Goals

Since the submission of the first Annual Plan, the Authority has exercised measures necessary to carryout the mission statement as originally stated under the five-year plan. In addition, we vigorously pursued our stated objectives to accomplish and promote a decent, safe, and sanitary housing assistance program within the jurisdiction of the Town of Pembroke, North Carolina. Our commitment to a drug-free environment both in our workplace and the developments of which we manage remains a top priority for management.

Through increased efficiencies, we have been able to decrease our turnover rate; thus, increasing the availability of decent, safe, and affordable housing for the community we serve. We have completed our FY1999 Comprehensive Improvement Assistance Program grant. This grant provided for the replacement of the existing windows within developments NC 114-1 and NC 114-2 as well as the installation of security screens to enhance the safety of our units. We have substantially completed the work items described within the FY2000 Capital Fund Program, which included the replacement of windows at development NC 114-3 as well as the installation of security screens. In addition, we have removed all of the Masonite siding and installed a layer of insulation and covered that with premium vinyl siding. The appearance, as well as the energy efficiencies of our homes in developments NC 114-2 and NC 114-3, has dramatically improved. We have completed approximately 35 percent of the FY2001 Capital Fund Program. We continue to use force account labor to conduct the work. This method has proven successful for the Authority in both areas of cost savings and quality of work. We have just begun work under the FY2002 Capital Fund Program. We have completed the roofing of NC114-1.

We continue to provide drug prevention programs for our residents in the area of after school tutoring programs, supplemental police services, and stipends for educational assistance. These programs meet our objective in fighting drug and drug-related crime within our developments. For FY2003, we will alter these programs to account for the loss in the PHDEP funding.

Required Attachment I: Comments of Resident Advisory Board and Explanation of PHA Response

During a joint meeting held on September 11, 2002, between the Resident Advisory Board and the Board of Commissioners for the Pembroke Housing Authority, several suggestions were received by the Authority and addressed in writing to each submitter. A brief summary of those comments received are as follows:

1. One commissioner suggested that we add a parking space for the 401A and B units in Maynor Manor. The plan was amended to include this work item.
2. One resident suggested that we improve the 2-bedroom townhouse units by adding a half bath downstairs. The plan was amended to include this work item.
3. One resident suggested that we add dryer connections in the storage rooms in Strickland Heights. The plan was amended to include this work item.
4. One resident suggested that we add an interior light in each living room of each dwelling unit. The plan already included an electrical upgrade. To clarify intent, the description was changed to indicate both exterior and interior upgrades would be made.

We are pleased to have received these suggestions. By including these comments in our plan, we have strengthened our program.

Required Attachment J: Voluntary Conversion Required Initial Assessment

Not applicable for this fiscal year.

Required Attachment K: Deconcentration and Income Mixing

Component 3, (6) Deconcentration and Income Mixing

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

a. 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 | Deconcentration Policy |
|----------------------------|-----------------|-------------|------------------------|
| Dial Terrace/Maynor Manor | 71 | Not Subject | None |
| Locklear Court/Chavis Park | 72 | Not Subject | None |
| Strickland Heights | 99 | Not subject | None |

| Attachment L | | | | | |
|---|---|--|------------|-------------------|---------------------------------------|
| Annual Statement/Performance and Evaluation Report | | | | | |
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | |
| PHA Name: PEMBROKE HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: NC19P11450100 Replacement Housing Factor Grant No: | | | Federal FY of Grant: FY2000 |
| Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1) | | | | | |
| Performance and Evaluation Report for Period Ending: June 30, 2002 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 | | 1,471 | 1,471 | 0 |
| 3 | 1408 Management Improvements Soft Costs | | | | |
| | Management Improvements Hard Costs | | 7,661 | 7,661 | 0 |
| 4 | 1410 Administration | 9,840 | 1,444 | 1,444 | 1,443.52 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 38,660 | 20,370 | 20,370 | 2,895.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 452,491 | 465,094 | 465,094 | 465,094.39 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | 4,951 | 4,951 | 4,950.62 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1502 Contingency | | | | |
| | Amount of Annual Grant: (sum of lines.....) | 500,991 | 500,991.00 | 500,991 | 474,383.53 |
| | Amount of line XX Related to LBP Activities | | | | |
| | Amount of line XX Related to Section 504 compliance | | | | |
| | Amount of line XX Related to Security --Soft Costs | | | | |
| | Amount of Line XX related to Security-- Hard Costs | | | | |
| | Amount of line XX Related to Energy Conservation Measures | | | | |
| | Collateralization Expenses or Debt Service | | | | |

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

| PHA Name: PEMBROKE HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: NC19P11450100 Replacement Housing Factor Grant No: | | | Federal FY of Grant: FY2000 | | | |
|---|--|---|-------------------|----------------------|--------------------------------|-------------------|------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity Of Units | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Period | Cumulative | |

NC114-1 Replace exterior wood siding with prefinished vinyl siding 1460 71 29,880 0 0 0 Deleted NC114-2 Install attic insulation 1460 72 21,600 8,342 0 8,342.00 Complete NC114-2 Replace exterior wood siding with prefinished vinyl siding 1460 72 37,800 100,317 0 100,317.25 Complete
 NC114-3 Install new windows with security screens 1460 100 235,499 248,796 0 248,796.33 Complete NC114-3 Install attic insulation 1460 100 30,000 14,480 0 14,480 Complete NC114-3 Replace exterior wood siding with prefinished vinyl siding 1460 100 97,712 93,159 0 93,158.81 Complete
 HA Wide A&E – Windows, Siding, Screens 1430 35,660 2,895 0 2,895 Complete HA Wide A&E – Asbestos Abatement 1430 0 17,475 0 0 Ongoing
 HA Wide Upgrade Server 1408 0 7,661 0 0 Ongoing HA Wide Administration 1410 9,840 1,444 0 1,443.52 Complete HA Wide Equipment to install vinyl siding 1475 0 4,951 0 4,950.62 Complete
 HA Wide Operations 1406 0 1,471 0 0 Ongoing HA Wide Sundry Planning 1430 3,000 0 Deleted Total 500,991 500,991 0 474,383.53

| Attachment M | | | | | |
|---|---|--|---------|-------------------|---------------------------------------|
| Annual Statement/Performance and Evaluation Report | | | | | |
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | |
| PHA Name: PEMBROKE HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: NC19P11450101 Replacement Housing Factor Grant No: | | | Federal FY of Grant: FY2001 |
| Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 01) | | | | | |
| Performance and Evaluation Report for Period Ending: June 30, 2002 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 Soft Costs | | | | |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | 15,000 | 30 | 30.00 | 30.00 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 35,167 | 4,400 | 1,100.00 | 550.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 460,991 | 506,728 | 253,364 | 136,847.30 |
| 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 | | | | |
| 19 | 1502 Contingency | | | | |
| | Amount of Annual Grant: (sum of lines.....) | 511,158 | 511,158 | 254,494 | 137,427.30 |
| | Amount of line XX Related to LBP Activities | | | | |
| | Amount of line XX Related to Section 504 compliance | | | | |
| | Amount of line XX Related to Security --Soft Costs | | | | |
| | Amount of Line XX related to Security-- Hard Costs | | | | |
| | Amount of line XX Related to Energy Conservation Measures | | | | |
| | Collateralization Expenses or Debt Service | | | | |

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

| PHA Name: PEMBROKE HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: NC19P11450101 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: FY2001 | |
|---|--|---|---------------|----------|----------------------|--------------------------------|----------------|
| 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 |

NC114-1 RENOVATE EXISTING BATHROOM AND KITCHENS 1460 69 349,485 337,101 136,847.30 136,847.30 Ongoing NC114-2
RENOVATE EXISTING BATHROOM AND KITCHENS 1460 24 111,506 117,252 0 0 Ongoing A/E FEES 1430 35,167 4,400 550.00 550.00
Ongoing ADMINISTRATION 1410 15,000 30 30.00 30.00 Ongoing NC 114-1 ASBESTOS ABATEMENT 1460 72 0 52,375 0 0 Ongoing
TOTAL 511,158 511,158 137,427.30 137,847.30

| Attachment N | | | | | |
|---|---|--|----------------|---------------------------------------|-----------------|
| Annual Statement/Performance and Evaluation Report | | | | | |
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | |
| PHA Name: PEMBROKE HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: NC19P11450102 Replacement Housing Factor Grant No: | | Federal FY of Grant: FY2002 | |
| Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 01) | | | | | |
| Performance and Evaluation Report for Period Ending: June 30, 2002 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 Soft Costs | | | | |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 38,850 | 30,633 | 11,508 | 0 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 446,817 | 455,034 | 180,527.05 | 47,304.00 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1502 Contingency | | | | |
| | Amount of Annual Grant: (sum of lines.....) | 485,667 | 485,667 | 192,035.05 | 47,304.00 |
| | Amount of line XX Related to LBP Activities | | | | |
| | Amount of line XX Related to Section 504 compliance | | | | |
| | Amount of line XX Related to Security --Soft Costs | | | | |
| | Amount of Line XX related to Security-- Hard Costs | | | | |
| | Amount of line XX Related to Energy Conservation Measures | | | | |
| | Collateralization Expenses or Debt Service | | | | |

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

| PHA Name: PEMBROKE HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: NC19P11450102 Replacement Housing Factor Grant No: | | | Federal FY of Grant: FY2002 | | |
|---|--|---|---------------|----------|--------------------------------|-------------------|----------------|
| 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 |

NC114-1 TOTAL REPLACEMENT OF ROOF, FELT AND REPAIR DECKING 1460 71 128,150 128,152 47,304.00 47,304.00 Ongoing NC
114-1 REPLACE EXISTING SIDING WITH VINYL 1460 71 50,817 82,000 0 0 Ongoing NC 114-2 RENOVATE EXISTING BATHROOMS
AND KITCHENS 1460 48 223,692 223,692 0 0 Ongoing HA WIDE A/E FEES AND SERVICES 1430 30,633 30,633 0 0 Ongoing NC 114-3
HVAC REPLACEMENT AT THE COMMUNITY BUILDING 1470 1 22,375 21,190 0 0 Ongoing TOTALS 485,667 485,667
47,304.00 209,510.05

| ATTACHMENT O | | | | | |
|---|---|--|----------------|--|-----------------|
| Annual Statement/Performance and Evaluation Report | | | | | |
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
| PHA Name: PEMBROKE HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: NC19P11490999 Replacement Housing Factor Grant No: | | Federal FY of Grant: FY1999 | |
| Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: #3) | | | | | |
| Performance and Evaluation Report for Period Ending: June 30, 2002 Final Performance and Evaluation Report | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 0 | 20,644 | 20,644.84 | 20,644.84 |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | 0 | 6,621 | 6,620.63 | 6,620.63 |
| 7 | 1430 Fees and Costs | 40,500 | 38,000 | 38,000.00 | 38,000.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 0 | 52,544 | 52,543.53 | 52,543.53 |
| 10 | 1460 Dwelling Structures | 451,512 | 370,710 | 370,710.00 | 370,710.00 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | 0 | 3,493 | 3,493.00 | 3,493.00 |
| 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 | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 492,012 | 492,012 | 492,012.00 | 492,012.00 |
| 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 | 370,710 | 370,710 | 370,710.00 | 370,710.00 |

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

| PHA Name: PEMBROKE HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: NC19P11490999 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: FY99 | | |
|---|---|---|----------|----------------------|------------|---------------------------|----------------|----------------|
| 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 | |
| NC114-1 | Playground at Maynor Manor | 1450 | 1 | 49,060.00 | 48,959.52 | | 48,959.52 | Complete |
| NC114-1 | Replace seven sidewalks | 1450 | | 3,584.00 | 3,584.01 | | 3,584.01 | Complete |
| NC114-1 | Install guards on A/C lines | 1460 | 71 | 2,898.00 | 2,898.00 | | 2,898.00 | Complete |
| NC114-1 | Install new energy efficient windows with security screens | 1460 | 71 | 130,432.00 | 117,389.00 | | 117,389.00 | Complete |
| NC114-2 | Install guards on A/C lines | 1460 | 17 | 613.00 | 613.00 | | 613.00 | Complete |
| NC114-2 | Install new energy efficient windows with security screens | 1460 | 72 | 132,269.00 | 119,042.00 | | 119,042.00 | Complete |
| NC114-2 | Replacement of HVAC system | 1460 | 55 | 40,680.00 | 40,680.00 | | 40,680.00 | Complete |
| NC114-3 | Complete replacement of thirty HVAC systems and installation of twelve A/C guards | 1460 | 36 | 90,488.00 | 90,088.00 | | 90,088.00 | Complete |
| NC114-3 | Replace HVAC unit at community bldg | 1470 | 1 | 1,488.00 | 3,493.00 | | 3,493.00 | Complete |
| HA Wide | Operations | 1406 | | 0 | 20,644.84 | | 20,644.84 | Complete |
| HA Wide | Liquidated Damages | 1415 | | 0 | 6,620.63 | | 6,620.63 | Complete |
| HA Wide | A&E Fee | 1430 | | 36,000.00 | 36,000.00 | | 36,000.00 | Complete |
| HA Wide | CIAP Consultation Fee | 1430 | | 2,000.00 | 2,000.00 | | 2,000.00 | Complete |
| HA Wide | Sundry Planning Costs | 1430 | | 2,500.00 | 0 | | 0 | Deleted |
| Total | | | | 492,012.00 | 492,012.00 | | 492,012.00 | |

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

| | | |
|--------------------------------------|---|---------------------------|
| PHA Name: PEMBROKE HOUSING AUTHORITY | Grant Type and Number Capital Fund Program No: NC19P11490999 Replacement Housing Factor No: | Federal FY of Grant: FY99 |
|--------------------------------------|---|---------------------------|

