

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

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# PHA Plans

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

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

## PHA Plan Agency Identification

**PHA Name:** Wilson Housing Authority

**PHA Number:** NC020v01

**PHA Fiscal Year Beginning:** 01/2004

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

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

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

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

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

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

- X PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - X Improve public housing management: (PHAS score) **93 –High Performer**
    - X Maintain voucher management: (SEMAP score) **100-High Performer**
    - X Increase customer satisfaction:
    - X Concentrate on efforts to improve specific management functions:
      - (list; e.g., public housing finance; voucher unit inspections)
    - X Renovate or modernize public housing units:
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide replacement vouchers:
    - Other: (list below)

- X PHA Goal: Increase assisted housing choices
  - Objectives:
    - X Provide voucher mobility counseling:
    - X Conduct outreach efforts to potential voucher landlords
    - X Increase voucher payment standards
    - Implement voucher homeownership program:
    - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)

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

- X PHA Goal: Provide an improved living environment
  - Objectives:
    - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
    - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - X Implement public housing security improvements:
      - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
      - Other: (list below)

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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Objectives:

- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

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

**Implement and Maintain a Comprehensive Energy Conservation Program**

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which brief type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**The Wilson Housing Authority Annual Plan and 5-Year Plan encompasses all of the required elements under Section 511 of the Quality Housing and Work Responsibility Act of 1998. Component # 1: The Authority used the State Housing Needs section of the Consolidated Plan, the City of Wilson Consolidated Plan as well as the Authority's analysis. Component # 2: The Financial Resources are anticipated Federal Fiscal Year 2004 funding. Component # 3: Policies Governing Eligibility include the ACOP, Section "8" Administrative Policy, Deconcentration and Income Mixing Policy, along with waiting lists. Component # 4: Rent Determination Policies include the Minimum Rent Policy, Flat Rent Policy, Section "8" minimum Rent Policy and Section "8" Payment Standards Policy. Component #5: Operations and Management: All policies relating to this component are exempted. Component # 6: Grievance Procedure is exempted. Component # 7: Capital Improvement Needs: Capital Fund Program Annual Statement is provided as attachment E. The 5-Year Action Plan is provided as Attachment F. Component # 8: Demolition and Disposition is addressed. Component # 9 is included. Component #10: Conversion of Public Housing is included. Component #11, 12, and 13 are not applicable. Component # 14 Pet Policy is included. Component # 15: Civil Rights Certification is included. Component # 16: Fiscal Audit is included. Component # 17: Not applicable. Component # 18: Other information contains required policies found in Section 511 of the Act.**

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

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

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#### **Attachments**

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

#### Required Attachments:

- X Admissions Policy for Deconcentration - Attachment A
- X Deconcentration & Income Mixing Questions - Attachment C
- X FY 2004 Capital Fund Program Annual Statement/P&E Reports - Attachment E
- N/A Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) N/A
- X Resident Membership of the PHA Governing Board - In Plan, Page 50
- X Progress report narrative on 5-Year Plan Mission and Goals - In Plan, Page 50
- X Membership of the Resident Advisory Board - In Plan, Page 50

Attachments:

- X Voluntary Conversion Questions - Attachment D
- N/A PHA Management Organizational Chart - N/A
- X FY 2004 Capital Fund Program 5 Year Action Plan - Attachment F
- N/A Public Housing Drug Elimination Program (PHDEP) Plan - N/A
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - In Plan, Page 51
- X Other (List below, providing each attachment name)
  - Pet Policy – In Plan Component 14
  - Police Officers Residing in Public Housing, Page 56
  - Definition of “Significant Deviation “& Significant Amendment or Modification, Page 57
  - Bond Consortium Consideration, Page 58
  - Elderly/Disabled Service Coordinator Program, Page 58
  - Pledging Section 8 Administrative Reserves, Page 59

**Supporting Documents Available for Review**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Attachment A - ACOP
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Attachment B – Administrative Plan
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Attachment E
	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)	Attachment F

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

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	346		84
Extremely low income <=30% AMI	Unavailable	unavailable	
Very low income (>30% but <=50% AMI)	346	100%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	232	67%	
Elderly families	3	9%	
Families with Disabilities	15	3%	
Race/ethnicity B	326	94%	
Race/ethnicity W	19	6%	
Race/ethnicity O	0	0%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	98	2%	

Housing Needs of Families on the Waiting List			
2 BR	148	28%	
3 BR	88	25%	
4 BR	9	3%	
5 BR	3	1%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed 1 month (08/03).			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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 checked="" type="checkbox"/> Yes			
PHA ACCEPTS APPLICATIONS FOR NEAR ELDERLY AND ELDERLY APPLICANTS.			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	181		150
Extremely low income <=30% AMI	135	75%	
Very low income (>30% but <=50% AMI)	28	15%	
Low income (>50% but <80% AMI)	18	10%	
Families with children	146	81%	
Elderly families	11	2%	

<b>Housing Needs of Families on the Waiting List</b>			
Families with Disabilities	24	13%	
Race/ethnicity B	172	95%	
Race/ethnicity W	9	5%	
Race/ethnicity O	0	0	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	72	40%	
2 BR	83	45%	
3 BR	24	13%	
4 BR	1	1%	
5 BR	1	1%	
5+ BR	0	0%	
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

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

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	\$1,807,980	
b) Public Housing Capital Fund	\$1,048,160	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,217,856	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$1,697,690	
<b>4. Other income</b> (list below)		
<b>4. Non-federal sources</b> (list below)		
<b>Energy Program Loan Proceeds</b> (These funds will be received over the course of 2003 and 2004.)	\$2,650,000	
<b>Total resources</b>	\$9,421,686	

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

[24 CFR Part 903.7 9 (c)]

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

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

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- X When families are within a certain time of being offered a unit: **(15 days)**

Other: (describe)

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

X Criminal or Drug-related activity

X Rental history

X Housekeeping

Other (describe)

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

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

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

## **(2)Waiting List Organization**

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

X Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

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

X PHA main administrative office

PHA development site management office

Other (list below)

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

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

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

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists?

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the

coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- X Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below)  
**Elderly - 62 Years of Age or Older**  
**Near Elderly - At least 50 Years of Age, but under 62**

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

## 2. Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- X Working families and those unable to work because of age or disability **1.**

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

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

X Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below: **Housing Authority Wide – See remarks following “G” on page 21.**

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

Other (list policies and developments targeted below)

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

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

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

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

X Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

X Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

## **B. Section 8**

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

### **(1) Eligibility**

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

### **Known rental history with previous landlords.**

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

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

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

**(4) Admissions Preferences**

a. Income targeting

Yes X 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. X Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

**Elderly - 62 Years of Age or Older**

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

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

## 2. Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

## 1. Elderly - 62 Years of Age or Older

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

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

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

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

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

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

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

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

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

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

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

- Through published notices  
 Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based

rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

**Rent Policy Section 507**

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never  
 At family option  
X Any time the family experiences an income increase  
 Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_

X Other (list below)

**Change in family composition.**

g.  Yes X No: Does the PHA plan to implement individual savings accounts for

residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

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

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

## **B. Section 8 Tenant-Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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)

**Rent Policy Section 507**

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		

Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

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

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based

assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

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

b. If yes to question a, select one:

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

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected,

copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

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

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

- Yes X No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes X No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families

with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

1. X Yes  No: Have any of the PHA’s developments or portions of developments

been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. **PHAs completing streamlined submissions may skip to component 11.**)

2. Activity Description

Yes  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: <b>Housing Authority Wide</b>	
1b. Development (project) number: <b>NC020 1/10</b>	
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 checked="" type="checkbox"/> Other (explain below) <b>Internal assessment concluded that no development is appropriate for conversion consideration.</b>	
3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

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

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

#### **(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families



Public Housing		
Section 8		

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

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or

- adjacent to the PHA's developments
  - Residents fearful for their safety and/or the safety of their children
  - Observed lower-level crime, vandalism and/or graffiti
  - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
  - Other (describe below)
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
- Safety and security survey of residents
  - Analysis of crime statistics over time for crimes committed "in and around" public housing authority
  - Analysis of cost trends over time for repair of vandalism and removal of graffiti
  - Resident reports
  - PHA employee reports
  - Police reports
  - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
  - Other (describe below)
3. Which developments are most affected? (list below)

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
  - Crime Prevention Through Environmental Design
  - Activities targeted to at-risk youth, adults, or seniors
  - Volunteer Resident Patrol/Block Watchers Program
  - Other (describe below)
2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)
- Police involvement in development, implementation, and/or ongoing evaluation

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**WILSON HOUSING AUTHORITY**  
**PET POLICY**

1. A non-refundable pet fee of \$100.00 and a \$50.00 pet deposit will be required of any resident wishing to have a pet unless, it is an assistive animal. The fee and deposit may be paid in two increments of \$75.00 each. One increment payable at the time of the pet move in and the second being payable the first month after the pet move in.
2. Only one (1) pet whose weight may not exceed 25 pounds, may be kept in any one Public Housing unit. The head of household shall be responsible for their pet. Guest may not bring pets onto the premises. Reptiles or any other animal that may endanger the health, safety, or welfare of any housing employee or any other resident will be not permitted. Dogs will not be allowed in high-rise buildings, and outside chained animals will not be allowed.
3. Pet owners must demonstrate liability insurance coverage on the pet of no less than \$20,000.00 minimum permitted by renters insurance, and agree to assume responsibility for all damages incurred by said pet.

4. Signed statement assigning responsibility to no less than two persons to care for the pet in the event the pet owner dies, is incapacitated or is otherwise unable to care for the pet.
5. Owner of the pet will be responsible for all cleanup anywhere on the grounds or in the building . If pet owner is unable, or contact with the resident cannot be made, a \$25.00 fee for each cleanup performed by the Housing Authority will be assessed.
6. All pet owners must submit an up-to-date immunization record from a qualified Veterinarian and must display a current license tag for said pet. Immunization records and pet license tags are to be updated during the month of the pet owner's annual recertification of tenant eligibility.
7. Residents must make a bonafide effort to control fleas and ticks at all times.
8. Pet must be neutered or spayed and will be restricted to designated pet areas only. Pets will not be allowed in any designated area unless accompanied by a responsible person and is restrained on a leash or similar device.
9. A pet owner is in violation of the city ordinance on animal control when his or her animal causes objectionable noises, destroys or damages the property of others.
10. Pet owners must comply with all Housing Authority, County, State, and Federal regulations on animal regulatory laws.
11. When litter boxes are in use, the pet owner will not change the litter more than twice each week and will separate pet waste from litter when disposing of same.
12. Inspections other than permitted under the lease may be made after proper notification and during reasonable hours if a complaint is received in writing and the Housing Authority has reasonable grounds to believe that a nuisance or threat to health and safety of the occupants of the dwelling or surrounding area exist.
13. In the event of a pet violation, the pet owner will be given up to ten (10) days from date of service of the notice to remedy the violation, to remove the pet or to make a written request for a meeting to discuss said violation(s). Failure to remedy the violation, to request a meeting, or to appear at a requested meeting may result in termination of tenancy. A resident who receives two written complaints, will be asked to remove their pet from Wilson Housing Authority property. Violation of this pet policy two (2) times may be grounds for lease termination.

14. If a pet is removed due to death or incapacity of the pet owner and the two responsible parties are contacted and are unwilling or unable to remove the pet; or cannot be contacted, the pet will be removed and placed in a pet facility for a period not to exceed thirty (30) days. The cost of the animal care shall be borne by the pet owner and his/her estate. If unable or unwilling to pay, the cost will be paid from the pet deposit.
15. Housing Quality Standards (HQS) must be met and maintained in order to have a pet.
16. The eradication cost of flea infestation during residency will be the responsibility of the resident.
17. If the pet is a bird, it shall be housed in a birdcage at all times.
18. Pets may not be bred or used for commercial purposes.
19. All conditions must be met and the lease signed before admitting said pet to the dwelling unit.

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how

the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

- X Attached at Attachment (File name) **Attached at the end of the Template.**
- Provided below:

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

- X Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here)

**The State of North Carolina**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

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

- Other: (list below)

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

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

#### **D. Other Information Required by HUD**

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

## Attachments

# Wilson Housing Authority Income Targeting and Tenant Selection and Assignment ( Section – 513 )

The primary goals of this policy are to:

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

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

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

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

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

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

## **Wilson Housing Authority Resident Membership of the PHA Governing Board**

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

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

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

## **Wilson Housing Authority Membership of the Resident Advisory Board**

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

Bessie Barnes  
Larry Thigpen

**Wilson Housing Authority  
Resident Advisory Board Minutes  
February 2003**

**Present:** Larry Thigpen, Alma Ruffin, Valarie Harper, Rufus Edmondson, Beatrice Gay,  
Bessie Barnes

**Staff:** Rossalyn W. Farmer, Dennis Barker

Mr. Rufus Edmondson opened the meeting with prayer. He thanked everyone for coming out.

Staff informed the Board they were still working on getting the speed bump in at EB Jordan. The Board was pleased to hear we were getting closer to having this done.

Staff informed the Board the We were working with Vaughns Chapel and Farmington Heights to adopt EB Jordan and Forrest Road communities. Staff is hope this will take place within the next two months.

Staff will solicit for residents to fill vacant Board seats.

Staff informed the Board of the marketing strategies being put into place to solicit applicants. New pamphlets being designed, will put ad in WDT, and have signs made up to place on Housing Authority property.

The Board was very receptive if this idea and supported staff's efforts.

Staff reminded the Board that the survey from HUD will be coming out soon and of the importance of it. The Board indicated that they were familiar with the survey and would stress the importance to their neighbors.

Staff asked for any concerns, suggestions or ideas from the Board. There are none at this time.

With no more business to bring before the board, the meeting was adjourned.

**Wilson Housing Authority**  
**Resident Advisory Board Minutes**  
**April 16, 2003**

**Present:** Rufus Edmondson, Larry Thigpen, Valerie Harper, Annie Hicks, Alma Ruffin,  
Bessie Barnes

**Absent:** Beatrice Gay

**Staff Present:** Rossalyn W. Farmer, Dennis Barker

Mr. Edmondson started the meeting with prayer, he officially open the meeting for business afterwards.

Ms. Farmer reminded the Board of the proposed budget RAB stipend presented to them in February and asked if any one had any suggestions. Ms. Hicks wants new basketball goals installed at EB Jordan Homes. Staff has already got these ordered. Ms. Barnes wants to establish a scholarship for youth that finish high school and attend college. Staff informed the Board that there is already such a scholarship established for Public Housing youth. Ms. Edmonson has concerns regarding water standing around his mailbox. Ms. Explained that this would not be taken from the resident stipend budget, but it would be addressed.

Staff informed the Board that the speed bump they had requested was now complete at EB Jordan homes.

Staff informed the Board that residents were still being transferred at Whitfield because of the modernization project. Everything is going as planned. Should be complete at Whitfield by the end 2003.

Staff informed the Board that the survey from HUD is coming out again. Staff explained how important it was to fill them out and mail them back, part of our score is determined by the number of surveys mailed back.

Ms. Farmer reminded the Board of Simple Pleasures and asked tem to please join us at EBJordan for this event.

Staff informed the Board that residents are making some improvements with paying rent late however, you never can anticipate how it will go from month to month.

Staff asked for any comments, suggestions or concerns. There were none at this time. The meeting was adjourned.

**Wilson Housing Authority**  
**Resident Advisory Board Meeting**  
**June 18, 2003**

Present: R. Edmondson, Annie Hicks, Valarie Harper, Larry Thigpen, Alma Ruffin, Beatrice Gay

Staff Present: Rossalyn W. Farmer, Dennis Barker

Mr. Edmondson prayed before calling the meeting to order. He opened the meeting having the minutes read from April meeting. The minutes were accepted as presented.

Ms. Farmer informed the Board that staff would be mailing a notice to all residents regarding our much anticipated inspection by HUD. This notice would be included in the **July** rent statement. A copy of the notice was handed out to all Board members for them to review. The notice informs residents of items the will be findings for the agency if found by the HUD Inspector.

Staff presented the Board with a questionnaire that will also be sent out to the residents. The form lists all the work to be done in the 2003 CFP/Energy Project in the fall of 2003. The project will complete energy improvements and encumber CFP funs from 2001-2007. Work will conclude Spring of 2007. The scope of the work is broken down by projects. Staff asked for any ideas, suggestions or comments from the Board. At this time there are none. Staff asked the Board to please bring their suggestions back to the August meeting or give the form to their Manager.

Staff informed the Board that Farmington Heights Church of God had officially adopted the Forest Road Community.

Staff will try to partner with OIC to empower residents that are not working or needs to go back to school. The Board agreed with this idea.

Staff asked for comments or concerns from the Board. Mr. Thigpen suggested WHA trim trees that have grown over on our property line for appearance sake and have Housing Officers work some at night. Ms. Farmer informed the Board that the Officers do work at night but staff will look into having them more visible at Tasman. Also, some residents have sited signs of bats back at Tasman. Staff will look into this complaint. The front door at Tasman is too heavy for some of the residents. They have a very hard time pulling it open. Staff will also look into this complaint.

With no other business the meeting was adjourned.

**Wilson Housing Authority**  
**Resident Advisory Board Call Meeting**  
**July 10, 2003**

**Present:** Rufus Edmondson, Annie Hicks, Valarie Harper, Larry Thigpen, Alma Ruffin,  
Bessie Barnes,  
Beatrice Gay

**Staff:** Rossalyn Farmer, Dennis Barker

Ms. Farmer called a special meeting of the Resident Advisory Board to discuss procedures for selecting a hearing officer to hear grievances and render decisions based on information present by residents and staff.

Currently the Executive Director is the hearing officer. Even though the Executive Director renders his decisions based on actual facts, he feels this policy needs to be changed to ensure the residents have no doubt that all decisions are non bias.

Staff has followed the procedures as set forth by HUD in selecting a hearing officer. Staff recommended two names to the board, they are as follows, Brenda Avery and Valerie Shells.

The Board was very receptive of both persons and thought the decision to utilize an outside person as the hearing officer was very good.

The Board stated they had no doubts about decisions being made fairly. However, they agreed it would be better to go ahead and select a hearing officer that is disinterested, does not approve the actions that may come under review and are not subordinates of the person that approves such actions.

By unanimous decision the Board approved the names submitted by staff.

With no other business to discuss the meeting was adjourned.

**Wilson Housing Authority**  
**Resident Advisory Board Minutes**  
**September 3, 2003**

**Present:** R. Edmundson, A. Hicks, L.Thigpen, V. Harper, A. Hicks, C. Meador,  
R. Farmer, D. Barker

**Absent:** Annie Barnes, B. Gay

Mr. Edmondson opened with prayer. The Board reviewed the minutes from the last meeting and approved by unanimous decision.

Staff only received two resident questionnaires back states resident concerns. The Board will have theirs completed by Friday.

Ms. Meador went over the scope of work with the Board intended in the 2003 CFP Project in the fall of 2003. The work is scheduled to be concluded in the year 2007.

Ms. Meador informed the Board that HUD has approved this endeavor however, WHA funding has been cut and there is a possibility we may have to get a loan to complete the project. Bids for the work will determine the amount of money needed. Ms. Meador asked for any questions or any other concerns that staff did not have in the scope of work.

Ms. Farmer had a concern from some elderly residents on Hines Street. Their concern is, they have nowhere to park or for the handicap van to park when they are picked up. Their apartments are in the middle and the parking lot in their opinion is not accessible to them. They state they are on walkers and canes and it is very hard for them to get from the area that vehicles can park to their homes. They indicate it is very hard walking through the grass and the walk is too long.

Ms. Meador stated Mr. Faison has discussed an alternative to their situation. He is considering putting gravel down and making the area behind their units a drive through so these residents will easier access to their transportation. Staff will get back with the Board with a response.

The public hearing is September 11, 2003 for the annual and 5 year plan. All Board members are encouraged to attend.

Ms. Farmer reminded the Board of the vacant seat of the WHA Board of Commissioners. Staff has notified all residents of PH and Section 8.

Ms. Thigpen and Ms. Harper suggested WHA purchase it's own washer and dryer as

opposed to being under contract. The ones we have break so much. They suggest we try put at least one more of each in the laundry room. They indicate residents are complaining these are not meeting the needs considering the number of resident in Tasman. Staff will speak to Mr. Faison and get back to the Board.

The floor was opened for any other suggestions for concerns from the Board. There was none. The meeting was adjourned.

## **Wilson Housing Authority Police Officers Residing in Public Housing Policy**

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

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

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

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

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

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

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

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

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

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

## **Wilson Housing Authority Bond Consortium Consideration**

Currently there is a proposed consortium of North Carolina Housing Authorities exploring pooling future fund appropriations for a bond issue to fund larger capital fund needs for their agencies.

Due to current capital funding appropriation cuts, we anticipate either participating in this pool or having to obtain a construction loan to insure the funds needed to satisfy anticipated contractual obligations in conjunction with the on-going energy conservation renovation project.

## **Wilson Housing Authority Elderly/Disabled Supportive Services Program**

**Purpose:** To enhance the ability of elderly and disabled Public Housing residents to remain independent.

**Objective:** Determine resident needs that are not being met.

**Goal:** Partner with community service providers to link services to elderly and disabled residents based on their needs and characteristics. Ensure resident needs are being met in order to sustain their independence.

**Services:** Includes but not limited to:

Wellness programs, preventive health education  
Transportation services for medical appointments  
Housekeeping aid  
Meal services to meet nutritional needs  
Employment opportunities (where applicable)

### **EDSS Coordinator Responsibilities**

Work with Property Managers and community service providers to coordinate services for elderly and disabled residents.

Make resident referrals to servicing agencies based on resident needs determined by the Property Manager.

Track program participants and services utilized by participants.

**Wilson Housing Authority**  
**Resolution Approving Pledging Section 8 Reserves**  
**To Cover Potential Conventional Program Energy**  
**Consumption Savings Liability**

WHEREAS, the Housing Authority of the City of Wilson, North Carolina (hereinafter called the "Authority") is undertaking to make a large number of energy conservation and energy consumption reduction improvements to a number of units owned and operated by it, each of said units being a part of the Authority's Conventional Housing Program; and

WHEREAS, a substantial portion of the energy conservation and energy consumption reduction improvements involve the installation of energy conserving and energy consumption reduction equipment, apparatus and other personal property; and

WHEREAS, the Authority by appropriate resolutions and actions has entered into an Equipment Lease/Purchase Agreement for the equipment, apparatus and other personal property that constitute the energy conservation and energy consumption reduction equipment, apparatus and items that are being installed in order to bring about such energy savings and energy conservation; and

WHEREAS, said Lease/Purchase Agreement payments are amortized on an annual basis over a twelve (12) year period, with the first such payment being due December 1, 2003 and the final payment being due December 1, 2014; and

WHEREAS, the Authority desires to pledge ninety percent (90%) of AVAILABLE Section 8 Program Reserves to fund the Authority's potential liability which it may incur under the Conventional Housing Program add on of energy conservation and energy consumption reduction measures, including a pledging of ninety percent (90%) of AVAILABLE Section 8 Program Reserves to meet the annual Lease/Purchase amortization payments throughout the amortization period in the event actual consumption levels do not meet the consumption levels required by the Department of Housing and Urban Development; and

WHEREAS, said pledge of ninety percent (90%) of available Section 8 program reserves may also be necessary to fund and pay any HUD funding shortfall associated with the Conventional Housing Program operating subsidy funding budget cuts which may be associated with the energy add on project; and

WHEREAS, the term of the pledge of ninety percent (90%) of available Section 8 program reserves will expire at the conclusion of the project, the payment of all payments and obligations under the Lease/Purchase Agreement or at the conclusion of Lease Amortization Schedule on December 31, 2014; whichever occurs later; and

WHEREAS, the Board of Commissioners of the Authority must approve any pledging of Section 8 Reserve Funds to be used to pay Conventional Housing Program energy add on liabilities including amortization of lease payments due and making provisions for reductions in operating subsidies;

NOW, THEREFORE, be it RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Wilson on this 9th day of October, 2003, that the Board of Commissioners does hereby authorize, approve and ratify pledging ninety percent (90%) of AVAILABLE Section 8 Program Reserves to fund any potential liability that the Authority may incur under the conventional Housing Program Energy Add-On Project due to reduction in funding resulting from consumption levels required by the Department of Housing and Urban Development or resulting from any Conventional Housing Program operating subsidy cuts associated with the energy conservation and energy consumption reduction project, said pledging to continue through December 31, 2014.

DULY ADOPTED this 9th day of October, 2003.

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Bennie J. Woodard, Chairman  
Of the Board of Commissioners  
Housing Authority of The  
City of Wilson, North Carolina

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James A. Faison, Secretary to the  
Board of Commissioners of the  
Housing Authority of the City  
Of Wilson, North Carolina and  
Executive Director of the Housing  
Authority of The City of Wilson,  
North Carolina