



PEMBROKE HOUSING AUTHORITY

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Pembroke, North Carolina 28372
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*Reggle Strickland, Chairman
J. Garth Locklear, Vice-chairman
Lemark Harris, Executive Director*

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

July 31, 2003

Mr. Michael A. Williams
U.S. Department of HUD
Suite 500 Asheville Building
1500 Pinecroft Road
Greensboro, NC 27407

Dear Mr. Williams:

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

Unfortunately, the revised template for FY2004 incorporating changes since the last template release was not available for our use. Therefore, as instructed we used the last year's template with minor revisions.

Nonetheless, this Plan is submitted for approval and is consistent with our jurisdiction's housing plan. We have also included as a matter of record all of our operational policies, regardless of the area. We feel that it is important that the community have access to the policies of the housing assistance program.

Sincerely,

Pembroke Housing Authority

Lemark Harris

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 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: PEMBROKE HOUSING AUTHORITY

PHA Number: NC114

PHA Fiscal Year Beginning: (mm/yyyy) 01/2004

PHA Plan Contact Information:

Name: Lemark Harris

Phone: 910.521.9711

TDD: (800) 545-1833 ext 761

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

Website: www.pembrokeha.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Public Housing Only

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

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

PHA elected not to include.

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

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

The Board of Commissioners duly adopted a revision to the public housing lease agreement prohibiting swimming pools greater than five feet in diameter; duly adopted a policy governing the receipt and processing of complaints regarding resident occupancy; and duly revised the existing No Trespassing policy to incorporate and appeals process.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

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

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

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

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

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

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

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

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

B. What is the amount of the PHAs estimated or actual PHDEP grant for the upcoming year? 0.00

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

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

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

2. If yes, the comments are attached as Attachment I

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

The PHA changed portions of the PHA Plan in response to comments

A list of these changes is included

Yes No: below or

Yes No: at the end of the RAB Comments in Attachment I

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA’s consideration is included at the end of the RAB Comments in Attachment I.

Other

B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: State of North Carolina
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
 - Other: (list below)
3. PHA Requests for support from the Consolidated Plan Agency
 - Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: NONE

C. Criteria for Substantial Deviation and Significant Amendments

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

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

 - A. Substantial Deviation from the 5-year Plan: Includes a significant change, involving a revision in the plan and the timeline, in which the activities/events are scheduled for completion.
 - B. Significant Amendment or Modification to the Annual Plan: Examples include changes to rent or admission policies or organization of the waiting list; additions of non-emergency work items or change in use of replacement reserve funds under the Capital Fund; and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. Budget/program revisions that involve less than ten percent of the total program budget are deemed to not significantly modify the Annual Plan.

Attachment A
Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
NA	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
NA	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
NA	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	RASS Follow-up Plan for FY2000 Results	Troubled PHAs
X	Documentation of Required Initial Assessment for Voluntary Conversion of Public Housing to Tenant-Based Assistance	Required Attachment
X	Deconcentration Income Analysis for Covered Developments	Required Attachment

ATTACHMENT B**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary****PHA Name: PEMBROKE HOUSING AUTHORITY****Grant Type and Number**

Capital Fund Program Grant No: NC19P11450104

Replacement Housing Factor Grant No:

Federal FY of Grant:**FY2004** **Original Annual Statement** **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)** **Performance and Evaluation Report for Period Ending:** **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,969			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	363,629			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	399,598			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name PEMBROKE HOUSING AUTHORITY		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
	Annual Statement				
NC114-1		\$594,850	\$0	\$0	\$0
NC114-2		\$0	\$597,450	\$0	\$118,800
NC114-3		\$0	\$0	\$705,00	\$165,000
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					
Total CFP Estimated Cost		\$594,850	\$597,450	\$705,000	

Attachment D: Elderly/Disabled Program Coordinator

Proposed Program Staffing

Staff Experience The Project Coordinator (PC) will be hired and employed with additional operating funds. We will require the selected individual to have a minimum of two (2) years experience working with the elderly and disabled population with preference given to experience related to public housing residents. The Director of Resident Services will directly supervise the Project Coordinator and relevant support staff. The Director of Resident Services holds a Business Administration degree from the University of North Carolina at Pembroke. She has held prior positions that require verbal and written communication skills; critical to effective supervision and new program implementation.

The staff experience of our partners is quite impressive. We have selected as partners dominant, well-known community services agencies with impeccable reputations. Their expertise will lend our program sufficient knowledge that will only need adequate coordination to ensure effective services that enhance and increase the livelihood of our elderly and disabled residents. These partners and respective key staff are as follows:

- The *Lumber River Council of Governments* (Brad Allen) staff has extensive experience with the elderly nutrition site. Their staff will provide valuable information and services with respect to proper nutrition and other topics of concern in a congregate setting.
- The *Robeson County Department of Social Services* (see Memorandum of Agreement) staff has significant experience with respect to adult protective service regulations. Their thorough knowledge and education will strengthen and enhance the lives of our residents through referrals, consultations, and visits. Educational backgrounds of key staff include both undergraduate and graduate degrees in the fields of social work and social sciences.
- The *Four County Community Services* (Gail McCrae) specializes in one-to-one contact with elderly and disabled families in need of services. Case management techniques are used to evaluate each client's needs and an action plan is developed. Program delivery is dependent upon due diligence of the staff in locating and securing program services for its clients. The staff specializes in providing assistance to both elderly and disabled persons seeking disability payments.
- *HealthKeeperz* (Kim Smith) is a for-profit entity based in Pembroke, North Carolina, with a comprehensive mission of providing healthcare-related services to families of Robeson and surrounding counties. The staff consists of pharmacists, nurses, doctors, certified nursing assistants, and physical therapists all of which are available with minutes of our client base. With their years of experience and education, these staff will provide essential services to our elderly and disabled residents.
- The *Lumbee Tribe of North Carolina* (Darlene Jacobs) will provide key staff to provide weekly health education services in the form of lectures and individual support. The Tribe will also provide monetary support for the staff for materials and supplies.
- The *Burnt Swamp Baptist Association* (Rev. Mike Cummings) consists of a well-known administrator and former North Carolina Baptist Convention President, Rev. Mike Cummings (see attached resume'). He and his staff will teach our clients to read each week through the use of a congregate setting, just before lunch is served. The many volunteers with his organization that include retired schoolteachers, retired ministers, and other retired professionals will provide the tutelage for our literacy component.

Staff Capacity The Executive Director of the Pembroke Housing Authority has successfully overseen the development, implementation, coordination, and evaluation of seven (7) prior Public Housing Drug Elimination Program and two (2) Youth Sport Program grants without a single audit finding. All of these programs required an application with a definite start date and end date. All program activities as written within the grant proposal had to be implemented and evaluated in a timely manner. Program compliance was measured through the six-month reporting process and an annual survey of program participants. The PHA will be able to immediately begin the proposed work program under the direction of an experienced Executive Director (see attached resume').

Prior grants required quick assessments and when applicable access to qualified professionals. We successfully contacted qualified experts and professionals for program delivery of prior grants. Such activities included community health screenings, homeownership workshops, and drug prevention programs. We are excited about the potential partners for our ROSS grant.

Past Performance of Applicant/Project Coordinator

In what has been a long-term partnership with the Lumber River Council of Governments, the Authority has successfully assisted in the delivery of a daily meals program for the seniors living in and around the Pembroke area since the 1970's. This program has provided many hot lunches to seniors that may not have been able to attain sufficient nutrition elsewhere.

In January 2000, the Authority developed and implemented *Full Circle*, a program designed to provide limited oversight of the daily living of the senior and disabled residents in the form of case management services. Targeted residents are visited at a minimum on a monthly basis to detect possible lacking in any of the major daily life activities. Should a concern present itself, the Resident Services Coordinator, under the direction of the Director of Resident Services, immediately intervenes to enhance and improve that area of the resident's daily life.

The Authority has successfully partnered with community service organizations such as the Robeson County Health Department, Robeson Healthcare, Professional Providers, and Southeastern Regional Community Health Service to provide community health screenings. The purpose of these screenings is to provide a forum whereby the public can receive free health checks and tests while being educated about important health and safety issues. We find that by bringing together our residents in a congregate setting, program delivery is much more efficient.

Please find below for your review the grants, grant amounts, grant terms, and sources of funds for our past experience. Although our experience in program delivery is largely related to grants that focus on programs for the entire public housing resident population, our track record of program delivery and grant administration can easily be repeated with this program.

Program Administration and Fiscal Management

The Pembroke Housing Authority will utilize the most efficient procedures and methods of communication to soundly administer this program. The Authority has not received a single audit finding or recommendation within the last ten years of independent public audits. This level of success is possible due

to the tight internal controls and sound management practices exercised by the Authority. The Authority has been designated as a High Performer for the fiscal years ending 1994 through 2002 under the United States Department of Housing and Urban Development Public Housing Assessment System (PHAS). We are proud of this accomplishment and look forward to continuing this level of services with this program. HUD can be sure that we will continue to utilize approved and accepted management techniques to accomplish the purpose of this program.

Program Administration Upon approval of the additional operating funds, the Executive Director will meet with the Director of Resident Services and Director of Operations. A proper chart of accounts will be established for proper tracking of funds and expenditures for evaluation and reporting purposes. The Executive Director will prepare written policies applicable to the program that are not already in place. Current administrative policies and procedures/guidelines will be exercised to the greatest extent possible, i.e. payroll and timesheet administration, procurement policy and procedures, and personnel policy and procedures. The Director of Resident Services will be responsible for initiating all procurement of supplies and services through departmental requisition forms. These will be submitted to the Director of Operations for processing of purchase order. The Executive Director will approve any requisition that exceeds five hundred dollars. The Director of Resident Services will be responsible for daily program supervision to include staff supervision. The Project Coordinator will report directly to the Director of Resident Services. The Project Coordinator will be responsible for supervision of part-time workers and volunteers. The Director of Resident Services will coordinate the Memorandum of Understanding with each partnership agency listed above. The Director will be responsible for quarterly reports to the Executive Director. Also, the Director will prepare six-month reports and required by the Department of HUD. The Resident Services Coordinator will provide support for the Project Coordinator during times of peak workload.

Fiscal Management As stated earlier, the Authority has successfully conducted the public housing program and all awarded grants without a single audit finding or recommendation since fiscal audit year 1994. The Executive Director earned a Bachelor of Science degree from the University of North Carolina at Pembroke with a double concentration of Accounting and Management. Prior to joining the Authority on July 1, 1993, he attained extensive work experience in both the private and public accounting industry. He has worked as a staff accountant with a local public accounting firm and as a Budget Analyst and Special Assistant to the Controller at the University of North Carolina at Pembroke. His experience with UNCP provided for him an opportunity to work with the Code of Federal Regulation 24CFR part 84. Our fiscal management structure has been in existence and has survived annual audits as required by HUD. We require two (2) signatures on each voucher – the Executive Director and either the Chairman or the Vice-chairman. Thus, at least one board member signs and is aware of every voucher disbursement generated by the staff. Purchase orders are used to obligate and procure materials and supplies. Purchase orders are initiated through departmental requisitions from the respective department head. Each month our staff prepares monthly data to be processed and posted by a certified public accountant. Someone other than our staff also reconciles the bank statement. We have found that these simple procedures maintain proper financial safeguards that hold responsible persons accountable.

Need/Extent of the Problem

(1) Socioeconomic Profile

Robeson County is the second largest county in North Carolina and is recognized as medically underserved. The county covers nearly 1,000 square miles and approximately 1,800 miles connect the numerous small

towns scattered across the county. One local hospital serves the entire county with additional satellite clinics to provide primary care. Pembroke is located in Robeson County, which serves a population of 127,327.

Pembroke Housing Authority is located in the Town on Pembroke, which currently has a population of 2,399 citizens, 15% of the population is over the age of 60. PHA owns and manages 243 units of public housing. These units are located in five scattered sites throughout the Town of Pembroke.

As a rural community, textiles and farming are major businesses in Robeson County. Over the years, many industries have relocated to companies outside the United States resulting in downsizing, layoffs, and closures. The most recent unemployment figures of 7.8% are twice the state average of 3.2%. According to the Economic Performance Report for the Town of Pembroke, 39% of the town's population has an annual income less than \$10,000 versus 19% of the overall population of Robeson County¹.

The average life expectancy of an individual is increasing over the years. Older Americans are now expected to live longer than ever before. According to the Centers For Disease Control and Prevention, the average life expectancy is 72.5 years for a male and 78.9 years for a female. With the growing increase of life expectancy across America, preventive services for the elderly/disabled are an important part to help enhance the quality of life. The table below provides a breakdown of the Town's population by age group. Between the years of 1990 and 2000, the number of individuals in the 65 plus age group increased by 9%.

Town of Pembroke
Population Growth By Age

Age Group	1990	2000	% Change
0-4	205	322	57%
5-17	521	617	18%
18-64	1,271	1,475	16%
65+	244	267	9%
Total	2,241	2,681	100%

Source: Town of Pembroke Economic Performance Report

One of areas of concern PHA has decided to focus on is the literacy rate among the elderly/disabled residents. It is a known fact, literacy is an issue concerning the citizens in Robeson County. According to the North Carolina Literacy Resource Center, 19.18% of adult citizens in Robeson County has less than nine years of education and 42.95% are without a high school diploma⁴. At the PHA, 93.85 percent of elderly/disabled residents do not have a high school diploma. PHAs goal is to establish a Literacy Program to teach our elderly/disabled residents to read and garner basic computer skills. Learning to read can enhance the quality of life in many ways - a better understanding of written notices providing with an overall increase in self-esteem.

Nutrition remains an important part of life for everyone, regardless of the age. Studies have proven that good nutrition in the later years can decrease the effects of certain diseases among the elderly or improve the quality of life in elderly who have such diseases. These diseases include osteoporosis, obesity, high blood pressure, heart disease, certain cancers, and chronic under nutrition. According to the New York Office of Aging, "Studies show that a good diet in later years helps both in reducing the risk of these diseases and in

managing the diseases' signs and symptoms. This contributes to a higher quality of life, enabling older people to maintain their independence by continuing to perform basic daily activities, such as bathing, dressing and eating³." On the other hand, poor nutrition can prolong the recovery of illness, increase medical expense, and lead to a poor quality of life.

Studies have indicated the 40.2% of elderly in North Carolina are overweight. Many elderly are required by doctors to follow a special diet, especially a low-calorie diet for reduction of weight. Special diets always require extra effort, as elderly would rather settle for foods that are quick and simple to prepare, such as frozen dinners or fast food, which often contain too many calories. For 25 years Lumber River Council of Governments has provided a well-balanced meal for elderly residents in the community. Many elderly residents have expressed concern because they often have to choose between purchasing food or purchasing required medicine. This elderly Nutrition Program will provide well-balanced meals five (5) days a week. Our goal at PHA is to increase enrollment of our elderly residents by fifty percent. This program not only provides good nutrition for our elderly, but it gives them an alternative to expensive grocery bills.

Social isolation and loneliness are common problems to the elderly. Elderly who have lived with a partner for many years find it difficult to be alone. This leads to depression or losing interest in participating in social activities. Isolation can also lead to an increase in chronic illnesses. Being mobile and interacting with other elderly can enhance the quality of life and improve well being. Social isolation and loneliness have often been targeted to living alone and poor health. The Project Coordinator will be responsible for case management of all PHA elderly/disabled residents. PHA has already implemented *Full Circle*, a program aimed at meeting the needs of elderly/disabled residents. PHA currently has about 130 elderly/disabled residents. Staff of the PHA visits with each resident at least once a month to ensure the residents' needs are met. Our goal at PHA is to provide a more intense case management program and also provide programs/activities that will break the social isolation barrier.

Specific Services and/or Activities

Pembroke Housing Authority will gear activities and/or services that address the identified needs and concerns. A Project Coordinator will be hired within the first three months of the grant. The Project Coordinator will be responsible for surveying the elderly/disabled residents to determine what activities and/or services they would be interested in receiving with emphasis a Literacy Program, Nutrition Program, and Congregate Services.

Program 1) PHA will strive to improve elderly/disabled residents' self-esteem by teaching them to read using the bible and by teaching basic computer skills. Learning to read can enhance the lives of residents as they work toward gaining some self-sufficiency. Many residents are un-informed of service offerings because most businesses advertise by written notices. The Burnt Swamp Baptist Association has agreed to partner with PHA in the delivery of this service. Volunteers will work with elderly/disabled residents on a weekly basis at the residents' pace. PHA has sufficient office space at the Maynor Manor Community Building where the reading sessions will be held. The Maynor Manor Community Building is also equipped with a computer lab, where the computer classes will be taught.

Program 2) PHA's goal is to increase the number of elderly/disabled residents participating in the Nutrition Program by fifty percent (50%). Lumber River Council of Governments has provided a Nutrition Program in the Town of Pembroke for twenty-five (25) years. The meals will be served at the Maynor Manor

Community Building located within PHA. The meals will be offered five days a week and are available to anyone over the age of sixty.

Program 3) PHA's goal is to reduce isolation and failure to enhance the quality of life by providing congregate educational, social, and recreational services. There is a need in our community for more frequent congregate activities to keep elderly/disabled residents mobile and enjoying life. For the first month, the Project Coordinator we meet with all elderly/disabled residents to survey their interests. The Project Coordinator will implement case management of all elderly/disabled residents. The Project Coordinator will work with elderly/disabled residents to schedule events of their interests. Events for the elderly/disabled may include educational services such as health screenings, information about nutrition and diseases, and social activities that strengthen and sharpen our residents' social skills.

PHA has chosen activities and services that will enhance the quality of life for our elderly/disabled residents. By providing congregate activities we will strive to reduce isolation of elderly/disabled residents and improve their outlook on life. The Literacy Program proposed can enhance the quality of life by increasing self-esteem. By increasing self-esteem of the residents this can give them the drive to enhance and improve activities in their daily life.

PHA will partner with faith-based organizations that we provide services to our elderly/disabled residents. The *Healing Lodge* is a nonprofit, faith based organization located in the Town of Pembroke. The *Healing Lodge* is a wellness and crisis ministry, funded through grants. Due to limited funding, the *Healing Lodge* refers clients to other agencies for assistance. However, clients usually don't have transportation, so the *Healing Lodge* transports clients to their appointments. Along with providing transportation, the *Healing Lodge* also provides health screenings and crisis counseling services.

Leveraging Resources

The Pembroke Housing Authority will utilize in-kind contributions combined with the additional operating funds to strengthen the program. These contributions are to be provided by our community partners as listed herein.

We entered into a Cooperation Agreement for Economic Self-Sufficiency Activities with the Robeson County Department of Social Services (DSS) as required by QHWRA. DSS will provide Medicaid and Medicare under state mandated guidelines. Although these resources are already available to the elderly and disabled, we propose to enhance their likelihood of seeking these services. DSS will visit our site to assist with client qualification through case management with our staff.

The Burnt Swamp Baptist Association will sponsor the literacy (reading) component with program staff and volunteers. This Association will provide volunteer hours and travel amounting to approximately \$2,800. Please see the enclosed letter of commitment.

Four County Community Services will continue to sponsor case management with their staff two days per week. These services will assist our clients in becoming self-sufficient through a wide range of services that include transportation, medical discounts, locating household goods, and house keeping. Technical assistance with income taxes, disability claims, and other pertinent forms will be provided to our clients by Four County.

HealthKeeperz will provide skilled nursing assistants and other pertinent personnel as identified to assist our elderly and disabled with medical needs. HealthKeeperz will also sponsor free of charge to our residents health screenings and health education workshops.

The Lumbee Tribe of North Carolina will partner with us in providing a health educator totaling thirty-two (32) hours per month. Support will be given totaling \$5,000 per year for the purchase of necessary materials and supplies.

The Lumber River Council of Governments (COG) has committed to expand the senior nutrition site. We will also look to initiate a site with the Lumbee Tribe in Hoke County, North Carolina, to service the elderly and disabled low-income residents of the Hawk Eye Sands site. We will be able to conduct and offer services in congregate settings as our clients gather each day for their lunch.

Required Attachment E: Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board: Bricy Hammonds

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): 2004

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

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

B. Date of next term expiration of a governing board member:

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

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

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

On July 8, 2003, the PHA met with a several residents that responded to the meeting notice. During that meet, it was determined that until sufficient participation of residents is attained that all PHA residents would be appointed to the RAB with Joanne Hunt of Locklear Court serving as the Leader.

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

Pursuant to HUD Notice 2003-17, the PHA has re-instated the required eight (8) hour per month community service and self-sufficient requirement. Residents are notified of their status and, if non-exempt, report to the Director of Resident Services for assistance in locating a suitable site for completing the requirement. Residents are welcome to participate in the family development initiatives administered by the PHA.

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

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

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

During FY2003, we continued to provide drug prevention programs for our residents in the area of after school tutoring programs, supplemental police services, and stipends for educational assistance. These programs met our objective in fighting drug and drug-related crime within our developments. For FY2004, we will continue these programs and look for enhancements where necessary.

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

On July 8, 2003, the first initial meeting with the residents and community was held at 2:00 p.m. at the Administrative Office. The purpose of this meeting was twofold: Discuss the development and content of the FY2004 Agency Plan and Critique the FY2002 RASS results. There were four residents in attendance along with three representatives from the PHA.

No comments were received directed toward policy decisions. However, residents did comment upon that Capital Fund Program. Overwhelmingly, they requested access for a clothes dryer and overhead light in the living room of their units. These CFP items will be addressed during the design stage of the scope of the work.

Required Attachment J: Voluntary Conversion Required Initial Assessment

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 3
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? NONE
- c. How many Assessments were conducted for the PHA's covered developments? 3
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

- d. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: ASSESSMENTS COMPLETED

Required Attachment K: Deconcentration and Income Mixing

Component 3, (6) Deconcentration and Income Mixing

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

a. YES NO Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments

Development Name	Number of Units	Explanation	Deconcentration Policy
Dial Terrace/Maynor Manor	71	Not Subject	None
Locklear Court/Chavis Park	72	Not Subject	None
Strickland Heights	99	Not subject	None

**Attachment L
Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: PEMBROKE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: NC19P11450101 Replacement Housing Factor Grant No:	Federal FY of Grant: FY2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 01)
 Performance and Evaluation Report for Period Ending: June 30, 2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	15,000	30	30.00	30.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,167	2,100	2,100.00	2,100.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	460,991	509,028	509,028.00	467,488.67
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	511,158	511,158	511,158.00	469,618.67
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Attachment M
Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: PEMBROKE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: NC19P11450102 Replacement Housing Factor Grant No:	Federal FY of Grant: FY2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 01)
 Performance and Evaluation Report for Period Ending: June 30, 2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	38,850	30,633	15,108	15,108
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	446,817	455,034	370,559	279,408.47
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	485,667	485,667	385,667	294,516.47
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Attachment N
Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: PEMBROKE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: NC19P11450103 Replacement Housing Factor Grant No:	Federal FY of Grant: FY2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: June 30, 2003
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	399,598	399,598	0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	399,598	399,598	0	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

