

# PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2005

**PHA Plan  
Agency Identification**

**PHA Name:** Spartanburg Housing Authority

**PHA Number:** SC003

**PHA Fiscal Year Beginning:** 10/2004

**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 2003 - 2007**  
[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.
- The PHA's mission is: (state mission here)

*The Spartanburg Housing Authority is committed to providing quality, affordable housing in a safe environment. Through partnerships with our residents and other groups, we will provide opportunities for those we serve to become self-sufficient.*

**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.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
- Request additional fair share vouchers in each of the next five years.
- Reduce public housing vacancies:
- Maintain a minimum 97% occupancy rate.

- Leverage private or other public funds to create additional housing opportunities:

*Over the next five years the SHA will make extensive use of the LIHTC program (both 4 & 9% credits) to develop affordable rental and public housing replacement units. The SHA will issue bonds in conjunction with the 4% LIHTCs. The SHA will participate in a South Carolina Housing Authority bond pool using CGP funds as cash flow to repay the bonds. Proceeds from this bond issuance may also be utilized to construct/acquire replacement public housing units and modernize existing public housing developments . Proceeds from the Section 32 sales will be used to construct/acquire additional units for Homeownership opportunities.*

*The SHA has applied for a HOPE VI grant at Phyllis Goins (3-5). Grant award determinations have not been announced at this writing. If funded the SHA will implement the HUD approved revitalization plan within the grant timelines.*

*The SHA will aggressively seek funding to create an Assisted Care Living Community.*

- Acquire or build units or developments

The SHA goal is to maintain the present number of ACC subsidized units, create additional affordable units as the opportunity and funding is put in place and to develop additional units for homeownership.

- Other (list below) The SHA will continue to develop both affordable rental and homeownership units through affiliated non-profit entities.

- PHA Goal: Improve the quality of assisted housing Objectives:

- Improve public housing management: (PHAS score) 91

- Improve voucher management: (SEMAP score) 69

- Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(List; e.g., public housing finance; voucher unit inspections)

*The SHA will concentrate on fully implementing the upfront income verification procedures recommended by HUD and improving the quality of the Section 8 housing stock through aggressive inspections.*

- Renovate or modernize public housing units:

*Continuation of aggressive and efficient use of CGP fund bond proceeds and operating reserves to improve public housing units and apply for other funding alternatives, when determination that more significant investment is required than afforded by CGP.*

- Demolish or dispose of obsolete public housing:

*The SHA will continue to evaluate all ACC properties for obsolescence. The results of these evaluations may result in full or partial demolition or disposal.*

*The SHA has Section 18 permission to demolish selected units at Northside and Woodworth Homes. This demolition should be completed in FY 05. The SHA will apply for demolition of selected units at Camp Croft, Archibald Rutledge and Woodworth Homes during the plan period.*

- Provide replacement public housing:

*Replacement public housing will be developed to maintain the present number of ACC assisted units.*

- Provide replacement vouchers:

*SHA will apply for any fair share Vouchers made available by HUD and seek relocation vouchers in conjunction with the demolition of public housing units.*

- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:  
 Conduct outreach efforts to potential voucher landlords  
 Increase voucher payment standards  
 Implement voucher homeownership program:

*The SHA revised its Section 8 Administrative plan in May of 2004. The plan now addresses mobility counseling, landlord outreach and the voucher homeownership program. The plan also requires an annual review of the payment standards. SHA will comply with all of the requirements of the revised Administrative Plan.*

- Implement public housing or other homeownership programs:

*SHA has a HUD approved Section 32 Homeownership Plan, and expects that over the next five years all of the homes in the approved plan will be sold. The SHA will continue to develop non-HUD homeownership units through affiliated nonprofits. The SHA will amend the approved Section 32 plan to incorporate a lease purchase option to allow greater participation.*

- Implement public housing site-based waiting lists:

*Continue current site-based at SC 3-25 Tobias Booker Hartwell and implement site-based for single-family inventory (Section 32 homeownership units).*

- Convert public housing to vouchers: The SHA is currently exploring the possibility of voluntary conversion for some public housing. The HUD regulations are not yet fully promulgated. We will continue to explore voluntary conversion as the program evolves.

- Other: (list below)

*The SHA will seek voucher funding targeted to Elderly Assisted Care Living.*

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:

*We will continue to utilize Public Housing Operating funds to provide increased security provision and for screening of applicants.*

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

*Formal designation of Frank Gooch - SC 3-14 as elderly/disabled.*

*Designate a portion of Northside (SC 3-9) as elderly/disabled (Archibald Rutledge).*

- Other: (list below)

*We continually strive to improve the quality of life for residents and their families by being vigilant and diligent in the manner in which we utilize the above baseline contract police services. Continued strict enforcement of lease provisions and screening of applicants for housing will assure us of achieving this goal.*

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:

*Our Section 8 FSS Program will continue to be offered and is being enhanced with the development of more community partners. Non-FSS families are able to participate in employment readiness training opportunities on a space available basis.*

*The SHA is seeking approval of a Public Housing FSS Program.*

- Provide or attract supportive services to improve assistance recipients' employability:

*HOPE VI Campus of Learners Opportunity Center at Tobias Booker Hartwell is fully operational. We will continue to seek opportunities to develop training opportunities directed toward unemployed or underemployed residents. We will broaden accessibility to training opportunities by developing community partnerships; provide opportunities to all PH residents; and mitigate transportation and day care barriers when possible.*

*The recently awarded HOPE VI grant at Phyllis Goins (SC 3-5) will provide significant training and employment opportunities. Additionally the SHA has partnered with ReEnergize to increase Section 3 business, training and employment opportunities for residents.*

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

*SHA collaborates with supportive community service agencies. Increased on-site availability of services will be explored. Assessment of needs on an individual basis is continuous. SHA is exploring funding and program partners for the creation of assisted care living.*

*The SHA has reorganized the public housing management & programs division by creating a stand-alone elderly/disabled department. This should allow for a more comprehensive and focused program and an increase in services.*

- Other: (list below)

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

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 2005**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

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

[24 CFR Part 903.7 9 (r)]

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

*Spartanburg Housing Authority is emerging from a period of redefinition and reorganization. This redefinition has included establishment of higher expectations of service to citizens and community partners. This determination to be more effective at providing housing and supportive services, combined with a desire to be a proactive community partner in addressing affordable housing needs; has required us to thoroughly examine our methods of doing business. The trying fiscal challenges that we face due to reductions in HUD funding, and mounting needs for revitalization of several of our developments, has required the SHA to explore new and creative ways of improving our current developments, while at the same time assessing our ability to create additional housing. During 2005, we anticipate participation in a statewide Housing Authority issuance of a bond pledged by future Capital Grant funding. With these funds, we will revitalize or develop new replacement units. SHA will also be completing a major revitalization of a development utilizing operating reserves and capital grant funding. Other major revitalization of developments may be accomplished utilizing LIHTC and other non-HUD resources. With aging stock, the question is not whether major projects should be undertaken; it is a question of how we will accomplish what is absolutely necessary. SHA anticipates the initiation of a 3<sup>rd</sup> major revitalization project that is contingent on a pending HOPE VI application. As a result of this ambitious project, SHA will demolish a 184-unit development and reshape several neighborhoods with the creation of 501 units that are primarily homeownership. SHA commitment to assisting the City of Spartanburg and Spartanburg County in increasing the rate of homeownership runs deep; SHA has implemented a Section 32 and S8 Homeownership Program. Combined with speculative construction through a subsidiary, SHA will become even more prominent in homeownership activities.*

*Furthermore, the SHA has teamed with the City and County, and other non-profits to develop a Homeownership Center that will serve as a one-stop for affordable housing services in Spartanburg MSA.*

*In order to facilitate the evolution and growth by SHA, internal reorganizations have occurred. The benefits of these changes will be realized in 2005. The establishment of a Senior Housing Department will enable SHA to respond to the growing population and increasingly challenging needs of the elderly. SHA is negotiating the installation of services from Spartanburg Senior Center into the SHA elderly high-rise in order to increase accessibility of services. SHA assessment of the need for additional elderly housing and/or assisted living, will lead to the development of new units constructed through issuance of bonds and other capital that can be raised.*

*Other reorganizations have been accomplished in order to increase effectiveness of management of the complexes. These changes have included refinements to leasing practices and establishment of complex teams that resulted from position assessment and matching of needs with necessary staffing. The criteria for SHA staff in involvement with management and effective operation of the developments has increased. This change is resulting in timelier and efficient service delivery.*

*The SHA Board of Commissioners also underwent change. The Board membership was increased from 5-7 and specific areas of representation were identified. The targeted positions included representation from charitable organizations, private business sector, and higher education. Committees with specific tasks were developed that include community representatives with direct experience in the Committees area of responsibility. Subsidiary boards of affiliated nonprofit organizations were also amended to include membership of sectors that best represent organizations that can partner and respond to tenant needs.*

*The increasing collaboration with a local non-profit is also worth noting. ReGenesis, and its subsidiary ReEnergize, have developed strong linkages with SHA. The common areas of interest include the HOPE VI application for Phyllis Goins site and neighborhood, as well as the desire to increase Section 3 and MWBE participation in construction projects. Through ReEnergize, SHA will increase outreach to and participation by MWBEs in SHA projects and will also create opportunities for employment by PH tenants. SHA will also mentor ReEnergize as it establishes itself as a CHDO. Furthermore, SHA will assist ReEnergize in development and implementation of a Youthbuild Program. Additional Section 3 activities will include entrepreneurial training programs with local higher education facilities.*

*SHA continues to strive to increase communication and interaction with resident boards. Staff of SHA will provide technical assistance as requested to create and strengthen the boards at each development. Training and formation of neighborhood watch organizations is at the forefront for SHA in 2005; increasing the participation of the residents will assist in deterring crimes and enhancing perception of safety.*

*A more complete listing of activities to increase resident communication is included in the Follow-up Plan to resident survey (attachment SC003a02).*

*To summarize, SHA has challenged itself to improve resident services, address major revitalization needs, respond to community needs for the creation of affordable housing in target redevelopment neighborhoods, and to improve efficiencies and effectiveness of internal processes. SHA will seek to diversify funding sources in order to further enhance ability to provide these necessary services. It will continue to be the goal of SHA to provide services that result in beneficial, and lasting impacts on residents striving to attain self-sufficiency. Albeit a temporary role, it is our desire to be considered an influence that residents look back upon and identify as the turning point in their journey to self-sufficiency.*

*Roy Johnson  
Executive Director*

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

[24 CFR Part 903.7 9 (r)]

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

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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:

- Admissions Policy for Deconcentration
- FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

### 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>                             |
| XX   | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans                                      |
| XX   | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans                                      |
|  | Fair Housing Documentation:<br>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                                      |
| XX   | 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:<br>Housing Needs                                |
| XX   | Most recent board-approved operating budget for the public housing program  | Annual Plan:<br>Financial Resources;                         |
| XX   | 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 |
| XX   | Section 8 Administrative Plan   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| XX   | Public Housing Deconcentration and Income Mixing Documentation:<br>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<br>2. Documentation of the required deconcentration and income mixing analysis @ HEFHEMF.APDC                                      | Annual Plan: Eligibility, Selection, and Admissions Policies |
| XX   | Public housing rent determination policies, including the methodology for setting public housing flat rents   | Annual Plan: Rent Determination                              |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
|  | <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy   |   |
| XX   | Schedule of flat rents offered at each public housing development<br><input type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Rent Determination                   |
| XX   | Section 8 rent determination (payment standard) policies<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Rent Determination                   |
| XX   | 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           |
| XX   | Public housing grievance procedures<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Grievance Procedures                 |
| XX   | Section 8 informal review and hearing procedures<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Grievance Procedures                 |
| XX   | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year  | Annual Plan: Capital Needs                        |
|  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant   | Annual Plan: Capital Needs                        |
| XX   | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)  | Annual Plan: Capital Needs                        |
| XX   | 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                        |
| XX   | 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         |
| XX   | Approved or submitted public housing homeownership programs/plans   | Annual Plan: Homeownership                        |
| XX   | Policies governing any Section 8 Homeownership program<br><input checked="" 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 |

|    |   |   |
|----|---|---|
| XX | FSS Action Plan/s for public housing and/or Section 8   | Annual Plan: Community Service & Self-Sufficiency |
| XX | 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          |
| XX | 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)<br>(list individually; use as many lines as necessary)  | (specify as needed)                               |
|    |   |   |

## **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.

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |         |                |        |         |                |      |           |
|---|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type   | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI  | 2672    | 4              | 4      | 4       | 4              | 2    | 4         |
| Income >30% but <=50% of AMI  | 1487    | 3              | 3      | 3       | 3              | 2    | 3         |
| Income >50% but <80% of AMI   | 1648    | 3              | 2      | 2       | 2              | 1    | 2         |
| Elderly   | 1484    | 4              | 3      | 3       |                | 2    | 4         |
| Families with Disabilities  | N/A     | N/A            |        | N/A     | N/A            | N/A  | N/A       |
| Race/Ethnicity (C)  | 3913    | 2              | 2      | 2       | 2              | 2    | 2         |
| Race/Ethnicity (B)  | 4422    | 2              | 3      | 3       | 3              | 3    | 3         |
| Race/Ethnicity(H)   | 58      | 4              | 4      | 4       | 4              | 4    | 4         |

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: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

| <b>Housing Needs of Families on the Waiting List</b>  |   |                     |                 |
|---|---|---------------------|-----------------|
| Waiting list type: (select one)                       |   |                     |                 |
| <input type="checkbox"/>                              | Section 8 tenant-based assistance                                       |                     |                 |
| <input checked="" type="checkbox"/>                   | Public Housing  |                     |                 |
| <input type="checkbox"/>                              | Combined Section 8 and Public Housing                                   |                     |                 |
| <input type="checkbox"/>                              | Public Housing Site-Based or sub-jurisdictional waiting list (optional) |                     |                 |
| If used, identify which development/sub jurisdiction: |   |                     |                 |
|   | # of families   | % of total families | Annual Turnover |
| Waiting list total                                    | 824   |                     |                 |
| Extremely low income <=30% AMI                        | 784   | 95                  |                 |
| Very low income (>30% but <=50% AMI)                  | 37  | 4                   |                 |
| Low income (>50% but <80% AMI)                        | 3   | 1                   |                 |
| Families with children                                | 441   | 53                  |                 |
| Elderly families                                      | 25  | 3                   |                 |
| Families with Disabilities                            | 120   | 14.5                |                 |

|   |     |    |  |
|---|-----|----|--|
| Race/ethnicity- (W)   | 170 | 21 |  |
| Race/ethnicity (B)  | 644 | 78 |  |
| Race/ethnicity  | 9   |    |  |
| Race/ethnicity  | 1   | 0  |  |
| Characteristics by Bedroom Size (Public Housing Only)   |     |    |  |
| 1BR   | 367 | 45 |  |
| 2 BR  | 305 | 37 |  |
| 3 BR  | 135 | 16 |  |
| 4 BR  | 15  | 1  |  |
| 5 BR  | 1   | 0  |  |
| 5+ BR   | 1   | 0  |  |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes  |     |    |  |
| If yes:   |     |    |  |
| How long has it been closed (# of months)?  |     |    |  |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes   |     |    |  |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes |     |    |  |

| <b>Housing Needs of Families on the Waiting List</b>   |               |                     |                 |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one)  |               |                     |                 |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance                            |               |                     |                 |
| <input type="checkbox"/> Public Housing  |               |                     |                 |
| <input type="checkbox"/> Combined Section 8 and Public Housing                                   |               |                     |                 |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) |               |                     |                 |
| If used, identify which development/sub jurisdiction:  |               |                     |                 |
|  | # of families | % of total families | Annual Turnover |
| Waiting list total   | 1051          |                     |                 |
| Extremely low income <=30% AMI   | 926           | 90                  |                 |
| Very low income (>30% but <=50% AMI)   | 119           | 10                  |                 |
| Low income (>50% but <80% AMI)   | 6             | 0                   |                 |

|  |     |    |  |
|--|-----|----|--|
| Families with children   | 771 | 73 |  |
| Elderly families   | 85  | 1  |  |
| Families with Disabilities   | 131 | 12 |  |
| Race/ethnicity(W)  | 193 | 18 |  |
| Race/ethnicity (B)   | 852 | 81 |  |
| Race/ethnicity   | 3   | 0  |  |
| Race/ethnicity   | 1   | 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 (# of months)? 14  |     |    |  |
| 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 checked="" 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.

*The Spartanburg Housing Authority will apply for available fair share and relocation vouchers. Through an affiliated non-profit the SHA will develop additional affordable units using LIHTC funding. It is anticipated that a project to create an additional 50 LIHTC units will be placed in service in late 2004. In 2005 the SHA, through an affiliated nonprofit, will submit an application for LIHTC funding to create an additional 50 affordable rental units. The SHA may acquire 32 unsubsidized elderly units at the J.C. Bull complex as replacement public housing units.*

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

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

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

Select all that apply

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

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

**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)  
*Develop Affordable Rental and Homeownership units through affiliated non-profits.*

**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) we will likely exceed the federal requirements with no effort, do we want to commit to doing it?

**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) *Develop additional designated units.*

**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) *Develop additional designated units.*

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

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

[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:<br/>Planned Sources and Uses</b>                              |                   |                           |
|---|-------------------|---------------------------|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b>       |
| <b>1. Federal Grants (FY 2003 grants)</b>   |                   |                           |
| a) Public Housing Operating Fund  | \$3,500,000       |                           |
| b) Public Housing Capital Fund  | \$1,800,000       |                           |
| c) HOPE VI Revitalization   |                   |                           |
| d) HOPE VI Demolition   |                   |                           |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                         | \$6,500,000       |                           |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | \$0.00            |                           |
| g) Resident Opportunity and Self-Sufficiency Grants                                   | \$35,000          |                           |
| h) Community Development Block Grant  | \$0.00            |                           |
| i) HOME   | \$0.00            |                           |
| Other Federal Grants (list below)   | \$0.00            |                           |
|   |                   |                           |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>             |                   |                           |
| a). Capital Fund 2003   | \$2,000,000       |                           |
| b). HOPE VI Revitalization  | \$0               |                           |
| <b>3. Public Housing Dwelling Rental Income</b>                                       | \$2,200,000       | Public Housing Operations |
|   |                   |                           |
|   |                   |                           |
| <b>4. Other income (list below)</b>   |                   |                           |
| Interest Income   | \$36,000          | Public Housing Operations |
| <b>Section 32 Program Income</b>  | \$200,000         | Homeownership             |
| <b>4. Non-federal sources (list below)</b>  |                   |                           |
|   |                   |                           |
|   |                   |                           |

| <b>Financial Resources:<br/>Planned Sources and Uses</b> |                   |                     |
|--|-------------------|---------------------|
| <b>Sources</b>   | <b>Planned \$</b> | <b>Planned Uses</b> |
|  |                   |                     |
| <b>Total resources</b>                                   | \$16,271,000      |                     |
|  |                   |                     |
|  |                   |                     |

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (60 days)
- Other: (describe)

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

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

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

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

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

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

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 2

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? 1 new list

*Scattered-site single-family homes site-based wait list will be established in order to support Section 32 Homeownership Program.*

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

If yes, how many lists? *ALL*

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:

*The Tobias Booker Hartwell Campus of Learners has 118 units. Bedroom sizes are 2 & 3. Given the limited number of vacancies, the SHA offers the next appropriate, available unit to the next applicant. Only one offer is made per the HUD approved SBWL.*

**(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)

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

Other preference(s) (list below)

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.

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 the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families 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)

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

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

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

**(6) Deconcentration and Income Mixing**

a.  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.  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:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  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)

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

*3-3 Woodworth Homes; 3-12 Prince Hall*

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)

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

*3-14 Gooch, Watson, Barksdale*

## **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)

*Outstanding balances due to SHA or other PHA if known, previous derogatory tenancy history with SHA or other PHA if known.*

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity  
 Other (describe below)

*Previous tenancy with SHA.*

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

If yes, state circumstances below:

*Disabled families if extension is warranted*

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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.

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
- Other preference(s) (list below)

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 highest of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

c.

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

For specified general occupancy developments

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

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

Other (list below)

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
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
- Other (list below)

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

## **(2) Flat Rents**

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

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

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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) *Budget impact on number of families served.*

## **(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)

## **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)

*SHA is High Performer*

## **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.

*SHA is High Performer*

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *SC003a01*

-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 (state name) *SC003a01*
- 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  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: Tobias Booker Hartwell Campus of Learners
2. Development (project) number: SC16P003025
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:  
*Phyllis Goins SC003005*  
*Contingent on HOPE VI Project requirement*  
*Camp Croft Courts and Woodworth Homes may use a mixed finance strategy to develop replacement Public Housing.*

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:  
  
*Master Plan process for Woodworth Homes, Camp Croft and Northside Apartments may reveal need for development or replacement activities not yet identified.*  
  
*The SHA may acquire 32 units as replacement Public Housing at JC Bull and develop additional units through bond financing and LIHTC process.*

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

| <b>Demolition/Disposition Activity Description</b>                                  |                                      |
|---|--------------------------------------|
| 1a. Development name: <i>Northside Apts.,</i>                                       |                                      |
| 1b. Development (project) number: <i>SC 3-9</i>                                     |                                      |
| 2. Activity type: Demolition <input checked="" type="checkbox"/>                    | Disposition <input type="checkbox"/> |
| 3. Application status (select one)  |                                      |
| Approved <input checked="" type="checkbox"/>  |                                      |
| Submitted, pending approval <input type="checkbox"/>                                |                                      |
| Planned application <input type="checkbox"/>  |                                      |
| 4. Date application approved, submitted, or planned for submission: <i>2/3/2004</i> |                                      |
| 5. Number of units affected: <i>20</i>  |                                      |
| 6. Coverage of action (select one)  |                                      |
| <input checked="" type="checkbox"/> Part of the development                         |                                      |
| <input type="checkbox"/> Total development  |                                      |
| 7. Timeline for activity:   |                                      |
| a. Actual or projected start date of activity: <i>5/2004</i>                        |                                      |
| b. Projected end date of activity: <i>12/2005</i>                                   |                                      |

| <b>Demolition/Disposition Activity Description</b>   |                                      |
|--|--------------------------------------|
| 1a. Development name: <i>Camp Croft Courts</i>   |                                      |
| 1b. Development (project) number: <i>SC 3-6</i>  |                                      |
| 2. Activity type: Demolition <input checked="" type="checkbox"/>                             | Disposition <input type="checkbox"/> |
| 3. Application status (select one)   |                                      |
| Approved <input type="checkbox"/>  |                                      |
| Submitted, pending approval <input type="checkbox"/>   |                                      |
| Planned application <input checked="" type="checkbox"/>                                      |                                      |
| 4. Date application approved, submitted, or planned for submission: <u><i>03/10/2004</i></u> |                                      |
| 5. Number of units affected: <i>120</i>  |                                      |
| 6. Coverage of action (select one)   |                                      |
| <input checked="" type="checkbox"/> Part of the development                                  |                                      |
| <input type="checkbox"/> Total development   |                                      |
| 7. Timeline for activity:  |                                      |
| a. Actual or projected start date of activity: <i>6/2005</i>                                 |                                      |
| b. Projected end date of activity: <i>12/2005</i>  |                                      |

| <b>Demolition/Disposition Activity Description</b>  |                                      |
|---|--------------------------------------|
| 1a. Development name: <i>Woodworth Homes</i>  |                                      |
| 1b. Development (project) number: <i>SC 3-3</i>   |                                      |
| 2. Activity type: Demolition <input checked="" type="checkbox"/>                              | Disposition <input type="checkbox"/> |
| 3. Application status (select one)  |                                      |
| Approved <input checked="" type="checkbox"/>  |                                      |
| Submitted, pending approval <input type="checkbox"/>  |                                      |
| Planned application <input type="checkbox"/>  |                                      |
| 4. Date application approved, submitted, or planned for submission: <u><i>(02/3/2004)</i></u> |                                      |
| 5. Number of units affected: <i>26</i>  |                                      |
| 6. Coverage of action (select one)  |                                      |
| <input checked="" type="checkbox"/> Part of the development                                   |                                      |
| <input type="checkbox"/> Total development  |                                      |
| 7. Timeline for activity:   |                                      |
| a. Actual or projected start date of activity: <i>5/2004</i>                                  |                                      |
| b. Projected end date of activity: <i>12/2005</i>   |                                      |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: <i>Camp Croft</i>  |
| 1b. Development (project) number: <i>SC 3-6</i>  |
| 2. Activity type: Demolition <input checked="" type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u><i>(06/15/2005)</i></u>   |
| 5. Number of units affected: <i>20</i>   |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: <i>6/2006</i><br>b. Projected end date of activity: <i>12/2006</i>   |
| <b>Demolition/Disposition Activity Description</b>   |
| 1a. Development name: <i>Phyllis Goins</i>   |
| 1b. Development (project) number: <i>SC 3-5</i>  |
| 2. Activity type: Demolition <input checked="" type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input checked="" type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <i>1/20/04</i>   |
| 5. Number of units affected: <i>184</i>  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development  |
| 7. Timeline for activity: <i>As approved in HOPE VI Revitalization Plan</i><br>a. Actual or projected start date of activity:<br>b. Projected end date of activity:                        |

| <b>Demolition/Disposition Activity Description</b>                                  |                                      |
|---|--------------------------------------|
| 1a. Development name: <i>Woodworth Homes</i>  |                                      |
| 1b. Development (project) number: <i>SC 3-3</i>                                     |                                      |
| 2. Activity type: Demolition <input checked="" type="checkbox"/>                    | Disposition <input type="checkbox"/> |
| 3. Application status (select one)  |                                      |
| Approved <input type="checkbox"/>   |                                      |
| Submitted, pending approval <input type="checkbox"/>                                |                                      |
| Planned application <input checked="" type="checkbox"/>                             |                                      |
| 4. Date application approved, submitted, or planned for submission: <i>2/3/2005</i> |                                      |
| 5. Number of units affected: <i>8 buildings – 16 units</i>                          |                                      |
| 6. Coverage of action (select one)  |                                      |
| <input checked="" type="checkbox"/> Part of the development                         |                                      |
| <input type="checkbox"/> Total development  |                                      |
| 7. Timeline for activity:   |                                      |
| a. Actual or projected start date of activity: <i>3/2005</i>                        |                                      |
| b. Projected end date of activity: <i>12/2005</i>                                   |                                      |

**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:  | <i>Frank M. Gooch Apartments</i>  |
| 1b. Development (project) number:  | <i>SC 3-14</i>  |
| 2. Designation type:   | Occupancy by only the elderly <input type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/> |
| 3. Application status (select one)                                       | Approved; included in the PHA's Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/>  |
| 4. Date this designation approved, submitted, or planned for submission: | <u>06/25/05</u>   |
| 5. If approved, will this designation constitute a (select one)          | <input checked="" type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously approved Designation Plan?  |

| <b>Designation of Public Housing Activity Description</b>                |   |
|--|---|
| 1a. Development name:  | <i>Northside Apts. (Archibald Rutledge Village)</i>   |
| 1b. Development (project) number:  | <i>SC 3-9</i>   |
| 2. Designation type:   | Occupancy by only the elderly <input type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/> |
| 3. Application status (select one)                                       | Approved; included in the PHA's Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/>  |
| 4. Date this designation approved, submitted, or planned for submission: | <u>06/25/05</u>   |
| 5. If approved, will this designation constitute a (select one)          | <input checked="" type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously approved Designation Plan?  |

## **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.  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:  |   |
| 1b. Development (project) number:  |   |
| 2. What is the status of the required assessment?  | <input type="checkbox"/> Assessment underway<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><input type="checkbox"/> Other (explain below)   |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) |   |
| 4. Status of Conversion Plan (select the statement that best describes the current status)   | <input type="checkbox"/> Conversion Plan in development<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><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<br/>(Complete one for each development affected)</b>  |  |
|--|--|
| 1a. Development name: <i>Scattered Sites</i>   |  |
| 1b. Development (project) number: <i>SC 3-11</i>   |  |
| 2. Federal Program authority:  |  |
| <input type="checkbox"/> HOPE I<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)     |  |
| 3. Application status: (select one)  |  |
| <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |  |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br><i>(10/24/03)</i>  |  |
| 5. Number of units affected: <i>16</i>   |  |
| 6. Coverage of action: (select one)  |  |
| <input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development  |  |

|  |  |
|--|--|
| 1a. Development name: <i>Scattered Sites</i>   |  |
| 1b. Development (project) number: <i>SC 3-23</i>   |  |
| 2. Federal Program authority:  |  |
| <input type="checkbox"/> HOPE I<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)     |  |
| 3. Application status: (select one)  |  |
| <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |  |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br><i>10/24/03</i>  |  |
| 5. Number of units affected: <i>20</i>   |  |
| 6. Coverage of action: (select one)  |  |
| <input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development  |  |

|   |
|---|
| 1a. Development name: <i>Scattered Sites</i>  |
| 1b. Development (project) number: <i>SC 3-24</i>  |
| 2. Federal Program authority:<br><input type="checkbox"/> HOPE I<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)           |
| 3. Application status: (select one)<br><input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br><u>(10/24/03)</u>   |
| 5. Number of units affected: <i>2</i>   |
| 6. Coverage of action: (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" 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 (l)]

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.

*The SHA is High Performer.*

## **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.

*The SHA is a High Performer.*

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

[24 CFR Part 903.7 9 (n)]

*On file for review.*

## **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? 1
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.

*The SHA is a High Performer*

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name) *SC003a03*  
 Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
  
 Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
  
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
  
3. Description of Resident Election Process
  - a. Nomination of candidates for place on the ballot: (select all that apply)  
 Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) *Nominations by Resident Advisory Board*

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)

*City of Spartanburg, SC*

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

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

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

*None*

**D. Other Information Required by HUD**

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

## Attachments

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

CFP Five-Year Plan SC 003a01

CFP P&E Reports for FY 2001, 2002 & 2003 SC003a02

Follow-up Plan to Resident Survey SC003a03

Resident Advisory Comments SC003a04

Deconcentration Policy SC003a05

Project Based Voucher Assistance SC003a06

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number

FFY of Grant Approval: ( 2004 )

Original Annual Statement

| Line No. | Summary by Development Account                            | Total Estimated Cost |
|----------|---|----------------------|
| 1        | Total Non-CGP Funds                                       |                      |
| 2        | 1406 Operations   |                      |
| 3        | 1408 Management Improvements                              | 269,000              |
| 4        | 1410 Administration                                       | 140,200              |
| 5        | 1411 Audit  |                      |
| 6        | 1415 Liquidated Damages                                   |                      |
| 7        | 1430 Fees and Costs                                       | 203,000              |
| 8        | 1440 Site Acquisition                                     | 10,000               |
| 9        | 1450 Site Improvement                                     | 188,604              |
| 10       | 1460 Dwelling Structures                                  | 730,000              |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   |                      |
| 12       | 1470 Nondwelling Structures                               | 135,000              |
| 13       | 1475 Nondwelling Equipment                                | 15,000               |
| 14       | 1485 Demolition   | 25,000               |
| 15       | 1490 Replacement Reserve                                  |                      |
| 16       | 1492 Moving to Work Demonstration                         |                      |
| 17       | 1495.1 Relocation Costs                                   |                      |
| 18       | 1498 Mod Used for Development                             |                      |
| 19       | 1501 Debt Service   | 400,000              |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | <b>2,115,804.00</b>  |
| 21       | Amount of line 20 Related to LBP Activities               |                      |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |
| 23       | Amount of line 20 Related to Security                     |                      |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories                        | Development Account Number | Total Estimated Cost |
|---|---|----------------------------|----------------------|
| S.H.A. – Wide Management Improvements         | a) Staff Computer Training  | 1408                       | 10,000               |
|   | b) Computer Software Upgrade  | 1408                       | 25,000               |
|   | c) Administrative Staff Professional Development Training           | 1408                       | 4,000                |
|   | d) Maintenance Staff Training                                       | 1408                       | 4,000                |
|   | e) Resident Initiatives Program                                     | 1408                       | 1,000                |
|   | f) Develop & Implement Training & Technical Assistance to Residents | 1408                       | 5,000                |
|   | g) Security/Safety-Complex Team                                     | 1408                       | 120,000              |
|   | h) Programs Dep't. Proration of Salaries & Benefits                 | 1408                       | 100,000              |
|   | <b>SUBTOTAL 1408</b>  |                            | <b>269,000</b>       |
| S.H.A. – Wide Administration                  | a) Proration Staff Salaries   | 1410                       | 104,000              |
|   | b) Fringe Benefits  | 1410                       | 31,200               |
|   | c) Sundry   | 1410                       | 5,000                |
|   | <b>SUBTOTAL 1410</b>  |                            | <b>140,200</b>       |
| S.H.A. Wide Fees & Costs                      | a) Architectural & Engineering                                      | 1430                       | 112,000              |
|   | b) 2 Clerks of the Works  | 1430                       | 91,000               |
|   | <b>SUBTOTAL 1430</b>  |                            | <b>203,000</b>       |

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories   | Development Account Number | Total Estimated Cost |
|---|--|----------------------------|----------------------|
| S.H.A. Wide                                   | Acquire Properties   | 1440                       | <b>10,000</b>        |
|   | Landscaping, Playgrounds, Utilities, Signage, Drainage, Erosion, Handrails, Additional Parking | 1450                       | <b>188,604</b>       |
| SC 3-12                                       | Floor Repair   | 1460                       | 120,000              |
| Prince Hall                                   | Re-roof  | 1460                       | 120,000              |
| SC 3-16                                       | Re-roof  | 1460                       | 100,000              |
| Leland & Spruce                               |  |                            |                      |
| SC 3-8  | Re-roof  | 1460                       | 70,000               |
| Village                                       |  |                            |                      |
| SC 3-2  | Renovate Bathrooms   | 1460                       | 320,000              |
| Hub City                                      |  |                            |                      |
|   | <b>SUBTOTAL 1460</b>   |                            | <b>730,000</b>       |
| SC 3-12                                       | Re-roof Admin. Building  | 1470                       | 5,000                |
| Prince Hall                                   | Central Office Exterior Upgrades   | 1470                       | 80,000               |
| SC 3-8  |  |                            |                      |
| Archibald Rutledge                            | Main Floor Improvements  | 1470                       | 50,000               |
|   | <b>SUBTOTAL 1470</b>   |                            | <b>135,000</b>       |
| SHA-Wide                                      | Modernization Dep't Vehicle  | 1475                       | 15,000               |
|   | <b>SUBTOTAL 1475</b>   |                            | <b>15,000</b>        |
| SC 3-3  |  |                            |                      |
| Woodworth Homes                               | Demolition   | 1485                       | 10,000               |
| SC 3-6  |  |                            |                      |
| Camp Croft Courts                             | Demolition   | 1485                       | 15,000               |
|   | <b>SUBTOTAL 1485</b>   |                            | <b>25,000</b>        |
|   | <b>TOTAL ESTIMATED GRANT 2004</b>  |                            | <b>2,115,804.00</b>  |

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

| Development<br>Number/Name<br>HA-Wide Activities | All Funds Obligated<br>(Quarter Ending Date) | All Funds Expended<br>(Quarter Ending Date) |
|--|--|---|
| SHA-Wide<br>Management<br>Improvements           | 9/30/06                                      | 9/30/08                                     |
| SHA-Wide<br>Administration                       | 9/30/06                                      | 9/30/08                                     |
| SHA Wide Fees &<br>Costs                         | 9/30/06                                      | 9/30/08                                     |
| SHA-Wide Site<br>Acquisition                     | 9/30/06                                      | 9/30/08                                     |
| SHA-Wide Site<br>Improvements                    | 9/30/06                                      | 9/30/08                                     |
| SC3-12 Prince Hall                               | 9/30/06                                      | 9/30/08                                     |
| SC3-16 Leland &<br>Spruce Streets                | 9/30/06                                      | 9/30/08                                     |
| SC 3-9<br>Village                                | 9/30/06                                      | 9/30/08                                     |
| SC3-2 Hub City                                   | 9/30/06                                      | 9/30/08                                     |
| SC3-8 Archibald<br>Rutledge                      | 9/30/06                                      | 9/30/08                                     |
| SC 3-3 Woodworth<br>Homes                        | 9/30/06                                      | 9/30/08                                     |

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables                                     |  |                     |                            |  |
|--|--|---------------------|----------------------------|--|
| Development Number   | Development Name<br>(or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |  |
|  |  |                     |                            |  |
| Description of Needed Physical Improvements or Management Improvements |  |                     | Estimated Cost             | Planned Start Date<br>(HA Fiscal Year) |
|  |  |                     |                            |  |
| <b>Total estimated cost over next 5 years</b>                          |  |                     |                            |  |



| <b>Part I Summary</b>  |                  |  |  |  |  |
|--|------------------|--|--|--|--|
| PHA Name: The Housing Authority of the City of Spartanburg             |                  |  |  | <b>X Original 5-Year Plan</b>                          |  |
|  |                  |  |  | <b>Revision No:</b>                                    |  |
| Development Number/Name/HA-Wide  | Year 1 2004      | 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 |
| HA Wide Management Improvements  | Annual Statement | \$269,000.00   | \$269,000.00   | \$269,000.00   | \$269,000.00   |
| HA Wide Site Acquisition   |                  |  |  | \$133,821.00   |  |
| HA Wide Playgrounds  |                  | \$55,000.00  |  |  |  |
| HA Wide Life Safety  |                  | 170,360.00   |  |  |  |
| HA Wide Site Work  |                  |  | \$143,998.00   |  |  |
| HA Wide Dumpster Areas   |                  | 127,288.00   |  |  |  |
| HA Wide Roofs  |                  |  |  | \$66,238.00  |  |
| HA Wide Non-Dwelling Structures and Equipment                          |                  | \$10,000.00  | \$10,000.00  | \$160,000.00   |  |
| HA Wide Admin.   |                  | \$198,695.00   | \$198,695.00   | \$198,695.00   | \$198,695.00   |
| HA Wide Fee, Costs, & Relocation                                       |                  | \$148,710.00   | \$148,710.00   | \$148,710.00   | \$148,710.00   |
| HA Wide Interior Paint   |                  | \$118,322.00   |  |  |  |
| HA Wide Increase ADA Units   |                  |  |  |  | \$77,641.00  |
| HA Wide Water & Sewer Lines  |                  |  |  | \$25,000.00  | \$25,000.00  |
| HA Wide Demolition   |                  |  |  |  | \$100,000.00   |
| SC 3-2 Hub City  |                  | \$269,600.00   | \$120,000.00   |  |  |
| SC 3-3 Woodworth   |                  |  | \$10,000.00  | \$108,264.00   | \$113,821.00   |
| SC 3-5 Phyllis Goins   |                  |  |  |  | \$170,360.00   |
| SC 3-6 Camp Croft  |                  |  | \$100,000.00   |  | \$57,000.00  |
| SC 3-7 Cammie  |                  | \$66,000.00  | \$200,000.00   |  |  |
| SC 3-8 Archibald   |                  | \$96,650.00  | \$227,222.00   | \$150,000.00   | \$208,110.00   |
| SC 3-9 Northside & Village   |                  |  |  | \$110,000.00   |  |
| SC 3-3 Woodworth Homes & SC 3-5 Phyllis Goins Master Plan Debt Service |                  | \$400,000.00   | \$400,000.00   | \$400,000.00   | \$400,000.00   |
| SC 3-14 Gooch/Watson/Barksdale   |                  |  |  |  | \$57,288.00  |
| SC 3-12 Prince Hall  |                  | \$120,000.00   | \$120,000.00   | \$279,897.00   | \$120,000.00   |
| Sc 3-16 Leland /Spruce   |                  |  | \$102,000.00   |  | \$70,000.00  |
| SC 3-11, 23, 24 Scattered Sites  |                  |  |  |  | \$34,000.00  |
| <b>TOTALS</b>  |                  | <b>\$2,049,625.00</b>                                  | <b>\$2,049,625.00</b>                                  | <b>\$2,049,625.00</b>                                  | <b>\$2,049,625.00</b>                                  |

**Part II: Supporting Pages-----Work Activities**

| Activities for Year 1<br><b>2004</b> | Activities for Year: <u>2</u><br>FFY Grant:<br>PHA FY: <b>2005</b> |  |                       | Activities for Year: <u>3</u><br>FFY Grant:<br>PHA FY: <b>2006</b> |  |                       |
|--------------------------------------|--|--|-----------------------|--|--|-----------------------|
|                                      | <b>Development Name/Number</b>                                     | <b>Major Work Categories</b>                               | <b>Estimated Cost</b> | <b>Development Name/Number</b>                                     | <b>Major Work Categories</b>                               | <b>Estimated Cost</b> |
|                                      | HA Wide Management Improvements:                                   | Computer Training, Computer Software Programs, Police Team | \$269,000.00          | HA Wide Management Improvements:                                   | Computer Training, Computer Software Programs, Police Team | \$269,000.00          |
|                                      | HA Wide Playgrounds  |  | \$55,000.00           |  |  |                       |
|                                      | Ha Wide Life Safety codes  |  | \$170,360.00          |  |  |                       |
|                                      |  |  |                       | HA Wide Sitework   | Sidewalks, Handrails, erosion, utilities                   | \$193,998.00          |
|                                      | HA Wide Dumpster Areas   |  | \$177,288.00          |  |  |                       |
|                                      | HA Wide Non-Dwelling Structures and Equipment                      | HVAC   | \$10,000.00           | HA Wide Non-Dwelling Structures and Equipment                      | HVAC   | \$10,000.00           |
|                                      | HA Wide Administration   | Salaries   | \$198,695.00          | HA Wide Administration   | Salaries   | \$198,695.00          |
|                                      | HA Wide Fees, costs & Relocation                                   | Engineering  | \$148,710.00          | HA Wide Fees, Costs, & Relocation                                  | Engineering  | \$148,710.00          |
|                                      | HA Wide  | Interior Paint   | \$168,322.00          |  |  |                       |
|                                      | SC 3-12 Prince Hall  | Floor Repair   | \$120,000.00          | SC 3-12 Prince Hall  | Floor Repair   | \$120,000.00          |
| <b>See</b>                           | SC 3-2 Hub City  | Bathrooms Upgrade  | \$240,000.00          | SC 3-2 Hub City  | Electrical Upgrade   | \$100,000.00          |
| <b>Annual</b>                        |  | Replace Floor Tile   | \$129,600.00          |  | Replace Ceilings As needed                                 | \$30,000.00           |
| <b>Statement</b>                     |  |  |                       | SC 3-3 Woodworth Homes   | Replace Ceilings As needed                                 | \$40,000.00           |
|                                      |  |  |                       | SC 3-6 Camp Croft  | Electrical Upgrade   | \$100,000.00          |
|                                      |  |  |                       | SC 3-7 Cammie Clagett  | Roof Replacement   | \$200,000.00          |
|                                      | SC 3-7 Cammie Clagett  | Replace Mechanical Room                                    | \$66,000.00           |  |  |                       |
|                                      |  | Doors  |                       | SC 3-8 Archibald Rutledge  | Apt. Reconfiguration                                       | \$327,222.00          |
|                                      |  |  |                       |  |  |                       |
|                                      |  |  |                       | SC 3-16 Leland/Spruce  | Replace Flooring   | \$112,000.00          |
|                                      | Sc 3-8 Archibald Rutledge  | Apt. Reconfiguration                                       | \$67,100.00           |  |  |                       |
|                                      |  | Trash Chute Repair   | \$3,300.00            |  |  |                       |
|                                      |  | Replace garbage disposals                                  | \$26,250.00           |  |  |                       |
|                                      |  |  |                       |  |  |                       |
|                                      | SC 3-3 Woodworth Homes & SC3-5 Phyllis Goins SC 3-6 Camp Croft     | Master Plan Improvements Debt Service                      | \$200,000.00          | SC 3-3 Woodworth Homes & SC 3-5 Phyllis Goins SC 3-6 Camp Croft    | Master Plan Improvements Debt Services                     | \$200,000.00          |
|                                      | <b>Total CFP Estimated Cost</b>                                    |  | <b>\$2,049,625.00</b> |  |  | <b>\$2,049,625.00</b> |

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

| <b>Part II: Supporting Pages-----Work Activities</b>                |  |                       |   |   |                       |
|---|--|-----------------------|---|---|-----------------------|
| Activities for Year: <u>4</u><br>FFY Grant:<br>PHA FY: <b>2007</b>  |  |                       | Activities for Year: <u>5</u><br>FFY Grant:<br>PHA FY: <b>2008</b>  |   |                       |
| <b>Development Name/ Number</b>                                     | <b>Major Work Categories</b>               | <b>Estimated Cost</b> | <b>Development Name/Number</b>                                      | <b>Major Work Categories</b>            | <b>Estimated Cost</b> |
| HA Wide Management Improvements                                     | Computer Training Programs, Police Team    | \$269,000.00          | HA Wide Management Improvements:                                    | Computer Training Programs, Police Team | \$269,000.00          |
| HA Wide Roofs   |  | \$66,238.00           |   |   |                       |
| HA Wide Non-Dwelling Structures and Equipment                       | Mechanical, Electrical Plumbing Structural | \$160,000.00          |   |   |                       |
| HA Wide Administration  |  | \$198,695.00          | HA Wide Administration  |   | \$198,695.00          |
| HA Wide Fees, Costs, & Relocation                                   |  | \$148,710.00          | HA Wide Fees, Costs & Relocation                                    |   | \$148,710.00          |
| HA Wide   | Water & Sewer                              | \$25,000.00           | HA Wide   | Water & Sewer Lines                     | \$25,000.00           |
| HA Site Acquisition   |  | \$133,821.00          | HA Wide Increase ADA Units  |   | \$77,641.00           |
|   |  |                       | " " Demolition  |   | \$100,000.00          |
|   |  |                       |   |   |                       |
| SC 3-3 Woodworth Homes  | Renovations                                | \$108,264.00          | SC 3-3 Woodworth Homes  | Floor Tile                              | \$113,821.00          |
|   |  |                       |   |   |                       |
| SC 3-5 Phyllis Goins  |  |                       | SC 3-5 Phyllis Goins  | Electrical Upgrade                      | \$20,000.00           |
|   |  |                       |   | Fascia Repair                           | \$20,360.00           |
| SC 3-8 Archibald Rutledge   | Apt Reconfiguration                        | \$150,000.00          |   | Floor Tile                              | \$130,000.00          |
| SC 3-9 Village  | Reroof                                     | 110,000.00            | SC 3-6 Camp Croft   | Exterior Finish                         | \$57,000.00           |
|   |  |                       | SC 3-14   | Reflooring                              | \$57,288.00           |
|   |  |                       | SC 3-8 Archibald Rutledge   | Apt. Reconfiguration                    | \$108,110.00          |
|   |  |                       |   | Floor Tile                              | \$100,000.00          |
| SC  |  |                       |   |   |                       |
| SC 3-12 Prince Hall Apts.   | Bathroom Renovations                       | \$157,397.00          | SC 3-12 Prince Hall Apts.   | Flooring/Ductwork                       | \$120,000.00          |
|   | Mailbox Rain Shelter                       | \$2,500.00            | SC 3-11 Scattered Sites   | All                                     | \$14,000.00           |
|   | Floor Repair                               | \$120,000.00          | SC 3-16 Leland/ Spruce  | Ceiling Repair                          | \$70,000.00           |
|   |  |                       | SC 3-23 Scatted Sites   | All                                     | \$10,000.00           |
|   |  |                       | SC 3-24 Scatted Sites   | All                                     | \$10,000.00           |
|   |  |                       |   |   |                       |
| SC 3-3 Woodworth Homes<br>SC 3-5 Phyllis Goins<br>SC 3-6 Camp Croft | Master Plan Improvements                   | \$400,000.00          | Sc 3-3 Woodworth Homes<br>SC 3-5 Phyllis Goins<br>SC 3-6 Camp Croft | Master Plan Improvements                | \$400,000.00          |
|   |  |                       |   |   |                       |
| <b>Total CFP Estimated Cost</b>                                     |  | <b>\$2,049,625.00</b> |   |   | <b>\$2,049,625.00</b> |



## CAPITAL FUND PROGRAM TABLES START HERE

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

|  |  |                                     |
|--|--|-------------------------------------|
| <b>PHA Name:</b><br>The Housing Authority of the City of Spartanburg | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: SC16P00350101<br>Replacement Housing Factor Grant No: | <b>Federal FY of Grant:</b><br>2001 |
|--|--|-------------------------------------|

Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/30/04    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                              | \$ 75,172.00         | \$ 75,172.00    | \$ 75,172.00      | \$ 75,172.00    |
| 4        | 1410 Administration                                       | \$ 124,708.00        | \$ 125,291.00   | \$ 125,291.00     | \$ 125,291.00   |
| 5        | 1411 Audit  |                      |                 |                   |                 |
| 6        | 1415 Liquidated Damages                                   |                      |                 |                   |                 |
| 7        | 1430 Fees and Costs                                       | \$ 148,710.00        | \$ 154,192.00   | \$ 154,192.00     | \$ 154,192.00   |
| 8        | 1440 Site Acquisition                                     |                      |                 |                   |                 |
| 9        | 1450 Site Improvement                                     |                      |                 |                   |                 |
| 10       | 1460 Dwelling Structures                                  | \$ 1,580,913.00      | \$ 1,580,913.00 | \$ 1,574,848.00   | \$ 1,024,873.00 |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   | -0-                  | -0-             | -0-               | -0-             |
| 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                               | \$ 200,000.00        | \$ 200,000.00   | \$ 200,000.00     | \$ 200,000.00   |
| 19       | 1501 Collateralization or Debt Service                    |                      |                 |                   |                 |
| 20       | 1502 Contingency  |                      |                 |                   |                 |
| 21       | Amount of Annual Grant: (sum of lines 2 – 20)             | \$ 2,129,503.00      | \$ 2,129,503.00 | \$ 2,129,503.00   | \$ 1,579,528.00 |
| 22       | Amount of line 21 Related to LBP Activities               |                      |                 |                   |                 |
| 23       | Amount of line 21 Related to Section 504 compliance       |                      |                 |                   |                 |
| 24       | Amount of line 21 Related to Security – Soft Costs        |                      |                 |                   |                 |
| 25       | Amount of Line 21 Related to Security – Hard Costs        |                      |                 |                   |                 |
| 26       | Amount of line 21 Related to Energy Conservation Measures |                      |                 |                   |                 |

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

| PHA Name:<br><b>The Housing Authority of the City of Spartanburg</b> |  | Grant Type and Number <b>SC16P00350101</b><br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: |          |                      |                     | Federal FY of Grant:<br><b>2001</b> |                     |                     |  |
|--|--|--|----------|----------------------|---------------------|-------------------------------------|---------------------|---------------------|--|
| Development Number<br>Name/HA-Wide Activities                        | General Description of Major Work Categories                               | Dev. Acct No.  | Quantity | Total Estimated Cost |                     | Total Actual Cost                   |                     | Status of Work      |  |
|  |  |  |          | Original             | Revised             | Funds Obligated                     | Funds Expended      |                     |  |
| H.A. Wide  | a) Staff Computer Training   | 1408   | Lump Sum | \$ 10,000.00         | \$ 10,000.00        | \$ 8,720.00                         | \$ 8,720.00         | Complete            |  |
| Management   | b) Computer Software Upgrade   | 1408   | Lump Sum | \$ 25,000.00         | \$ 25,000.00        | \$ 28,946.00                        | \$ 28,946.00        | Complete            |  |
| Improvements   | c) Admin. Staff professional   | 1408   | Lump Sum | \$ 2,000.00          | \$ 2,000.00         |                                     |                     | Funds Re-programmed |  |
|  | Development training   |  |          |                      |                     |                                     |                     | “                   |  |
|  | d) Maintenance Staff Training  | 1408   | Lump Sum | \$ 2,000.00          | \$ 2,000.00         |                                     |                     | “                   |  |
|  | e) Resident Initiatives Program  | 1408   | Lump Sum | \$ 1,000.00          | \$ 1,000.00         |                                     |                     | “                   |  |
|  | f) Develop & Implement training & Technical assistance to residents        | 1408   | Lump Sum | \$ 5,000.00          | \$ 5,000.00         |                                     |                     | “                   |  |
|  | g) Drug Elimination Activities   | 1408   | Lump Sum | \$ 1,000.00          | \$ 1,000.00         | \$ 609.00                           | \$ 609.00           | “                   |  |
|  | h) Assistant Family Self Sufficiency Coordinator including fringe benefits | 1408   | Lump Sum | \$ 29,172.00         | \$ 29,172.00        | \$ 36,897.00                        | \$ 36,897.00        | Complete            |  |
|  |  |  |          |                      |                     |                                     |                     |                     |  |
|  |  |  |          |                      |                     |                                     |                     |                     |  |
|  |  |  |          |                      |                     |                                     |                     |                     |  |
|  |  |  |          |                      |                     |                                     |                     |                     |  |
|  | <b>SUBTOTAL 1408</b>   |  |          | <b>\$ 75,172.00</b>  | <b>\$ 75,172.00</b> | <b>\$ 75,172.00</b>                 | <b>\$ 75,172.00</b> |                     |  |
|  |  |  |          |                      |                     |                                     |                     |                     |  |
|  |  |  |          |                      |                     |                                     |                     |                     |  |
|  |  |  |          |                      |                     |                                     |                     |                     |  |
|  |  |  |          |                      |                     |                                     |                     |                     |  |



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

| PHA Name:<br>The Housing Authority of the City of Spartanburg |   | Grant Type and Number SC16P00350101<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: |              |                        |                       | Federal FY of Grant:<br><b>2001</b> |                     |                           |
|---|---|---|--------------|------------------------|-----------------------|-------------------------------------|---------------------|---------------------------|
| Development Number<br>Name/HA-Wide<br>Activities              | General Description of Major Work<br>Categories                   | Dev.<br>Acct No.  | Quantit<br>y | Total Estimated Cost   |                       | Total Actual Cost                   |                     | Status of<br>Work         |
|   |   |   |              | Original               | Revised               | Funds<br>Obligated                  | Funds<br>Expended   |                           |
| SC 3-8  | Kitchen Cabinet/Fire Suppression                                  | 1460  | 150          | \$ 60,000.00           | -0-                   | -0-                                 |                     | Deferred to 5 yr.<br>plan |
| Archibald Rutledge  | Windows/Waterproof/HVAC   | 1460  | 150          | -0-                    | \$ 372,290.00         | \$ 372,290.00                       | \$ 372,290.00       | Complete                  |
|   | Elevator Upgrades   |   |              | -0-                    | \$ 31,262.00          | \$ 31,262.00                        | \$ 31,262.00        | Complete                  |
| SC 3-9 Northside Apts.  | Repair Brick Veneer   | 1460  | 80           | \$ 60,000.00           | -0-                   |                                     |                     | Moved to '02              |
|   |   |   |              |                        |                       |                                     |                     |                           |
| HA-Wide SC 3-<br>2,3,5,6,7,8,9,12 & 14                        | ADA Upgrades  | 1460  | 10           | -0-                    | \$ 123,839.00         | \$ 123,839.00                       | \$ 123,839.00       | Complete                  |
|   |   |   |              |                        |                       |                                     |                     |                           |
| SC 3-2 Hub City   | Exterior Waterproofing, Shutters,<br>Numbering, Gable Vent Repair | 1460  | 42<br>Bldgs. |                        | \$ 126,805.00         | \$ 126,805.00                       | \$ 121,832.00       | Complete                  |
| SC 3-3 Woodworth<br>Homes                                     | Heat System Improvements in Mech.<br>Room                         | 1460  | 100          | \$ 354,000.00          | \$ 214,020.00         | \$ 214,020.00                       |                     |                           |
|   |   |   |              |                        |                       |                                     |                     |                           |
| SC 3-5 Phyllis Goins  | Bat Exclusion   | 1460  | various      | -0-                    | 261.00                | \$ 261.00                           | \$ 261.00           |                           |
|   | Heat System Improvements  | 1460  | 156          | \$ 468,000.00          | \$ 330,982.00         | \$ 330,982.00                       |                     |                           |
|   |   |   |              |                        |                       |                                     |                     |                           |
| SC 3-6 Camp Croft   | HVAC Improvements including                                       | 1460  | 30           | \$ 120,000.00          |                       |                                     |                     | In process                |
|   | Mechanical room closet addition with                              |   |              |                        |                       |                                     |                     |                           |
|   |   |   |              |                        |                       |                                     |                     |                           |
| SC 3-12 Prince Hall   | Re-roof Admin. Bldg. (flat area)                                  |   |              |                        | \$ 6,500.00           | \$ 6,500.00                         | \$ 6,500.00         |                           |
|   | HVAC Improvements   |   |              | \$ 268,913.00          | -0-                   |                                     |                     | Moved to '02              |
| SC 3-14 Barksdale,<br>Gooch & Watson                          | HVAC Improvements   | 1460  | 108          | \$ 250,000.00          | \$ 270,163.00         | \$ 270,163.00                       | 270,163.00          |                           |
|   | Replace exterior mechanical room                                  |   |              |                        |                       |                                     |                     |                           |
|   | Doors   |   |              |                        |                       |                                     |                     |                           |
|   |   |   |              |                        |                       |                                     |                     |                           |
| H.A. Wide   | Sidewalks Repair/Replacement                                      | 1460  | Lump<br>Sum  |                        | \$ 104,791.00         | \$ 98,726.00                        | \$ 98,726.00        |                           |
|   | <b>SUBTOTAL 1460</b>  |   |              | <b>\$ 1,580,913.00</b> | <b>\$1,580,913.00</b> | <b>\$1,574,848.00</b>               | <b>1,024,873.00</b> |                           |



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

| PHA Name:<br><b>The Housing Authority of the City of Spartanburg</b> |   | Grant Type and Number <b>SC16P00350101</b><br>Capital Fund Program No:<br>Replacement Housing Factor No: |        |   |         | Federal FY of Grant:<br><b>2001</b> |                                  |
|--|---|--|--------|---|---------|-------------------------------------|----------------------------------|
| Development Number<br>Name/HA-Wide<br>Activities                     | All Fund Obligated<br>(Quarter Ending Date) |  |        | All Funds Expended<br>(Quarter Ending Date) |         |                                     | Reasons for Revised Target Dates |
|  | Original                                    | Revised  | Actual | Original                                    | Revised | Actual                              |                                  |
| H.A. Wide<br>Management<br>Improvements                              | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| H.A. Wide<br>Administration  | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| Fees & Costs   | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| Dwelling Equipment   | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| SC 3-3   | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| SC 3-5   | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| SC 3-6   | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| SC 3-8   | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| SC 3-9   | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| SC 3-12  | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| SC 3-14  | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |
| Development<br>Activities  | 9/30/03                                     |  |        | 9/30/04                                     |         |                                     |                                  |

**CAPITAL FUND PROGRAM TABLES START HERE**

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

|  |   |  |
|--|---|--|
| <b>PHA Name:</b><br>The Housing Authority of the City of Spartanburg | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: <b>SC16P003502</b><br>Replacement Housing Factor Grant No: | <b>Federal FY of Grant:</b><br><b>2002</b> |
|--|---|--|

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3-31-04  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                              | \$ 76,630.00         | \$ 77,630.00    | \$ 77,630.00      | \$ 77,630.00  |
| 4        | 1410 Administration                                       | \$ 130,690.00        | \$ 130,690.00   | \$ 125,690.00     | \$ 72,312.00  |
| 5        | 1411 Audit  |                      |                 |                   |               |
| 6        | 1415 Liquidated Damages                                   |                      |                 |                   |               |
| 7        | 1430 Fees and Costs                                       | \$ 160,310.00        | \$ 285,890.00   | \$ 285,886.00     | \$ 164,298.00 |
| 8        | 1440 Site Acquisition                                     |                      |                 |                   |               |
| 9        | 1450 Site Improvement                                     | \$ 652,400.00        | \$ 450,000.00   | \$ 204.00         | \$ 204.00     |
| 10       | 1460 Dwelling Structures                                  | \$ 1,188,486.00      | \$ 1,232,306.00 | \$ 635,735.00     |               |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   |                      |                 |                   |               |
| 12       | 1470 Nondwelling Structures                               |                      | \$ 20,000.00    |                   |               |
| 13       | 1475 Nondwelling Equipment                                |                      |                 |                   |               |
| 14       | 1485 Demolition   |                      |                 |                   |               |
| 15       | 1490 Replacement Reserve                                  |                      |                 |                   |               |
| 16       | 1492 Moving to Work Demonstration                         |                      |                 |                   |               |
| 17       | 1495.1 Relocation Costs                                   |                      | \$ 12,000.00    |                   |               |
| 18       | 1499 Development Activities                               |                      |                 |                   |               |
| 19       | 1501 Collaterization or Debt Service                      |                      |                 |                   |               |
| 20       | 1502 Contingency  |                      |                 |                   |               |
| 21       | Amount of Annual Grant: (sum of lines 2 – 20)             | \$ 2,208,516.00      | \$ 2,208,516.00 | \$ 1,125,145.00   | \$ 314,444.00 |
| 22       | Amount of line 21 Related to LBP Activities               |                      |                 |                   |               |
| 23       | Amount of line 21 Related to Section 504 compliance       |                      |                 |                   |               |
| 24       | Amount of line 21 Related to Security – Soft Costs        |                      |                 |                   |               |
| 25       | Amount of Line 21 Related to Security – Hard Costs        |                      |                 |                   |               |
| 26       | Amount of line 21 Related to Energy Conservation Measures |                      |                 |                   |               |

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

| PHA Name:<br>The Housing Authority of the City of Spartanburg |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>SC16P003502</b><br>Replacement Housing Factor Grant No: |          |                      |                     | Federal FY of Grant:<br><b>2002</b> |                     |                |
|---|--|--|----------|----------------------|---------------------|-------------------------------------|---------------------|----------------|
| Development Number<br>Name/HA-Wide Activities                 | General Description of Major Work Categories                   | Dev. Acct No.  | Quantity | Total Estimated Cost |                     | Total Actual Cost                   |                     | Status of Work |
|   |  |  |          | Original             | Revised             | Funds Obligated                     | Funds Expended      |                |
|   |  |  |          |                      |                     |                                     |                     |                |
| Management Improvements                                       | a) Staff Computer Training                                     | 1408   |          | \$ 10,000.00         | \$ 10,000.00        | 0                                   | 0                   | Pending        |
|   | b) Computer Software Upgrade                                   | 1408   |          | \$ 25,000.00         | \$ 25,000.00        | 0                                   | 0                   | “              |
|   | c) Admin. Staff Professional Training                          | 1408   |          | \$ 2,000.00          | \$ 2,000.00         | 0                                   | 0                   | “              |
|   | d) Development Training – Maint.                               | 1408   |          | \$ 2,000.00          | \$ 2,000.00         | 0                                   | 0                   | “              |
|   | e) Resident Initiatives  | 1408   |          | \$ 1,000.00          | \$ 1,000.00         | 0                                   | 0                   | “              |
|   | f) Develop & Implement Training & Tech. Assistant to Residents | 1408   |          | \$ 5,000.00          | \$ 5,000.00         | 0                                   | 0                   | “              |
|   | g) Drug Elimination Activities                                 | 1408   |          | \$ 1,000.00          | \$ 2,000.00         | \$ 39,725.00                        | \$ 39,725.00        | On-going       |
|   | h) Programs Dep’t Prorated Salaries                            | 1408   |          | \$ 30,630.00         | \$ 30,630.00        | \$ 37,905.00                        | \$ 37,905.00        | “              |
|   |  |  |          |                      |                     |                                     |                     |                |
|   |  |  |          |                      |                     |                                     |                     |                |
|   | <b>SUBTOTAL 1408</b>   |  |          | <b>\$ 76,630.00</b>  | <b>\$ 77,630.00</b> | <b>\$ 77,630.00</b>                 | <b>\$ 77,630.00</b> |                |
|   |  |  |          |                      |                     |                                     |                     |                |
|   |  |  |          |                      |                     |                                     |                     |                |
|   |  |  |          |                      |                     |                                     |                     |                |

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

| PHA Name:<br>The Housing Authority of the City of Spartanburg |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>SC16P003502</b><br>Replacement Housing Factor Grant No: |          |                      | Federal FY of Grant:<br><b>2002</b> |                      |                     |                |
|---|--|--|----------|----------------------|-------------------------------------|----------------------|---------------------|----------------|
| Development Number<br>Name/HA-Wide Activities                 | General Description of Major Work Categories                   | Dev. Acct No.  | Quantity | Total Estimated Cost |                                     | Total Actual Cost    |                     | Status of Work |
|   |  |  |          | Original             | Revised                             | Funds Obligated      | Funds Expended      |                |
|   |  |  |          |                      |                                     |                      |                     |                |
| Administration  | a) CFP Coordinator   | 1410   |          | \$ 65,330.00         | \$ 65,330.00                        | \$ 65,330.00         | \$ 39,001.00        | In Process     |
|   | b) Proration Other Staff Salaries                              | 1410   |          | \$ 31,740.00         | \$ 31,740.00                        | \$ 31,740.00         | \$ 15,187.00        | “              |
|   | c) Fringe Benefits   | 1410   |          | \$ 28,620.00         | \$ 28,620.00                        | \$ 28,620.00         | \$ 15,000.00        | “              |
|   | d) Sundry  | 1410   |          | \$ 5,000.00          | \$ 5,000.00                         | 0                    | \$ 3,124.00         | “              |
|   | <b>SUBTOTAL 1410</b>   |  |          | <b>\$ 130,690.00</b> | <b>\$ 130,690.00</b>                | <b>\$ 125,690.00</b> | <b>\$ 72,312.00</b> |                |
|   |  |  |          |                      |                                     |                      |                     |                |
| Fees & Costs  | a) Architectural & Engineering                                 | 1430   |          | \$ 82,500.00         | \$ 208,080.00                       | \$ 208,076.00        | \$153,070.00        | In Process     |
|   | b) 2 Clerk of the Works  | 1430   |          | \$ 59,850.00         | \$ 59,850.00                        | \$ 59,850.00         | \$ 11,228.00        | “              |
|   | c) 2 Clerk of the Works' Fringe Benefits                       | 1430   |          | \$ 17,960.00         | \$ 17,960.00                        | \$ 17,960.00         | 0                   | “              |
|   | <b>SUBTOTAL 1430</b>   |  |          | <b>\$ 160,310.00</b> | <b>\$ 285,890.00</b>                | <b>\$ 285,886.00</b> | <b>164,298.00</b>   | “              |
|   |  |  |          |                      |                                     |                      |                     |                |
| Site Improvements   | Drainage, Erosion, Handrails, Playgrounds, Sidewalks, Lighting | 1450   |          | \$ 150,000.00        | \$ 150,000.00                       | \$ 204.00            | \$ 204.00           | Planning Stage |
|   | Water & Sewer line Replacement                                 | 1450   |          | \$ 502,400.00        | \$ 300,000.00                       | 0                    | 0                   | “              |
|   | <b>SUBTOTAL 1450</b>   |  |          | <b>\$ 652,400.00</b> | <b>\$ 450,000.00</b>                | <b>\$ 204.00</b>     | <b>\$ 204.00</b>    |                |
|   |  |  |          |                      |                                     |                      |                     |                |

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

| PHA Name:<br>The Housing Authority of the City of Spartanburg |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>SC16P003502</b><br>Replacement Housing Factor Grant No: |          |                        |                        | Federal FY of Grant:<br><b>2002</b> |                |                        |
|---|--|--|----------|------------------------|------------------------|-------------------------------------|----------------|------------------------|
| Development Number<br>Name/HA-Wide Activities                 | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost   |                        | Total Actual Cost                   |                | Status of Work         |
|   |  |  |          | Original               | Revised                | Funds Obligated                     | Funds Expended |                        |
| SC 3-2 Hub City   | Repair/Recondition Gable Vents               | 1460   | 84       | \$ 20,000.00           | -0-                    | -0-                                 | -0-            | Done in '01            |
|   | Renovate Bathrooms                           | 1460   |          | \$290,133.00           | -0-                    | -0-                                 | -0-            | Planning Stage         |
| SC 3-6 Camp Croft   | Heating; A/C Improvements                    | 1460   | 30; 98   |                        | \$ 286,795.00          | \$ 286,795.00                       |                | In Process             |
| SC 3-9 Northside  | Add A/C                                      | 1460   | 100      | -0-                    | \$ 193,300.00          | -0-                                 | -0-            | Start 7/04             |
| Howard St. Site   | Kitchen Renovation                           | 1460   | 150      | \$ 369,013.00          | -0-                    | -0-                                 | -0-            | Master Plan In Process |
| SC 3-12 Prince Hall   | Floor Repairs                                | 1460   | 12       | -0-                    | \$ 120,000.00          | -0-                                 | -0-            | “                      |
|   | HVAC Improvements                            | 1460   |          |                        | \$ 286,016.00          | \$ 286,016.00                       |                |                        |
| SC 3-14 Barksdale,<br>Gooch,<br>& Watson                      | Kitchen Renovations                          | 1460   |          | \$ 235,000.00          | \$ 91,698.00           | -0-                                 | -0-            | “                      |
|   | Replace Exterior Doors                       | 1460   |          | \$ 45,000.00           | -0-                    | -0-                                 | -0-            | “                      |
|   | HVAC   | 1460   |          |                        | \$ 62,924.00           | \$ 62,924.00                        |                |                        |
| SC 3-16   | Reroof                                       | 1460   | 58       | \$ 80,000.00           | \$ 79,459.00           | -0-                                 | -0-            | “                      |
| Leland/Spruce   | Add A/C                                      | 1460   | 58       | -0-                    | \$ 112,114.00          | -0-                                 | -0-            | “                      |
|   | Kitchen Renovations                          | 1460   | 58       | \$ 124,340.00          | -0-                    | -0-                                 | -0-            | “                      |
|   | Replace Exterior Doors                       | 1460   | 58       | \$ 25,000.00           | -0-                    | -0-                                 | -0-            | “                      |
|   | <b>SUBTOTAL 1460</b>                         |  |          | <b>\$ 1,188,486.00</b> | <b>\$ 1,232,306.00</b> | <b>\$ 635,735.00</b>                | <b>-0-</b>     |                        |
| SC 3-12 Prince Hall   | Reroof Admin. Bldg. (flat portion)           | 1470   |          | -0-                    | -0-                    | -0-                                 | -0-            | Done '01               |
| Central Office  | Waterproof                                   | 1470   |          | -0-                    | \$ 20,000.00           | -0-                                 | -0-            | Planning Stage         |
|   | <b>SUBTOTAL 1470</b>                         |  |          | <b>-0-</b>             | <b>\$ 20,000.00</b>    | <b>-0-</b>                          | <b>-0-</b>     |                        |
| SC 3-12 Prince Hall   | Relocation as needed                         | 1495   | 12       | -0-                    | \$ 12,000.00           | -0-                                 | -0-            | “                      |
|   | <b>SUBTOTAL 1495</b>                         |  |          | <b>-0-</b>             | <b>\$ 12,000.00</b>    | <b>-0-</b>                          | <b>-0-</b>     |                        |

**CAPITAL FUND PROGRAM TABLES START HERE**

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

|  |  |  |
|--|--|--|
| <b>PHA Name:</b><br>The Housing Authority of the City of Spartanburg | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: <b>SC16P003501-03</b><br>Replacement Housing Factor Grant No: | <b>Federal FY of Grant:</b><br><b>2003</b> |
|--|--|--|

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3-31-04  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                              | \$ 269,000.00        | \$ 269,000.00   | \$ 177,151.00     | \$ 56,180.00 |
| 4        | 1410 Administration                                       | \$ 135,000.00        | \$ 135,000.00   | \$ 130,000.00     | -0-          |
| 5        | 1411 Audit  |                      |                 |                   |              |
| 6        | 1415 Liquidated Damages                                   |                      |                 |                   |              |
| 7        | 1430 Fees and Costs                                       | \$ 250,000.00        | \$ 250,000.00   | \$ 102,373.00     | \$ 32,373.00 |
| 8        | 1440 Site Acquisition                                     |                      |                 |                   |              |
| 9        | 1450 Site Improvement                                     | \$ 300,000.00        | \$ 300,000.00   | -0-               | -0-          |
| 10       | 1460 Dwelling Structures                                  | \$ 810,206.00        | \$ 810,206.00   | \$ 10,476.00      | \$ 10,475    |
| 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 Collaterization or Debt Service                      |                      |                 |                   |              |
| 20       | 1502 Contingency  |                      |                 |                   |              |
| 21       | Amount of Annual Grant: (sum of lines 2 – 20)             | \$ 1,764,206.00      | \$ 1,764,206.00 | \$ 420,000.00     | \$ 99,028.00 |
| 22       | Amount of line 21 Related to LBP Activities               |                      |                 |                   |              |
| 23       | Amount of line 21 Related to Section 504 compliance       |                      |                 |                   |              |
| 24       | Amount of line 21 Related to Security – Soft Costs        |                      |                 |                   |              |
| 25       | Amount of Line 21 Related to Security – Hard Costs        |                      |                 |                   |              |
| 26       | Amount of line 21 Related to Energy Conservation Measures |                      |                 |                   |              |

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

| PHA Name:<br>The Housing Authority of the City of Spartanburg |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>SC16P003501-03</b><br>Replacement Housing Factor Grant No: |          |                      | Federal FY of Grant:<br><b>2003</b> |                      |                     |                |
|---|--|---|----------|----------------------|-------------------------------------|----------------------|---------------------|----------------|
| Development Number<br>Name/HA-Wide Activities                 | General Description of Major Work Categories                   | Dev. Acct No.   | Quantity | Total Estimated Cost |                                     | Total Actual Cost    |                     | Status of Work |
|   |  |   |          | Original             | Revised                             | Funds Obligated      | Funds Expended      |                |
|   |  |   |          |                      |                                     |                      |                     |                |
| H.A. Wide Management Improvements                             | a) Staff Computer Training                                     | 1408  |          | \$10,000.00          | \$10,000.00                         | 0                    | 0                   |                |
|   | b) Computer Software Upgrade                                   | 1408  |          | \$ 25,000.00         | \$ 25,000.00                        | 0                    | 0                   |                |
|   | c) Admin. Staff Professional Training                          | 1408  |          | \$ 4,000.00          | \$ 4,000.00                         | 0                    | 0                   |                |
|   | d) Development Training – Maint.                               | 1408  |          | \$ 4,000.00          | \$ 4,000.00                         | 0                    | 0                   |                |
|   | e) Resident Initiatives  | 1408  |          | \$ 1,000.00          | \$ 1,000.00                         | 0                    | 0                   |                |
|   | f) Develop & Implement Training & Tech. Assistant to Residents | 1408  |          | \$ 5,000.00          | \$ 5,000.00                         | 0                    | 0                   |                |
|   | g) Drug Elimination Activities/Complex Team                    | 1408  |          | \$ 120,000.00        | \$ 120,000.00                       | \$ 77,151.00         | \$ 20,166.00        |                |
|   | h) Programs Dep’t Prorated Salaries                            | 1408  |          | \$ 100,000.00        | \$ 100,000.00                       | \$ 100,000.00        | \$ 36,014.00        |                |
|   |  |   |          |                      |                                     |                      |                     |                |
|   | <b>SUBTOTAL 1408</b>   |   |          | <b>\$ 269,000.00</b> | <b>\$ 269,000.00</b>                | <b>\$ 177,151.00</b> | <b>\$ 56,180.00</b> |                |
|   |  |   |          |                      |                                     |                      |                     |                |
|   |  |   |          |                      |                                     |                      |                     |                |
|   |  |   |          |                      |                                     |                      |                     |                |

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

| PHA Name:<br>The Housing Authority of the City of Spartanburg |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>SC16P003501-03</b><br>Replacement Housing Factor Grant No: |          |                      | Federal FY of Grant:<br><b>2003</b> |                      |                     |                |
|---|--|---|----------|----------------------|-------------------------------------|----------------------|---------------------|----------------|
| Development Number<br>Name/HA-Wide Activities                 | General Description of Major Work Categories                   | Dev. Acct No.   | Quantity | Total Estimated Cost |                                     | Total Actual Cost    |                     | Status of Work |
|   |  |   |          | Original             | Revised                             | Funds Obligated      | Funds Expended      |                |
|   |  |   |          |                      |                                     |                      |                     |                |
| H.A. Wide Administration                                      | a) ) Proration Other Staff Salaries                            | 1410  |          | \$ 100,000.00        | \$ 100,000.00                       | \$ 100,000.00        | 0                   |                |
|   | b) Fringe Benefits   | 1410  |          | \$ 30,000.00         | \$ 30,000.00                        | \$ 30,000.00         | 0                   |                |
|   | c) Sundry  | 1410  |          | \$ 5,000.00          | \$ 5,000.00                         | 0                    | 0                   |                |
|   |  |   |          |                      |                                     |                      |                     |                |
|   | <b>SUBTOTAL 1410</b>   |   |          | <b>\$ 135,000.00</b> | <b>\$ 135,000.00</b>                | <b>\$ 130,000.00</b> |                     |                |
|   |  |   |          |                      |                                     |                      |                     |                |
| Fees & Costs  | a) Architectural & Engineering                                 | 1430  |          | \$ 180,000.00        | \$ 180,000.00                       | \$ 32,373.00         | \$ 26,335.00        |                |
|   | b) 2 Clerk of the Works  | 1430  |          | \$ 70,000.00         | \$ 70,000.00                        | \$ 70,000.00         | \$ 6,038.00         |                |
|   |  | 1430  |          |                      |                                     |                      |                     |                |
|   | <b>SUBTOTAL 1430</b>   |   |          | <b>\$ 250,000.00</b> | <b>\$ 250,000.00</b>                | <b>\$ 102,373.00</b> | <b>\$ 32,373.00</b> |                |
|   |  |   |          |                      |                                     |                      |                     |                |
| Site Improvements   | Drainage, Erosion, Handrails, Playgrounds, Sidewalks, Lighting | 1450  |          | \$ 200,000.00        | \$ 200,000.00                       | 0                    | 0                   |                |
|   | Water & Sewer line Replacement                                 | 1450  |          | \$ 100,000.00        | \$ 100,000.00                       | 0                    | 0                   |                |
|   |  |   |          |                      |                                     |                      |                     |                |
|   | <b>SUBTOTAL 1450</b>   |   |          | <b>\$ 300,000.00</b> | <b>\$ 300,000.00</b>                | <b>0</b>             | <b>0</b>            |                |
|   |  |   |          |                      |                                     |                      |                     |                |

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

| PHA Name:<br>The Housing Authority of the City of Spartanburg |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>SC16P003501-03</b><br>Replacement Housing Factor Grant No: |          |                      |                      | Federal FY of Grant:<br><b>2003</b> |                     |                                 |
|---|--|---|----------|----------------------|----------------------|-------------------------------------|---------------------|---------------------------------|
| Development Number<br>Name/HA-Wide Activities                 | General Description of Major Work Categories | Dev. Acct No.   | Quantity | Total Estimated Cost |                      | Total Actual Cost                   |                     | Status of Work                  |
|   |  |   |          | Original             | Revised              | Funds Obligated                     | Funds Expended      |                                 |
| SC 3-9 Northside  | Brick Veneer Repair                          | 1460  |          | \$ 74,516.00         | \$ 10,475.00         | \$ 10,476.00                        | \$ 10,475.00        | Master Plan Funded – In Process |
|   | Kitchen Renovation                           | 1460  |          | \$ 116,000.00        | -0-                  | -0-                                 | -0-                 | Master Plan Funded – In Process |
| SC 3-8 Archibald Rutledge                                     | Paint  | 1460  |          | \$ 15,000.00         | -0-                  | -0-                                 | -0-                 | Done by Maintenance             |
|   | Re-roof                                      | 1460  |          | \$ 120,000.00        | \$ 120,000.00        | -0-                                 | -0-                 | Plan Stage                      |
| SC 3-7 Cammie Clagett   | Install A/C                                  | 1460  |          | \$ 220,000.00        | \$ 220,000.00        | -0-                                 | -0-                 | Plan Stage                      |
| SC 3-16 Leland/Spruce   | Install A/C                                  | 1460  |          | \$ 90,000.00         | \$ 285,041.00        | 0                                   | 0                   | Plan Stage                      |
|   | Replace Doors                                | 1460  |          | \$ 25,000.00         | \$ 25,000.00         | 0                                   | 0                   | Plan Stage                      |
| SC 3-11 Scattered Sites                                       | Repairs for Homeownership Sales              | 1460  |          | \$ 99,690.00         | \$ 99,690.00         | 0                                   | 0                   | Plan Stage                      |
| Watson  | Replace Exterior Doors                       | 1460  |          | \$ 50,000.00         | \$ 50,000.00         | 0                                   | 0                   | Plan Stage                      |
|   | <b>SUBTOTAL 1460</b>                         |   |          | <b>\$ 810,206.00</b> | <b>\$ 810,206.00</b> | <b>\$ 10,476.00</b>                 | <b>\$ 10,475.00</b> |                                 |
|   |  |   |          |                      |                      |                                     |                     |                                 |
|   |  |   |          |                      |                      |                                     |                     |                                 |

## **ANNUAL PLAN- ATTACHMENT SC003a03**

### **Follow Up Plan for 2004**

### **HUD Resident Service and Satisfaction Survey**

The results of the survey were below 75% in three areas. Therefore the SHA must submit a follow up plan giving the actions to be taken to address the issues.

The three areas are:

- 1) 1) COMMUNICATION
- 2) 2) SAFETY
- 3) 3) NEIGHBORHOOD APPEARANCE

#### GENERAL

There are items that may not easily fall under one of the specific areas of concern, but nonetheless will have an impact on one or more of the survey sections. These actions include:

The SHA has Section 18 permission to demolish some of the buildings at two public housing communities. This reduction in density along with the grounds and building exterior improvements will no doubt impact all three of the areas listed below. The construction contract will include the construction of an on site laundry facility.

The SHA has submitted a HOPE VI application for Phyllis Goins. If the application is funded, it will impact the three deficient areas in a dramatic way.

The three areas requiring follow up plan are listed below along with action items intended to improve the survey results.

#### COMMUNICATION

This area is divided into two types of communication, external and internal. External communications are directed to the SHA residents and/or residents of the communities surrounding Public Housing. Internal communications are directed to SHA staff and/or service provider partners.

The SHA proposes to improve the external communication process by:

- Cultivate and support existing resident organizations.
- Establish or reactivate resident organizations where appropriate.
- Continue to publish resident newsletter quarterly.
- Utilize the phone tree to publicize events.
- Conduct additional community based events.
- Disseminate information in the monthly rent statement mailings.

The SHA has dramatically increased the frequency of resident meetings. Submittal of a HOPE VI application for the Phyllis Goins community required many meetings with residents. The soon to commence modernization work at Northside, Woodworth Homes and Camp Croft Courts also required meetings with residents of those communities. The first edition of the SHA newsletter has been distributed and was well received. In the upcoming months the elderly and disabled population will notice a new focus on their special needs that should increase both the volume and quality of communications.

The SHA proposes to improve the internal communication process by:

- Conduct senior staff meetings at least monthly. These meetings will focus on interdepartmental communication and coordination.
- Distribute resident newsletter to all SHA staff.
- Provide customer service training to staff.
- Post calendar of events on employee bulletin boards.

### **Follow Up Plan for 2003 HUD Residential Service and Satisfaction Survey**

#### SAFETY

The SHA will take the following actions to improve safety in Public Housing communities:

- Review and revise as necessary the contract for above baseline services with Spartanburg Public Safety.
- The SHA is evaluating common spaces such as playgrounds, parking lots and community buildings for lighting and security. Construction on recommended improvements will begin, as funding is available.
- Initiate home safety training classes for interested residents.
- The "Hot Line" for residents to report individuals and incidents of concern is operational and providing useful input.

#### NEIGHBORHOOD APPEARANCE

The SHA will take the following actions to improve Public Housing neighborhood appearance.

- Participate in redevelopment activities of the City of Spartanburg in neighborhoods containing public housing communities.
- Review each Public Housing community for physical improvements that would enhance curb appeal
- Formalize and prioritize the maintenance cycle for common areas
- Involve residents in community clean up campaign

**ATTACHMENT SC003a04**

**RESIDENT ADVISORY BOARD MEETING**

**June 8, 2004**

**MINUTES**

In attendance: See attached Sign-in Sheet

Staff: Roy Johnson, Bill Faulkenberry, Raymond Davis and Penny Culp (Recorder)

I. Call to Order

Chair JoAnn Rice called the meeting to order. Ms. Norma Pitts opened the meeting in prayer.

There were several new members of the RAB present. Their questions initiated a discussion of the Annual Plan process and specific program requirements. These questions were not comments on the Annual Plan, but an educational discussion that provided the RAB with a better understanding of the Administration of the SHA programs.

II. Minutes of March 1, 2004 Meeting

Minutes were approved by all present.

III. Annual and 5-year Plan Submittal

Mr. Faulkenberry gave an overview of the Annual and 5-year Plan. All Resident Advisory Board Members received a copy of the plan prior to the meeting. Mr. Johnson advised the RAB that a Public Hearing is scheduled for July 14, 2003. The RAB has reviewed the plan and is pleased with it. Mr. Faulkenberry highlighted some of the changes from the previous year, they include:

- a. Approval of the Section 32 Homeownership Plan and the Section 8 Homeownership Plan.
- b. Inclusion of Follow-up Plan from Resident Survey.
- c. Increase in Minimum rent from \$25 to \$50 per month.
- d. Demolition of selected buildings at Camp Croft Courts.

The Advisory Board had no comments to add to the plan.

**Page 2**  
**RAB Meeting**  
**June 8, 2004**

IV. Other:

Mr. Johnson advised the Board the Northside Master Plan Improvements will be starting this summer. In other complexes improvements to be completed are: Laundry Facility at Northside and Hub City. Residents from Gooch Apartments requested construction of sink cabinets in bathrooms in the future.

Chair JoAnn Rice advised the RAB to gather suggestions and comments from the residents in their complexes for discussion at the next meeting.

Ms. Pitts closed the meeting in prayer

VI. Adjourn

Meeting was adjourned

**Spartanburg Housing Authority  
Resident Advisory Board Meeting  
Tuesday, June 8, 2004 at 11:30 a.m.**

| NAME/SIGNATURE   | ADDRESS / APT #           | PHONE #      |
|------------------|---------------------------|--------------|
| Shaquanna Cook   | 120 James H. Young St.    | 597-0406     |
| Justita Nowlin   |                           |              |
| Daya Davis       | 770 Baltimore St 84       | 5910-8949    |
| Joseph Young     | 101 Marion Ave            | 583 026      |
| Pauline Franklin | 101 Marion Ave apt 214    | 582-0119     |
| Norma S. Pitts   | 300 Collins Ave. apt 59   | 864-582-0955 |
| Joann Rice       | 764 N. Church St Apt 5    | 5856126      |
| Cynode Farley    | 17 Leland St.             | 542-2219     |
| Rakel Hightower  | 101 MARION AV             | 542-1858     |
| Gloria Johnson   | 764 N. Church St          | 342-9307     |
| Walker Lee Jr    | 764 N. Church St          | 585-3950     |
| Dorothy Mallory  | 79 Woodworth homes        | 591-1924     |
| Tammy Murray     | 111 Hanover Place Apt. 11 | 585-4675     |
| Shene Sims       | 12-E Southside apt        | 585-2752     |
| Shene Martin     | 15A Northside Apt         | 415-0141     |
| Rosemary Blocker | 19-C Northside caps       |              |
| Belt Tully       | SHA                       |              |
| Carolyn Daunt    | Woodworth Homes #11       | 585-8707     |
|                  |                           |              |
|                  |                           |              |
|                  |                           |              |
|                  |                           |              |

## **ATTACHMENT SC003a05**

### **DECONCENTRATION OF POVERTY AND INCOME-MIXING**

The SHA's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

#### **De-concentration and Income-Mixing Goals**

The SHA's de-concentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit families above the SHA's Established Income Range (EIR) to developments below the EIR, and families below the SHA's EIR to developments above the EIR.

Deconcentration applies to transfer families as well as applicant families.

#### **De-concentration Applicability**

The SHA has covered developments (general occupancy, family developments) subject to the deconcentration requirement. These covered developments are described in the SHA Plan.

#### **Project Designation Methodology**

Annually, the SHA will determine the average income of all families residing in general occupancy developments

The SHA will then determine the average income of all families residing in each general occupancy development.

The SHA will then determine whether each general occupancy development falls above, within or below the Established Income Range (EIR).

The EIR is 85 percent to 115 percent (inclusive of 85 percent and 115 percent) of the SHA-wide average income for general occupancy developments.

The SHA will then determine whether or not developments outside the EIR are consistent with local goals and strategies in the SHA Plan.

The SHA may explain or justify the income profile for these developments as being consistent with and furthering two sets of goals:

1. Goals of deconcentration of poverty and income mixing (bringing higher income families into lower income developments and vice versa); and
2. Local goals and strategies contained in the SHA Plan.

### **De-concentration Policy**

If, at annual review, there are found to be development(s) with average income above or below the EIR, and where the income profile for a general occupancy development above or below the EIR is not explained or justified in the SHA Plan, the SHA shall list these covered developments in the SHA Annual Plan.

The SHA shall adhere to the following policies for deconcentration of poverty and income mixing in applicable developments:

Skipping a family on the waiting list [or transfer list] to reach another family in an effort to further the goals of the SHA's de-concentration policy:

A family has the sole discretion whether to accept an offer of a unit made under the SHA's de-concentration policy. The SHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the SHA's de-concentration policy. However, the SHA shall uniformly limit the number of offers received by applicants [and transfer families], described in this Chapter.

The SHA shall offer the following incentives to families with incomes above the EIR willing to move into a development with average income below the EIR and/or to families with incomes below the EIR willing to move into a development with average income above the EIR:

### **De-concentration Compliance**

If, at annual review, the average incomes at all general occupancy developments are within the Established Income Range, the SHA will be considered to be in compliance with the deconcentration requirement.

## **ATTACHMENT SC003a06**

### **Project-Based Voucher Issuance**

#### **I. Overview**

Section 8 Housing Assistance Vouchers (“vouchers”) provide rental subsidies to eligible extremely low and very low-income households. The amount of subsidy is based on the difference between the tenant’s required contribution (30 percent of defined household income) and the rent to lease an eligible housing unit. Rents must be reasonable for the immediate market, and may not exceed a jurisdiction’s voucher Payment Standard as established by the U.S. Department of Housing and Urban Development.

Typically Section 8 vouchers are “tenant based” assistance – the assistance is provided to the tenant who may then rent any eligible housing unit of choice. Under a newly revised option offered by the Department of Housing and Urban Development, Housing Authorities may provide “project based” Section 8 assistance, which ties Section 8 assistance to a specific unit, rather than to a specific tenant. Utilization of this option to “project base” vouchers will help increase the supply of quality affordable housing available to those participating in the voucher program by encouraging the development of new high quality affordable units and/ or identifying existing units as affordable.

In this RFP, the Spartanburg Housing Authority (the Authority) will make available up to 200 Section 8 project-based vouchers for extremely low to very low-income households. These project-based vouchers will be sited in areas based on guidance by the Authority. Section 8 project-based voucher will be offered to either new projects (new construction or rehabilitation) or existing housing where at least \$1,000 in rehabilitation work is required. Projects will be restricted to designated elderly and/or disabled housing developments.

Through this initiative, owners of quality affordable housing will be offered the opportunity to receive allocations of vouchers that can be “attached” to their rental housing for an extended period of time through contracts with the Authority. Thus owners will gain the benefit of a multi-year contract ensuring a Section 8 approved rent for their properties for an extended period. Eligible extremely low (households at 30% Area Median Income or below) and very low-income households (households at 50% Area Median Income or below) will gain the benefit of quality affordable housing at a price they can afford. All will benefit by preserving this important housing assistance for use in Spartanburg.

The Authority’s objective is to make the process of designating Section 8 subsidies for project-based use easier, more efficient, and more effective by:

- Encouraging deeper levels of affordability within development projects;
- Encouraging the production of affordable housing targeting extremely low to very low-income households; and
- Encouraging the development of housing designed for elderly and/or disabled households.

## II. Available Vouchers and Intended Uses

Below is a summary of the number of vouchers available, the intended area where the vouchers will be located, and the intended use of the vouchers.

**Spartanburg Housing Authority:** 200 Vouchers

Priority Location: City limits, or within immediate geographic area of Spartanburg

**Use:** Up to 200 vouchers for special needs and/or elderly housing with or without supportive services.

## III. Terms of Section 8 Project-Based Assistance

Within this funding round, the initiative will make available up to **200** units of Section 8 project-based vouchers for extremely low to very low-income elderly and/or disabled households.

Key contract terms and program regulations include, but are not limited to the following:

- A. Contract Term:** The Section 8 project-based vouchers will be committed for an Initial term of ten years subject to the availability of adequate annual appropriations to the issuing housing authority from the U.S. Department of Housing and Urban Development. Contracts will be signed between the respective PHA and the owner of the development.
- B. Rents:** Rents must be reasonable, i.e. comparable to the market rents for comparable apartments in that immediate market. As part of this application process, applicants are required to demonstrate the reasonableness of their rents by providing information about market rents for comparable units.

In addition, jurisdictions' Fair Market Rents (FMR) limits rents, which are provided below and in the Appendices. In most neighborhoods, the FMR is the maximum rent amount permissible for a Section 8- assisted unit. In neighborhoods with particularly high rents, the Housing Authority may have authority to approve a payment standard that exceeds the FMR, at the Housing Authority's discretion, provided that the higher rent is reasonable for that market.

Fair Market Rents for Existing Housing

|                 | 0-BR  | 1-BR  | 2-BR  | 3-BR  | 4-BR  |
|-----------------|-------|-------|-------|-------|-------|
| Spartanburg PHA | \$418 | \$506 | \$571 | \$718 | \$864 |

Note that the FMR are estimates of rent *plus* the cost of utilities except telephone.

The tenant household's gross share of the rent and utility costs is thirty percent (30%) of the household's adjusted gross income.

Annual rent increases will be based on rent increases of comparable unassisted units. The owner must request annual rent increases from the issuing PHA.

**C. Tenant Selection:** Tenants of assisted units must be selected from PHA waiting lists. Procedures for tenant selection for these project-based Section 8 units will be based on the SHA's Administrative Plan for the Section 8 Program consistent with the following guidelines:

- 1) The owner of the units must select tenants for them from the SHA's waiting list.
- 2) SHA will establish a separate waiting list for project-based voucher assistance. All SHA tenant-based assistance waiting list families who want project-based units must be permitted to place their names on the separate list.
- 3) When an owner refers an applicant to the SHA, the SHA may place applicants referred by owners on the SHA's waiting list in accordance with local waiting list policies and selection preferences.
- 4) Owners may subject prospective tenants referred by the SHA to the same selection criteria used for other tenants in their development.
- 5) Owners may reject tenants referred by the SHA; however, valid reasons based on the generally applied selection criteria must be given for such rejections.
- 6) Although HUD currently prohibits project-specific waiting lists, it has indicated that it will promulgate a new rule in the near future that might lift this prohibition. If this happens, we will adjust our tenant selection rules to permit such lists.

After the award of project-based assistance under this RFP, the SHA will develop any blended waiting lists necessary.

**D. Siting Standards and Deconcentration of Poverty Goals:** Pursuant to statutory requirements, SHA may award project-based vouchers only if the project is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. HUD has interpreted this new statutory language and has stated in its Initial Guidance, subject to further instructions, that the following standard applies: Project based voucher assistance must be for units in census tracts with a poverty rate of less than 20 percent. The initiative believes that HUD may consider a waiver to this limit for projects located in areas where the poverty rate is over 20 percent. Applicants should not assume, however, that HUD would approve a waiver request.