

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

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# PHA Plans

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

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

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the City of Rocky Mount

**PHA Number:** NC019

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2005

**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 2005 - 2009**  
[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 goal of the Rocky Mount Housing Authority (RMHA) is to provide drug free, decent, safe and sanitary housing for eligible families; and provide opportunities and promote self-sufficiency and economic independence for all residents. In order to achieve this mission, the RMHA will:**
- RECOGNIZE residents are our ultimate customers;**
  - IMPROVE RMHA management and service delivery efforts through effective and efficient management of staff;**
  - SEEK problem-solving partnerships with residents, community, and government leadership;**
  - APPLY limited RMHA resources to the effective and efficient management and operation of public housing programs.**

**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.**

**EXECUTIVE SUMMARY**

**In accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), RMHA has developed a Five Year Plan. The Five Year Plan covers specific goals and objectives to be done by various departments at RMHA. The Five Year Plan was developed with input from staff, commissioners, and residents. A brief summary of the projections and conclusions of the Five Year Plan are as follows:**

1. **To maintain maximum operational effectiveness;**
2. **to Increase the level of awareness of policy makers of the need and benefits of affordable housing;**
3. **to provide new housing opportunities and preserve the existing housing stock with fiscal responsibility; and**
4. **to promote self-sufficiency among residents through education and employment training.**
5. **RMHA plans to create and implement the following:**
  1. **Create a 501 c(3) and 501c(4) to use for creating more affordable housing units.**
  2. **Get Certification from HUD as a “Certified Housing Counseling Agency”.**
  3. **Apply for HUD Grants: (a) ROSS Elderly, (b) ROSS Family, (c) ROSS Homeownership**
  4. **Develop and Implement a Public Housing FSS Program**
  5. **Develop more affordable Housing thru: (a) Leveraging existing agency funds, (b) Tax Credits, (c) Mixed Finance, (d) Bonds, (e) Section 811 (f.) Section 8 Homeownership (g) Section 32, (h) Project Base Section 8 Housing, (i) Partner with other agencies to create affordable housing.**
  6. **Complete an “Asset Management Plan”**
  7. **Create a ten (10) year Strategic Plan**
  8. **Create Economic Development Projects**

**Unfortunately RMHA has not finish it’s 1999 Flood Recovery due to a lack of HUD Emergency Disaster Funding. We currently have an application in HUD Washington for the final Emergency Disaster Application. We are two years behind on receiving HUD approval. RMHA plans to acquire more land to develop more affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- 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:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- 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)**

**nc019w01**

**nc019w02**

**nc019w03 - Narratives by Departments**

- 1. Finance Department**
- 2. Section 8**
- 3. Housing Management**
- 4. Homeownership**

**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.

**Executive Summary**

*Rocky Mount Housing Authority's (RMHA) Annual Plan is prepared in accordance with HUD's regulation. RMHA staff has made every effort to ensure participation in the Plans from Residents, staff, Board of Commissioners, local government and general government. The major components of the Annual Plan are considered to be the statements relating to Financial Resources, Agency Policies, Rent Determines Policy, Operations and Management and Capital Improvements. The FY 2005 Annual Plan was prepared with the vision of maintaining the highest level of service possible, with limited resources, for the clients served. Primary focus of RMHA during the FY 2005 will be demolition and new construction of the remaining 88 units damaged by the 1999 flood. RMHA has applied to HUD for additional HUD Emergency Disaster Funds. New construction for 48 single family homes on Springfield Road will be completed in FY 2005. A 5H Home Ownership Program has been established. Our primary goal is to pre-sale the 48 single family homes. In addition RMHA is in the process of acquiring land to replace public housing units loss in the 1999 flood. We are conducting a monthly homeownership meeting to aid in achieving this goal. In addition, RMHA will explore establishing project based Section 8 units, single room occupancy (SRO), issuing bonds and Section 8 homeownership program. Overall, the FY 2005 Annual Plan was developed to realistically address HUD's regulations as set out in the Housing Act of 1998.*

**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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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration (**nc019a01**)
  - FY 2005 Capital Fund Program Annual Statement (**nc019b01**)
  - Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- HIGH PERFORMER –SCORE 95**

**Required Attachment: Resident Member of the PHA Governing Board (nc019e01a)**

Optional Attachments:

- PHA Management Organizational Chart (nc019c01)
- FY 2005 Capital Fund Program 5 Year Action Plan (nc019d01)
- Public Housing Drug Elimination Program (PHDEP) Plan **NOTE: No Funds for FY 2005)**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (nc019e01)
- Other (List below, providing each attachment name)
  - a. Voluntary Conversion Initial Assessments – (nc019f01)
  - b. RMHA 5-year Goals and Objectives – (nc019g01)
  - c. Pet Policy – (nc019h01)

**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>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
		Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
n/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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
n/a	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
n/a	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
n/a	Approved or submitted assessments of reasonable	Annual Plan: Conversion of

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
To Be Done	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
n/a	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
n/a	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	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
n/a	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (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 by Family Type</b>							
<b>Family Type</b>	<b>Over all</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	3161	5	5	5	5	5	5

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Over all	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income >30% but <=50% of AMI	2031	5	5	5	5	5	5
Income >50% but <80% of AMI	1337	5	5	5	5	5	5
Elderly	1616	5	5	5	5	5	5
Families with Disabilities	n/a	5	5	5	5	5	5
Race/Ethnicity wht	39%	5	5	5	5	5	5
Race/Ethnicity blk	57%	5	5	5	5	5	5
Race/Ethnicity hisp	1.3%	5	5	5	5	5	5
Race/Ethnicity other	2.7%	5	5	5	5	5	5

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: DEHC 2002-2007
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset  
**Available for public inspection**
- 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.

Housing Needs of Families on the Waiting List
---

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	600	100%	270
Extremely low income <=30% AMI	158	26%	72
Very low income (>30% but <=50% AMI)	418	70%	188
Low income (>50% but <80% AMI)	24	.4%	10
Families with children	518	86%	
Elderly families	32	5%	
Families with Disabilities	50	9%	
Race/ethnicity Blk	596	99.3%	
Race/ethnicity Wht	3	.5%	
Race/ethnicity Hisp	1	.2%	
Race/ethnicity mixed/other	0	.0%	
Characteristics by Bedroom Size (Public Housing Only)	All Bedroom Sizes 346	Public Housing Only	Public Housing Only
1BR	97	28%	53
2 BR	156	45%	103
3 BR	69	20%	38
4 BR	21	6%	12
5 BR	3	1%	2
5+ BR	0	0	0

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  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.

#### (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) **(nc019g01) Expanded Goals & Objectives**

**Seek new housing thru new development activities using Capital Program Funds.**

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below) **Encourage/Income Exclusion**

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- 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.

**Rocky Mount Housing Authority (RMHA) current funding resources are listed below. It is very difficult to project future use of funds because of the uncertainty of HUD's funding from year to year. However, RMHA will continue to ensure its maximum use in addressing our needs.**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	1,441,327	PH Operations
b) Public Housing Capital Fund	1,128,563	Capital Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,429,521	Supporting Tenant Based Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	800,000	Tenant Services Elderly and Homeownership
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental Income</b>	1,303,100	Support Operations
<b>4. Other income</b> (list below)		
<b>Investments</b>	\$31,000	Support Operation
Other Income	\$36,952	Support Operation
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$6,170,463	

### **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) **Five (5)**
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

- 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) **Set up to be able to obtain FBI Criminal Records thru NCIC-Source be has not utilized due to expense.**

**(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)

**When announced: West End Terrace Community Center – (Hyman Battle Center) and Weeks Armstrong Homes Community Center**

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? One

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

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

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

- PHA main administrative office
- All PHA development management offices

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- 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.

Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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?

**(Hard Copy of Admission Policies for Public Review) (nc019a01)**

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: **Weeks Armstrong Homes**  
NC19-2, NC19-4, NC19-5 Scattered Sites  
**Vivian Lucille Powell Village**  
**NC19 15**

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) **Demolition and reconstruction of Project 2 should prove to generate more interest in the community.**

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: **NC19-2, NC19-4, NC19-5 (1/2 of Scattered Sites) Weeks Armstrong Homes Community – Edgecombe County**

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: **NC19-1, NC19-3, NC19-5 (1/2 of Scattered Sites) West End Terrace Community- Nash County**

## 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) – **Sex Offender Screening as per requirements**
- NOTE: Section 8 Landlords are responsible for screening families for suitability.**
- 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? **To the extend - Sex Offenders screening obtained.**
- 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) **Rental History and House Keeping Habits are shared with prospective landlords**

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? ( select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office – **1006 Aycock Street**

Other (list below) **Upon notification - Open or Special Applications at the Hyman Battle Center and Weeks Armstrong Community Center**

**(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:

- 1 - **Lack of affordable standard housings available.**
- 2 - **Problems raising security deposit and utility monies.**
- 3 - **Failure of Landlord to make prompt repairs to property.**
- 4 - **Illness of Family head or members.**
- 5 - **Other unforeseen circumstances out of families control as long as ongoing communication is made with RMHA.**

**(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

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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 higher of 30%

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: **Hardship Notice for Public Review**

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

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

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

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

For the earned income of a previously unemployed household member (mandatory)

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)

## **(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)

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached. (nc01c01)
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	656 (112 off line) <i>Flood</i>	30%
Section 8 Vouchers	265	25%
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)	40 Section 8 New Construction for the Elderly	20%

**C. Management and Maintenance Policies**

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

(1) Public Housing Maintenance and Management: (list below)

- a. **Admissions and Occupancy Policy (ACOP)**
- b. **Pet Policy**
- c. **2005-2009 Annual Maintenance Plan**
- d. **Procurement Policy**

(2) Section 8 Management: (list below)

- a. **Section 8 Administrative Plan**
- b. **Statement of Policies and Procedures**
- c. **FSS Action Plan**
- d. **Section 8 Owner Handbook**

## **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. **RMHA IS A HIGH PERFORMER With a score of 95 EXEMPT**

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office –(West End Terrace Administrative Office –Section 8 Department)
- Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **(nc019b01)**

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) **(nc019d01)**

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

- Yes  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:

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

## **8. Demolition and Disposition**

[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: <b>Weeks Armstrong Homes</b> 1b. Development (project) number: NC019P019002 and NC19P019004
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> <b>Demolition Dates and Number 108 Units June 13, 2001, 26 Units July 24, 2000 and 88 Units June 13, 2002</b> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/> <b>5 (h) Program Approved</b>
4. Date application approved, submitted, or planned for submission: <u>(07/24/2000)</u>
5. Number of units affected: <b>222</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <b>NC019P019004 - 14 Units (Vivian Lucille Powell Village)</b> <input checked="" type="checkbox"/> Total development <b>NC019P019002 - 208 Units</b>
7. Timeline for activity: a. Actual or projected start date of activity: <b>01-15-2000</b> b. Projected end date of activity: <b>06-15-2004</b>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

1.  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.)

(See attachment nc019f01)

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:	Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input checked="" type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <b>July 24, 2000</b> ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )



*Over the past years RMHA has made three (3) attempts to create additional multi-family public housing units and Elderly housing. None of the HUD three applications were approved.*

*Within the past two years, RMHA purchased a 3 bedroom single family home under the 203 (k) program and sold it within a four month period. There has not been any attempt to acquire additional 203 (k) units however, cities are given first choice to acquire these homes.*

*In 1997 RMHA formed a non-profit 501 C (3) named "South Eastern North Carolina Community Development Corporation (SENCCDC)". The primary goal of this corporation is to (1) create affordable housing units and (2) help residents in creating business. Currently SENCCDC has a 2 bedroom home for sale. This is a partnership between the City of Rocky Mount and SENCCDC using Home Funds.*

*Several homeownership workshops have been conducted by RMHA and SENCCDC over the past five (5) years. During the FYs 2001 thru 2004 RMHA continues to conduct Homebuyers educational workshops.*

*RMHA is replacing forty-eight (48) units to be demolished with single family homes. Our intent is to sale all 48 of the homes under the 5H Program to qualified families. RMHA has hired a homeownership administrator to sale the 48 single family homes.*

*Other Homeownership Programs to be established Section 8 Homeownership; Rural USDA Housing; Tax Credits; Mix Income and Migrant Housing.*

*RMHA will continue to explore every reasonable means to create homeownership opportunities for Residents.*

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 (Complete one for each development affected)</b>	
1a. Development name: Whatley Cove Subdivision	
1b. Development (project) number: NC019016	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input checked="" type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input checked="" type="checkbox"/>	Approved; included in the PHA's Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <b>(DD/MM/YYYY) 04/08/2003</b>
5. Number of units affected: <b>48</b>
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<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.) **RMHA IS A HIGH PERFORMER**

2. Program Description: **Section 8 Homeownership Program Capacity Statement**  
Rocky Mount Housing Authority will establish a minimum homeowner downpayment requirement of at least three percent and require that at least one percent of the downpayment come from the family resources once a Section 8 Homeownership Plan has been developed and submitted to HUD for approval.

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: To be developed once Section 8 Homeownership Plan has been established and approved by HUD

## **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.

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

1. Cooperative agreements:

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

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

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

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

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

#### (1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>South Eastern North Carolina Community Development Corp.</i>	<i>Unlimited</i>	<i>Registration Open</i>	<i>PHA Main Office</i>	<i>Both PHA and Section 8</i>
<i>Jazzy's Restaurant (Jobs and Job Training)</i>	<i>Limited Number</i>	<i>Application Waiting List Screening</i>	<i>Restaurant Site</i>	<i>Both PHA and Section 8</i>
<i>Resident Management Council, Inc. (RMC)</i>	<i>Limited Number</i>	<i>Screening</i>	<i>PHA Main Office</i>	<i>Both PHA and Section 8</i>
<i>ROSS Grant Family</i>	<i>Unlimited Number</i>	<i>Application Waiting List Screening</i>	<i>ROSS Grant Office</i>	<i>Both PHA and Section 8</i>
<i>Applying for ROSS Elderly Grant</i>	<i>Unlimited Number</i>	<i>Application Waiting List Screening</i>	<i>ROSS Grant Office</i>	<i>Both PHA and Section 8</i>
<i>Applying for ROSS Homeownership Grant</i>	<i>Unlimited Number</i>	<i>Application Waiting List Screening</i>	<i>ROSS Grant Office</i>	<i>Both PHA and Section 8</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing <b>Applying in FY 2004</b>		
Section 8	<b>35 (Will plan to continue</b>	<b>35 as of 8/01/04</b>

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

**C. Welfare Benefit Reductions**

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

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

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

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

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

**note:** Housing officers continue to gain the cooperation of residents in the reporting of crimes and the cooperation needed to eliminate it.

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

Note: Police provide reports on the types and times of crimes committed on housing property. Also, police follow-up on reports with the housing managers.

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

**Weeks Armstrong Homes – Edgecombe County**

**West End Terrace – Nash County**

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below) Youth Golf Program and CPTED

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

**Weeks Armstrong Homes – Edgecombe County**

**West End Terrace – Nash County**

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

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)  
**Police involvement in youth programs**

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

**Weeks Armstrong Homes – Edgecombe County**

**West End Terrace – Nash County**

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

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

No Funds for 2004

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**Pet Policy – (nc019h01)**

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Certifications:

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. **(nc019j01)**

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)] **RMHA is a High Performer**

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  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)

Provided below:

**The comments were general and involved items covered under the CFP Annual Plan. (i.e. need for air conditions, etc.) RMHA simply reviewed the current schedule to address all concerns.**

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) **Resident on the Board of Commissioners is appointed by the Mayor of the City of Rocky Mount North Carolina (nc019f01b)**

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 Rocky Mount, North Carolina**

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

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

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

**The City of Rocky Mount is working with Rocky Mount Housing Authority on the following items as related to the Consolidated Plan:**

- 1. Partnership with Jazzy's Restaurant for Home Maintenance Classes and other CD functions.**
- 2. Using HA units for lead abatement**
- 3. Requiring Rental Rehab participants to rent HA clients**

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

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

**1. Rocky Mount Housing Authority “Definition of Substantial Deviation” and “Significant Amendment or Modification” [903.7(r)]:**

The Rocky Mount Housing Authority (RMHA) definition to meet the requirement of final rule 903.7(r) and PIH 99-51, pertaining to “Substantial Deviation” and “Significant Amendment or Modification” is as follows:

- (a) Any changes to rent or admissions policies or other policies including organization of the waiting list.
- (b) Any significant change in use of funds under the Capital Fund Program.
- (c) Any change significant with regard to demolition or disposition, designation, homeownership programs or conversion activities
- (d) Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five-Year and Annual Plan that cause changes in the services provided to Residents or significant changes to the Agency’s financial situation will be documented in subsequent Agency Plans. An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements offered by HUD.

**2. RMHA FY 2005 Follow up Plan**

There are three survey sections where RMHA residents rated the agency low in terms of satisfaction. They are as follows with our response for improving the residents concerns.

See attached - nc019i01 for the following reports:

1. Communications: Score 69.8%
2. Safety: Score: 73.06%
3. Neighborhood Appearance: Score 72.5%
4. Resident Service and Satisfaction Survey (RASS) Follow-up Plan for FY 2005 Annual Plan

Staff will continue all efforts thru out the year to improve Resident satisfaction on the above three concerns by June 30, 2005.



## **Attachments**

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

# 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: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</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 HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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



### Component 3. (6) Deconcentration and Income Mixing

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

b.  Yes  No: Do any of these covered developments have average income above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

Deconcentration Policy for Covered Developments			
Development Name	No. of Units	Explanation (if any) {see step 4 at §903.2(c)(1)(iv)}	Deconcentration policy (if no explanation) {see step 5 at §903.2(c)(1)(v)}
West End Terrace NC19P019001	110		
Weeks Armstrong Homes NC19P019002	208		
West End Terrace NC19P019003	100		
Weeks Armstrong Homes NC19P019004	100		
Scattered Sites NC19P019005	198		
McIntyre Lane NC19P019009	50		

## **DECONCENTRATION**

**RESOLUTION NO. 16 (1999)**

**Approving Amendment to Rocky Mount Housing Authority (RMHA) Admission  
and Continued Occupancy Policy (ACOP) to Provide for Deconcentration of Poverty  
and Income Mixing in all RMHA Communities**

**WHEREAS, HUD issued a notice in the Federal Register on February 18, 1999 concerning the New Quality Housing and Work Responsibility Act (QRWIA) of 1998 requiring Public Housing Authorities to develop a policy to provide for deconcentration of poverty and income mixing by bringing higher income Residents into lower-income public housing communities and bringing lower-income Residents into higher-income public housing communities; and**

**WHEREAS, the Executive Director is recommending amending both the Tenant Selection Policies and Procedures, and Tenant Selection and Assignment Plan as stated on the attached sheet to achieve deconcentration of poverty and income mixing in all RMHA communities;**

**NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Rocky Mount Housing Authority hereby approve the attached Amendments to meet HUD's Deconcentration of Poverty and Income Mixing requirements.**

**Date Adopted: June 8, 1999**

**Distribution:** HUD  
RMHA Housing Manager  
RMHA Occupancy Staff  
Residents Presidents  
Resident Advisory Board  
Post  
File

**ACOP AMENDMENTS**

11. **Tenant Selection Policies and Procedures**

Current wording - Page 35, a

To avoid concentration of the most economically and socially deprived families in one or all the developments operated by the RMHA

Amendment - Page 35, a.

To provide for deconcentration of poverty and income mixing, by bringing higher-income tenants into lower-income public housing communities and bring lower-income Residents into higher-income communities.

12. **Tenant Selection and Assignment Plan**

Current wording - Page 35, a.

Assignment of applications and units must be conducted in accordance with a Tenant Selection and Assignment Plan that meets HUD requirements and approval. Units assignments must be based on the type of project, size and type of unit required, applicable preferences, and date and time of application.

Amendment - Page 35, a.

Assignments of applicants and units must be conducted in accordance with a Tenant Selection and Assignment Plan that meets HUD requirements and approval. Units assignments must be based on the project income, size and type of unit required, applicable preferences, and date and time of application.

## **REVISION TO TENANT SELECTION AND ASSIGNMENT PLAN**

### **Refer to Tenant Selection and Assignment Plan - Page 1**

#### **#1 Add: INCOME TARGETING**

PHA must admit not less than 40% of new families that have income at or below 30% of the area median incomes. Other admission must be at or below 80% of the area median.

#### **Process for Tracking**

The RMHA Occupancy Department will implement the income target by:

1. Quarterly identify the incomes (i.e., 30% of area median and not more than 80% of area median) by community.
2. Pull monthly from the waiting list based on the same area median incomes.

#### **#2 Add: DECONCENTRATION**

The RMHA Policy is to provide for deconcentration of poverty and income mixing by bringing higher income residents into lower income projects and lower income residents into higher projects. The PHA will implement the "skipping" of a family on the waiting list to achieve income mixing goals at targeted developments.

Rocky Mount Housing Authority (RMHA)  
Dwelling Lease Addendum  
Effective October 1, 1999

Section 2. TERM OF LEASE

Current Reading - The lease shall begin on \_\_\_\_\_ and end at midnight on the last day of the same calendar month at a monthly rental of \$ \_\_\_\_\_. The rent for the first month or portion thereof is \$ \_\_\_\_\_, payable in advance on or before the first day of occupancy.

Change - The lease shall begin on \_\_\_\_\_ and end at midnight on the last day of the twelfth month of signing the lease at a monthly rental of \$ \_\_\_\_\_. The rent for the first month or portion thereof is \$ \_\_\_\_\_ payable in advance on or before the first day of occupancy.

Section 3. AUTOMATIC RENEWAL OF LEASE AND MONTHLY RENT

Current Reading - This lease shall be automatically renewed for successive terms of one (First Sentence) (1) month each at the monthly rent set forth above (subject to adjustment in accordance herewith) upon the payment by the Resident of such monthly rent on or before the first day of the month.

Change - This lease shall be automatically renewed for successive terms of one (First Sentence) (1) year each (except for noncompliance with the community service requirements or any other section of the lease) at the monthly rent set forth above (subject to adjustment in accordance herewith) upon the payment by the Resident of such monthly rent on or before the first day of the month.

LEASE ADDENDUM  
RENT DETERMINATION PROCESS  
RESIDENT CHOICE OF RENT

a. **Income-Based Rent**

RENT CHARGED BY THE RMHA ARE THE GREATER OF THE FOLLOWING:

10% OF GROSS MONTHLY INCOME

OR

30% OF ADJUSTED MONTHLY INCOME

OR

\$25.00 RMHA MINIMUM RENT

NO RESIDENT WILL PAY LESS THAN THE MINIMUM RENT OF \$25.00 PER MONTH ADOPTED BY THE BOARD AND EFFECTIVE APRIL 1, 1996. This means that families paying zero rent or a rent less than \$25.00 will be charged the RMHA's Minimum rent in effect at that time.

b. **FLAT RENT - (effective October 1, 1999)**

This rent figure may vary pending studies done by RMHA. The current flat rents are posted by RMHA in the Housing Manager Office and the Main Administration Building.

RMHA FLAT RENT SCHEDULE

1 Bedroom	\$300.00
2 Bedroom	\$350.00
3 Bedroom	\$363.00
4 Bedroom	\$399.00
5 Bedroom	\$439.00

I \_\_\_\_\_ hereby choose the following rent:

a. **Income-Based Rent**

b. Flat rent of \_\_\_\_\_ for a \_\_\_\_\_ bedroom apartment

\_\_\_\_\_  
**Resident**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

PLEASE BE ADVISED THAT **H. FINANCIAL OBLIGATIONS** ON THE PET POLICY WILL BE OMITTED AND THE AMENDMENT WILL BE PRESENTED TO THE RMHA BOARD OF COMMISSIONERS FOR APPROVAL AT THE DECEMBER 2004 BOARD MEETING.

**AMENDMENTS TO PET POLICY  
(EFFECTIVE OCTOBER 1, 1999)**

**Add: Section 1. DEFINITIONS**

**A. - The pet should not exceed 20 lbs.**

**Add: Section 2. RULES GOVERNING THE KEEPING OF PETS**

**D. - Any pet known to bite or attack will not be permitted on RMHA property. (Pit Bull dog, Rottweiler, Doberman Pincher, Bull Dog, or any similar dog is not allowed.)**

**Add: H. FINANCIAL OBLIGATIONS:**

**(a) the pet owner is required to secure a Homeowners Policy including liability which would provide coverage for the pet's owner. This coverage is to be no less than \$100,000.00.**

**© Pct waste removal minimum charge is \$10.00.**

**RMHA PET POLICY DOCUMENTATION FORM**

**PART I**

Resident's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Address: \_\_\_\_\_ Unit/Project No.: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Size of Pet: \_\_\_\_\_

Approved by: \_\_\_\_\_

RMHA Representative

**PART II**

Veterinarian: \_\_\_\_\_

Address: \_\_\_\_\_

Certificate of Inoculation: \_\_\_\_\_

Date of Inoculation: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RMHA Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**Resolution No. 56 (2004)**

**Approval of Capital Funds FY 2005 Statement and Five (5) Year Plans  
For Submission to HUD**

**WHEREAS, Rocky Mount Housing Authority (RMHA) staff is recommending approval of the attached FY 2005 Capital Funds Annual Statement and Conventional Housing FY 2005 Five (5) Year and Annual Plans: and**

**WHEREAS, the subject Annual Statement and Five (5) Year and Annual Plans was discussed with RMHA Resident Advisory Board who participated in the development of the said plans:**

**NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of Rocky Mount Housing Authority hereby approve the attached FY 2005 Capital Funds Annual Statement and Conventional Housing FY 2005 Five (5) Year and Annual Plans for submission to HUD.**

**Date Adopted: October 12, 2004**

**Distribution: U.S. Department of HUD  
RMHA Director of Facilities  
RMHA Finance Director  
File**

**nc019b01**

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

RHH Name:

**Rocky Mount Housing Authority**

Grant Type and Number  
 Capital Fund Program Grant No.  
 Replacement Housing Factor Grant No.

NC19PO19SD105

Federal FY or Grant:  
 2005

Original Annual Statement  
 Performance and Evaluation Report for Period Ending:

Reserve for Disasters/Emergencies

Revised Annual Statement (revision no: )  
 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	\$0.00	\$0.00	\$0.00	\$0.00
2	1405 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$208,252.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$103,000.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$15,000.00	\$0.00	\$0.00	\$0.00
8	1441 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$6,722.00	\$0.00	\$0.00	\$0.00
10	1480 Dwelling Structures	\$531,025.00	\$0.00	\$0.00	\$0.00
11	1485+ Dwelling Equipment-Nonpendable	\$15,000.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$3,641.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$49,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495+1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$84,554.00	\$0.00	\$0.00	\$0.00
19	1501 Capitalization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,033,794.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00





Annual Statement Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFPRCPRHFI)

Part III: Supporting Pages

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year		Fiscal Year		Total	Total
			Actual	Approved	Actual	Approved		
2005	2006	2007	2008	2009	2010	2011	2012	2013
1495	1496	1497	1498	1499	1500	1501	1502	1503
1504	1505	1506	1507	1508	1509	1510	1511	1512
1513	1514	1515	1516	1517	1518	1519	1520	1521
1522	1523	1524	1525	1526	1527	1528	1529	1530
1531	1532	1533	1534	1535	1536	1537	1538	1539
1540	1541	1542	1543	1544	1545	1546	1547	1548
1549	1550	1551	1552	1553	1554	1555	1556	1557
1558	1559	1560	1561	1562	1563	1564	1565	1566
1567	1568	1569	1570	1571	1572	1573	1574	1575
1576	1577	1578	1579	1580	1581	1582	1583	1584
1585	1586	1587	1588	1589	1590	1591	1592	1593
1594	1595	1596	1597	1598	1599	1600	1601	1602
1603	1604	1605	1606	1607	1608	1609	1610	1611
1612	1613	1614	1615	1616	1617	1618	1619	1620
1621	1622	1623	1624	1625	1626	1627	1628	1629
1630	1631	1632	1633	1634	1635	1636	1637	1638
1639	1640	1641	1642	1643	1644	1645	1646	1647
1648	1649	1650	1651	1652	1653	1654	1655	1656
1657	1658	1659	1660	1661	1662	1663	1664	1665
1666	1667	1668	1669	1670	1671	1672	1673	1674
1675	1676	1677	1678	1679	1680	1681	1682	1683
1684	1685	1686	1687	1688	1689	1690	1691	1692
1693	1694	1695	1696	1697	1698	1699	1700	1701
1702	1703	1704	1705	1706	1707	1708	1709	1710
1711	1712	1713	1714	1715	1716	1717	1718	1719
1720	1721	1722	1723	1724	1725	1726	1727	1728
1729	1730	1731	1732	1733	1734	1735	1736	1737
1738	1739	1740	1741	1742	1743	1744	1745	1746
1747	1748	1749	1750	1751	1752	1753	1754	1755
1756	1757	1758	1759	1760	1761	1762	1763	1764
1765	1766	1767	1768	1769	1770	1771	1772	1773
1774	1775	1776	1777	1778	1779	1780	1781	1782
1783	1784	1785	1786	1787	1788	1789	1790	1791
1792	1793	1794	1795	1796	1797	1798	1799	1800
1801	1802	1803	1804	1805	1806	1807	1808	1809
1810	1811	1812	1813	1814	1815	1816	1817	1818
1819	1820	1821	1822	1823	1824	1825	1826	1827
1828	1829	1830	1831	1832	1833	1834	1835	1836
1837	1838	1839	1840	1841	1842	1843	1844	1845
1846	1847	1848	1849	1850	1851	1852	1853	1854
1855	1856	1857	1858	1859	1860	1861	1862	1863
1864	1865	1866	1867	1868	1869	1870	1871	1872
1873	1874	1875	1876	1877	1878	1879	1880	1881
1882	1883	1884	1885	1886	1887	1888	1889	1890
1891	1892	1893	1894	1895	1896	1897	1898	1899
1900	1901	1902	1903	1904	1905	1906	1907	1908
1909	1910	1911	1912	1913	1914	1915	1916	1917
1918	1919	1920	1921	1922	1923	1924	1925	1926
1927	1928	1929	1930	1931	1932	1933	1934	1935
1936	1937	1938	1939	1940	1941	1942	1943	1944
1945	1946	1947	1948	1949	1950	1951	1952	1953
1954	1955	1956	1957	1958	1959	1960	1961	1962
1963	1964	1965	1966	1967	1968	1969	1970	1971
1972	1973	1974	1975	1976	1977	1978	1979	1980
1981	1982	1983	1984	1985	1986	1987	1988	1989
1990	1991	1992	1993	1994	1995	1996	1997	1998
1999	2000	2001	2002	2003	2004	2005	2006	2007
2008	2009	2010	2011	2012	2013	2014	2015	2016
2017	2018	2019	2020	2021	2022	2023	2024	2025
2026	2027	2028	2029	2030	2031	2032	2033	2034
2035	2036	2037	2038	2039	2040	2041	2042	2043
2044	2045	2046	2047	2048	2049	2050	2051	2052
2053	2054	2055	2056	2057	2058	2059	2060	2061
2062	2063	2064	2065	2066	2067	2068	2069	2070
2071	2072	2073	2074	2075	2076	2077	2078	2079
2080	2081	2082	2083	2084	2085	2086	2087	2088
2089	2090	2091	2092	2093	2094	2095	2096	2097
2098	2099	2100	2101	2102	2103	2104	2105	2106
2107	2108	2109	2110	2111	2112	2113	2114	2115
2116	2117	2118	2119	2120	2121	2122	2123	2124
2125	2126	2127	2128	2129	2130	2131	2132	2133
2134	2135	2136	2137	2138	2139	2140	2141	2142
2143	2144	2145	2146	2147	2148	2149	2150	2151
2152	2153	2154	2155	2156	2157	2158	2159	2160
2161	2162	2163	2164	2165	2166	2167	2168	2169
2170	2171	2172	2173	2174	2175	2176	2177	2178
2179	2180	2181	2182	2183	2184	2185	2186	2187
2188	2189	2190	2191	2192	2193	2194	2195	2196
2197	2198	2199	2200	2201	2202	2203	2204	2205
2206	2207	2208	2209	2210	2211	2212	2213	2214
2215	2216	2217	2218	2219	2220	2221	2222	2223
2224	2225	2226	2227	2228	2229	2230	2231	2232
2233	2234	2235	2236	2237	2238	2239	2240	2241
2242	2243	2244	2245	2246	2247	2248	2249	2250
2251	2252	2253	2254	2255	2256	2257	2258	2259
2260	2261	2262	2263	2264	2265	2266	2267	2268
2269	2270	2271	2272	2273	2274	2275	2276	2277
2278	2279	2280	2281	2282	2283	2284	2285	2286
2287	2288	2289	2290	2291	2292	2293	2294	2295
2296	2297	2298	2299	2300	2301	2302	2303	2304
2305	2306	2307	2308	2309	2310	2311	2312	2313
2314	2315	2316	2317	2318	2319	2320	2321	2322
2323	2324	2325	2326	2327	2328	2329	2330	2331
2332	2333	2334	2335	2336	2337	2338	2339	2340
2341	2342	2343	2344	2345	2346	2347	2348	2349
2350	2351	2352	2353	2354	2355	2356	2357	2358
2359	2360	2361	2362	2363	2364	2365	2366	2367
2368	2369	2370	2371	2372	2373	2374	2375	2376
2377	2378	2379	2380	2381	2382	2383	2384	2385
2386	2387	2388	2389	2390	2391	2392	2393	2394
2395	2396	2397	2398	2399	2400	2401	2402	2403
2404	2405	2406	2407	2408	2409	2410	2411	2412
2413	2414	2415	2416	2417	2418	2419	2420	2421
2422	2423	2424	2425	2426	2427	2428	2429	2430
2431	2432	2433	2434	2435	2436	2437	2438	2439
2440	2441	2442	2443	2444	2445	2446	2447	2448
2449	2450	2451	2452	2453	2454	2455	2456	2457
2458	2459	2460	2461	2462	2463	2464	2465	2466
2467	2468	2469	2470	2471	2472	2473	2474	2475
2476	2477	2478	2479	2480	2481	2482	2483	2484
2485	2486	2487	2488	2489	2490	2491	2492	2493
2494	2495	2496	2497	2498	2499	2500	2501	2502
2503	2504	2505	2506	2507	2508	2509	2510	2511
2512	2513	2514	2515	2516	2517	2518	2519	2520
2521	2522	2523	2524	2525	2526	2527	2528	2529
2530	2531	2532	2533	2534	2535	2536	2537	2538
2539	2540	2541	2542	2543	2544	2545	2546	2547
2548	2549	2550	2551	2552	2553	2554	2555	2556
2557	2558	2559	2560	2561	2562	2563	2564	2565
2566	2567	2568	2569	2570	2571	2572	2573	2574
2575	2576	2577	2578	2579	2580	2581	2582	2583
2584	2585	2586	2587	2588	2589	2590	2591	2592
2593	2594	2595	2596	2597	2598	2599	2600	2601
2602	2603	2604	2605	2606	2607	2608	260	



Annual Statement Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFPRPHR)  
 Part II: Supporting Paper

Fiscal Year:

Year Type and Fiscal Year  
 Capital Fund Program 10/1/00-09/30/05  
 Period of Report: 10/1/00-09/30/05

Priority of Work  
 1005

Party: Parker Housing Authority

Total Available CM

Available CM

Overhead Costs

Line Item Description	Capital Fund Budget FY	Line Item Code	Quantity	Cost	Material	LS Value	Quantity
MC 194 Miscellaneous Equipment	\$100	1495	Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00
Explain Errors:		1497	Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00
Replacements:		1498	Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00
Carolina Beds		1499	Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00
Operating Equipment:		1499	Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00
Hooper Construction Crews: Hourly		1499	Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00
6-yr-Old Fallows: Beds		1499	Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00
Repl/dfn Equipm: Beds		1499	Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:			Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:			Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:			Total Qty:	\$0.00	\$0.00	\$0.00	\$0.00

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

Division	Project Name / Location	Program / Activity	Fiscal Year	Category	Total Dollars		Federal FY of Origin		Status of FY
					Out	In	2006	2007	
Newly Acquired Inventory	Capital Fund Program	Replacement Housing Factor	2006	Capital Fund Program	1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
<b>Total</b>					<b>1450</b>	<b>3000</b>	<b>3000</b>	<b>0.00</b>	<b>2006</b>
Maintenance	Capital Fund Program	Replacement Housing Factor	2006	Capital Fund Program	1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
<b>Total</b>					<b>1450</b>	<b>3000</b>	<b>3000</b>	<b>0.00</b>	<b>2006</b>
Operational Equipment	Capital Fund Program	Replacement Housing Factor	2006	Capital Fund Program	1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
<b>Total</b>					<b>1450</b>	<b>3000</b>	<b>3000</b>	<b>0.00</b>	<b>2006</b>
Housing Equipment	Capital Fund Program	Replacement Housing Factor	2006	Capital Fund Program	1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
					1450	3000	3000	0.00	2006
<b>Total</b>					<b>1450</b>	<b>3000</b>	<b>3000</b>	<b>0.00</b>	<b>2006</b>

Annual Statement Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFPRPHRF)  
 Part II: Supporting Pages

Project Name: Federal Home Financing Authority  
 Project Number: 14000000000000000000  
 Fiscal Year: 2006  
 Report Date: 12/31/2006

Account Number	Description	Quantity	Unit Price		Total Price	
			Quantity	Price	Quantity	Price
1400	Site: 1400	1	\$0.00	\$0.00	\$0.00	\$0.00
1400	Site: 1400	1	\$0.00	\$0.00	\$0.00	\$0.00
1400	Technical Support Factor:	1	\$0.00	\$0.00	\$0.00	\$0.00
1400	Refining Courses:	1	\$0.00	\$0.00	\$0.00	\$0.00
1400	Double drive:	1	\$0.00	\$0.00	\$0.00	\$0.00
1400	Dwelling Equipment:	1	\$0.00	\$0.00	\$0.00	\$0.00
1400	Interior Structural Work:	1	\$0.00	\$0.00	\$0.00	\$0.00
1400	Egg Shell Finish:	1	\$0.00	\$0.00	\$0.00	\$0.00
1400	Structural Elements:	1	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimate:			\$0.00	\$0.00	\$0.00	\$0.00

Annual Statement Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFPRPHRF)  
 Part II: Supporting Pages

Account Number	Description	Quantity	Unit Price	Total Price
1400	Site: 1400	1	\$0.00	\$0.00
1400	Technical Support Factor:	1	\$0.00	\$0.00
1400	Refining Courses:	1	\$0.00	\$0.00
1400	Double drive:	1	\$0.00	\$0.00
1400	Dwelling Equipment:	1	\$0.00	\$0.00
1400	Interior Structural Work:	1	\$0.00	\$0.00
1400	Egg Shell Finish:	1	\$0.00	\$0.00
1400	Structural Elements:	1	\$0.00	\$0.00
Total Estimate:			\$0.00	\$0.00

Material Project Volume	Sub Name	4470	Total Qty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Medical Equipment and Electrical H&A	1480		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Building Services H&A	1480		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Electrical Utility H&A	1480		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Excavation Equipment H&A	1480		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Line-Item Control Group H&A	1480		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Site-Work Facilities H&A	1480		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Overriding Description H&A	1480		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Project</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

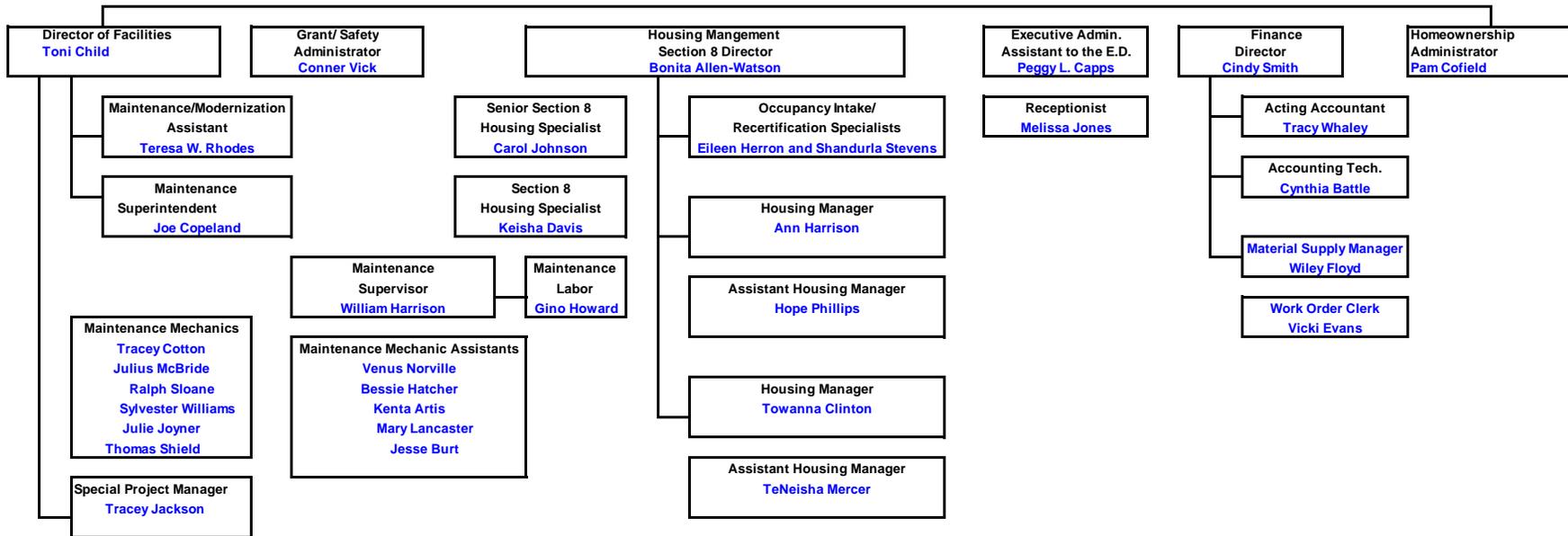




# ORGANIZATIONAL CHART

Broad of Commissioners

Executive Director  
Larry Russell



File/employee/orgchart

nc019c01

**Resolution No. 56 (2004)**

**Approval of Capital Funds FY 2005 Statement and Five (5) Year Plans  
For Submission to HUD**

**WHEREAS, Rocky Mount Housing Authority (RMHA) staff is recommending approval of the attached FY 2005 Capital Funds Annual Statement and Conventional Housing FY 2005 Five (5) Year and Annual Plans: and**

**WHEREAS, the subject Annual Statement and Five (5) Year and Annual Plans was discussed with RMHA Resident Advisory Board who participated in the development of the said plans:**

**NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of Rocky Mount Housing Authority hereby approve the attached FY 2005 Capital Funds Annual Statement and Conventional Housing FY 2005 Five (5) Year and Annual Plans for submission to HUD.**

**Date Adopted:** October 12, 2004

**Distribution:** U.S. Department of HUD  
RMHA Director of Facilities  
RMHA Finance Director  
File

nc019d01

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

PHA Name Realty Mount Housing Authority	Fiscal Year	<input checked="" type="checkbox"/> Original Five Year <input type="checkbox"/> Revision No:				
		Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5	
(Fiscal Year) Number/Start/End Y/M/Y	Year 1	FFY Grant: 2006 PHA FY	FFY Grant: 2007 PHA FY	FFY Grant: 2008 PHA FY	FFY Grant: 2009 PHA FY	
NC 19-1 West End Terrace		\$0	\$800,000	\$193,541	\$140,000	
NC 19-2 Weeks Armadillo		\$0	\$0	\$0	\$0	
NC 19-3 West End Terrace		\$0	\$0	\$0	\$344,700	
NC 19-4 Weeks Armadillo		\$0	\$0	\$0	\$0	
NC 19-5 Scattered Sites	Revenue	\$600,000	\$0	\$0	\$0	
NC 19-9 McKinley Lane	Revenue	\$0	\$0	\$310,000	\$80,000	
Management Improvement	Revenue	\$175,000	\$175,000	\$175,000	\$175,000	
AX Y-08, Anywhere Homes		\$0	\$0	\$0	\$0	
HA-WVA Physical Activities		\$268,283	\$268,283	\$382,722	\$281,563	
HA-WVA Non-Physical Activities		\$0	\$0	\$0	\$0	
HA-WVA Contingency @ 3%		\$0	\$0	\$0	\$0	
CFP Funds Listed for		\$1,031,263	\$1,031,283	\$1,031,263	\$1,031,263	
5-year planning		\$0	\$0	\$0	\$0	
Replacement Housing		\$0	\$0	\$0	\$0	
Factor Funds		\$0	\$0	\$0	\$0	



**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages--Work Activities**

Activities for Year 1	Development Item/Number	Major Work Categories	Estimated Cost	Development Item/Number	Major Work Categories	Estimated Cost
2006	HA-WIDE Physical Improvements	HA-WIDE Site: Misc. Total Site:	\$248,722	HA-WIDE Physical Improvements	HA-WIDE Site: Misc. Total Site:	\$263,563
Annual	ON-DEMAND Mech. and Electrical: None	ON-DEMAND Mech. and Electrical: None	\$0	ON-DEMAND Mech. and Electrical: None	ON-DEMAND Mech. and Electrical: None	\$0
Statement	ON-DEMAND Building Exterior: None	ON-DEMAND Building Exterior: None	\$0	ON-DEMAND Building Exterior: None	ON-DEMAND Building Exterior: None	\$0
	ON-DEMAND Dwelling Units: Unspecified Physical Needs	ON-DEMAND Dwelling Units: Unspecified Physical Needs	\$120,000	ON-DEMAND Dwelling Units: Unspecified Physical Needs	ON-DEMAND Dwelling Units: Unspecified Physical Needs	\$0
	HA-WIDE Dwelling Equipment: None	HA-WIDE Dwelling Equipment: None	\$0	HA-WIDE Dwelling Equipment: Occupant Funding	HA-WIDE Dwelling Equipment: Occupant Funding	\$18,000
	HA-WIDE Interior Common Areas: None	HA-WIDE Interior Common Areas: None	\$0	HA-WIDE Interior Common Areas: None	HA-WIDE Interior Common Areas: None	\$0
	HA-WIDE Site-Wide Facilities: None	HA-WIDE Site-Wide Facilities: None	\$0	HA-WIDE Site-Wide Facilities: None	HA-WIDE Site-Wide Facilities: None	\$0
	HA-WIDE Non-dwelling Equipment: None	HA-WIDE Non-dwelling Equipment: None	\$13,000	HA-WIDE Non-dwelling Equipment: None	HA-WIDE Non-dwelling Equipment: None	\$0
	<b>TOTAL NDF:</b>	<b>TOTAL NDF:</b>	<b>\$13,000</b>	<b>TOTAL NDF:</b>	<b>TOTAL NDF:</b>	<b>\$0</b>
	<b>Subtotal of Estimated Cost</b>		<b>\$248,722</b>	<b>Subtotal of Estimated Cost</b>		<b>\$281,563</b>

Activities for Year 4  
 FFY Grant: 2008  
 PHA FFY:

Activities for Year 5  
 FFY Grant: 2009  
 PHA FFY:

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1 2005	Activities for Year 2 F.Y. Grant: 2006 PHAFY:			Activities for Year 3 F.Y. Grant: 2007 PHAFY:		
	Development (Narrative)	Major Work Categories	Estimated Cost	Development (Narrative)	Major Work Categories	Estimated Cost
Statement Annual	MC19-1, West End Terrace	Site:	\$0	MC19-1, West End Terrace	Site:	\$0
		Total Site:	\$0		Total Site:	\$0
		Mechanical and Electrical:	\$0		Mechanical and Electrical:	\$200,000
		Total M&E:	\$0		Total M&E:	\$200,000
		Building Exterior:	\$0		Building Exterior:	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units:	\$0		Dwelling Units:	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment:	\$0		Dwelling Equipment:	\$0
		HVAC:	\$0		HVAC:	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas:	\$0		Interior Common Areas:	\$0
Total ICAs:	\$0	Total ICAs:	\$0			
Site-Wide Facilities:	\$0	Site-Wide Facilities:	\$0			
Total SWF's:	\$0	Total SWF's:	\$0			
Non-dwelling Equipment:	\$0	Non-dwelling Equipment:	\$0			
Total NDE:	\$0	Total NDE:	\$0			
Subtotal of Estimated Cost	\$0	Subtotal of Estimated Cost	\$500,000			

Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages--Work Activities

Activities for Year 4  
Fiscal Year 2008  
PHATY

Activities for Year 5  
Fiscal Year 2009  
PHATY

Activities for Year 1 2008	Development Name/Number	Major Work Categories	Estimated Cost	NC19-1, West End Terrace	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	NC19-1, West End Terrace	Site: None	\$0	NC19-1, West End Terrace	Site: None	\$0	\$140,000
		Total Site	\$0		Total Site	\$0	
		Mechanical and Electrical: HVAC	\$163,541		Mechanical and Electrical: None	\$0	
		Total M&E	\$163,541		Total M&E	\$0	
		Building Exterior: None	\$0		Building Exterior: None	\$0	
		Total B.E.	\$0		Total B.E.	\$0	
		Dwelling Units: None	\$0		Dwelling Units: Windows	\$140,000	
		Total DUE	\$0		Total DUE	\$140,000	
		Dwelling Equipment: HVAC	\$0		Dwelling Equipment:	\$0	
		Total D.E.	\$0		Total D.E.	\$0	
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0	
		Total ICAs	\$0		Total ICAs	\$0	
Site-Wide Facilities: None	\$0	Site-Wide Facilities: None	\$0				
Total SWFB	\$0	Total SWFB	\$0				
Nonbuilding Equipment: None	\$0	Nonbuilding Equipment: None	\$0				
Total NBE	\$0	Total NBE	\$0				
Subtotal of Estimated Cost			\$103,541	Subtotal of Estimated Cost			\$140,000

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages--Work Activities**

Activities for Year 1 2006	Activities for Year 2 FFY Grant: 2006 PHA FY:		Activities for Year 3 FFY Grant: 2007 PHA FY:					
	Development Number	Major Work Category	Estimated Cost	Subtotal of Estimated Cost				
See Annual Statement	HC 18-2 Waste Armistrong	Site: None	\$0	NC 19-2 Waste Armistrong	Site: None	\$0	Major Work Category	Estimated Cost
		Total Site:	\$0		Total Site:	\$0		
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0		
		Total M&E:	\$0		Total M&E:	\$0		
		Building Exterior: None	\$0		Building Exterior: None	\$0		
		Total B.E.:	\$0		Total B.E.:	\$0		
		Dwelling Units: None	\$0		Dwelling Units: None	\$0		
		Total DU's:	\$0		Total DU's:	\$0		
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0		
		Total D.E.:	\$0		Total D.E.:	\$0		
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0		
		Total ICA's:	\$0		Total ICA's:	\$0		
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0		
Total SWF's:	\$0	Total SWF's:	\$0					
Non-dwelling Equipment: None	\$0	Non-dwelling Equipment: None	\$0					
Total NDE:	\$0	Total NDE:	\$0					
Subtotal of Estimated Cost		Subtotal of Estimated Cost	\$0		Subtotal of Estimated Cost	\$0		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1 2005	Activities for Year 4 FY Grant: 2008 PHA FY		Activities for Year 5 FY Grant: 2009 PHA FY	
	Development Plan/Number	Major Work Categories	Estimated Cost	Estimated Cost
Bioscience Annual Displacement	NC 19-2 Weeks Arranging	Site: None	\$0	\$0
		Total Site	\$0	\$0
		Mechanical and Electrical: None	\$0	\$0
		Total M&E	\$0	\$0
		Building Exterior: None	\$0	\$0
		Total B.E.	\$0	\$0
		Dwelling Units: None	\$0	\$0
		Total DUs	\$0	\$0
		Dwelling Equipment: None	\$0	\$0
		Total D.E.	\$0	\$0
		Interior Common Areas: None	\$0	\$0
		Total ICAs	\$0	\$0
		Site-Wide Facilities: None	\$0	\$0
		Total SWF's	\$0	\$0
		Nonbuilding Equipment: None	\$0	\$0
Total NBE	\$0	\$0		
<b>Subtotal of Estimated Cost:</b>			<b>\$0</b>	<b>\$0</b>
Bioscience Annual Displacement	NC 18-2 Weeks Arranging	Site: None	\$0	\$0
		Total Site	\$0	\$0
		Mechanical and Electrical: None	\$0	\$0
		Total M&E	\$0	\$0
		Building Exterior: None	\$0	\$0
		Total B.E.	\$0	\$0
		Dwelling Units: None	\$0	\$0
		Total DUs	\$0	\$0
		Dwelling Equipment: None	\$0	\$0
		Total D.E.	\$0	\$0
		Interior Common Areas: None	\$0	\$0
		Total ICAs	\$0	\$0
		Site-Wide Facilities: None	\$0	\$0
		Total SWF's	\$0	\$0
		Nonbuilding Equipment: None	\$0	\$0
Total NBE	\$0	\$0		
<b>Subtotal of Estimated Cost:</b>			<b>\$0</b>	<b>\$0</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year 2 FFY Grant 2006 PHA FY:			Activities for Year 3 FFY Grant 2007 PHA FY:		
	Development Number	Major Work Categories	Estimated Cost	Development Number	Major Work Categories	Estimated Cost
2005	NC 19-3 West End Terrace			NC 19-3 West End Terrace		
Site:	Site: None	\$0	Site: None	\$0		
Alterial	Total Site	\$0	Total Site	\$0		
	Mechanical and Electrical:	\$0	Mechanical and Electrical:	\$0		
	None		None			
	Total M&E:	\$0	Total M&E:	\$0		
	Building Exterior:	\$0	Building Exterior:	\$0		
	Total B. E.:	\$0	Total B. E.:	\$0		
	Dwelling Units:	\$0	Dwelling Units:	\$0		
	None		None			
	Total DUs:	\$0	Total DUs:	\$0		
	Dwelling Equipment:	\$0	Dwelling Equipment:	\$0		
	None		None			
	Total D.E.:	\$0	Total D.E.:	\$0		
	Interior Common Areas:	\$0	Interior Common Areas:	\$0		
	None		None			
	Total ICAs:	\$0	Total ICAs:	\$0		
	Site-Wide Facilities:	\$0	Site-Wide Facilities:	\$0		
	None		None			
	Total SWF's:	\$0	Total SWF's:	\$0		
	Non Dwelling Equipment:	\$0	Non Dwelling Equipment:	\$0		
	None		None			
	Total NDE:	\$0	Total NDE:	\$0		
	Subtotal of Estimated Cost	\$0	Subtotal of Estimated Cost	\$0		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 4  
 2003  
 Acquired for Year 4  
 FFY Grant 2003  
 PHA FY:

Activities for Year 5  
 FFY Grant 2003  
 PHA FY:

Activities for Year 4 2003	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	NC 19-3 Ingal End Terrace	Site: None	\$0	NC 19-3 West End Terrace	Site: None	\$0
		Total Site	\$0		Total Site	\$0
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: HVAC	\$344,700
		Total M&E:	\$0		Total M&E:	\$344,700
		Building Exterior: None	\$0		Building Exterior: None	\$0
		Total R E	\$0		Total R E:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DU's	\$0		Total DU's	\$0
		Dwelling Equipment: HVAC	\$0		Dwelling Equipment:	\$0
		Total D.E.	\$0		Total D.E.	\$0
Interior Common Areas: None	\$0	Interior Common Areas: None	\$0			
Total ICAs:	\$0	Total ICAs:	\$0			
Site-wide Facilities: None	\$0	Site-wide Facilities: None	\$0			
Total SWF's:	\$0	Total SWF's:	\$0			
Maintenance Equipment: None	\$0	Maintenance Equipment: None	\$0			
Total M&E:	\$0	Total M&E:	\$0			
Subtotal of Estimated Cost			\$0	Subtotal of Estimated Cost		\$344,700

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages--Work Activities**

Activities for Year 2  
 FFY Grant: 2004  
 PHA FY

Activities for Year 3  
 FFY Grant: 2007  
 PHA FY

Activities for Year 1 2005	Development Number	Year Work Categories	Estimated Cost	Development Number	Year Work Categories	Estimated Cost
See Annual Statement	NC 19-4 Waste Armoring	Site: None	\$0	NC 19-4 Waste Armoring	Site: None	\$0
		Total SWP:	\$0		Total SWP:	\$0
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: None	\$0		Building Exterior: None	\$0
		Total B.C.:	\$0		Total B.C.:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: Asbestos Floor Tile Removal	\$0		Dwelling Equipment:	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-wide Facilities: None	\$0		Site-wide Facilities: None	\$0
Total SWP's:	\$0	Total SWP's:	\$0			
Manufacturing Equipment: None	\$0	Manufacturing Equipment: None	\$0			
Total MDE:	\$0	Total MDE:	\$0			
<b>Subtotal of Estimated Cost</b>			\$0	<b>Subtotal of Estimated Cost</b>		\$0

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1 2005	Activities for Year 4 FFY Grant: 2008 PHA FY:			Activities for Year 5 FFY Grant: 2009 PHA FY:		
	Development Number	Major Work Categories	Funded Cost	Development Number	Major Work Categories	Estimated Cost
See Above	NIC 19-4 Weeks Armstrong	Site: None	\$0	NIC 19-4 Weeks Armstrong	Site: None	\$0
		Total Site	\$0		Total Site	\$0
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: None	\$0		Building Exterior: None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: Addressed From Title Removal	\$0		Dwelling Equipment:	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
	Interior Common Areas: None	\$0	Interior Common Areas: None	\$0		
	Total ICAs:	\$0	Total ICAs:	\$0		
	Site-Wide Facilities: None	\$0	Site-Wide Facilities: None	\$0		
	Total SWFs:	\$0	Total SWFs:	\$0		
	Nonworking Equipment: None	\$0	Nonworking Equipment: None	\$0		
	Total NDE:	\$0	Total NDE:	\$0		
	<b>Subtotal of Estimated Cost</b>		<b>\$0</b>	<b>Subtotal of Estimated Cost</b>		<b>\$0</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages---Work Activities**

Activities for Year 1 2005	Activities for Year 2 FFY Grant: 2006 PHA FY:	Activities for Year 3 FFY Grant: 2007 PHA FY:			
Development Manual/Number	Major Work Categories	Estimated Cost	Development Manual/Number	Major Work Categories	Estimated Cost
<b>NC 19-4 Scattered Sites</b>  See Annual Statements	Site: None	\$0	<b>NC 19-5 Scattered Sites</b>  See Annual Statements	Site: None	\$0
	Total SHP	\$0		Total SHP	\$0
	Mechanical and Electrical (M&E)	\$400,000		Mechanical and Electrical (M&E)	\$0
	Total M&E	\$400,000		Total M&E	\$0
	Building Exterior: None	\$0		Building Exterior: None	\$0
	Total B.E.	\$0		Total B.E.	\$0
	Developing Utilities: Windows	\$200,000		Developing Utilities: Windows	\$0
	Total DUs	\$200,000		Total DUs	\$0
	Developing Equipment: None	\$0		Developing Equipment: None	\$0
	Total D.E.	\$0		Total D.E.	\$0
Interior Common Areas: None	\$0	Interior Common Areas: None	\$0		
Total ICA	\$0	Total ICA	\$0		
Site-Wide Facilities: None	\$0	Site-Wide Facilities: None	\$0		
Total SWF's	\$0	Total SWF's	\$0		
Nondeveloping Equipment: None	\$0	Nondeveloping Equipment: None	\$0		
Total NDE	\$0	Total NDE	\$0		
<b>Subtotal of Estimated Cost</b>		<b>\$400,000</b>	<b>Subtotal of Estimated Cost</b>		<b>\$0</b>



**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages--Work Activities**

Activities for Year 1 2008	Activities for Year 2 FTY Grant 2008 PIA FY		Activities for Year 3 FTY Grant 2007 PIA FY				
	Development Baltimore	Major Work Categories	Estimated Cost	Major Work Categories	Estimated Cost		
Seed Amend Statement	HC 18-3 McIntyre Lane	Site: None	\$0	Site: None	\$0		
						Total Site	\$0
						Mechanical and Electrical:	\$0
						Total MAE:	\$0
						Building Exterior:	\$0
						Total B.E.:	\$0
						Dwelling Units:	\$0
						Total DU's:	\$0
						Dwelling Equipment:	\$0
						Total D.E.:	\$0
						Interior Common Areas:	\$11
						Total ICA's:	\$0
Site-wide Facilities:	\$0						
Total SWF's:	\$0						
Non-dwelling Equipment:	\$0						
Total NDE:	\$0						
<b>Subtotal of Estimated Cost</b>				<b>Subtotal of Estimated Cost</b>	\$0		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages--Work Activities**

Activities for Year 4 2005	Activities for Year 4 FY Grant: 2008 PHA FY:		Activities for Year 5 FY Grant: 2008 PHA FY:		
	Development Narration	Major Work Changes	Development Narration	Major Work Changes	
See Annual Statement	NC 19-8 McHenry Lane	Site: Re-strip Parking Lot / Landscaping	Estimated Cost	Estimated Cost	
			Total Site: \$30,000	\$80,000	
			Mechanical and Electrical: HVAC \$270,000	\$0	
			Total M&E: \$270,000	\$0	
			Building Exterior: Exterior Wash \$50,000	\$0	
			Total B E \$50,000	\$0	
			Dwelling Units: None \$0	\$0	
			Total DUA \$0	\$0	
			Dwelling Equipment: None \$0	\$0	
			Total D.E. \$0	\$0	
			Interior Common Areas: None \$0	\$0	
			Total ICA's \$0	\$0	
			Site-wide Facilities: None \$0	\$0	
Total SWIF's \$0	\$0				
Non-dwelling Equipment: None \$0	\$0				
Total NDE \$0	\$0				
<b>Subtotal of Estimated Cost:</b>			\$370,000	<b>Subtotal of Estimated Cost</b>	\$80,000

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages--Work Activities**

Activities for Year 1 2005	Activities for Year 2 FFY Grant 2006 PHAFY		Activities for Year 3 FFY Grant 2007 PHAFY	
	Developmental Name/Number	Major Work Categories	Developmental Name/Number	Major Work Categories
Site Annual Statement	Management Improvement	Site: Kiosquimal Improvement	Estimated Cost	Estimated Cost
		Total Site:	\$175,000	\$175,000
		Mechanical and Electrical: None	\$0	\$0
		Total M&E:	\$0	\$0
		Building Exterior: None	\$0	\$0
		Total B.E.:	\$0	\$0
		Dwelling Units: None	\$0	\$0
		Total DU's:	\$0	\$0
		Dwelling Equipment: None	\$0	\$0
		Total D.E.:	\$0	\$0
Interior Common Areas: None	\$0	\$0		
Total ICAs:	\$0	\$0		
Site-Wide Facilities: None	\$0	\$0		
Total SWF's:	\$0	\$0		
Non-dwelling Equipment: None	\$0	\$0		
Total NDE:	\$0	\$0		
Subtotal of Estimated Cost		\$175,000		
Subtotal of Estimated Cost		\$175,000		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages--Work Activities**

Activities for Year 1	Activities for Year 4 FFY Grant 2008 PHAFY		Activities for Year 5 FFY Grant 2009 PHAFY			
	Development Account Number	Major Work Categories	Estimated Cost	Development Account Number	Major Work Categories	Estimated Cost
Annual Statement	Management Improvement	Site: Management Improvement	\$175,000	Management Improvement	Site: Management Improvement	\$175,000
		Total Site:	\$175,000		Total Site:	\$175,000
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total MBE:	\$0		Total MBE:	\$0
		Building Exterior: None	\$0		Building Exterior: None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total UUs:	\$0		Total UUs:	\$0
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
Site-Wide Facilities: None	\$0	Site-Wide Facilities: None	\$0			
Total SWIFs:	\$0	Total SWIFs:	\$0			
Non-dwelling Equipment: None	\$0	Non-dwelling Equipment: None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
<b>Subtotal of Estimated Cost</b>		<b>\$175,000</b>	<b>Subtotal of Estimated Cost</b>		<b>\$175,000</b>	

Subtotal of Estimated Cost

\$175,000

Subtotal of Estimated Cost

\$175,000

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

City Name: \_\_\_\_\_

Rocky Mount Housing Authority

Original 5-Year Plan  
 Revision No. \_\_\_\_\_

Complement Number/Segment/A-Write	Year 1 2006	Work Statement for Year 2 FFY Grant 2006 PHA FY.	Work Statement for Year 3 FFY Grant 2007 PHA FY.	Work Statement for Year 4 FFY Grant 2008 PHA FY.	Work Statement for Year 5 FFY Grant 2009 PHA FY.
NC19-1. West End Terrace	\$0	\$600,000	\$163,541	\$140,000	\$0
NC 19-2 Weeks Armstrong	\$0	\$0	\$0	\$0	\$344,700
NC 19-3 West End Terrace	\$0	\$0	\$0	\$0	\$0
NC 19-4 Weeks Armstrong	\$0	\$0	\$0	\$0	\$0
NC 19-5 Scattered Sites	\$0	\$0	\$0	\$0	\$0
NC 19-8 Multiple Units	\$0	\$0	\$310,000	\$90,000	\$0
Management Improvement	\$0	\$175,000	\$175,000	\$175,000	\$0
XX Y-03. Anywhere Homes	\$0	\$0	\$0	\$0	\$0
HA-Wide Physical Activities	\$0	\$256,263	\$256,263	\$282,777	\$281,563
HA-Wide Non-Physical Activities	\$0	\$0	\$0	\$0	\$0
HA-Wide Contingency @ 3%	\$0	\$0	\$0	\$0	\$0
CFP Funds Listed for 5 year planning	\$1,031,263	\$1,031,263	\$1,031,263	\$1,031,263	\$1,031,263
Repayment Housing	\$0	\$0	\$0	\$0	\$0
Tucker Funds	\$0	\$0	\$0	\$0	\$0

**CAPITAL FUNDS PROGRAM 2005**  
**HOUSING AUTHORITY OF THE CITY OF ROCKY MOUNT, NC**

**ACCOUNT 1408**

**MANAGEMENT COST ALLOCATION**  
**METHODOLOGY**

<b><u>LINE ACCOUNT ITEM:</u></b>	<b><u>% FACTOR:</u></b>	<b><u>BUDGET:</u></b>
Accounting Assistant Salary	10%	\$3,216.00
Accounting Clerk Salary	5%	\$1,296.00
Administrative Assistant Salary	15%	\$4,996.00
Executive Director Salary	15%	\$15,343.00
Finance/MIS Director Salary	15%	\$6,027.00
Director of Facilities Salary	100%	\$58,932.00
Maintenance Superintendent Salary	100%	\$44,280.00
Receptionist	5%	\$1,061.00
Benefits (for above eight salaries)	N/A	\$54,060.00
Computer Software Management	N/A	\$5,000.00
Management and Maintenance Training	N/A	\$8,000.00
Consultant Fees	N/A	\$4,042.00
<b><u>GRAND TOTAL:</u></b>		<b><u>\$206,253.00</u></b>

TWR/

**CAPITAL FUNDS PROGRAM 2005**  
**HOUSING AUTHORITY OF THE CITY OF ROCKY MOUNT, NC**

**ACCOUNT 1410**

**ADMINISTRATION COST ALLOCATION**  
**METHODOLOGY**

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<b><u>LINE ACCOUNT ITEM:</u></b>	<b><u>BUDGET:</u></b>
Travel Expenses	\$4,600.00
Printing of Publications	\$3,000.00
Membership Dues and Fees (Internet)	\$6,000.00
Telephone and Facsimile	\$5,000.00
Sundries	\$6,000.00
Maintenance/Modernization Assistant Salary (100%)	\$26,900.00
PM Mechanic Salary (100%)	\$25,500.00
Benefits for above two salaries	\$26,000.00
<b><u>GRAND TOTAL:</u></b>	<b><u>\$103,000.00</u></b>

/TWR

**PUBLIC HEARING**

**CONVENTIONAL AND CAPITAL ANNUAL AND FIVE-YEAR PLAN  
2005**

**WEDNESDAY, SEPTEMBER 22<sup>ND</sup>, 2004 @ 4:00 P.M.**

**CITY GOVERNMENT OFFICE BUILDING, ONE GOVERNMENT  
PLAZA, ROCKY MOUNT, N.C. (COUNCIL CHAMBERS, THIRD  
FLOOR)**

***HOUSING AUTHORITY OF THE CITY OF ROCKY MOUNT, NORTH CAROLINA***

**M I N U T E S**

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The Hearing began at 4:15 P.M. with six (6) people in attendance which were Rocky Mount Housing Authority Staff.

The Facilities Department assumes that residents agree with all information given to them, regarding 2005's Capital Funds Grant, from the previous meetings. Therefore, the Grant Application will be forwarded to the Board Of Commissioners for review and approval. Thence, it will be forwarded to HUD.

With no questions from staff in attendance, the Hearing was adjourned at 4:20 P.M.

*- Teresa W. Rhodes, Modernization/Maintenance Assistant*

***Resident Advisory Board (RAB)***

***Officers and Members  
March 5, 2004***

**OFFICER**

**Minnie Knight, WAH President  
1409 Shirley Leak Avenue  
Rocky Mount, NC 27801**

**MEMBERS**

**Pamela Knight  
1450 Hunter Street  
Rocky Mount, NC 27801**

**Calvenia Jenkins, WET Secretary  
102 Manning Court  
Rocky Mount, NC 27803**

**Dorothy Williams  
1207-A Raleigh Road  
Rocky Mount, NC 27803**

**Sherry Pittman  
103 Queen Court  
Rocky Mount, NC 27801**

**Andrea Hendricks  
925 Stokes Avenue  
Rocky Mount, NC 27801**

**Annie Underhill  
944 Stokes Avenue  
Rocky Mount, NC 27801**

**Mary Knight  
104 Loop Court  
Rocky Mount, NC 27801**

**Fannie Harrison  
1207-A Raleigh Road  
Rocky Mount, NC 27803**

HOUSING AUTHORITY OF THE CITY OF ROCKY MOUNT, NC  
 POST OFFICE BOX 4717  
 ROCKY MOUNT, NORTH CAROLINA 27803  
 PHONE: (252) 977-3141

# ***RESIDENTS' MEETINGS***

## ***SCHEDULE***

2005 CAPITAL FUNDS PROGRAM COMMUNITY MEETINGS

**HAVE A VOICE IN THE IMPROVEMENTS PLANNED  
 FOR YOUR COMMUNITY**

<b><i>WHO:</i></b>	<b><i>WHEN:</i></b>	<b><i>WHERE:</i></b>
Everyone under the management of Towanna Clinton, West End Terrace Housing Manager	Tuesday, July 20 <sup>th</sup> , 2004 at 5:30 P.M.	Hyman Battle Community Center 1101 Aycock Street Rocky Mount, N.C.
Everyone under the management of Ann Harrison, Weeks Armstrong Housing Manager	Thursday, July 22 <sup>nd</sup> , 2004 at 5:30 P.M.	Weeks Armstrong Community Center 1064 Pinchurst Drive Rocky Mount, N.C.
All Communities Advance Meeting	Monday, August 9 <sup>th</sup> , 2004 at 5:30 P.M.	Hyman Battle Community Center 1101 Aycock Street Rocky Mount, N.C.
All Communities Public Hearing	Wednesday, September 22 <sup>nd</sup> , 2004 at 4:00 P.M.	City Of Rocky Mount Government Office Council Chambers, 3 <sup>rd</sup> Floor One Government Plaza Rocky Mount, N.C.
RMTA Board Of Commissioners' Board Meeting Open to the General Public:	Tuesday, October 12 <sup>th</sup> , 2004 at 4:00 P.M.	West End Terrace Admin. Office Conference Room 1006 Aycock Street Rocky Mount, N.C.

*It is strongly stressed that residents attend these meetings in order to present a list of physical improvements which you would like to see done in your community.*

**Special Note:** After the "Advance Meeting" and prior to the "Public Hearing", a draft copy of the Capital Funds Program Grant will be available for residents' review in the Facilities Department at 1065 Pinchurst Drive.

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# CAPITAL FUNDS PROGRAM 2005 ANNUAL SUBMISSION

## R E S I D E N T P A R T N E R S H I P

JULY, 2004

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### INTRODUCTION:

The objective of the Capital Funds Program is to provide money for Public Housing Authorities (PHA) to:

1. Improve the physical conditions of the exterior and interior of the apartments. This means we can replace, fix, or change things inside and outside the unit and how it looks on the outside.
2. Up-grade the management and operation of existing public housing developments. Management improvements are things Housing Authorities can do to improve service and how we operate.

### THE PROCESS:

Part of this process, which is very important, is receiving information from residents concerning what you feel needs improvement in your community. This is your special meeting for your specific community along with your managers to list everything you can think of that needs to be done, inside and outside, adding any new work items residents have thought of from the previous year's list. This will be called your "Preliminary Work List". We will then prioritize all of the work items by a list or numbering system. The preliminary work list will be combined with work items from staff, work-orders, and inspections.

A form for you to list any items that you would like to see done is provided for you. Please turn this form back-in at the end of your special meeting or drop off to your Housing Manager in the next few days (or before the date of the "Advance Meeting".)

After all the communities have been met, the next step in the process is called the "Advance Meeting". During this meeting, you will receive what we call a final list of work items.

Resident Partnership  
Page Two  
July, 2004

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At the "Advance Meeting", you will have the opportunity to make changes to your final list. This is important because Rocky Mount Housing Authority (RMHA) will take what you have created (your finalized list of work items) and combine them into a draft of the Annual Submission.

The next step in the process involves you also. RMHA will issue a draft of the Annual Submission to the Resident Council Presidents, Resident Management Advisory Board, everyone that has been to any of the meetings, and the Housing Managers' office for residents' review.

The final step in the process is the "Public Hearing". The Board Of Commissioners, RMHA Staff, residents, and the general public will attend. RMHA will present all of the material for your consideration, and anyone wishing to speak will be given the opportunity to do so. This is the last opportunity for you to comment on the draft before it is sent to HUD (Department Of Housing And Urban Development).

That ends the process. RMHA will then proceed with the Annual Submission to HUD for their approval.

I trust this will get you started with your involvement in the CFP Process. If you have any questions and/or comments, please contact Toni Child at 407-1940 or Teresa Rhodes at 407-1941. We encourage you to submit your questions and/or comments in writing for record-keeping purposes. However, your calls are welcome! The RMHA Staff is looking forward to working with you to improve all of our communities.

TC/twr

Attachment



March 4, 2004

**Rocky Mount Housing Authority's Schedule For Submitting  
Conventional & Capital Annual & Five year Plans  
FOR FISCAL YEAR 2005**

*Prepared By: Larry Russell, Executive Director*

<b><u>DATE</u></b>	<b><u>ACTIVITIES</u></b>
Tuesday, June 8, 2004	Review New Housing Act and Schedule with RMHA Board of Commissioners.
Tuesday, June 15, 2004	Review New Housing Act and Schedule with RMHA Resident Advisory Board.
Tuesday, June 22, 2004 (Staff Meeting)	RMHA Departmental 5-year Goals and Objectives Due.
Thursday, July 8, 2004	Have First Draft of 5-year and Annual Plan Completed. Notify Advisory Board and Post. Send out first Notice for Public Hearing in September
Tuesday, July 20, 2004	West End Terrace Resident Community Meeting Capital Funds Grant 2005
Thursday, July 22, 2004	Weeks Armstrong Homes Resident Community Meeting - Capital Funds Grant 2005
Tuesday, August 3, 2004	Post All Policies and Proposed Rent Change Information (if applicable). Send Out Second Notice For Public Housing Hearing Scheduled September 22, 2004
Monday, August 9, 2004	Advance Resident Meeting for all Communities Final Proposed Draft - Capital Funds Grant 2005
Tuesday, August 10, 2004	Present Information on Any Proposed Policy and Rent Change Information to RMHA Board of Commissioners. Present any required Resolutions to the Board for Approval.
August 16, 2004 - August 31, 2004	Schedule Additional Meetings with Residents and Resident Advisory Board.
Wednesday, September 22, 2004	Public Hearing at Rocky Mount City Council Chamber 4:00 p.m. Have Final Proposed Draft of 5 Year and Annual Plan Available.
October 1, 2004 - October 8, 2004	Meet with Advisory Board If Necessary.
Tuesday, October 12, 2004	Present 5-year and Annual Plan to RMHA Board of Commissioners for Final Approval.
Friday, October 15, 2004	Electronic Submission and First Class Mailing of Final 5-year Annual Plan to HUD for Approval. (NOTE - PLAN DUE TO HUD ON FRIDAY, OCTOBER 15, 2004)

cc: WRF Resident President  
WAH Resident President  
Resident Advisory Board  
RMHA Departmental Leads  
RMHA Board of Commissioners  
HUD  
Post  
File

LJR/schedule.mml

**Required Attachment: Resident Member of the PHA Governing Board**

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

A. Name of resident member(s) on the governing board: **Minnie Knight**

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

Elected

Appointed

C. The term of appointment is (include the date term expires): **06/30/04 - 06/30/08**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?  
 the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next tenn expiration of a governing board member: **6/30/08**

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

**Mayor Frederick Turnage**

**City of Rocky Mount**

**P.O. Box 1180**

**Rocky Mount, NC 27802-1180**

**Component 10, (B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **All of RMHA regular public housing developments are subject to the initial assessments.**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **RMHA has a 40 unit “Elderly” Section 8 new construction development that is exempted.**
- c. How many Assessments were conducted for the PHA’s covered development? **Only one assessment was done for all RMHA’s developments.**
- d. Identify PHA developments that may be appropriated for conversion based on the Required Initial Assessments: **Based on the assessment done by RMHA’s, none of its developments are appropriated for conversion.**

Development Name	Number of Units
N/A	

- d. The PHA has not completed the Required Initial Assessments, describe the status of these assessments: **The assessment has been completed. No other action required.**

**ROCKY MOUNT HOUSING AUTHORITY  
VOLUNTARY CONVERSION INITIAL ASSESSMENT  
SEPTEMBER 27, 2001  
Prepared by:  
Larry Russell  
RMHA Executive Director**

The Rocky Mount Housing Authority's (RMHA) response to U.S. Department of Housing and Urban Development's (HUD) June 22, 2001 Final Rule (Federal Register 66 FR 4476) on "Voluntary Conversion" is as follows:

**Addressing Each Test Question -**

- **Test Question (a.) - How many of the Public Housing Authorities (PHA's) developments are subject to the required initial assessments?**

Response - All of RMHA regular public housing developments are subject to the initial assessments.

- **Test Question (b.) - How many of the PHA's developments are not subject to the required initial assessments based on exemptions (e.g., elderly and/or disabled developments on general occupancy projects)?**

Response - RMHA has a 40 unit "Elderly" Section 8 new construction development that is exempted.

- **Test Question (c.) - How many assessments were conducted for the PHAs covered developments?**

Response - Only one assessment was done for all RMHA's developments. (See attached assessment)

- **Test Statement (d.) - Identify PHA developments that may be appropriate for conversion based on the required initial assessments?**

Response - Based on the assessment done by RMHA, none of its developments are appropriate for conversion.

- **Test Statement (e.) - If the PHA has not completed the required initial assessments, describe the status of these assessments.**

Response - The assessment has been completed. No other action required.

**ROCKY MOUNT HOUSING AUTHORITY  
VOLUNTARY CONVERSION INITIAL ASSESSMENT  
SEPTEMBER 27, 2001**

Rocky Mount Housing Authority (RMHA) initial voluntary conversion assessment was done by comparing RMHA Flat Rents to RMHA current HUD approved Section 8 choice voucher payment standards.

RMHA approved flat rents in 1999 that was based on cost to operate its developments using only Flat Rents. The Flat Rents are:

•	one bedroom -	\$300.00
•	two bedrooms -	\$330.00
•	three bedrooms -	\$363.00
•	four bedrooms -	\$399.00
•	five bedrooms -	\$439.00

RMHA's current Section 8 housing choice payment standards are:

•	zero bedroom	\$367.00
•	one bedroom	\$397.00
•	two bedroom	\$482.00
•	three bedroom	\$639.00
•	four bedroom	\$703.00
•	five bedroom	\$811.00

By conducting the stated comparison, it is concluded:

1. Conversion will be more expensive; and
2. Conversion will not principally benefit Residents; and
3. Conversion would adversely affect the availability of affordable housing in the community.

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

Acting of behalf of the City of Rocky Mount Housing Authority (PHA) as its Authorized Official, I make the following certifications and assurances to HUD regarding:

Project No. NC19P019004

Project Name: Weeks-Armstrong Homes

Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- is the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing,
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be;

\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
*Lorry Russell, Executive Director*

Date:

*9-25-91*

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

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- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be;

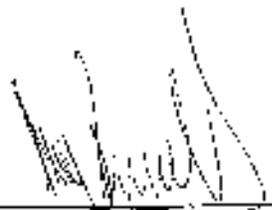
\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
Lurry Russell, Executive Director

Date:

9-25-01

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

Acting of behalf of the City of Rocky Mount Housing Authority (PHA) as its Authorized Official, I make the following certifications and assurances to HUD regarding:

Project No. NC19P019001

Project Name: West-End Terrace

Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- Is not the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be:

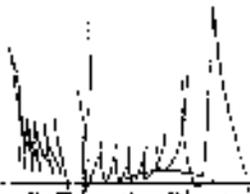
\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
Larry Russell, Executive Director

Date:

9-25-01

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

Acting of behalf of the City of Rocky Mount Housing Authority (PHA) as its Authorized Official, I make the following certifications and assurances to HUD regarding:

Project No. NC19P019009

Project Name: McIntire Acres

Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- Is not the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be;

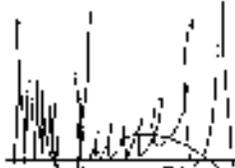
\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
Larry Russell, Executive Director

Date:

9-25-01

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

Acting of behalf of the City of Rocky Mount Housing Authority (PHA) as its Authorized Official, I make the following certifications and assurances to HUD regarding:

Project No. NC19P019003

Project Name: West-End Terrace

Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- Is not the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be:

\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

**Necessary conditions for voluntary conversion:**

- Conversion to tenant-based assistance would not be more expensive than continuing to operate the development (or portion of it) as public housing;
- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
*Larry Russell, Executive Director*

Date:

*9-25-07*

**CERTIFICATION OF VOLUNTARY CONVERSION  
OF  
PUBLIC HOUSING DEVELOPMENTS**

On June 22, 2001, the Department of Housing and Urban Development (HUD) issued a Final Rule amending chapter IX of title 24 of the Code of Federal Regulations by adding part 972. This new part 972 implements section 533 of the Quality Housing and Work Responsibility Act of 1998 which requires every public housing authority to conduct and submit to HUD an initial assessment to determine if statutory objectives would be satisfied by converting certain developments or parts of developments to tenant-based assistance.

Acting on behalf of the City of Rocky Mount Housing Authority (PHA) as its Authorized Official, I make the following certifications and assurances to HUD regarding:

Project No. NC19P019005

Project Name: Scattered Sites

Project Address: P.O. Box 4717, Rocky Mount, North Carolina, 27803

I hereby certify that the development named above:

- Is not subject to required conversion under 24 CFR part 971;
- Is not the subject of an application for demolition or disposition that has been approved by HUD, or submitted to HUD and awaiting determination;
- Is not a HOPE VI revitalization site; and
- Is not applied for and received HUD designation for occupancy only by the elderly and/or persons with disabilities under 24 CFR part 945.

I further certify that I have:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the development to tenant-based assistance; and
- Concluded that the conversion of the development may be;

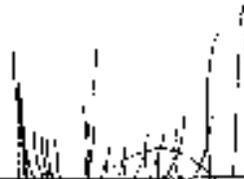
\* Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described below.

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- Conversion to tenant-based assistance would principally benefit the residents of the public housing development to be converted and the community; and
- Conversion to tenant-based assistance would not adversely affect the availability of affordable housing in the community.

Signed by:

Signature:

  
Larry Russell, Executive Director

Date:

9-25-01

**HOUSING AUTHORITY OF THE CITY OF ROCKY MOUNT**

**SECTION 8 PROGRAM**

**5-YEAR GOALS AND OBJECTIVES FISCAL YEARS 2005 - 2009**

**AND**

**ANNUAL PLAN FOR FISCAL YEAR 2005**

**THE OVERALL PLAN FOR THE SECTION 8 PROGRAM IS  
DESIGNED TO ACHIEVE FOUR MAJOR GOALS:**

- 1. To provide improved living conditions for extremely low, very low, and low income families while maintaining their rent payments at an affordable level.*
- 2. To promote freedom of housing choice and spatial deconcentration of lower income and minority families.*
- 3. To provide decent, safe, and sanitary housing for eligible participants.*
- 4. To provide an incentive to private property owners to rent to lower income families by offering timely housing assistance payments.*

**THE OVERALL OBJECTIVES FOR THE SECTION 8 PROGRAM ARE AS FOLLOWS:**

- *We will administer the Section 8 Program in accordance with the RMHA's Section 8 Administrative Plan.*
- *We will revise the Section 8 Administrative Plan, as needed, to insure compliance with the Department of Housing and Urban Development (HUD) regulations and requirements. The Administrative Plan will be reviewed annually in August for needed revisions. When revisions are made we will submit the revised Administrative Plan to the RMHA Board of Commissioner's for approval and adoption in October of each year.*
- *We will select families from the waiting list for admission in accordance with the RMHA's policies and order of selection criteria as specified in the Administrative Plan. Each fiscal year we will select a minimum of 75% (percent) of Section 8 new admissions for families whose incomes do not exceed 30% (percent) of the area median income. We will track this by pulling applicants from the waiting list within the income target mix to insure compliance. A report will be generated each month (or as needed) showing applicants pulled from the waiting list, their income, date applicant offered rental assistance, applicant's response and date of lease-up.*
- *We will assist families with income below 30% of area median (defined as extremely low income), as our highest priority. We will use the Income Limits published annually by HUD.*
- *We will insure that established local preferences serve the needs of the majority of low income families in our jurisdiction. We have established for our local preferences the repealed federal preferences, all with equal weight. We feel that this serves the needs of a large majority of our extremely-low income families, therefore satisfying our mandatory income targeting of new admissions.*
- *We will utilize the Request for Tenancy Approval (RFTA) to determine reasonable rent to document rent to owners in the Rental Voucher Program are reasonable based on current rents for comparable unassisted units at the time of initial leases, before increases in rent to owners, and at the HAP contract anniversary if there is a 5% decrease in the published FMR for all families.*

- *We will insure that third party verification is used to verify reported family income, or document as to why third party was not used. All third party verification or documentation will be placed in the resident files.*
- *We will use verified information to determine adjusted income , use allowable allowances, and where applicable will use appropriate utility allowances for the unit, to determine the correct gross rent for all families. All rent calculation and 50058 information will be placed in the residents file.*
- *We will review Utility Allowances, at least once each fiscal year, and adjust if there has been a change of 10% or more in a utility rate since the last revision. Review will be done annually in July and revised if necessary. The Utility Allowance Schedule will be presented to the RMHA Board of Commissioners for approval and adoption in August of each year for a September effective date.*
- *We will insure units of good quality by inspecting all Section 8 units, at least once annually, for compliance with Housing Quality Standard (HQS) compliance and within no more than thirty (30) calendar days check to make sure all deficiencies were corrected. All initial inspections will be done within the HUD mandated fifteen (15) day's inspection deadline. The fifteen (15) day clock begins after the family submits a Request for Tenancy Approval (RFTA) which is treated as a request for inspection. The RFTA, the initial inspection, and all other inspections will be placed in the residents file.*
- *We will insure that life-threatening HQS deficiencies be corrected within 24 hours from the date of inspection.*
- *We will stop housing assistance payments if all HQS deficiencies are not corrected within the RMHA's specified time, to insure that owners and residents maintain units.*
- *We will insure HQS enforcement by having the Senior Section 8 Housing Specialist (or other qualified person), performs quality control checks each fiscal year, of at least a sample of 5% of the units that represents a cross section of neighborhoods. A HQS Quality Control Check file will be maintained with a sampling of 5% of the units, or documentation if the Senior Section 8 Housing Specialist was present at the initial, annual, and/or special inspection of the unit.*
- *We will adopt Payment Standards, by unit size, for the Rental Voucher Program at 110% of the fiscal years Fair Market Rents (FMR's), to insure families will be able to locate housing in areas outside areas of poverty. Payment Standards will be revised annually when HUD publishes the new FMR's and presented to the RMHA Board of Commissioners for approval and adoption.*

- *We will Complete reexaminations for each family at least every 12 months and insure correctness in calculating the family's share of the rent to owner. All recertification and 50058 information will be placed in the residents file. All rental calculations are transmitted electronically to PIC per HUD requirements.*
- *We will assist the maximum number of eligible families allowed under budget each fiscal year.*
- *We will aggressively pursue funds to support additional vouchers and increase our Section 8 budget authority to assist more families. When HUD publishes Notification of Funds Available (NOFA's) annually, we may complete an application for funds that would serve our Agencies needs.*
- *We will work to encourage participation by owners of affordable quality units outside areas of poverty or minority concentration by referring families to the owners and send updated information on the rental voucher program to area owners/agents upon request and as needed.*
- *We will provide families with an information packet at voucher briefings that include a list of owners who are willing to lease units that include properties located outside areas of concentration. The owner list is updated as needed and available to the public and all participants upon request.*
- *We will provide families with an information packet at voucher briefings that include information about portability. Our briefing packet is updated as needed.*
- *We will insure proper tracking and compliance with the Section 8 Management Assessment Program (SEMAP) certification and strive to obtain highest score over the 5-years. The following reports are generated on a monthly bases by the Section 8 and Finance Department: Housing Assistance Payment (HAP) Pre-list, HAP Accounts Payable Report, Generate Rent, Electric, Gas and Oil Invoices, Expense Distribution Report, Check Edit List, and HAP Utilization Report and serve as a good tool for tracking SEMAP compliance. The resident files, Lindsey Software, and PIC (MTCS) submissions are also used for tracking SEMAP compliance.*
- *We will strive to maintain FSS partnership to insure our FSS participants have access to all support services needed to assist them in becoming self-sufficient. FSS Partnership is renegotiated in April and renewed in May annually.*

- *We will strive to enrich the quality of life for our M. S. Hayworth Apartment Complex (Section 8 New Construction for the Elderly and/or Disabled) residents, by promoting activities such as Birthday luncheons, Christmas Party's, social outings, community meetings, and resident surveys.*
- *We will strive to maintain units of high quality at our M. S. Hayworth Apartment Complex (Section 8 New Construction for the Elderly and/or Disabled) by addressing physical and management needs as they occur to ensure the complex is comparable with the private rental market. All budgeted expenditures are submitted to the trustees and the RMHA Board of Commissioners for approval annually in the Annual Operating Budget.*
- *We will strive to maintain maximum occupancy at our M. S. Hayworth Apartment Complex (Section 8 New Construction for the Elderly and/or Disabled), by maintaining units of high quality that are comparable with the private rental market. All budgeted expenditures are submitted to the trustees and the RMHA Board of Commissioners for approval annually in the Annual Operating Budget.*
- *We will attend continuing education workshops to stay abreast of HUD regulations and program compliance. Workshops will be attended as approved by the RMHA Executive Director and as supported by the annual budget.*
- *We will conduct our daily business with respect and compassion for our clients in a manner that will promote fair and equal opportunity in housing for all people.*

**HOUSING AUTHORITY OF THE CITY OF ROCKY MOUNT**  
**CONVENTIONAL/PUBLIC HOUSING**  
**5-YEAR GOALS AND OBJECTIVES FISCAL YEARS 2005-2009**  
**AND**  
**ANNUAL PLAN FOR FISCAL YEAR 2005**

**THE OVERALL PLAN FOR THE CONVENTIONAL/PUBLIC  
HOUSING IS DESIGNED TO ACHIEVE FIVE MAJOR GOALS:**

- 1. To maintain maximum operational effectiveness.*
- 2. To provide decent, safe, and sanitary housing for eligible participants*
- 3. To increase the level of public awareness of the need for affordable housing.*
- 4. To promote self-sufficiency among residents through education and employment.*
- 5. To complete the relocation of all Families in accordance with RMHA's Flood Recovery Plan.*

**THE OVERALL OBJECTIVES FOR THE CONVENTIONAL/PUBLIC HOUSING PROGRAM ARE AS FOLLOWS:**

- *Ensure proper tracking and compliance with the PHAS certification and strive to obtain highest possible score.*
- *Continue to work at maintaining Monthly TARS 5% or less.*
- *Ensure Housekeeping Inspection are done on an monthly/annually schedule by Housing Managers. A copy of the inspection is given to residents and a copy will be filed in the residents file.*
- *Ensure Housing Managers or Assistant Housing Managers are doing follow-up housekeeping inspections when a resident fails the inspection due to poor housekeeping habits.*
- *Continue having housekeeping classes taught for residents that have reported poor housekeeping habits. Housing Managers will identify those residents that are required to attend and identify person or Agency to teach the classes.*
- *Ensure Dwelling Lease is enforced according to the violations by the residents.*
- *Review the ACOP policies and Reports to ensure compliance with HUD and revise as needed.*
- *Ensure the Housing Managers continue monitoring curb appeal in all communities.*
- *Ensure a reexamination is completed for each family annually (on or before 12 months from the last reexamination) and review for correctness in calculating the families share of the rent.*
- *Provide Preferences for occupancy based on local housing needs and priorities.*

- *Strive to maintain maximum occupancy rates. Each fiscal year we will select a minimum of 40% of Public/Conv. Housing New Admissions for families whose incomes do not exceed 30% of the area median income.*
- *Provide deconcentration and income mixing by striving to bring higher income tenants into lower income projects and lower income tenants into higher income projects. Incentives are permitted to achieve income mixing and deconcentration if HA chooses.*
- *We will provide information to residents concerning HUD changes which will affect them, by way of monthly Newsletters, Residents' Council Meetings and posting in both Business Offices.*
- *We will continue to meet with residents (when invited or requested to attend) at monthly Resident Council Meetings to hear and if possible address their concerns for their community.*
- *We will continue to provide residents with information on how to conserve energy and strive to provide residents with fair utility allowances based on the area average cost for utilities.*
- *We will ensure that Public Housing and Section 8 applications are updated and pulled in order as stated in the ACOP and Section 8 Administrative Plan.*
- *Continue to conduct in-house training for Managers and Occupancy Specialist.*
- *Continue to attend workshops in reference to HUD regulations and changes. Workshops will be attended as approved by the RMHA Executive Director and as supported by the annual budget.*
- *We will conduct our daily business with respect and compassion for our clients in a manner that will promote fair and equal opportunity in housing for all people.*

**STATEMENT OF ANY HOMEOWNERSHIP PROGRAM ADMINISTERED BY  
ROCKY MOUNT HOUSING AUTHORITY**

*This statement describes steps taken by Rocky Mount Housing Authority (RMHA) to address its homeownership programs.*

*Over the past years RMHA has made three (3) attempts to create additional multi-family public housing units and Elderly housing. None of the HUD three applications were approved.*

*Within the past two years, RMHA purchased a 3 bedroom single family home under the 203 (k) program and sold it within a four month period. There has not been any attempt to acquire additional 203 (k) units however, cities are given first choice to acquire these homes.*

*In 1997 RMHA formed a non-profit 501 C (3) named "South Eastern North Carolina Community Development Corporation (SENCCDC)". The primary goal of this corporation is to (1) create affordable housing units and (2) help residents in creating business. Currently SENCCDC has a 2 bedroom home for sale. This is a partnership between the City of Rocky Mount and SENCCDC using Home Funds.*

*Several homeownership workshops have been conducted by RMHA and SENCCDC over the past five (5) years. During the FYs 2001 thru 2004 RMHA continues to conduct Homebuyers educational workshops.*

*RMHA is replacing forty-eight (48) units to be demolished with single family homes. Our intent is to sale all 48 of the homes under the 5H Program to qualified families. RMHA has hired a homeownership administrator to sale the 48 single family homes.*

*Other Homeownership Programs to be established Section 8 Homeownership; Rural USDA Housing; Tax Credits; Mix Income and Migrant Housing.*

*RMHA will continue to explore every reasonable means to create homeownership opportunities for Residents.*



8 pages

**EXECUTIVE DIRECTOR**  
LARRY RUSSELL

**WEST END TERRACE**  
1005 Aycock Street  
Rocky Mount, N.C. 27803

**WEEKS-ARMSTRONG**  
115 Pinhurst Drive  
Rocky Mount, N.C. 27801

**HOUSING AUTHORITY**

OF THE CITY OF

**ROCKY MOUNT, NORTH CAROLINA**

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**BOARD OF COMMISSIONERS**

CLEVE WHATLEY, Chairperson  
BETTY PAYNE, Vice Chairperson  
ROBERT BREWER  
RUSSELL JACKSON  
LEONARD WIGGINS  
MINNIE KNIGHT

December 10, 2002

**POSTING OF PET POLICY FOR M.S. HAYWORTH**

- 1) **POST – REQUIRED 30 DAYS POSTING BEFORE ADOPTED BY THE BOARD IN FEBRUARY OF 2003.**
- 2) **INCLUDES – REQUIREMENT REFERENCE PET SECURITY DEPOSITS AND HOW THEY ARE TO BE PAID.**
- 3) **INCLUDES ALL ADOPTED AMENDMENTS IN POLICY.**

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**EXECUTIVE DIRECTOR**  
LARRY RUSSELL

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## ***PET POLICY***

### ***POSTING***

**To:** M.S. Hayworth Residents

**From:** Larry Russell, Executive Director

**Date:** December 11, 2002

**Subject:** Pet Policy



Attached is a proposed Pet Policy Rocky Mount Housing Authority (RMHA) plans to adopt at the February 11, 2003 Board of Commissioners Meeting. You have thirty (30) days from the date of this posting to submit comments to RMHA concerning the subject Policy. RMHA will consider you comments before final approval of the subject policy. You may submit your comments in writing to:

**Bonita Allen-Watson**  
RMHA  
P.O. Box 4717  
Rocky Mount, NC 27803

Revised 11/21/02

### M.S. HAYWORTH PET POLICY

Except as otherwise specifically authorized under this pet policy, this Authority will not prohibit any Resident of its elderly or disabled housing projects from owning common household pets or having such pets living in the Resident's dwelling unit or

Restrict or discriminate against any person in connection with admission to, or the continued occupancy of such housing by reason of the person's ownership of common household pets or the presence of such person's dwelling unit.

#### 1. DEFINITIONS

- A. Common Household pet means a domesticated animal, such as a dog, cat, bird, or rodent (including a rabbit), fish or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles (except turtles). If this definition conflicts with any applicable State or Local Laws or regulations defining the pets that may be owned or kept in dwelling accommodations, the state or local law or regulation shall apply. This definition shall not include animals that are used to assist the disabled. The pet should not exceed 20lbs.
- B. Elderly or Disabled Family means a family who is elderly or disabled as defined in Authority's Admissions and Continued Occupancy Policies.
- C. Projects for the Elderly or Disabled means any project assisted under the United States Housing act of 1937 (other than Section 8 or 17 of the Act), including any building within a mixed use project that was designated for occupancy by the elderly or disabled at its inception or, although not so designated, for which the Authority gives preference in Resident selection (with HUD approval) for all units in the project (or for a building in a mixed use project) to elderly or disabled families).
- D. Authority means the Rocky Mount Housing Authority.

#### 2. RULES GOVERNING THE KEEPING OF PETS

- A. Inoculations - The pet owner will have the pet inoculated in accordance with the State and local laws. Proof of these inoculations will be furnished to the Authority upon request and no less than annually.
- B. Sanitary Standards - The pet owner shall exercise due care to keep the apartment and common areas sanitary condition. All removal pet wastes shall be removed from the grounds immediately upon deposit by the pet and properly disposed of. All cages, aquariums, litter boxes, etc. will be cleaned on a regular basis and as often as necessary to prevent unsanitary conditions and odors.

- C. Pet Restraints – All cats and dogs shall be appropriately and effectively restrained and under control of a responsible individual, who is capable of controlling such animal, while on the common areas of the project. No pets will be allowed to run loose upon the grounds.
- D. Any pet known to bite or attack will not be permitted on RMHA property. (Pitt Bull dog, Rotweiler, Doberman Pincher, Bull Dog, or any similar dog is not allowed).
- E. Except while the pet is being exercised, the pet is to be kept within the confines of the apartment.
- F. The apartment cannot be altered to accommodate, or provide an enclosure for the pet. Fences cannot be erected on the project grounds.
- G. Registration – Pet owners are required to apply for and receive a pet permit before the pet is brought on to the project. This permit is to be renewed annually and, if possible, will be renewed during the annual recertification of the Resident's income and family composition. This registration will include:
  - (a) A certificate signed by a licensed veterinarian or a state or local authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all inoculations required by applicable State or local laws.
  - (b) Information sufficient to identify the pet and to demonstrate that it is a common household pet, and:
  - (c) The name, address, and phone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or otherwise unable to care for the pet.
  - (d) The pet owner shall sign an addendum to the lease agreement, incorporating this pet policy into said lease. That lease addendum shall contain the provision that the pet owner agrees to comply with this pet policy and that violation of the pet policy shall be grounds for removal of the pet or termination of the pet owner's tenancy (or both), in accordance with the provisions of the lease, State and local laws.
  - (e) The authority may refuse to register a pet if the pet is not a common household pet, if the keeping of the pet would violate any applicable house pet rule, if the pet owner fails to provide complete pet registration information or fails to annually update the pet registration, or if the authority reasonably determines, based on the owner's habits and practices that the owner will be unable to keep the pet in compliance with pet rules and other lease obligations. The authority may not refuse to register a pet based on determination that the pet owner is financially unable to care for the pet or that the pet is inappropriate, based on the therapeutic value to the pet owner or the interest of the property or existing tenants. The pet owner will be notified if the authority refuses to register a pet. The notice shall state the Authority's other Lease provisions. This notice of refusal may be combined with a notice of Lease violation. The pet owner shall have

the right to a grievance hearing, as stated in the Authority's Lease and Grievance Procedures.

II. Number of pets – The number of four – legged warm-blooded animals shall be limited to one (1) pet in dwelling unit. Bird, fish, and turtles shall be limited to the number that can be reasonably kept in one (1) standard cage or aquarium designed for that purpose.

I. Financial Obligations:

(a) If the pet is a cat or dog, the pet owner will be required to pay pet deposit of the equivalent of one (1) month's rent or two hundred dollars (\$200.00) whichever is greater. The pet owner may gradually accumulate this pet deposit by paying the Authority no less than a fifty dollars (\$50.00) deposit and pay ten dollars (\$10.00) per month until the deposit is paid in full. The pet deposit is payable immediately upon approval of the pet permit. This deposit is in addition to the security deposit required by other conditions of the lease. The pet deposit shall be used to pay only reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacement to, and fumigation, of the Resident's dwelling unit. The Authority will refund that unused portion of the pet deposit to the resident within a reasonable time after the resident moves from the project or no longer keeps a pet in the dwelling unit. The pet deposit shall not be used to pay expenses while the pet owner is in possession of a pet.

(b) A pet waste removal charge of ten dollars (\$10.00) per occurrence may be assessed a pet owner that fails to remove pet wastes in accordance with the pet rules.

(c) Fumigations and pest control measures taken by the Authority directly attributable to the keeping of a pet in the apartment shall be charged to the pet owner, if said pet owner fails to control fleas and other common pests associated with keeping of animals in the apartment. Costs of the same will be billed to the Resident in the amount that it costs the Authority to employ a professional firm for this purpose.

J. Standards for Pet Care

(a) No pet shall be left alone for any unreasonable length of time. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Authority may contact the responsible party or parties listed in the pet registration required under this pet policy. If the responsible party or parties are

unwilling or unable to care for the pet, or the Authority despite reasonable efforts has been unable to contact a responsible party or parties, the Authority may contact the appropriate State or local authority (or designated agent of such an authority) and request the removal of the pet. If there is no such State or local authority (or designated agent of such an authority) authorized to remove the pet under these circumstances the authority may enter the pet owner's unit, remove that pet and place that pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than thirty (30) days. The cost of the animal care facility provided under this section shall be borne by the pet owner. If the pet owner (or the pet owner's estate) is unable or unwilling to pay, the cost of the animal care facility may be paid from the pet deposit.

- (b) Pet shall not be allowed to disturb other tenants in the quiet enjoyment of their homes. Pet owners will take adequate precautions to prevent a pet from disturbing other tenants; i.e. barking, howling, loud meowing, scratching, biting, etc.
- (c) Pet owners will be required to take effective flea and other pest control measures with respect to the pet surroundings. Failure to do so will result in termination of the pet permit and the Authority taking pet control measures at the owner's expense.

3. It is not permissible to keep pets on the premises that are not owned by the resident and that are staying on the premises on a temporary basis. Pets are to be kept "temporarily" if they are to be kept in the resident's dwelling accommodations for a period of less than fourteen (14) consecutive days and nights.

This Authority, however, does encourage the use of a visiting pet program sponsored by a humane society or other nonprofit organization.

4. This pet policy does not apply to animals that are assisting the disabled. This exclusion applies to animals that reside in the projects for the elderly and disabled, as well as to animals that visit these projects. This authority will not apply or enforce any pet rules developed under this pet policy against individuals with animals that are used to assist the disabled.

Nothing in this pet policy:

- (1) Limits or impairs the rights of disabled individuals.

(2) Authorizes the Authority to limit or impair the rights of the disabled Individuals, or

(3) Affects any authority that may have to regulate animals that assist the disabled, under Federal, State or local law.

5. If there is an applicable State or local law or regulation governing the keeping of pets, the pet rules prescribed under this pet policy shall not conflict with such law or regulation. If such a conflict may exist, the State or local law or regulation shall apply.

Failure of this pet policy to address any State or local law or regulation does not relieve the pet owner from complying with the applicable State or local law.

6. Nothing in this pet policy prohibits the Authority, or an appropriate community authority, from requiring the removal of any pet from a project, if the pet's conduct is duly determined to constitute, under the provisions of State or local law, a nuisance or a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

**RMHA PET POLICY DOCUMENTATION FORM**

**PART I**

Resident's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Address: \_\_\_\_\_ Unit/Project No.: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Size of Pet: \_\_\_\_\_

Approved by: \_\_\_\_\_  
RMHA Representative

**PART II**

Veterinarian: \_\_\_\_\_

Address: \_\_\_\_\_

Certificate of Inoculation: \_\_\_\_\_

Date of Inoculation: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RMHA Representative: \_\_\_\_\_

Date: \_\_\_\_\_

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## **CUSTOMER SERVICE AND SATISFACTION SURVEY**

### **COMMUNICATION:**

1. **Question:** Do you think management provides you information about: maintenance and repair (for example: water shut-off, boiler shut-down, modernization activities)?

**Response:** Residents are informed via letters and Resident's Meetings regarding physical improvements being made to their homes as incorporated in the Capital Fund Grants. Articles are printed in RMHA's monthly "Resident Newsletter" about any up-coming activities. Copies of work-orders are given or left in the homes of residents when repair work is being performed or door-knob hangers are left.

2. **Question:** Do you think management is: responsive to your questions and concerns?

**Response:** Management and Maintenance will respond to and follow-up on any maintenance concerns. This is documented in work orders and minutes from Resident's Meetings.

3. **Question:** Do you think management is: courteous and professional with you?

**Response:** Maintenance/Facilities Staff try to be courteous and professional at all times. We will, however, be scheduling "Customer Service Workshops" to staff to further implement professionalism. These workshops will be funded through Capital Fund Grants. We will also be contacting a few residents each month that had work-orders performed to see if they were satisfied with the work, and if the employee performing the work order was courteous to them.

4. **Question:** Do you think management is: supportive of your resident/tenant organization?

**Response:** Monthly meetings are held for these organizations. The Facilities Department have meetings every year regarding the annual Capital Funds Grant. The "Resident Advisory Board's" attendance are strongly urged for these meetings. Any revisions to the Capital Grants are brought forth to the Advisory Board and residents. Any concerns are implemented into Minutes. We will be sending personal letters to Advisory Board Members for all Resident Meetings. We will also include support letters from the Advisory Board for all Grant Applications and Revisions.

**ROCKY MOUNT HOUSING AUTHORITY  
ROCKY MOUNT, NORTH CAROLINA  
LARRY RUSSELL, EXECUTIVE DIRECTOR**

**RASS  
FOLLOW-UP PLAN  
ANNUAL PLAN 2005**

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**Customer Service And Satisfaction Survey**

**SAFETY:**

1. **Question:** How safe do you feel in your unit/home?

**Response:** The main concern here is security lighting within the Community. We will be installing additional security lights funded through Capital Fund Grants as soon as possible. This task should be completed by mid-April. We will be contacting the City of Rocky Mount on any city-owned lighting that are dimmed or completely out for repair. We will also be requesting additional lighting from the City.

2. **Question:** How safe do you feel in your building?

**Response:** We will be purchasing additional exterior lighting using Capital Funding.

3. **Question:** Do you think any of the following contribute to crime in your property - bad lighting?

**Response:** We will be installing extra lighting using Capital Funding. This task should be completed by mid-April.

4. **Question:** Do you think any of the following contribute to crime in your property - vacant units?

**Response:** We are accepting applications to hire additional maintenance assistants which will increase man-power for renovating vacant units. We, currently, have a contractor performing major renovation which should be completed by mid-April.

*Customer Service And Satisfaction Survey*

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**NEIGHBORHOOD APPEARANCE:**

1. **Question:** How satisfied are you with the upkeep of the following areas in your property: common areas (for example: stairways, walkways, hallways, etc.) ?

**Response:** We are, currently, accepting applications to hire additional maintenance assistants and mechanics which will increase man-power for repairing any items needed in apartments including common areas using Capital and Conventional Funding.

2. **Question:** How satisfied are you with the upkeep of the following areas in your property: exterior of buildings?

**Response:** We are, currently, accepting applications to hire additional maintenance laborers which will increase man-power for performing any exterior items such as grass cutting, curb appeal, etc. We will be planting flowers and bushes in designated exterior areas in the up-coming Spring using Capital Funding.

3. **Question:** How satisfied are you with the upkeep of the following areas in your property: parking areas?

**Response:** The main concern here, again, is security lighting. We will be installing additional security lights funded through Capital Fund Grants as soon as possible.

4. **Question:** How satisfied are you with the upkeep of the following areas in your property: recreation areas (for example: playgrounds and other outside facilities)?

**Response:** We will be installing playgrounds within designated areas using Capital Funding.

5. **Question:** How often, if at all, are any of the following a problem in your property: noise?

**Response:** We will be discussing and executing a plan-of-action to make our on-site Police Officer more visible in our Communities.

6. **Question:** How often, if at all, are any of the following a problem in your property: trash/litter?

**Response:** We are, currently, accepting applications to hire additional maintenance laborers which will increase man-power for performing grass cutting and curb appeal which includes trash and litter pick-up using Capital and Conventional Funding.

**Resident Service and Satisfaction Survey (RASS) Follow-up Plan**  
**For**  
**FY2005 Annual Plan**

*These are the steps that the RMHA Housing Management Department plan to continue promoting to ensure clear communication of services, procedures, other neighborhood-related issues and activities and to increase the ability of residents to communicate with management regarding problems and issues.*

1. *Do you think management provides you information about: maintenance and repair (for example: water shut-off, boiler shut-down, modernization activities)?*

*The RMHA Housing Management staff has included a checklist of items pertaining to maintenance. Included is information on repairs (what is emergency and what is non-emergencies) business and after hour numbers, location of breaker/fuse boxes, water cut-off location, how to clean your gas range, how to operate heat and if applicable, air condition units, how to set thermostat to conserve energy and a through walk through of the unit. The new resident is now required to sign this checklist stating that they have been instructed on all areas listed and they have a good understanding.*

2. *Do you think management provides you information about: the rules of your lease?*

*The RMHA Housing Management staff has implemented a new process for new move in families to first attend a group orientation prior to move in date. We go over all forms and discuss in details RMHA rules, regulations, annual recertification, interims, flat rent, income-based rents, housekeeping, tenant rent collection policy, resident responsibilities, RMHA responsibilities, maintenance matters, evictions, pet policy, and resident involvement within the RMHA communities. We go over all areas of the Lease and answer any questions presented.*

3. *Do you think management provides you information about: meetings and events?*

*The RMHA presently provides and will continue to provide information in reference to meetings and special events in the monthly RMHA Newsletter. We will continue to send residents information by mail to their home when necessary and post information in the RMHA Administrative Offices. RMHA will continue to provide information to other Social Service Agencies and continue to have announcements made on local radio station when information is to be made available to residents as well as the general public.*

4. *Do you think management is: responsive to your questions and concerns?*

*The RMHA housing management staff will continue to work toward improving communication with applicants and residents by responding promptly to request for information. We will continue to work hard in addressing and answering any questions during the orientation and move-in process. We will encourage applicants and residents to contact us at any time they do not understand something or need to setup a meeting to discuss a concern. We have always tried and will continue to address any issues as and if they are presented to us.*

5. *Do you think management is: courteous and professional with you?*

*We will continue striving to address all public in a courteous and professional manner. Plans are to schedule a workshop at least once annual to keep staff's morale and spirits up and to teach them how to handle the stress of dealing with management issues and how to prevent burn-out due to job demands. The workshop will include issues on communication skills.*

6. *Do you think management is: supportive of your resident/tenant organization?*

*We continue to work toward generating resident interest in their community. We presently have very active Resident Organizations in three (3) of our communities but cannot seem to generate the necessary interest in one (1) community to get the Resident Organization active. We will continue to promote resident involvement in their community among established residents and as we move in new families. We plan to meet periodically and inform residents that they have no reason to complain about their community if they don't want to get involved in their resident organization. We will promote that the only way to have a voice in your community is to get involved.*

**Standard PHA Plan  
PHA Certifications of Compliance**

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

**PHA Certifications of Compliance with the PHA Plans and Related Regulations;  
Board Resolution to Accompany the Standard Annual, Standard 5-Year/Annual, and  
Streamlined 5-Year/Annual PHA Plans**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the standard Annual, standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 2005, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCIS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis - Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Rocky Mount Housing Authority

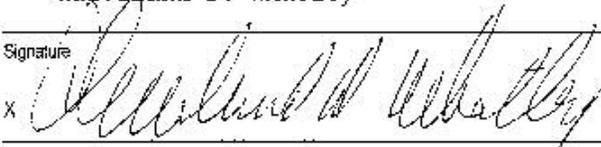
NC019

PHA Name

PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 20\_\_
- Standard Five-Year PHA Plan for Fiscal Years 2005 - 2009, including Annual Plan for FY 2005
- Streamlined Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Cleveland D. Whatley	RMHA Chairman of the Board
Signature	Date
x 	10-15-04

## Agency Annual Plan

HOUSING AUTHORITY

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### Component (o) Civil Rights Certification

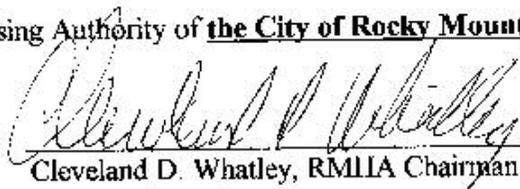
January 1, 2005

The Housing Authority of hereby certifies that all programs and activities included in the Authority's Five Year and Annual Plans will be carried out in full compliance with Title VI of the Civil Rights Act of 1964, The Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

In addition, the Housing Authority confirms that to affirmatively further fair housing, the Authority has reviewed programs and activities to identify any impediments to fair housing choice and finding none, further certifies that it will continue to be cognizant of any impediments and work with the City/County to implement initiatives to further fair housing in the jurisdiction.

Housing Authority of the City of Rocky Mount

By:

  
Cleveland D. Whatley, RMLIA Chairman  
For: Mr. Russell

Date:

10-15-04

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Its

Approved as to Form:

General Counsel \_\_\_\_\_

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Rocky Mount Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Subsidies

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above. Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Larry Russell

Title

Executive Director

Signature

Date

10-15-04

X

**Certification of Payments  
to Influence Federal Transactions**

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

Applicant Name

Rocky Mount Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Subsidies

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L.L. Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

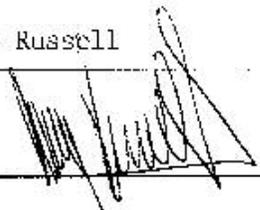
Title

Larry Russell

Executive Director

Signature

Date (mm/dd/yyyy)



10-15-2004

Previous edition is obsolete

form HUD 50071 (3/98)  
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0048

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: _____		<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known: _____
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):  <p style="text-align: center;">N/A</p>	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  <p style="text-align: center;">N/A</p>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. The disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the law above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: <u>Larry Russell</u> Title: <u>Executive Director</u> Telephone No.: <u>252-977-3141</u> Date: <u>10/15/04</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

Approved by OMB  
0348-0048

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

**Certification by State or Local Official of PHA Plans Consistency with  
the Consolidated Plan**

I, Charles W. Perry the Asst. City Manager - City of Rocky Mount certify  
that the Five Year and Annual PHA Plan of the Rocky Mount Housing Authority is  
consistent with the Consolidated Plan of Down East Home Consortium prepared  
pursuant to 24 CFR Part 91.

 10/18/04

Signed / Dated by Appropriate State or Local Official

**ATTACHMENT W**  
**SPECIFICS OF THE FIVE YEAR PLAN**

<b><u>PROVIDER</u></b>	<b><u>GOALS</u></b>	<b><u>OBJECTIVES</u></b>	<b><u>YEARS</u></b>				
			<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
<u>Commissioners</u>	#1 To maintain maximum operational Effectiveness	a. Monthly Monitor all expenditures	#1a.	#1a.	#1a.	#1a.	#1a.
		b. Keep abreast of all new policy changes		#1b.	#1b.	#1b.	#1b. #1b.
		c. Make changes in operations as needed.		#1c.	#1c.	#1c.	#1c. #1c.
<u>Housing Management</u>	#1 To maintain maximum operational Effectiveness	a. Achieve and Maintain 97% Occupancy Rate	#1a.	#1a.	#1a.	#1a.	#1a.
		b. Maintain average level of 5% or less in TAR.	#1b.	#1b.	#1b.	#1b.	#1b.
		c. Provide ongoing staff training	#1c.	#1c.	#1c.	#1c.	#1c.
		d. Perform annual housekeeping inspection of all units	#1d.	#1d.	#1d.	#1d.	#1d.
		e. Revise policies as needed	#1e.	#1e.	#1e.	#1e.	#1e.
		f. Maintain compliance with HUD Regulations	#1f.	#1f.	#1f.	#1f.	#1f.
		g. Provide timely preparations of HUD Reports	#1g.	#1g.	#1g.	#1g.	#1g.
		h. Enforce Lease requirements	#1h.	#1h.	#1h.	#1h.	#1h.
		i. Timely provide and maintain all PHAs requirements	#1i.	#1i.	#1i.	#1i.	#1i.
		j. Meet all requirements assigned under QHWRA	#1j.	#1j.	#1j.	#1j.	#1j.
		k. Provide referrals to Residents for Supportive Services	#1k.	#1k.	#1k.	#1k.	#1k.
<u>Finance</u>	#1 To maintain maximum operational Effectiveness	a. Maintain sufficient reserve level as required by HUD	#1a.	#1a.	#1a.	#1a.	#1a.
		b. Provide computer training for staff	#1b.	#1b.	#1b.	#1b.	#1b.
		c. Maintain maximum efficiency use of computer Hardware and Software	#1c.	#1c.	#1c.	#1c.	#1c.
		d. Maintain adequate financial records	#1d.	#1d.	#1d.	#1d.	#1d.
		e. Maintain adequate inventory levels	#1e.	#1e.	#1e.	#1e.	#1e.
		f. Provide best investment rates for Reserves Funds	#1f.	#1f.	#1f.	#1f.	#1f.

**SPECIFICS OF THE FIVE YEAR PLAN**

<b><u>PROVIDER</u></b>	<b><u>GOALS</u></b>	<b><u>OBJECTIVES</u></b>	<b><u>YEARS</u></b>						
			<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>		
<u>Section 8</u>	#1 To maintain maximum operational effectiveness	a. Review Utility Allowance Annually	#1a.	#1a.	#1a.	#1a.	#1a.		
		b. Review Rent reasonableness annually	#1b.	#1b.	#1b.	#1b.	#1b.		
		d. Encourage participation in the Section FSS Program			#1d.	#1d.	#1d.	#1d.	#1d.
		e. Encourage participants to enter homeownership counseling	#1e.	#1e.	#1e.	#1e.	#1e.		
		f. Encourage participants to purchase a home	#1f.	#1f.	#1f.	#1f.	#1f.		
		g. Timely produce all required HUD Reports	#1g.	#1g.	#1g.	#1g.	#1g.		
		h. Timely establish and maintain all SEMAP requirements	#1h.	#1h.	#1h.	#1h.	#1h.		
<u>Crime Prevention</u>	#1 To maintain maximum operational effectiveness	a. Monitor all programs funded with HUD Grants to ensure goals are met	#1a.	#1a.	#1a.	#1a.	#1a.		
		b. Monitor all DEGP expenditures to ensure proper accountability	#1b.	#1b.	#1b.	#1b.	#1b.		
		c. Provide Annual Application to obtain HUD Grants	#1c.	#1c.	#1c.	#1c.	#1c.		
		d. Meet all goals established under RMHA Safety Program	#1d.	#1d.	#1d.	#1d.	#1d.		
		e. Conduct Resident Survey	#1e.	#1e.	#1e.	#1e.	#1e.		
<u>Maintenance/ Modernization management</u>	#1 To maintain maximum operational effectiveness	a. Meet all requirements assigned under PHAs and REAC	#1a.	#1a.	#1a.	#1a.	#1a.		
		b. Meet all requirements established under QHWRA of 1998	#1b.	#1b.	#1b.	#1b.	#1b.		
			#1c.	#1c.	#1c.	#1c.	#1c.		
		d. Timely provide all required HUD Reports	#1d.	#1d.	#1d.	#1d.	#1d.		
		e. Provide staff training programs	#1e.	#1e.	#1e.	#1e.	#1e.		
		f. Provide maintenance training/education for Residents	#1f.	#1f.	#1f.	#1f.	#1f.		
		h. Perform annual inspection of all units	#1h.	#1h.	#1h.	#1h.	#1h.		
		i. Provide statistical reports as required by Executive Director	#1i.	#1i.	#1i.	#1i.	#1i.		

**SPECIFICS OF THE FIVE YEAR PLAN**

<b><u>PROVIDER</u></b>	<b><u>GOALS</u></b>	<b><u>OBJECTIVES</u></b>	<b><u>YEARS</u></b>				
			<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
<u>Commissioners</u>	#2 To increase the level of awareness to policy makers of the need for affordable housing.	a. Provide information to the general public about public housing and its goals and achievements	#2a.	#2a.	#2a.	#2a.	#2a.
		b. Provide ways to generate affordable housing units	#2b	#2b	#2b	#2b	#2b
<u>Housing Management</u>	#2 To increase the level of awareness to policy makers of the need for affordable housing.	a. Provide information on affordable housing in RMHA Newsletter	#2a.	#2a.	#2a.	#2a.	#2a.
		b. Establish flat rent so residents can save money to improve quality of life	#2b.	#2b.	#2b.	#2b.	#2b.
		c. Encourage Residents to purchase home	#2c.	#2c.	#2c.	#2c.	#2c.
<u>Finance</u>	#2 To increase the level of awareness to policy makers of the need for affordable housing.	a. Establish means to use operating funds to support development in accordance with QHWRA	#2a.	#2a.	#2a.	#2a.	#2a.
<u>Commissioners</u>	#3 To provide housing opportunities and preserve exiting housing stock within Fiscal Responsibility	a. Seek ways to develop new housing opportunities	#3a.	#3a.	#3a.	#3a.	#3a.
		b. Review Capital Funding steps taken to preserve existing housing stock	#3b.	#3b.	#3b.	#3b.	#3b.
<u>Maintenance/ Modernization</u>	#3 To provide housing opportunities and preserve exiting housing stock within Fiscal Responsibility	a. Provide ways to use Capital Funding funds to develop new housing units	#3a.	#3a.	#3a.	#3a.	#3a.
		b. See Capital Funds 5-year program for information on preserving exiting housing stock.	#3b.	#3b.	#3b.	#3b.	#3b.
<u>Commissioners</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Periodically monitor RMHA programs that offers residents opportunities for employment, job training and education	#4a.	#4a.	#4a.	#4a.	#4a.

**SPECIFICS OF THE FIVE YEAR PLAN**

<b><u>PROVIDER</u></b>	<b><u>GOALS</u></b>	<b><u>OBJECTIVES</u></b>	<b><u>YEARS</u></b>				
			<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
<u>Housing Management</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Periodically provide residents with information through monthly newsletters.	#4a.	#4a.	#4a.	#4a.	#4a.
		b. Periodically provide residents with information on job training and employment through monthly newsletters.	#4b.	#4b.	#4b.	#4b.	#4b.
<u>Crime Prevention</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Through HUD Grants, develop programs that will provide Residents with opportunity to advance their education, obtaining Job training and employment.	#4a.	#4a.	#4a.	#4a.	#4a.
<u>Section 8</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Provide monthly reports on FSS Program	#4a.	#4a.	#4a.	#4a.	#4a.
		b. Encourage Section 8 participants to seek better education, a job and/or job training	#4b.	#4b.	#4b.	#4b.	#4b.

## ATTACHMENT W

### CONCLUSION

*The Housing Authority of the City of Rocky Mount (RMHA) has been in existence since 1953. RMHA began using a long and short term strategic planning in mid-1992. Much of its achievements have been documented in the 1998 report. However, in accordance with QHWRA, a more formal (written) five year and annual plan has been developed. These plans will be updated as needed.*

*The major components of the HUD PHAS plans is reflected in RMHA's Five(5) Year and Annual Plans.*

*In the development of these plans, the Board of Commissioners, Department Heads and Staff considered the following:*

- 1. Review of current and proposed agency problems and determined those solutions that would have the greatest positive impact over the next five years;*
- 2. Examined current regulations and how it would impact what RMHA does in the next five years; and*
- 3. Made sure the departmental plans are consistent with Residents' needs and HUD objectives.*

*The goals and objectives as outlined are acceptable to all parties involved. However, Staff will monitor activities throughout the first year for possible revisions.*

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## **Finance Department Annual goals 2005**

- 1 Prepare **annual budget** with all appropriate supporting schedules by **Sept 1st** each year
- 2 **Monthly reports** are prepared comparing budgeted expense levels to actual expenses  
These reports are done by the **10th** of each month  
and indicates **increases or decreases in reserve levels**
- 3 **Year end electronic submissions** by **Feb 28th** each year
- 4 **Year end paper reports** to be submitted in a timely manner
- 5 **Monthly obligations of CFP fund via Internet** by the **7th** of each month
- 6 **Make sure annual audit** will be completed with **no findings**
- 7 **With an Increase in capitalization policy** we will **keep better track of fixed assets and depreciation**
- 8 **All ranges, refrigerators & trash carts** will be put in **Lindsey fixed assets** by end of 2004
- 9 **Monitor inventory levels** and take physical inventory **2nd week of December** each year
- 10 **Monitor cash position of PHA** and shop around to get **best interest on CDs**
- 11 **To get all Lindsey year end reports figured out and to work by end of 2004**  
I am keeping track on a **monthly basis** to analyze reports