

PHA Plans

Streamlined 5-Year/Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Burlington Housing Authority **PHA Number:** NC066

PHA Fiscal Year Beginning: (mm/yyyy) 10/2005

PHA Programs Administered:

- Public Housing and Section 8**
 Section 8 Only
 Public Housing Only
 Number of public housing units:
 Number of S8 units:
 Number of public housing units:368
 Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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 and attachments (if any) 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)

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

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: To promote the best housing at the lowest cost while promoting economic opportunity and a suitable living environment free from discrimination.

B. Goals

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

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

- 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) 91
 - 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: Develop partnerships among public and private entities to increase housing opportunities

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)

Streamlined Annual PHA Plan

PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

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B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

Our plan is to improve the dwelling structures and management of properties of housing through repair and replacement of exterior doors, painting of interiors/exteriors of buildings, construction/rehabilitation of resource centers for staff/resident training. Through established partnerships we plan to improve community quality of life and family economic vitality by self-sufficiency development through various training programs.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. 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 PHA’s Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	87		132
Extremely low income <=30% AMI	77	88.5	
Very low income (>30% but <=50% AMI)	8	9.20	
Low income (>50% but <80% AMI)	2	2.03	
Families with children	57	65.52	
Elderly families	5	5.75	
Families with Disabilities	25	28.73	
Race/ethnicity	27	31.03	
Race/ethnicity	54	62.07	
Race/ethnicity	6	6.89	
Race/ethnicity	87	100.00	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	24	27.58	
2 BR	34	39.08	
3 BR	19	21.84	
4 BR	9	10.34	
5 BR	1	1.14	
5+ BR		0	

Housing Needs of Families on the PHA's Waiting Lists	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- 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 903.12 (b), 903.7 (c)]

List on the following table 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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002-2004 grants)		
a) Public Housing Operating Fund	901,847.	
b) Public Housing Capital Fund	1,969,785.	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
	389,932	
4. Other income (list below)		
Maintenance & late fees	45,000	
Interest Income	15,000	
4. Non-federal sources (list below)		
Total resources	3,321,564	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: At application

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Over-housed
- Under-housed
- 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.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 3 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
- 4 Other preference(s) **Families with Earned Income**
Families with Unearned Income

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) Post move in conference with investigator and department heads

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: 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. See Attachment nc066a05

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

Deconcentration Policy for Covered Developments			
Development Name	Number 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)]

B. Section 8 N/A

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):

Other (list below)

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

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

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

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

Criminal or drug-related activity

Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at

or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences:

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

High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(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 of the following two)

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

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

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th 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

a. 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 N/A

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. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt

incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
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
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: 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:
- e. Yes No: 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:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? ___

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:

c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2004 - 2005)

See Attachment nc066b05

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

- a. Substantial Deviation from the 5-Year Plan See Attachment nc066c05
- b. Significant Amendment or Modification to the Annual Plan

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below: **See Attachment nc066d05**

b. 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. Residents involved in four month planning/development of 5 yr plan
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

- Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Billie Jo Jones

Method of Selection:

- Appointment
The term of appointment is (include the date term expires):
- Election by Residents (if checked, complete next section--Description of Resident Election Process) **See Attachment nc066e05**

Description of Resident Election Process

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)

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)

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)

b. 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):

Date of next term expiration of a governing board member: June 2005

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Burlington City Council, Mayor Steve Ross

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: City of Burlington

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

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

(4) (Reserved)

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

10. Project-Based Voucher Program

a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance	Annual Plan: Capital

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	and Evaluation Report for any active grant year.	Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Burlington Housing Authority			Grant Type and Number Capital Fund Program Grant No: NC19P06650105 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000			
3	1408 Management Improvements	65,079			
4	1410 Administration	82,168			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	36,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	100,000			
10	1460 Dwelling Structures	153,800			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	150,000			
13	1475 Nondwelling Equipment	25,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	632,047			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	41,387			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P06650105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Operations	1406		20,000				
	Management Improvements							
	PHA Training	1408		4,000				
	Crime Prevention			41,387				
	Computer Software			10,000				
	Vista Cost Share			9,692				
	Administration							
	Pro rated Salaries	1410		82,168				
	Fees & Costs	1430		36,000				
	Site Improvements							
NC066-1	Ext Sidewalk Repairs/Replacmnt	1450		25,000				
NC066-1	Landscape/Erosion Correction			25,000				
NC066-1	Nuisance Control			5,000				
NC066-2	Property line clearing/grading			20,000				
NC066-3	Landscape/Erosion/Sidewalks			25,000				
	Dwelling Structures							
NC066-1	Ext Pressure Wash/Paint Doors	1460		16,000				
NC066-1	Ext Prime Door Replacement			95,000				
NC066-1	Interior Unit Painting			14,200				
NC066-2	Interior Unit Painting			4,400				
NC066-2	Rework Gutters as needed			3,200				
NC066-3	Interior Unit Painting			3,000				
NC066-3	Ext Pressure Wash/Paint Doors			15,000				
NC066-3	Rework Gutters as needed			3,000				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program No: NC19P06650105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE	09/07			09/09			
NC066-1	09/07			09/09			
NC066-2	09/07			09/09			
NC066-3	09/07			09/09			

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name : Burlington Housing Authority			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
HA-Wide	Annual Statement				
NC66-1		16,000	152,250	75,000	16,000
NC66-2		46,400	34,000	20,400	4,000
NC66-3		208,200	3,200	3,200	205,657
Physical Improvements		105,000	90,000	79,181	
Management Improvements		67,200	70,200	78,200	78,200
HA-Wide Non Dwelling Structures & Equipment		55,000	104,229	220,047	170,000
Administration		82,168	82,168	88,019	90,190
Other		38,000	36,000	38,000	38,000
Operations		14,079	60,000	30,000	30,000
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : 3 FFY Grant: 2007 PHA FY: 2007			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
HA-Wide	Operations	60,000		Dwelling Structures	
	Management Improvements		NC66-1	Electrical upgrade 4' WC	10,000
	PHA Training	4,000		Crump	15,000
	Crime Prevention	46,200		Maplebrook	15,000
	Computer Software	10,000		Woodrail	13,000
	Vista Cost Share	10,000		Rubber Stair Treads	
				Crump	18,000
	Administration -p/r salaries	82,168		Maplebrook	16,500
	Fees & Costs - A&E	36,000		Woodrail	15,750
	Site Improvements			Replace washer boxes	
NC66-1	Piping In open ditch	80,000		Willow Creek	7000
	Sidewalk replacement	10,000		Crump	10000
				Maplebrook	8,000
	Non Dwelling Structures			Woodrail	8,000
NC66-1	Renovate Crump Village Ctr	89,018			
	Dwelling Structures				
NC66-1	Interior Painting	16,000			
Total CFP Estimated Cost					continued

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : 3 FFY Grant: 2007 PHA FY: 2007			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
NC66-2	Interior Painting	16,000			
	Pressure Wash/Paint	8,000			
	Misc exterior paint doors	10,000			
	@ storage & meter base				
NC66-3	Interior Painting	3,200			
HA-Wide	Non Dwelling Equipment				
	Computer Equipment	5,000			
	Office Copier	5,000			
	Maintenance Equipment	5,211			
Total CFP Estimated Cost					632,047

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
HA-Wide	Operations	30,000		Dwelling Structures	
	Management Improvements		NC66-1	Interior Painting	16,000
	PHA Training	4,000		Convert (3) 5BR units to (6)	75,000
	Crime Prevention	46,200		Handicapped units	
	Computer Software	10,000			
	Vista Cost Share (2)	18,000			
	Administration-p/r salaries	88,019			
	Fees & Costs- A&E	38,000			
	Site Improvements				
			NC66-2	Interior Painting	4,400
NC66-3	Roadway top coat paving	79,181			
			NC66-3	Interior Painting	3,200
	Non Dwelling Structures				
NC66-1	Build community center Woodrail	200,047	HA-WIDE	Non Dwelling Equipment	
				Computer Equipment	10,000
				Office Equipment	5,000
				Maintenance Equipment	5,000
Total CFP Estimated Cost					\$632,047

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : 5 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
HA-Wide	Operations	30,000	HA-WIDE	Non Dwelling Equipment	
	Management Improvements			Computer Equipment	10,000
	PHA Training	4,000		Office Equipment	5,000
	Crime Prevention	46,200		Maintenance Equipment	5,000
	Computer Software	10,000			
	Vista Cost Share (2)	18,000			
	Administration-p/r salaries	90,190			
	Fees & Costs- A&E	38,000			
	Non Dwelling Structures				
NC66-3	Build community center	150,000			
	Dwelling Structures				
NC66-1	Interior Painting	16,000			
NC66-2	Interior Painting	4,000			
NC66-3	Interior Painting	3,200			
NC66-3	New Heating/Central AC	202,457			
Total CFP Estimated Cost		\$			\$632,047

DECONCENTRATION POLICY

The Policy of Burlington Housing Authority shall be to facilitate mixed income communities and to decrease the concentration of poverty in public housing communities.

Activities to achieve an economic mix and deconcentration of poverty will be to:

- (1) Monitor monthly the income of the current tenant population to determine the average income of tenants in each housing complex;
- (2) Grant a Preference for admission to Applicants with earned income;
- (3) As vacancies occur, and if an appropriate bedroom size dwelling unit is available, Applicants with higher incomes will be offered a dwelling unit on a site with lower income tenants;
- (4) As vacancies occur, and if an appropriate bedroom size dwelling unit is available, Applicants with lower incomes will be offered a dwelling unit on a site with higher income tenant;

No Applicant will be denied admission to housing based on his/her rejection of the dwelling unit offered to achieve deconcentration of poverty.

PROGRESS IN MEETING 5-YEAR PLAN MISSION AND GOALS

Burlington Housing Authority has been very diligent in ensuring that our Capital Fund programs operate according to HUD requirements. Funding approved over the past five years has been obligated according to plan. Expenditures of funds for the past four years have met all schedule and procedural requirements. All funds will be spent according to our HUD approved plan. Only minor revisions or adjustments had to be made. Some of those minor adjustments were made due to cost saving negotiations made by staff with contractors. Our projected needs assessment has held true to our approved plan. All project tasks including any revisions are being completed as scheduled as they related to our 5-year plan.

Operations – Resident Services – Efforts for the first four years and into our fifth year have met project expenditures, program implementation schedules and participatory goals. In fact, due to the assistance of eight Americorps* VISTA members, some of whom are public housing residents, we have been able to expand several programs and therefore, exceed projected goals.

Management Improvement – Our 5-year plan projections are on target. Fees and costs have been implemented per our plan. Our process seems to be adequate.

Dwelling Equipment – Non Expendable – Our expenditure process has run very efficiently and is on schedule.

Non-Dwelling Equipment – All purchases have been made as scheduled.

Strategic Goals

Improvement of our PHAS score of 91 will involve two areas of concentration of staff time and resources.

- a. Customer service and satisfaction – We will work more closely with residents and staff to improve their knowledge of responsibility, communication and understanding relative to trash clean up, insect infestation and general housekeeping cleanliness. Our housekeeping video and frequent workshops held on site is helping. We hope to be able to see a significant reduction in customer concerns by years end.

Understanding of the HUD questionnaire relative to playground equipment has skewed our scores in this area. Burlington Housing Authority does not have playground equipment on our sites. Therefore, all questions relative to access, location, etc. will yield a negative score. There should be a “not applicable” option available here. We continue to get involved with residents through resident council meetings, workshops and customer service training updates for both staff and residents.

- b. Quality of Life – Security – Our part time investigator and Resident Services Administrator work very closely with police officers and residents to improve communication increase police presence, resident reporting of concerns and to link community activities between our agency Burlington Police Department and Public Housing residents.

As part of our effort to bring higher income families into our apartments, we utilize flyers, agency meetings involving partner agencies and the business community as tools to get the word out.

Our survey of community needs involved site visits of agency units by staff and an architect to ascertain possible use of buildings for handicapped and elderly families.

Self sufficiency – In order to increase family employment, improve agency support services and develop public and private sector partnership we have developed the following:

- Community service/economic self-sufficiency
60 of 140 residents enrolled – 2005 NAHRO Progress Award Winner
- FSS Program – Six graduates over four years have become homeowners – 25 participants enrolled
- Private and public sector partnership – Twenty-eight agencies and businesses with written three year agreements generating over \$197,000 in resources per year
- After-school Tutorial/Enrichment Program – Program involves over 90 youth in homework, behavior modification training as a school system partner. Utilizing local university students, part time staff, Americorps* VISTA members, local agency and resident volunteers, this three year program has moved at risk youth academically to these levels:
 - 97% last year passed end of grade tests
 - Over 30 students are on their school's honor rollThis program is a 2004 NAHRO Award recipient
- Mobile Learning Lab – Through collaboration with the City of Burlington Police Department and the City's "Weed and Seed" program, a computer lab has been set up in Woodrail Acres community.
- Scholarship – A scholarship program has been developed in 2004 and our first three student enrollees started classes in January 2005. Funding and administration of the program is conducted by a 15 member board comprised of volunteers from local agencies, resident, business leaders and Burlington Housing Authority staff who have generated over \$30,000 in funding support.

DEFINITION OF SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION

The following actions are defined as substantial deviation or significant amendment or modification:

GOALS

- Additions or deletions of Strategic Goals

PROGRAMS

- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities

CAPITAL BUDGET

- Additions of non-emergency work items (items not included in the current Annual Statement or Five Year Action Plan) or change in use of replacement reserve funds

POLICIES

- Changes to rent or admissions policies or organization of the waiting list

An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant amendments by HUD.

RESIDENT ADVISORY BOARD CONSULTATION RECOMMENDATIONS

Crump Village Needs:

1. Soil erosion at the following:
 - a) 1137, 1117, 1119 Chandler Ct
 - b) 1209, 1229, 1231, 1233, 1235 Melrose
 - c) Very bad between 750-768 Sharpe
 - d) 720, 722 Sharpe Rd
2. Missing bricks under window on front at 720 & 726 Sharpe Rd
3. Sidewalk need raising between 1211 & 1213 Melrose Dr
4. Front of 766 Sharpe Rd need repair

Woodrail Acres Needs:

1. Resource center/trailer
2. Sidewalks raised (Floyd St)
3. Signs posted about children playing
Along Floyd St – cars speeding through)
4. Parking lots – lines painted for parking
5. Better exterminating (water bugs)

Maplebrook Needs:

1. Daycare
2. Dryer connection for each apartment
3. Better heating system
4. Better appliances
5. Air conditioning upstairs
6. New, bigger dumpsters
7. Seal windows & doors, energy efficient
8. New vanity tops & cabinets
9. More parking space
10. Paint apartments more often
11. Redo sidewalks
12. Concern about kids hanging out late at night in street, fighting
13. Speeding
14. Trash bags around dumpsters, beer bottles and cans on ground
15. Put little gates around green boxes
16. Graffiti on building
17. Police in unmarked cars
18. Outsiders coming into community starting fights with residents

R. L. Pate Homes Needs:

1. Handicapped signs needed
2. Move dirt pile
3. Walking track
4. More visible police/security
5. Remove abandoned cars
6. Repaint lines in parking lots
7. Stop loud music from cars and homes

Earl-Gerow Homes:

1. Community/resource center
2. Play area for kids
3. Parking lot lines & speed bumps repainted
4. Apartments painted
5. Shrubs cut down
6. Raise sidewalks
7. Check shrubs & trees for beehives
8. Concern of snakes

**RESIDENT ADVISORY BOARD
MEMBERSHIP**

Marvin Alexander
Agnes Roberts
Kartarsha McNeil
Tykitha Isley
Sonya Harris
Carla Farrington
Jacqueline Watkins
Jeannette Watkins
Bille Jo Jones
Felicia Torain
Shonda McKinney
Concerta Deleston
Nannie Patterson
Mary Stone

DEVELOPMENT REPRESENTED

Spencer Brown Thomas Homes (202)
Spencer Brown Thomas Homes (202)
Woodrail Acres (public)
Woodrail Acres (public)
Maplebrook (public)
Maplebrook (public)
Willow Creek (public)
Willow Creek (public)
Crump Village (public)
Crump Village (public)
Crump Village (public)
Pate Homes (public)
Burlington Homes (Section 8)
Burlington Homes (Section 8)

RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD

Billie Jo Jones was nominated and elected by the Resident Advisory Board to represent as Burlington Housing Authority's Resident Commissioner. This name was submitted to the Burlington City Council as a matter of record. Ms. Billie Jo Jones replaces Ms. Brenda Jones who moved out of public housing.

IMPLEMENTATION OF PUBLIC HOUSING COMMUNITY SERVICE REQUIREMENTS

POLICY TO ADMINISTER COMMUNITY SERVICE WORK REQUIREMENTS/SELF-SUFFICIENCY PROGRAM

As mandated by HUD, each adult member (18 years of age or older, unless emancipated) of a tenant family must contribute eight (8) hours of Community Service within their community each month, or participate in an economic self-sufficiency program/activity for eight (8) hours each month. Tenants may also choose to perform a combination of the two.

The following tenants are exempt from this requirement:

1. 62 years of age or older
2. Blind
3. Disabled (tenant must provide current documentation of disability from medical provider, doctor must specifically state that your disability fully prevents you from performing any community service/economic self-sufficiency task)
4. Employed (full time or part time)
5. Caretaker for a disabled person (current documentation from doctor required, doctor must certify that you cannot participate due to the care rendered to the person with disabilities)
6. Tenants participating in a Welfare-to-Work program (documentation of program compliance must be submitted to Housing Authority on a monthly basis)
7. Tenants receiving assistance, benefits or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program (TANF/WFFA) (Work First) (tenant must be in compliance with the job training and work activities requirements of the program, documentation of program compliance must be submitted to Housing Authority on a monthly basis)
8. Tenants participating in an economic self-sufficiency program
9. Tenants enrolled in GED classes, college, university or community college (documentation of active enrollment status must be submitted to Housing Authority each semester)
10. Tenants engaged in work activity defined as:
 - Unsubsidized employment
 - Subsidized private-sector employment
 - Subsidized public-sector employment
 - Work experience (including work associated with the Refurbishing of publicly assisted housing) if sufficient private sector employment is not available
 - On-the-job training
 - Job search and job-readiness training
 - Community service programs
 - Vocational educational training (not to exceed 12 months with respect to any individual)
 - Job-skills training directly related to employment
 - Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
 - Satisfactory attendance at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate

- The provision of childcare services to an individual who is participating in a community service program

DEFINITIONS

Community Service is defined as the performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency or increase self-responsibility in the community. All community service must be performed within the Housing Authority's jurisdiction (Burlington city limits). Community service may NOT include political activities. Tenants may receive credit for caring for the children of a tenant who is performing their community service/economic self-sufficiency requirement.

Economic Self-Sufficiency program/activities is defined as any program or activity that is designed to encourage, assist, train or facilitate the economic independence of residents. The programs/activities may include but are not limited to:

- Job readiness training or programs
- Skills training programs
- Higher education (Junior college or college)
- GED classes
- Apprenticeships (formal or informal)
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- English as a second language classes
- Budgeting and credit counseling
- Or any other class/program/activity that helps residents move toward economic independence

PROCEDURES

The Community Service/ Self-Sufficiency requirement will be administered by using the following procedures:

1. The Burlington Housing Authority shall identify all adult tenants who are not exempt from the requirement.
2. The Burlington Housing Authority shall notify such tenants of the community service /self-sufficiency requirement.
3. Tenants requesting exemption must provide acceptable documentation as described previously.
4. The personnel at the Agency will supervise tenants required to perform community service or self-sufficiency activity where the work/activity is being performed.
5. Tenants must contact the Housing Authority to obtain a listing of volunteer sites. Tenants will also be encouraged to locate alternate sites. The Housing Authority must approve alternate sites.
6. Agencies will be provided with a time sheet (Form CSWP-4-revised) to document tenant dates and hours for each tenant. Documentation on tenant dates and hours may also be provided on Agency letterhead. The Agency or the tenant must submit documentation to the Housing Authority on a monthly basis. The Housing Authority will verify all documentation.
7. Hours from Form CSWP-4-revised will be transferred to the Dwelling Unit Community Service Ledger (Form CSWP-3) will be utilized to record dates and times for each tenant and will be placed in tenant files.

- 8. Notification of hours obtained/not completed will be provided to each tenant on a quarterly basis in an effort to bring the tenant into compliance with the mandated requirements.
- 9. Each Form CSWP-3 will be reviewed during the tenth (10th) month of each Fiscal year to determine if the tenant is in compliance with the Community Service/Economic Self-Sufficiency requirement.

A determination will be made thirty (30) days before the end of the Lease period to determine whether a tenant has fully complied with the total number of Community Service/Self-Sufficiency hours required. The Dwelling Lease will not be renewed until the tenant and BHA enter into an Agreement for the tenant to comply by participating in an economic self-sufficiency program/activity or by contributing community service work hours for as many additional hours as are needed to fulfill the aggregate over the twelve-month (12-month) term of the Lease.

NON-COMPLIANCE

Any tenant and any other non-compliant resident who is determined to be in non-compliance will be given an opportunity to become compliant during the eleventh (11th) month of the Fiscal year. Any tenant and any other non-compliant resident who does not cooperate and become compliant during the 11th month, or who does not sign an Agreement to become compliant (make up the required time during the next 12 month period) will receive a notice on the first day of the 12th month that their Dwelling Lease will not be renewed and that the tenant must vacate the dwelling unit within the succeeding thirty-day (30-day) period. Failure to vacate will result in Summary Ejectment proceedings being instituted to remove the tenant family from the dwelling unit.

Tenant will be advised that they have the right to the Administrative Grievance Procedure if a Non-compliance determination is made.

REPORTING REQUIREMENTS

Any tenant and any other who has qualified for an exemption from the community service/self-sufficiency requirement must advise the Housing Authority if their status changes. For example: unemployed tenants must request a determination of exemption if they find work or start a training program; employed tenants must notify the Housing Authority if they become unemployed; and etc.

COMMUNITY SERVICE/SELF-SUFFICIENCY COMPLIANCE CERTIFICATION

I/We have received a copy of, have read and understand the contents of the Authority's Community Service/Self-sufficiency Policy.

I/We understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998 and that If I/We do not comply with this requirement, my/our dwelling lease will not be renewed.

Resident _____ Date _____

Resident _____ Date _____

Resident _____ Date _____

RASS Follow-up Plan

In accordance with Public Housing Assessment System (PHAS) regulations, Burlington Housing Authority is required to develop a Follow-up Plan as part of our Annual Plan due to a score of less than 75%. In the areas of Communication and Neighborhood Appearance our scores were 72.4% and 70.0% respectively. In reply to the survey our certified responses are as follows:

Communication

- In response to resident survey question of staff responsiveness to questions/concerns and courteousness, our plan was and is to increase distribution of information to residents and local citizens by:
 - 1) Sharing information at resident council meetings
 - 2) Utilizing flyers and notices
 - 3) Utilizing a quarterly newsletter developed and written by staff and residents to ensure relevancy of content
 - 4) Sharing information and decision making of items concerning BHA at Resident Advisory Board meetings

All of these items mentioned above have been implemented to date.

Neighborhood Appearance

- In response to resident concerns/questions regarding trash, infestation and grounds erosion, we included a plan for improvement which featured the following:
- A reward system for a development that was judged the clean community of the month by the staff and Resident Advisory Board. The community that won “Community of the Month” the most times each quarter would be rewarded.
 - Beautification projects by neighborhood residents would be recognized.
 - Recognition of residents and communities with clean and infestation free apartments is being implemented.
 - More frequent training of residents regarding how to prevent infestation, trash accumulation and problems of erosion.

Since all the questions/concerns are resident driven, our focus has been and will continue to be to get residents tools they can utilize to improve our PHAS scores.

Pet Policy Statement

The Burlington Housing Authority (BHA) Dwelling Lease Agreement incorporates the requirement of “no pets, with the exception of fish or birds”. The only exception to this requirement will be in the form of a duly executed **PET PERMIT** acknowledging and agreeing to the terms and conditions of the **PET POLICY AND GUIDELINES**.

There are policy guidelines to assist in meeting the needs of pets, pet owning tenants and non-pet owning tenants. These pet guidelines must be used by all tenants who are allowed to have pets. A clear understanding of the expectations and responsibilities of pet owners and management will ensure the successful introduction of companion animals into public housing.

In summary, the requirements on pet ownership consists of:

- (1) Any tenant head of household of one of the Authority’s dwelling units who wishes to obtain and/or keep a common household pet must first submit a written request for approval prior to housing a pet on the Authority’s property.
- (2) The tenant will be requested to sign an Agreement, thereby certifying that he/she has received a copy of the Pet Policy, understands all of his/her rights and responsibilities there under, and agrees to abide by all of the rules listed in this Policy and those City ordinances applicable to the ownership and care of a pet.
- (3) A pet deposit of **\$200.00** is required of each pet owner. This amount may be payable over a reasonable time period (in \$10.00 monthly maximum installments), with the first installment of \$50.00 due at the time of signing the Pet Permit and Agreement. The tenant is not required to pay all of the deposit before bringing in the pet.
- (4) The pet owning tenant shall be responsible for payment of repairing or replacing damaged areas in the unit, outside areas or other areas damaged by tenant’s pet. The pet owner must secure renter’s insurance which includes personal liability or other insurance and indemnify BHA against pet-related litigation and attorney’s fees as a condition of pet ownership. Burlington Housing Authority shall be named as an “Additional Insured” on the Policy.
- (5) If caretakers are unable or unwilling to assume responsibility for the pet and tenant is unable to locate alternate, management may enter the premises, remove the pet, and arrange for pet care for no more than ten (10) days to protect the pet. Termination of Lease proceedings may be instituted if the pet owner is in violation of these guidelines which the pet owner has agreed to abide by in signing the Pet Permit and Agreement attached to the Lease Agreement. Termination of Lease proceedings may also be instituted if the pet owner has been warned three (3) times by management; except that in a case of a serious nature; i.e., animal appears vicious, animal has bitten or attacked; animal must be removed immediately or the lease will be terminated immediately with no further warnings.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P06650102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50,049.00	46,480.69	46,480.69	46,480.69
3	1408 Management Improvements	50,200.00	48,832.00	48,832.00	48,832.00
4	1410 Administration	26,499.00	27,721.00	27,721.00	27,721.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	50,000.00	50,000.00	50,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement	19,324.00	0		
10	1460 Dwelling Structures	250,400.00	437,994.22	437,994.22	109,494.22
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	200,000.00	0		
13	1475 Nondwelling Equipment	56,738.00	72,182.09	72,182.09	72,182.09
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	683,210.00	683,210.00	683,210.00	354,710.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs		37,512.00	37,512.00	37,512.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P06650102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	General Operations	1406		50,049.00	46,480.69	46,480.69	46,480.69	Complete
	PHA Training	1408		4,000.00	4,000.00	4,000.00	4,000.00	Complete
	Crime Prevention-Police Officers	1408		20,160.00	18,420.00	18,420.00	18,420.00	Complete
	Crime Prevention-Investigator	1408		18,720.00	19,092.00	19,092.00	19,092.00	Complete
	Crime Prevention-Scouts	1408		7,320.00	7,320.00	7,320.00	7,320.00	Complete
	Administration	1410		26,499.00	27,721.00	27,721.00	27,721.00	Complete
	A & E Fees	1430		30,000.00	50,000.00	50,000.00	50,000.00	Complete
NC066-1	Repair sidewalk trip hazards	1450		3,000.00	0.00	0	0	Moved To '05
NC066-3	Landscaping, erosion	1450		12,324.00	0.00	0	0	Moved To '04
NC066-3	Exterior sidewalk repairs	1450		4,000.00	0.00	0	0	Moved To '04
NC066-1	Interior paint @ unit turnover	1460		16,000.00	9,960.00	9,960.00	9,960.00	Complete
NC066-2	Interior paint @ unit turnover	1460		4,400.00	4,400.00	4,400.00	4,400.00	Complete
NC066-3	Interior paint @ unit turnover	1460		3,200.00	2,640.00	2,640.00	2,640.00	Complete

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Burlington Housing Authority			Grant Type and Number Capital Fund Program Grant No: NC19P06650102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NC066-1	Repair/Replace vinyl siding	1460		80,000.00	0.00			Move to 01
NC066-2	Repair/Replace vinyl siding/pressure wash	1460		0.00	43,600.00	43,600.00		In progress
NC066-1	Replace interior doors	1460		46,000.00	73,424.22	73,424.22	73,424.22	Complete
NC066-2	Replace interior doors	1460		10,000.00	228,500.00	228,500.00		In progress
NC066-2	Remove lavatory/install vanity& lav	1460		30,000.00	43,000.00	43,000.00		In progress
NC066-2	Renovate & upgrade baths	1460		10,000.00	0.00			Included in vanity cost
NC066-2	Add blocking & grab bars @ elderly	1460		20,000.00	0.00			Included in vanity cost
NC066-2	Add emergency call stations@ elderly	1460		20,000.00	13,400.00	13,400.00		In progress
NC066-2	Replace folding doors as needed	1460		5,000.00	0.00			Included in Interior doors 66-2
NC066-3	Replace water heaters	1460		2,800.00	19,070.00	19,070.00	19,070.00	Complete
NC066-3	Rework gutters as needed	1460		3,000.00	0.00			Move to 04
NC066-3	Replace interior doors	1460		0.00	0.00			Move to 04
NC066-3	Replace folding closet doors	1460		0.00	0.00			Move to 04
NC066-2	New/renovate community center	1470		200,000.00	0.00			Move to 05
HA-Wide	Purchase Maintenance Vehicle	1475	1	30,000.00	35,803.30	35,803.30	35,803.30	Complete
	Computer Equipment	1475		12,002.76	21,378.79	21,378.79	21,378.79	Complete
	Purchase office copier	1475	2	15,000.00	15,000.00	15,000.00	15,000.00	Complete

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

PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program No: NC19P06650102 Replacement Housing Factor No:					Federal FY of Grant: 2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE	09/30/04			09/30/06			
General Operations			06/30/03			09/30/04	
PHA Training			06/30/04			06/30/04	
Crime Prevention-Police Officers			12/31/02			09/30/03	
Crime Prevention-Investigator			12/31/02			09/30/03	
Crime Prevention-Scouts			12/31/02			09/30/03	
Administration			12/31/02			09/30/03	
A & E Fees			12/31/02			09/30/04	
Purchase Maintenance Vehicle			06/30/04			12/31/04	
Computer Equipment			03/31/04			06/30/04	
Purchase office copier			12/31/02			12/31/02	
NC066-1	09/30/04			09/30/06			
Interior paint @ unit turnover			06/30/03			03/31/04	
Replace interior doors			06/30/04			12/31/04	
NC066-2	09/30/04			09/30/06			
Interior paint @ unit turnover			06/30/03			03/31/04	
Repair/Replace vinyl siding/pressure wash			06/30/04				
Replace interior doors			06/30/04				
NC66-2	09/30/04			09/30/06			
Remove lavatory/install vanity&lav			06/30/04				
Renovate & upgrade baths			06/30/04				
Add blocking & grab bars @ elderly			06/30/04				
Add emergency call stations@ elderly			06/30/04				
Replace folding doors as needed			06/30/04				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P06650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2005		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	54,000.00	54,000.00	54,000.00	54,000.00
3	1408 Management Improvements Soft Costs	50,200.00	45,587.00	42,071.00	42,071.00
	Management Improvements Hard Costs				
4	1410 Administration	30,317.00	36,393.00	36,393.00	36,393.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	32,000.00	28,000.00	28,000.00	25,100.00
8	1440 Site Acquisition				
9	1450 Site Improvement	8,000.00	0	0	0
10	1460 Dwelling Structures	361,244.00	373,044.00	373,044.00	326,935.28
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	10,000.00	8,737.00	9,502.21	9,502.21
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	545,761.00	545,761.00	543,010.21	494,001.49
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs	40,160.00	40,160.00		
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Burlington Housing Authority	Grant Type and Number Capital Fund Program Grant No: NC19P06650203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03/31/2005 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	8,500.00		8,500.00	
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	100,267.00		100,267.00	
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	108,767.00		108,767.00	
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P06650104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	9,791.00		9,791.00	
3	1408 Management Improvements Soft Costs	55,387.00		41,387.00	19,642.65
	Management Improvements Hard Costs				
4	1410 Administration	79,389.00		79,389.00	39,392.88
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	36,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000.00			
10	1460 Dwelling Structures	395,000.00		201,909.00	9,925.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	26,480.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	632,047.00		332,476.00	68,960.53
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs	41,387.00			
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

