

PHA Plans

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

PHA Plan Agency Identification

PHA Name: Spartanburg Housing Authority

PHA Number: SC003

PHA Fiscal Year Beginning: 10/2005

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

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

The Spartanburg Housing Authority is committed to providing quality affordable housing in healthy neighborhoods through partnerships with our residents and other groups, fostering neighborhood redevelopment and opportunities for those we serve to achieve self-sufficiency.

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:

Maintain a minimum 97% occupancy rate.

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

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

The SHA was awarded a HOPE VI grant at Phyllis Goins (3-5) in FY 2004. The SHA will implement the HUD approved revitalization plan within the grant timelines.

The SHA will aggressively seek both public and private funding to create an Assisted Care Living Community.

- Acquire or build units or developments

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

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

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

- Improve public housing management: (PHAS score) 79.0

- Improve voucher management: (SEMAP score) 82

- Increase customer satisfaction:

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

The SHA has fully implemented the upfront income verification procedures recommended by HUD and is improving the quality of the Section 8 housing stock through aggressive inspections.

- Renovate or modernize public housing units:

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

- Demolish or dispose of obsolete public housing:

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

The SHA will apply for demolition of selected units at Camp Croft, Archibald Rutledge and Woodworth Homes during the plan period.

- Provide replacement public housing:

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

- Provide replacement vouchers:

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

- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- Implement public housing or other homeownership programs:

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

- Implement public housing site-based waiting lists:

Continue current site-based at SC 3-25 Tobias Booker Hartwell.

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

- Other: (list below)

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

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

- PHA Goal: Provide an improved living environment
Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

- Implement public housing security improvements:

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

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

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

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

- Other: (list below)

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

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

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

Objectives:

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

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

The SHA has a Public Housing FSS Program.

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

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

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

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

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

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

The SHA is partnering with local elderly services providers to expand services at Archibald Rutledge. This expansion will broaden service delivery to the larger community.

Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

- Develop increased technical assistance services to residents for business development.
- Collaborate with local universities to increase higher education opportunities.

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The current year has been an exciting period for Spartanburg Housing Authority (SHA). Most notable was the implementation of the HOPE VI Project. Successful relocation of tenants marked the commencement of site redevelopment at Phyllis Goins Development. In total seven (7) neighborhoods will be impacted by the H6 award in 2004. During 2005, new single-family units were constructed and several will be in production as we enter the next fiscal year. During the period that this plan covers, Phyllis Goins units will be demolished, the site prepared and the first phase of rental housing will be constructed. During the fiscal year, thirty-six (36) single-family homeownership units and fifty (50) rental units will be constructed as initial activity of redevelopment. SHA will work cooperatively with the City of Spartanburg to redevelop the recreational facility in the H6 neighborhood; partner with the public school district to alter the school zones and enhance instruction at the neighborhood schools in the H6 area, a multitude of community partners will collaborate with SHA to further the services available in the Community Supportive Service Plan and Neighborhood Network Program.

Redevelopment of Woodworth Homes will also begin. As a participant in a Capital Grant Loan Program, SHA will develop (54) replacement units in a duplex development on property adjacent to and land previously used for Woodworth units that will be demolished. Other major initiatives will include:

- SHA will develop additional affordable housing development in order to replace housing units lost through demolition. Such actions may include new construction and/or acquisition/rehabilitation.
- Continuation and expansion of Section 8 & Section 32 homeownership. SHA will continue to partner closely with Spartanburg Housing Development to prepare households for homeownership.
- Collaboration with Spartanburg Leased Housing to create additional senior housing opportunities. These projects will leverage other Federal Programs such as Low Income Housing Tax Credit Program, Rural Development Administration and the HUD 202 Program. Additionally, SHA will collaborate in development of an assisted living facility.
- Redevelopment activities at Camp Croft and Hub City will progress as plans and funding allow.

- Archibald Rutledge first floor space will be converted & prepared to serve a larger neighborhood for provision of senior services. Assessment & implementation of unit reconfiguration will be undertaken. The goal is to combine studio units to yield a larger one bedroom unit that is more livable and marketable.

As SHA progresses in development of training and employment assistance to residents & other Section 3 persons & businesses, economic development activities will emerge with SHA facilitating collaborative & increased opportunities for persons of low income.

SHA continues to grow & diversify, fulfilling a myriad of community needs. Through the progressive leadership of the Commissioners, SHA staff are continuously challenged to respond to greater needs, in a more efficient & comprehensive fashion. SHA activities are directed toward impacting lives, neighborhoods, and the greater community...we continue to accept these challenges & look forward to the upcoming year.

Roy Johnson

Executive Director

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

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

Optional Attachments:

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

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

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
XX	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis @ HEFHEMF.APDC	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
XX	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
XX	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
XX	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
XX	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
XX	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
XX	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
XX	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
XX	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
XX	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	933		
Extremely low income <=30% AMI	866	94.9	
Very low income (>30% but <=50% AMI)	45	4.8	
Low income (>50% but <80% AMI)	2	1	
Families with children	449	48	
Elderly families	10	0.1	
Families with Disabilities	104	11	
Race/ethnicity- (W)	1 85	20	

Housing Needs of Families on the Waiting List			
Race/ethnicity (B)	733	78	
Race/ethnicity	14	1.5	
Race/ethnicity	1	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	470	50	
2 BR	326	35	
3 BR	124	13	
4 BR	9	1	
5 BR	4	1	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	863		
Extremely low income <=30% AMI	752	87	
Very low income (>30% but <=50% AMI)	102	12	
Low income (>50% but <80% AMI)	9	0	

Families with children	548	64	
Elderly families	83	1	
Families with Disabilities	199	23	
Race/ethnicity(W)	200	23	
Race/ethnicity (B)	659	77	
Race/ethnicity	1	0	
Race/ethnicity	3	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 26			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

The Spartanburg Housing Authority will apply for available vouchers. Through an affiliated non-profit the SHA will develop additional affordable units using LIHTC funding. In 2006 the SHA, through an affiliated nonprofit, will submit an application for LIHTC funding to create an additional 50 affordable rental units. The SHA has applied for 202 funding to develop additional affordable units.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below) Seek replacement of public housing units lost to the inventory through demolition.

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
Develop Affordable Rental and Homeownership units directly and through affiliated non-profits. Funding will be through LIHTC and 202 loans.

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below) we will likely exceed the federal requirements with no effort, do we want to commit to doing it?

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2006 grants)	3,950,000	
a) Public Housing Operating Fund	1,850,000	
b) Public Housing Capital Fund	6,000,000	H6 Revitalization Plan
c) HOPE VI Revitalization		
d) HOPE VI		
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,920,337	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	163,000	Public Housing Supportive Services
h) Community Development Block Grant		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
i) HOME	400,000	Land Acquisition/ Infrastructure
Other Federal Grants (list below)		
Neighborhood Networks	46,650	
FSS Housing Choice Voucher	96,000	
P.H. Family SS	65,000	
P.H. Network	66,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
a). Capital Fund	1,200,000	PH Supportive Services
b). HOPE VI Neighborhood Networks	68,000	PH Supportive Services
c). Service Coordinator M F	60,000	PH Supportive Services
3. Public Housing Dwelling Rental Income	2,224,000	
4. Other income (list below)		
Interest	41,000	Operations
4. Non-federal sources (list below)		
Total resources	23,149,987	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 01

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? *ALL*

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

3-2 Hub City; 3-12 Prince Hall

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

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

3-25 Tobias Booker Hartwell

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)

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

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

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

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

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

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

Previous tenancy with SHA.

(2) Waiting List Organization

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

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Disabled families if extension is warranted

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - (1) Public housing residents participating in homeownership program.
 - (2) Non-purchasing public housing family resident in a project subject to a homeownership program.

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

Date and Time

Former Federal preferences

- 1** Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 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

2 Other preference(s) (list below)

- (1) Public housing residents participating in homeownership program.
- (2) Non-purchasing public housing family resident in a project subject to a homeownership program.

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the highest of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

For specified general occupancy developments

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

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

Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 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) \$200/mth.
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below) *Budget impact on number of families served.*

(2) Minimum Rent

a. What amount best reflects the PHA’s minimum rent? (select one)

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

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1364 units	280 units
Section 8 Vouchers	1243 vouchers	240 vouchers
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	345 units	69 units
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management:
 - Admissions and Continued Occupancy Policy
 - SHA Procurement Policy
 - SHA Personnel Policy
 - Maintenance Charge Schedule
 - Pest Control Policy
 - Pet Policy
 - SHA Policy for Quality Control of Tenant Files
 - SHA UIV Policy

- (2) Section 8 Management:
 - Section 8 Administrative Plan
 - SHA Policy for Quality Control of Tenant Files
 - SHA UIV Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

PHA Plan Table Library

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

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

FFY of Grant Approval: (2005)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$269,000.00
4	1410 Administration	\$144,256.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$273,730.00
8	1440 Site Acquisition	\$,68,769.00
9	1450 Site Improvement	\$120,000.00
10	1460 Dwelling Structures	\$789,504.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Non-dwelling Structures	
13	1475 Non-dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	\$15,000.00
18	1498 Mod Used for Development	
19	1501 Debt Service	\$443,135.00
20	Amount of Annual Grant (Sum of lines 2-19)	2,123,394.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

2005

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
H.A. – Wide Management Improvements	a) Staff Computer Training	1408	10,000
	b) Computer Software Upgrade	1408	25,000
	c) Administrative Staff Professional Development Training	1408	4,000
	d) Maintenance Staff Training	1408	4,000
	e) Resident Initiatives Program	1408	1,000
	f) Develop & Implement Training & Technical Assistance to Residents	1408	5,000
	g) Security/Safety Complex Team	1408	120,000
	h) Programs Dep't Proration of Salaries & Benefits	1408	100,000
	SUBTOTAL 1408		269,000
SHA Wide Admin.	a) Proration Staff Salaries	1410	107,120
	b)Fringe Benefits	1410	32,136
	c)Sundry	1410	5,000
	SUBTOTAL 1410		144,256

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

2005

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
H.A. Wide Fees & Costs	a) Architectural & Engineering b) 2 Clerks of the Works	1430	180,000
		1430	93,730
	SUBTOTAL 1430		273,730
SHA Wide	Acquire Properties SUBTOTAL 1440	1440	68,769 68,769
SHA Wide	Landscaping, Playgrounds, Utilities, Signage, Drainage, Erosion, Handrails, Additional Parking SUBTOTAL 1450	1450	120,000 120,000
SC3-8 Archibald Rutledge	Ground Floor Improvements & Fire Sprinkler Upgrades Building Wide SUBTOTAL 1460	1460	789,504 789,504
SC3-3 Woodworth Homes	Relocation	1495	\$15,000
SC3-3 Woodworth Homes	Debt Service SUBTOTAL 1501	1501	443,135 443,135

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule 2005**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide Management Improvements	8/18/07	8/18/09
HA-Wide Administration	8/18/07	8/18/09
HA-Wide Fees & Costs	8/18/07	8/18/09
HA-Wide Site Improvements	8/18/07	8/18/09
SC3-3 Woodworth Homes	8/18/07	8/18/09
SC3-8 Archibald Rutledge	8/18/07	8/18/09

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *SC003a01*

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

1. Development name: Tobias Booker Hartwell Campus of Learners
2. Development (project) number: SC16P003025
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

1. Development name: Phyllis Goins SC 3-5
2. Development (project) number: URD003I103
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

Collins Park – 50 rental units with 26 public housing units
Cedar Springs – 48 units with 19 public housing units
Page Apts. – 72 units with 29 public housing units

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

Woodworth Homes – 54 replacement public housing units – new construction with capital fund bond proceeds.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name: <i>Camp Croft Courts</i>	
1b. Development (project) number: <i>SC 3-6</i>	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u><i>03/10/2006</i></u>	
5. Number of units affected: <i>100</i>	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <i>6/2006</i>	
b. Projected end date of activity: <i>12/2006</i>	
Demolition/Disposition Activity Description	
1a. Development name: <i>Camp Croft</i>	
1b. Development (project) number: <i>SC 3-6</i>	
2. Activity type: Demolition <input checked="" type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u><i>06/15/2005</i></u>	
5. Number of units affected: <i>20</i>	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <i>6/2006</i>	
b. Projected end date of activity: <i>12/2006</i>	

Demolition/Disposition Activity Description	
1a. Development name: <i>Phyllis Goins</i>	
1b. Development (project) number: <i>SC 3-5</i>	
2. Activity type: Demolition <input checked="" type="checkbox"/>	Disposition <input type="checkbox"/>
3. Application status (select one)	
Approved <input checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <i>1/20/04</i>	
5. Number of units affected: <i>184</i>	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <i>7/15/05</i>	
b. Projected end date of activity: <i>12/31/05</i>	

Demolition/Disposition Activity Description	
1a. Development name: <i>Woodworth Homes</i>	
1b. Development (project) number: <i>SC 3-3</i>	
2. Activity type: Demolition <input checked="" type="checkbox"/>	Disposition <input type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input checked="" type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <i>2/3/2005</i>	
5. Number of units affected: <i>10 buildings – 20 units</i>	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <i>11/2004</i>	
b. Projected end date of activity: <i>12/2005</i>	

Demolition/Disposition Activity Description
--

1a. Development name: <i>Archibald Rutledge</i>
1b. Development (project) number: <i>SC 3-8</i>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <i>8/31/2006</i>
5. Number of units affected: 3 floors, 24 units
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>9/15/2006</i> b. Projected end date of activity: <i>Application approval date</i>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: <i>Scattered Sites</i>	
1b. Development (project) number: <i>SC 3-11</i>	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<i>(10/24/03)</i>
5. Number of units affected: <i>14</i>	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

1a. Development name: <i>Scattered Sites</i>	
1b. Development (project) number: <i>SC 3-23</i>	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<i>10/24/03</i>
5. Number of units affected: <i>18</i>	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:
Must attend and complete homeownership training classes.

12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 07/20/01

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
PH FSS	25	Criteria	Dev.site	PH
Section FSS	22	Criteria	Referral/PHA	Section
HOPE VI (1)	65	Criteria	Dev. Site/referral	PH
HOPE VI CSS (2)	130	Criteria	Dev. Site/referral	PH

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 06/08/05)
Public Housing	25	25
Section 8	22	22

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

Hub City Courts & Cammie Clagett

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

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

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

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

All

C. Coordination between PHA and the police

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

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

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

All

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

On file for review.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name) *SC003a05*
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
- a. Nomination of candidates for place on the ballot: (select all that apply)
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe): Nominations by Resident Advisory Board
- b. Eligible candidates: (select one)
 Any recipient of PHA assistance
 Any head of household receiving PHA assistance
 Any adult recipient of PHA assistance
 Any adult member of a resident or assisted family organization
 Other (list)
- c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

City of Spartanburg, SC

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

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

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

None

D. Other Information Required by HUD

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

Attachments

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

CFP Five-Year Plan (SC003a01)

CFP P & E Report for 2004 (SC003a02)

CFP P & E Reports for 2003 & 2002 (SC003a03)

Follow-up Plan to Resident Survey (SC003a4)

Resident Advisory Comments (SC003a05)

SHA Organizational Chart (SC003a06)

Capital Fund Borrowing Budget (SC003a07)

CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN

Part I Summary

PHA Name: The Housing Authority of the City of Spartanburg		Original 5 - Year Plan Revision No:				
Development Number / Name / HA-Wide	Year 1 2005	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 Year 5 FFY Grant: 2009 PHA FY: 2009	
HA Wide Mgt Improvements Ofc / Warehouse Expansion	Annual Statement	\$269,000.00	\$269,000.00	\$269,000.00	\$269,000.00	
HA Wide Site Acquisition			\$350,000			
HA Wide Playgrounds		\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	
HA Wide Life Safety		\$55,000.00				
HA Wide Site Work		20,000.00				
HA Wide Dumpster Areas			\$50,000.00			
HA Wide Roofs		35,000.00				
HA Wide Non-Dwelling Structures and Equipment				\$51,238.00		
HA Wide Admin.		\$10,000.00	\$10,000.00	\$25,000.00		
HA Wide Fee, Costs, & Relocation		\$198,695.00	\$198,695.00	\$198,695.00	\$198,695.00	
HA Wide Interior Paint		\$148,710.00	\$148,710.00	\$148,710.00	\$148,710.00	
HA Wide Increase ADA Units		\$128,322.00				
HA Wide Water & Sewer Lines					\$72,085.00	
HA Wide Demolition				\$65,000.00	\$68,769.00	
SC 3-2 Hub City			\$223,769.00	\$80,000.00	\$100,000.00	\$67,000.00
SC 3-3 Woodworth			\$30,000.00	\$15,000.00		
SC 3-6 Camp Croft				\$50,000.00		
SC 3-7 Cammie Clagett			\$66,000.00	\$243,769.00		
SC 3-8 Archibald			\$86,650.00	\$50,085.00	\$68,264.00	
SC 3-9 Northside & Village					\$163,000.00	
Central Ofc Exterior Upgrade			\$184,113			
SC3-3 Woodworth Debt Service			\$443,135.00	\$443,135.00	\$443,135.00	\$443,135.00
Ha Wide Parking Lots						\$50,000.00
SC 3-14 Gooch / Watson / Barksdale						\$432,000.00
SC 3-12 Prince Hall			\$185,000.00	\$145,000.00	\$241,352.00	\$100,000.00
Sc 3-16 Leland / Spruce				\$310,000.00	\$170,000.00	
SC 3-11,23,24 Scattered Sites					\$64,000.00	
SC3-25 Tobias			\$30,000.00		\$2,123,394.00	
TOTALS		\$2,123,394.00	\$2,123,394.00	\$2,123,394.00	\$2,123,394.00	
Replacement Housing Factor Funds						

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1 2005	Activities for Year: FF' FY Grant:2006 PH: HA FY: 2006			Activities for Year: FFY Gr Grant: 2007 PHA FY: 2007		
	Development Name / Number	Major Work Categories	Estimated Cost	Development Name / Number	Major Work Categories	Estimated Cost
	HA Wide Management Improvements:	Computer Training, Computer Software Programs, Police Team	\$269,000.00	HA Wide Management Improvements:	Computer Training, Compute Software Programs, Police Team	\$269,000.00
	HA Wide Playgrounds		\$55,000.00	HA Wide Site Acquisition		\$40,000.00
	Ha Wide Life Safety codes		\$20,000.00			
	HA Wide Site Acquisition		\$40,000.00	HA Wide Sitework	Sidewalks, Handrails, erosion, utilites	\$50,000.00
	HA Wide Dumpster Areas		\$35,000.00			
	HA Wide Non-Dwelling Structures and Equipment	HVAC	\$10,000.00	HA Wide Non-Dwelling Structures and Equipment	HVAC	\$10,000.00
	HA Wide Administration	Salaries	\$198,695.00	HA Wide Administration	Salaries	\$198,695.00
	HA Wide Fees, costs & Relo	Engineering	\$148,710.00	HA Wide Fees, Costs, & Relo	Engineering	\$148,710.00
	HA Wide	Interior Paint	\$128,322.00	Central Ofc / Wrhse Addition		\$350,000.00
	SC 3-12 Prince Hall	Floor Repair	\$185,000.00	SC 3-12 Prince Hall	Floor Repair	\$145,000.00
	SC 3-2 Hub City	Refloor + A/C	\$223,769.00	SC 3-2 Hub City &	Electrical Upgrade	\$50,000.00
				SC 3-25 Tobias Admin.Bldg.	Replace Ceilings As needed	\$30,000.00
	Central Ofc Ext Upgrade		184,113	SC 3-3 Woodworth Homes	Replace Ceilings As needed	\$15,000.00
	SC 3-3 Woodworth Homes	Admin.Bldg.Reno/Replace	\$30,000.00	SC 3-6 Camp Croft	Electrical Upgrade	\$50,000.00
				SC 3-7 Cammie Claggett	Roof Replacement	\$243,769.00
	SC 3-7 Cammie Clagett	Replace Mechanical Room	\$66,000.00	SC 3-2 Hub City	Replace ceilings as needed	\$30,000.00
		Doors		SC 3-8 Archibald Rutledge	Apt. Reconfiguration	\$50,085.00
	Sc 3-8 Archibald Rutledge	Apt. Reconfiguration	\$57,100.00			
		Trash Chute Repair	\$3,300.00			
		Replace garbage disposals	\$26,250.00			
	SC 3-3 Woodworth Homes	Debt Service	\$443,135.00	SC 3-3 Woodworth Homes &	Debt Service	\$443,135.00
	Total CFP Estimated Cost		\$2,123,394.00			\$2,123,394.00

Capital Fund Program Five Year Action Plan

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

Activities for Year: FF' FY Grant: 2008 PHA: FY2008			Activities for Year: FF FFY Grant: 2009 PHA FY: 2009		
Development Name / Number	Major Work Categories	Estimated Cost	Development Name / Number	Major Work Categories	Estimated Cost
HA Wide Management Improvements	Computer Training Programs, Police Team	\$269,000.00	HA Wide Management Improvements:	Computer Training Programs, Police Team	\$269,000.00
HA Wide Roofs		\$51,238.00	HA Wide Repave parking lots		\$50,000.00
HA Wide Non-Dwelling Structures and Equipment	Mechanical, Electrical Plumbing Structural	\$25,000.00	Ha Wide Site Acquisition		\$40,000.00
HA Wide Administration		\$198,695.00	HA Wide Administration		\$198,695.00
HA Wide Fees, Costs, & Relo.		\$148,710.00	HA Wide Fees, Costs & Relo.		\$148,710.00
HA Wide	Water & Sewer	\$65,000.00	HA Wide	Water & Sewer Lines	\$68,769.00
HA Site Acquisition		\$40,000.00	HA Wide Increase ADA Units		\$72,085.00
			Demolition		\$67,000.00
SC 3-2 Hub City Baths and Kitchens		\$100,000.00	SC 3-14	Kitchen Renovations	\$332,000
SC 3-5 Phyllis Goins			SC 3-14	Refloor	\$100,000.00
SC 3-8 Archibald Rutledge	Apt Reconfiguration	\$68,264.00	SC 3-16 Leland/ Spruce	Ceiling Repair & Apt.	\$70,000.00
SC 3-9 Village	Re-roof & Siding	110,000.00		Convert. To mgt.ofc.	
SC 3-9 Village	Refloor	\$53,000			
SC 3-16 Leland/Spruce	Kitchen Renovations	\$240,000		Floor Tile	\$100,000.00
SC 3-16 Leland/Spruce	Replace Flooring	\$70,000			
SC 3-12 Prince Hall Apts.	Bathroom Renovations	\$104,397.00	SC 3-12 Prince Hall Apts.	Flooring/Ductwork	\$100,000.00
	Mailbox Rain Shelter	\$3,186.00	SC 3-11 Scattered Sites	All	\$24,000.00
	Floor Repair	\$133,769.00			
			SC 3-23 Scatted Sites	All	\$20,000.00
			SC 3-24 Scatted Sites	All	\$20,000.00
SC 3-3 Woodworth Homes	Debt Service	\$443,135.00	SC 3-3 Woodworth Homes	Debt Service	\$443,135.00
Total CFP Estimated Cost		\$2,123,394.00			\$2,123,394.00

Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part I: Summary**

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

OMB Approval No. 2577-0157 (exp.3/31/2)

HA Name The Housing Authority of the City of Spartanburg	Comprehensive Grant Number SC16P003501-4	FFY of Grant Approval 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 3-31-05 <input type="checkbox"/> Final Performance and Evaluation Report		

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)				
3	1408 Management Improvements	\$269,000.00	\$269,000.00	\$220,000.00	
4	1410 Administration	\$140,200.00	\$140,200.00	\$135,200.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$203,000.00	\$203,000.00		
8	1440 Site Acquisition	\$50,000.00	\$50,000.00		
9	1450 Site Improvements	\$203,604.00	\$103,604.00		
10	1460 Dwelling Structures	\$830,000.00	\$823,678.00		
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	\$155,000.00	-0-		
13	1475 Nondwelling Equipment	\$15,000.00	\$17,008.00	\$17,008.00	\$17,008.00
14	1485 Demolition	\$183,821.00	-0-		
15	1490 Replacement Reserve				
16	1492 Moving to Work Development				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 19)				
20	1501 Debt Service	-0-	\$443,135.00		
21	Amount of Annual Grant (Sum of lines 2-19)	\$2,049,625.00	\$2,049,625.00	\$372,208.00	\$17,008.00
22	Amount of line 20 Related to LBP Activities				
23	Amount of line 20 Related to Section 504 Compliance				
24	Amount of line 20 Related to Security				
25	Amount of line 20 Related to Energy Conservation Measures				

Executive Director and Date	Signature of Public Housing Director & Date:
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

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Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
SHA Wide Mgt. Improvement	Staff Computer Training	1408		\$10,000.00	\$10,000.00			
	Computer Software Upgrade	1408		\$25,000.00	\$25,000.00			
	Admin. Staff Training	1408		\$4,000.00	\$4,000.00			
	Maint. Staff Training	1408		\$4,000.00	\$4,000.00			
	Resident Initiatives	1408		\$1,000.00	\$1,000.00			
	Resident Technical Training	1408		\$5,000.00	\$5,000.00			
	Security Safety Complex Team	1408		\$120,000.00	\$120,000.00	\$120,000.00		On Going
	Programs Dept. Proration of Salaries & Benefits	1408		\$100,000.00	\$100,000.00	\$100,000.00		On Going
	SUBTOTAL 1408			\$269,000.00	\$269,000.00	\$220,000.00		
SHA Wide Admin.	a) Proration Staff Salaries	1410		\$104,000.00	\$104,000.00	\$104,000.00		On Going
	b) Fringe Benefits	1410		\$31,200.00	\$31,200.00	\$31,200.00		On Going
	c) Sundry	1410		\$5,000.00	\$5,000.00			On Going
		SUBTOTAL 1410			\$140,200.00	\$140,200.00	\$135,200.00	

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Development Number / Name SHA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
SHA Wide Fees & Costs	a) Architectural Engineering b) Clerk of the Works	1430 1430		\$112,000.00 \$91,000.00	\$120,000.00 \$91,000.00			
	SUBTOTAL 1430			\$203,000.00	\$203,000.00			
SHA WIDE	Acquire Properties	1440		\$50,000.00	\$50,000.00			Plan Stage
	SUBTOTAL 1440			\$50,000.00	\$50,000.00			
SHA WIDE	Landscaping, Playgrounds, Utilities Signage, Drainage, Erosion, Hand-rails, Add'l parking	1450		\$203,000.00	\$103,604.00			Plan Stage
	SUBTOTAL 1450			\$203,604.00	\$103,604.00			
SC 3-12 Prince Hall	Floor repair	1460		\$120,000.00	\$315,000.00			Contract Option Pending
SC3-16 Leland & Spruce	Re-roof	1460		\$170,000.00	\$ -0-			
SC 3-9 Village	Re-roof	1460		\$170,000.00	\$110,000.00			
SC 3-2 Hub City	Renovate baths & kitchens	1460		\$370,000.00	\$398,678.00			Plan Stage
	SUBTOTAL			\$830,000.00	\$823,678.00			

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

**US Department of Housing
 and Urban Development**
 Office of Public and Indian Housing

2004

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Central office	Exterior Upgrades	1470		\$100,000.00	-0-			Plan Stage
3-8 Archibald Rutledge	Main Floor improvements	1470		\$50,000.00	-0-			Bid opening 6/7/05
SC 3-12 Prince Hall	Re-roof Admin. Bldg.	1470		\$5,000.00	-0-			Done via '01
	SUBTOTAL 1470			\$155,000.00	-0-	-0-	-0-	
Mod.Dept.	Mod. Dept. Vehicle	1475		\$15,000.00	\$17,008.00	\$17,008.00	\$17,008.00	Done
	SUBTOTAL 1475			\$15,000.00				
SC3-3 Woodworth	Demolition	1485		\$100,000.00	-0-			Moved to 5 yr. plan
SC 3-6 Camp Croft	Demolition	1485		\$83,821.00	-0-			Moved to 5 yr. plan
	SUBTOTAL 1485			\$183,821.00				
SC 3-3 Debt Service		1501		-0-	\$443,135.00	\$443,135.00		Contract Pending
	SUBTOTAL 1501			-0-	\$443,135.00			
	TOTAL GRANT			\$2,049,625.00				

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/ Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor

(CFP/CFPRHF)

2004

Part III: Implementation Schedule

PHA Name:
The Housing Authority of the city of
Spartanburg

Grant Type and Number SC16P003501-04
Capital Fund Program No:
Replacement Housing Factor No:

Development Number/Name HA-Wide Activities	All funds obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
H.A. Wide Management Improvements	9/30/2006			9/30/2007			
H.A. Wide Administration	9/30/2006			9/30/2007			
Fees & Costs	9/30/2006			9/30/2007			
Dwelling Equip.	9/30/2006			9/30/2007			
Non-Dwelling Structures	9/30/2006			9/30/2007			
Non-Dwelling Equipment	9/30/2006			9/30/2007			

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

PHA Name: The Housing Authority of the City of Spartanburg	Grant Type and Number Capital Fund Program Grant No: SC16P003502-03 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: 3-31-05 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	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 220,000.00	\$ 262,334.00	\$262,334.00	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$ 131,598.00	\$89,264.00	\$89,264.00	0
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)	\$ 351,598.00	\$ 351,598.00	\$351,598.00	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003502-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
SC 3-9 Northside	Re-Flooring	1460		\$ 220,000.00	0	0	0	Re-program
SC3-12 Prince Hall, 14,16,6,7,9	Water Heaters			0	\$262,334.00	\$262,334.00	0	Complete
	SUBTOTAL 1460			\$ 220,000.00	\$ 262,334.00	\$262,334.00	0	
SC 3-2 Hub City	Laundry Facility	1470		\$ 40,000.00	\$ 89,264.00	\$89,264.00		Nearly Done
SC 3-9 Northside	Laundry Facility	1470		\$ 51,598.00	0	0	0	Reservves paid; Nearly done
SC 3-14 Gooch	Laundry Facility	1470		\$ 40,000.00	0	0	0	Maint. Doing;Op. Budget
	SUBTOTAL 1470			\$ 131,598.00	\$ 89,264.00	\$89,264.00	0	

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

PHA Name: The Housing Authority of the City of Spartanburg	Grant Type and Number Capital Fund Program Grant No: SC16P003501-03 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: 3-31-05 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$ 269,000.00	\$269,000.00	\$ 269,000.00	\$269,000.00
4	1410 Administration	\$ 135,000.00	\$ 135,000.00	\$ 130,000.00	\$99,283.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 250,000.00	\$253,912.00	\$253,912.00	\$253,912.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 300,000.00	\$97,190.00	-0-	-0-
10	1460 Dwelling Structures	\$ 810,206.00	\$800,891.00	\$603,457.00	\$ 10,476.00
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0	\$208,213.00		
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 1,764,206.00	\$ 1,764,206.00	\$1,256,369.00	\$632,671.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
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	
H.A. Wide Management Improvements	a) Staff Computer Training	1408		\$10,000.00		0	0	
	b) Computer Upgrade	1408		\$ 25,000.00	\$18,203.00	\$18,203.00	\$18,203.00	
	c) Admin. Staff Professional Training	1408		\$ 4,000.00	\$ 4,000.00	0	0	
	d) Development Training – Maint.	1408		\$ 4,000.00	\$ 4,000.00	0	0	
	e) Resident Initiatives	1408		\$ 1,000.00	\$ 1,000.00	0	0	
	f) Develop & Implement Training & Tech. Assistant to Residents	1408		\$ 5,000.00	\$ 5,000.00	0	0	
	g) Drug Elimination Activities/Complex Team	1408		\$ 120,000.00	\$131,671.00	\$131,671.00	\$131,671.00	
	h) Programs Dep’t Prorated Salaries	1408		\$ 100,000.00	\$ 119,126.00	\$ 119,126.00	\$119,126.00	
	SUBTOTAL 1408			\$ 269,000.00	\$283,000.00	\$269,000.00	\$269,000.00	

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

PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
H.A. Wide Administration	a)) Proration Other Staff Salaries	1410		\$100,000.00	\$100,000.00	\$100,000.00	\$68,505.00	In Process
	b) Fringe Benefits	1410		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$30,778.00	
	c) Sundry	1410		\$ 5,000.00	\$ 5,000.00	0	0	
	SUBTOTAL 1410			\$ 135,000.00	\$ 135,000.00	\$ 130,000.00	\$99,283.00	
Fees & Costs	a) Architectural & Engineering	1430		\$ 180,000.00	\$179,085.00	\$179,085.00	\$179,085.00	In Process
	b) 2 Clerk of the Works	1430		\$ 70,000.00	\$ 74,827.00	\$74,827.00	\$74,827.00	In Process
		1430						
	SUBTOTAL 1430			\$ 250,000.00	\$253,912.00	\$253,912.00	\$253,912.00	
Site Improvements	Drainage, Erosion, Handrails, Playgrounds, Sidewalks, Lighting	1450		\$200,000.00	\$97,190.00	-0-	-0-	As of 3/31
	Water & Sewer line Replacement	1450		\$ 100,000.00		0	0	Plan Stage Playgrounds
	SUBTOTAL 1450			\$ 300,000.00	\$97,190.00	-0-	-0-	

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

PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
SC 3-9 Northside	Brick Veneer Repair	1460		\$ 74,516.00	0	0	\$ 10,476.00	Master Plan Funded – In Process
	Kitchen Renovation	1460		\$ 116,000.00	-0-	-0-	-0-	Master Plan Funded – In Process
SC 3-8 Archibald Rutledge	Paint	1460		\$ 15,000.00	-0-	-0-	-0-	Done by Maintenance
	Re-roof	1460		\$ 120,000.00	\$ 72,434.00	-0-	-0-	Plan Stage
	A/C Common Spaces	1460			\$75,275.00	\$75,275.00		Complete:Cont From '02
SC 3-7 Cammie Clagett	Install A/C	1460		\$ 220,000.00	\$528,182.00	\$528,182.00	-0-	Funded in '02 complete
	Re-roof	1460		-0-	\$125,000.00	-0-		
SC 3-16 Leland/Spruce	Install A/C	1460		\$ 90,000.00	-0-	0	0	Complete-Funded in '02
	Replace Doors	1460		\$ 25,000.00	-0-	0	0	Plan Stage
SC 3-11 Scattered Sites	Repairs for Homeownership Sales	1460		\$ 99,690.00	-0-	0	0	Moved to 5 yr.
Watson	Replace Exterior Doors	1460		\$ 50,000.00	-0-	0	0	Plan Stage
SC 3-12 14,16,6,7,9	Replaced water Heaters	1460			-0-	-0-		Move to '03 Part II
	SUBTOTAL 1460			\$ 810,206.00	\$800,891.00	\$603,457.00	\$10,476.00	
Central Office	Exterior Upgrade	1470		-0-	\$208,213.00	-0-	-0-	Funded here and '06

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: The Housing Authority of the City of Spartanburg	Grant Type and Number Capital Fund Program Grant No: SC16P003502 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: 3-31-05
 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	\$ 77,630.00	\$ 77,630.00	\$ 77,630.00	\$ 77,630.00
4	1410 Administration	\$ 125,690.00	\$ 130,690.00	\$ 130,690.00	\$ 130,690.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 230,980.00	\$230,980.00	\$ 230,980.00	\$ 164,698.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 204.00	\$160,000.00	\$ 160,000.00	\$ 44,926.00
10	1460 Dwelling Structures	\$ 1,774,012.00	\$ 1,609,216.00	\$ 1,609,216.00	\$918,485.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	-0-	-0-	-0-	
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	-0-	-0-	-0-	
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 2,208,516.00	\$ 2,208,516.00	\$ 2,208,516.00	\$ 1,336,429.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003502 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	
Management Improvements	a) Staff Computer Training	1408		\$ 10,000.00	\$ 10,000.00	0	0	Funded Elsewhere
	b) Computer Software Upgrade	1408		\$ 25,000.00	\$ 25,000.00	0	0	“
	c) Admin. Staff Professional Training	1408		\$ 2,000.00	\$ 2,000.00	0	0	“
	d) Development Training – Maint.	1408		\$ 2,000.00	\$ 2,000.00	0	0	“
	e) Resident Initiatives	1408		\$ 1,000.00	\$ 1,000.00	0	0	“
	f) Develop & Implement Training & Tech. Assistant to Residents	1408		\$ 5,000.00	0	0	0	“
	g) Drug Elimination Activities/Police Dept.	1408		\$2,000.00	\$ 39,725.00	\$ 39,725.00	\$ 39,725.00	On-going
	h) Programs Dep’t Prorated Salaries	1408		\$ 30,630.00	\$ 37,905.00	\$ 37,905.00	\$ 37,905.00	“
	SUBTOTAL 1408			\$ 77,630.00	\$ 77,630.00	\$ 77,630.00	\$ 77,630.00	

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003502 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	
Administration	a) CFP Coordinator	1410		\$ 65,330.00	\$ 65,330.00	\$ 65,330.00	\$ 67,078.00	On-Going
	b) Proration Other Staff Salaries	1410		\$ 31,740.00	\$ 31,740.00	\$ 31,740.00	\$ 31,740.00	“
	c) Fringe Benefits	1410		\$ 28,620.00	\$ 28,620.00	\$ 28,620.00	\$ 28,478.00	“
	d) Sundry	1410		0	\$ 5,000.00	0	\$ 3,124.00	“
	SUBTOTAL 1410			\$ 125,690.00	\$ 130,690.00	\$ 130,690.00	\$130,690.00	
Fees & Costs	a) Architectural & Engineering	1430		\$153,170.00	\$ 153,170.00	\$ 153,170.00	\$153,170.00	On-Going
	b) 2 Clerk of the Works	1430		\$ 59,850.00	\$ 59,850.00	\$ 59,850.00	\$ 11,228.00	“
	c) 2 Clerk of the Works' Fringe Benefits	1430		\$ 17,960.00	\$ 17,960.00	\$ 17,960.00	0	“
	SUBTOTAL 1430			\$ 230,980.00	\$ 230,980.00	\$ 230,980.00	164,698.00	“
Site Improvements	Drainage, Erosion, Handrails, Playgrounds, Sidewalks, Lighting	1450		\$204.00	\$160,000.00	\$160,000.00	\$44,926.00	Walks Complete-Playground going @ 3-2,7,12
	Water & Sewer Line Replacement	1450		\$204.00	\$0	0	0	Deferred
	SUBTOTAL 1450			\$204.00	\$160,000.00	\$160,000.00	\$44,926.00	

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

PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003502 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	
SC 3-2 Hub City	Porches/Columns Upgrades	1460			\$31,295.00	\$31,295.00	\$31,295.00	Done in '01
	Repair/Replaced Gable Vents	1460	84	-0-	-0-	-0-	-0-	
	Renovate Bathrooms	1460		-0-	-0-	-0-	-0-	Planning Stage
	Convert Admin. To Laundry Space				\$84,662.00	\$84,662.00	-0-	
SC 3-6 Camp Croft	HVAC	1460	3098	\$240,000.00	\$240,000.00	\$240,000.00	\$240,000.00	Complete
SC3-7 Cammie Clagett	HVAC	1460	150	\$664,333.00	\$142,118.00	\$142,118.00	-0-	In Process-further funded/03
SC 3-9 Northside	HVAC	1460	100	\$327,712.00	\$327,712.00	\$327,712.00	\$282,478.00	Complete
Howard St. Site	Kitchen Renovation	1460	150	-0-	-0-	-0-	-0-	Funded via oper. Budget-70% complete
SC 3-12 Prince Hall	Floor Repairs Phase I	1460	12	\$158,123.00	\$121,966.00	\$121,966.00	\$121,966.00	Phase 1 Complete
	Floor Repairs Phase II	1460			\$186,840.00	\$186,840.00	-0-	
	HVAC	1460		\$148,716.00	\$148,716.00	\$148,716.00	\$148,716.00	Complete
SC 3-14 Barksdale, Gooch, & Watson	Kitchen Renovations	1460		-0-	-0-	-0-	-0-	Moved to 2003
	Replace Exterior Doors	1460		0	-0-	-0-	-0-	"
	HVAC	1460		-0-	-0-	-0-	-0-	Done in '01
SC 3-16	Reroof	1460	58	-0-	-0-	-0-	-0-	In Bid Process
Leland/Spruce	HVAC	1460	58	\$235,128.00	\$235,128.00	\$235,128.00	\$3,251.00	Complete
	Kitchen Renovations	1460	58	-0-	-0-	-0-	-0-	Moved to '03
	Replace Exterior Doors	1460	58	-0-	-0-	-0-	-0-	Moved to '03
SC3-8 Arch. Rut.	Install A/C in Hallways	1460	150	-0-	\$90,779.00	\$90,779.00	\$90,779.00	Complete
	SUBTOTAL 1460				\$ 1,774,012.00	\$1,609,216.00	\$1,609,216.00	\$918,485.00

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

PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003502 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	
SC 3-12 Prince Hall	Reroof Admin. Bldg. (flat portion)	1470		-0-	-0-	-0-	-0-	Done '01
Central Office	Waterproof	1470		-0-	-0-	-0-	-0-	Moved to '03
	SUBTOTAL 1470			-0-	-0-	-0-	-0-	
SC 3-12 Prince Hall	Relocation as needed	1495	12	-0-	-0-	-0-	-0-	
	SUBTOTAL 1495			-0-	-0-	-0-	-0-	

ANNUAL PLAN- ATTACHMENT SC003a04

Follow Up Plan for FY-2005 HUD Resident Service and Satisfaction Survey

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

The three areas are:

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

GENERAL

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

The SHA has demolished several buildings at two public housing communities. This reduction in density along with the exterior grounds and building improvements will no doubt impact all three of the areas listed below. This construction will include an on site laundry facility. Construction will be complete in calendar year 2005.

The SHA was awarded a HOPE VI grant at Phyllis Goins. This grant will impact the three deficient areas in a dramatic way.

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

COMMUNICATION

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

The SHA proposes to improve the external communication process by:

- Cultivate and support existing resident organizations.
- Establish or reactivate resident organizations where appropriate.
- Continue to publish resident newsletter.

- Utilize the phone tree to publicize community based events.
- Conduct additional community based events.
- Disseminate information in the monthly rent statement mailings.

The SHA has increased the frequency of resident meetings. The HOPE VI grant at the Phyllis Goins community requires many meetings with residents. The ongoing modernization work at Northside, Woodworth Homes and Camp Croft Courts also requires resident meetings. The elderly and disabled population will notice an increased focus on their special needs that should increase both the volume and quality of communications. The new community wide elderly services program includes capital improvements and greatly increased services.

The SHA proposes to improve the internal communication process by:

- Conduct senior staff meetings at least monthly.
- Distribute resident newsletter to all SHA staff.
- Provide customer service training to staff.
- Post calendar of events on employee bulletin boards.

SAFETY

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

- Review and revise as necessary the contract for above baseline services with Spartanburg Public Safety.
- The SHA is evaluating common spaces such as playgrounds, parking lots and community buildings for lighting and security. Construction on recommended improvements will begin, as funding is available.
- Initiate home safety training classes for interested residents.
- The “Hot Line” for residents to report individuals and incidents of concern is operational and providing useful input.
- Establish Neighborhood Watch groups where none exist and strengthen existing groups.
- Conduct an SHA wide exterior lighting survey to determine if additional lighting is required.
- Survey all communities to determine if tree trimming can improve the effectiveness of existing lighting.

NEIGHBORHOOD APPEARANCE

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

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

RESIDENT ADVISORY BOARD MEETING

June 27, 2005

AGENDA

I. Call to Order

Chair JoAnn Rice called the meeting to order.

II. Minutes of January 18, 2005

Robert Hughes made a motion to approve the minutes as presented. Norma Pitt seconded the motion and it was unanimously approved.

III. Annual Plan

Addition of units for demolition Woodworth Homes Roy Johnson highlighted the Annual Plan and pointed out significant inclusions. The public hearing for the Annual Plan will be on July 8, 2005. The comments of the Resident Advisory Board would be included in the meeting. The Phyllis Goins project will start being demolished in the next six weeks or so. Johnson updated on the Woodworth Homes project and stated that the application for demolition of the 20 additional units has been submitted to HUD for approval. New units will be built to the north of the existing property. Phase II will involve moving the residents into the new units and demolition will start on the remaining units. Phase I involves construction of 54 units that we are hopeful will begin this year. Approximately \$420,000.00 annually will be used from the capitol fund to repay the loan used to improve Woodworth Homes. One item not included in the initial plan narrative is the proposed conversion of some of the units at Archibald Rutledge to reduce the count of efficiencies and increase 1-bedrooms in attempt to increase occupancy. Improvements for Camp Croft are still being assessed for financing options. The next year SHA will be submitting a Tax-Credit project in Collins Park for 50 units to replace units being demolished for Phyllis Goins. Spartanburg Leased Housing submitted an application for 44 units of senior housing near the Phyllis Goins site across from the C. C. Woodson center. There are plans for improvements of Hub City and Prince Hall.

Tamara Scheal of Prince Hall brought of the need for more lighting, both free-standing and on the buildings.

Norma Pitts made a motion to endorse the Annual Plan, seconded by Josephine Ryan and unanimously approved.

RAB Minutes June 27, 2005

IV. Resident Service Updates

a. Resident Services

Irene Sims of Victoria Gardens brought up concerns of the screen doors being removed. Many of the residents had made comments that they would like screen doors, and the other doors were not very safe. Mr. Johnson said that steel doors would replace the doors that were on the units now, so safety would not be an issue. The new doors would have to be checked to see if storm doors could be added. The community watch was still working on getting a curfew for the children in the complex, but they had not heard about that as of yet. Ms. Sims also mentioned concerns of fighting caused by Oak View teenagers coming across the street and fighting with the residents of Victoria Gardens.

Tamara Scheal of Prince Halls stated that the computer lab was open. She stated that the lighting at Prince Hall is not very good and may have contributed to several shooting incidents that have recently occurred.

Cyndi Earley of Leland Apartments stated that they are working on getting speed bumps in the parking lots.

Walter Lee, Jr. of J. C. Bull Apartments stated that their complex needed more control of visitors after hours. There has been a lot of vandalism in recent days. Most of the damage is being done in the very early morning hours.

Tammy Murray of Camp Croft says that the residents have noticed the increased patrols.

Robert Hughes of Archibald Rutledge stated that the residents were most concerned with security. Also, there needs to be more lighting on Centennial Street. Also, the residents would like several larger washers placed in the laundry rooms in order to be able to wash bedclothes.

Dorothy Mallory had no comments from Woodworth Homes.

Shaquanna Peak of Tobias Campus of Learners stated that they were working on making sure that everyone has a plan for evacuation in case of a fire.

b. Laundry Rooms

Roy Johnson stated that the laundry rooms in Victoria Gardens should be finished by the middle of July.

RAB Minutes June 27, 2005

V. Other

Roy Johnson talked about the upcoming resident survey and stressed the importance that everyone participates if contacted.

VI. Adjourn

Meeting was adjourned by Chair Rice.

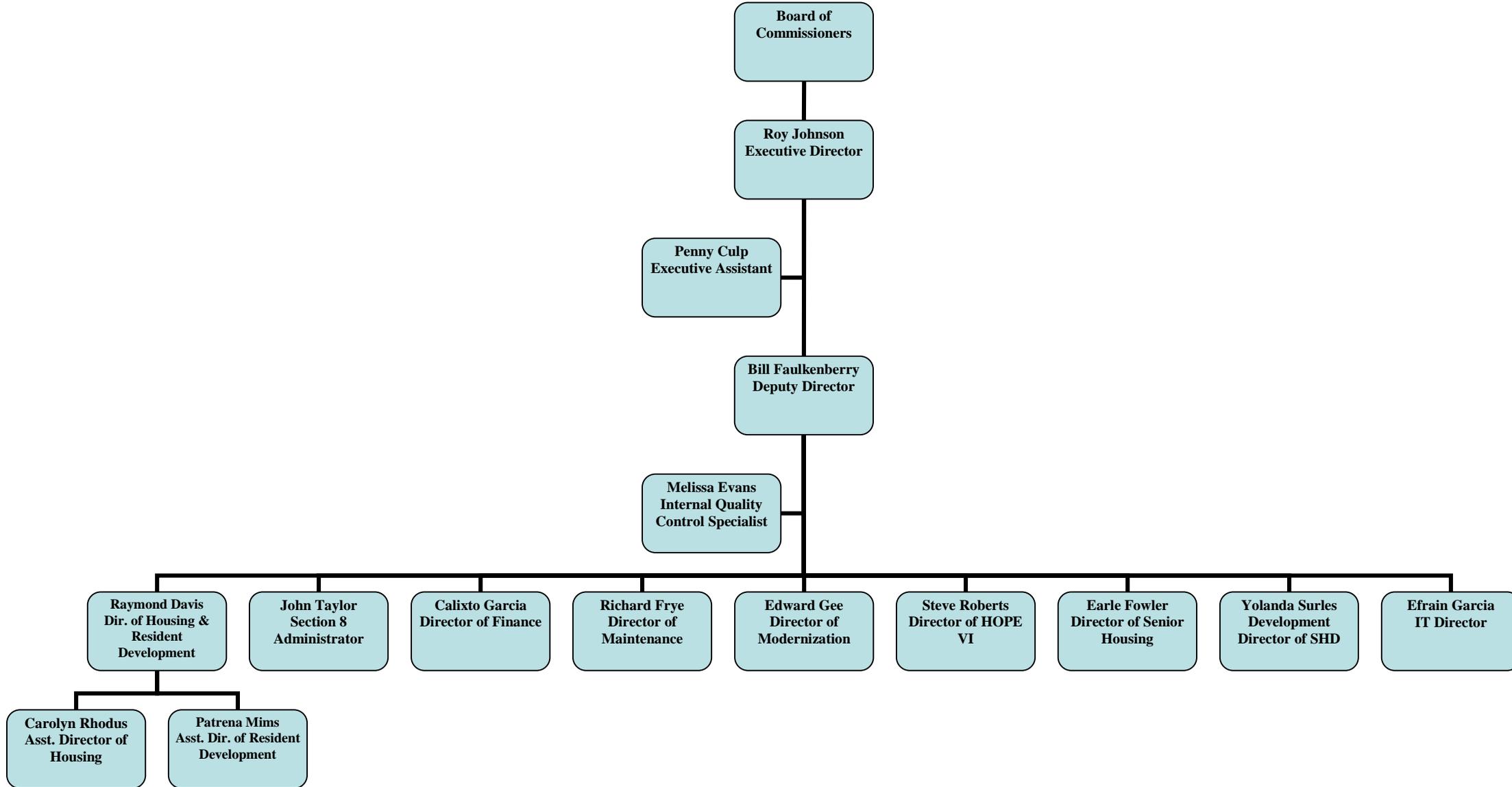
Spartanburg Housing Authority
 Resident Advisory Board Meeting
 Monday, June 27, 2005 at 1130 a.m.

NAME/SIGNATURE	ADDRESS / APT #	PHONE #
Tammy Murray	111 Hammer Place Apt 11	583-8091
Sharon Lee	124 Jones St. Young	572-2166
Jacqueline Brown	140 W. Coatsworth 412	573-8790
Rosemary Blocker	198 Howard St. A.C.	585-4009
Edna Jackson	20-D Northline Apt.	572-7802
Norma E. Pitt	101 Marino Ave. apt 6	582-0955
Joann Rice	763 N. Church St. 465	585-6126
Jane Sims	12 Northside apt	585-2752
Beverly Coaker	300-6 Leland	573-5792
Cynde Karley	17 Leland	542-2719
Dessie Cougas	77- Bell	582-1337

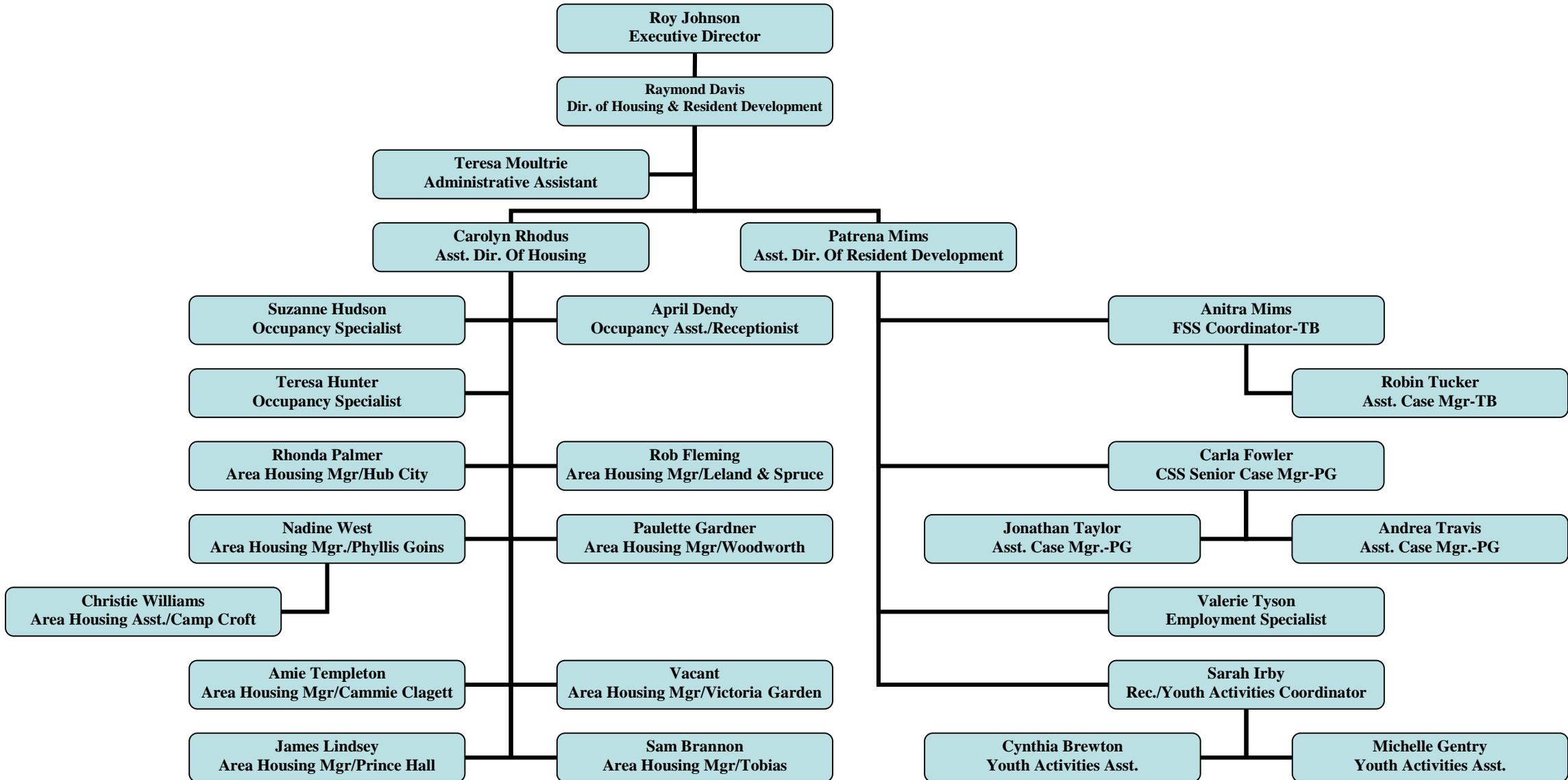
Spartanburg Housing Authority
 Resident Advisory Board Meeting
 Monday, June 27, 2005 at 11:30 a.m.

NAME/SIGNATURE	ADDRESS/CITY	PHONE #
Mr. Robert Hughes	101 Marion Ave. Apt 81	542-1858
Walker Lee Jr.	764 N Church St #811	585-3950
Vivian Limes	764 N Church St Apt 1009	597-1985
Dorothy Mallory	79 W. Broadworth Ave	591-1924
Shane L. Kester	15A N. Church St	415-0141

SHA DIRECTORS



Housing & Resident Development Department



Section 8 Department

Roy Johnson
Executive Director

John Taylor
Section 8 Administrator

Sandi Turocy
Section 8 Administrative Services Assistant

Section 8 Case Managers
Alice McClain/Cynthia Montgomery
John Kirkpatrick/Vacant
Diana Jones/Jean Chappell

Inspectors
Al Herbert/Barney Rhinehart
Randy Smith/Everett Edwards

Senior Housing
J.C. Bull Apts. Gooch Apts. & Archibald Rutledge Hi-Rise & Village

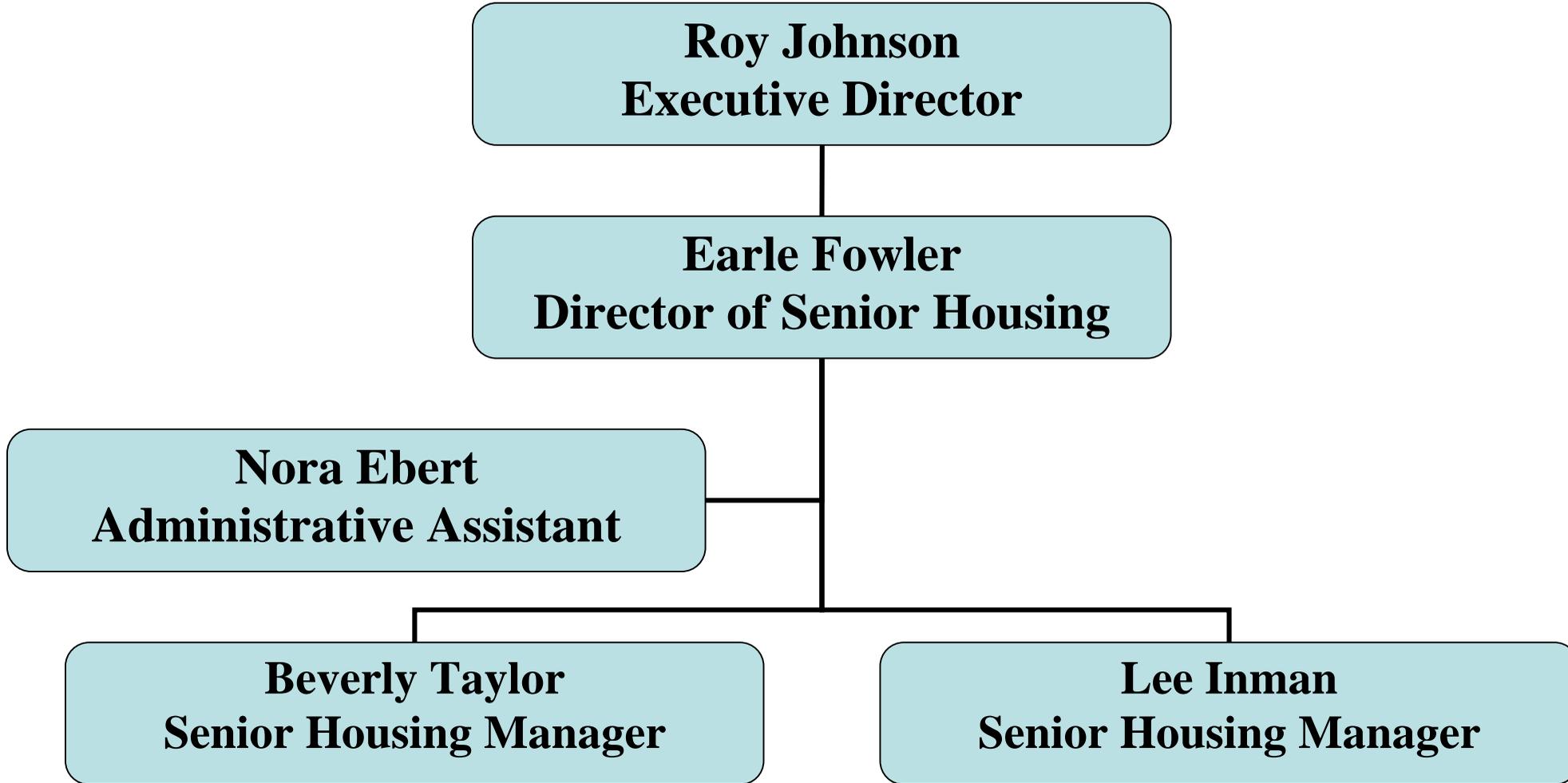
Roy Johnson
Executive Director

Earle Fowler
Director of Senior Housing

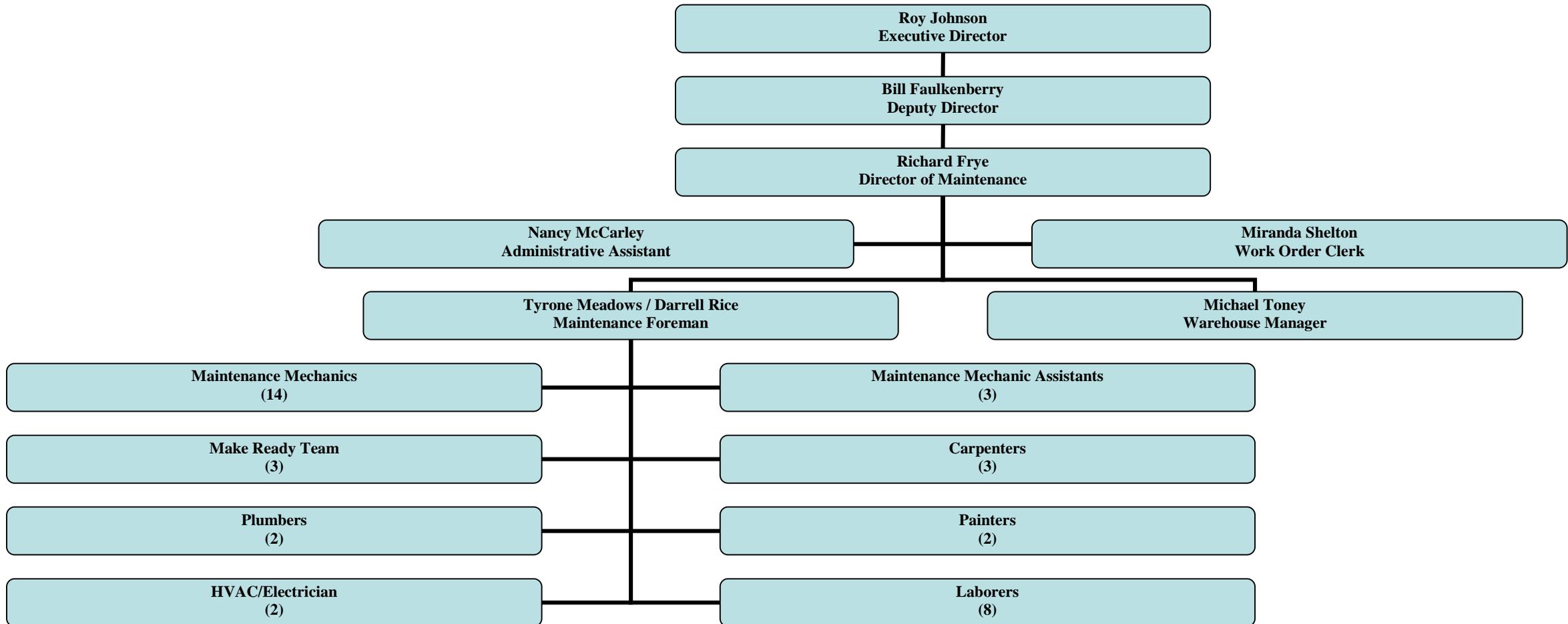
Nora Ebert
Administrative Assistant

Beverly Taylor
Senior Housing Manager

Lee Inman
Senior Housing Manager



Maintenance Department



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

PHA Name: SC003 Spartanburg Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant	Federal FY of Grant: Cap Fund Borrowing
---	--	--

- Original Annual Statement
 Reserve for Disasters / Emergencies
 Revised Annual Statement
 Performance and Evaluation Report for Period Ending
 Final Performance and Evaluation Report
 Revision Number

Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	141,530			
8	1440 Site Acquisition				
9	1450 Site Improvement	364,560			
10	1460 Dwelling Structures	4,251,800			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	342,948			
13	1475 Nondwelling Equipment				
14	1485 Demolition	156,400			
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	505,771			
20	1502 Contingency				
21	Amount of Proposed Project: (sum of lines 2 – 20)	5,763,009			
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				

This funding is approved subject to the approval of the loan financing.

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: SC003 Spartanburg Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: Capital Fund Borrowing		
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	
PHA Wide	CFFP Fees	1430		91,530				
WOODWORTH HOMES	Engineering & Survey	1430		50,000				
SC 003-003	Subtotal			141,530				
WOODWORTH HOMES	Demolition							
SC 003-003	Concrete Walk Demolition	1485		2,400				
	Site Utilities Demolition	1485		10,000				
	Existing buildings along Baltimore	1485		36,000				
	16 Existing Units	1485		108,000				
	Subtotal			156,400				
WOODWORTH HOMES	Development Activities							
SC 003-003	Replacement Units	1460						
	One Bedroom		18	1,039,177				
	Two Bedeoom		20	1,521,800				
	Three Bedroom		16	1,478,823				
	Contingency (5%)			212,000				
	Subtotal			4,251,800				
WOODWORTH HOMES	Site Improvements							
SC003-003	Heavy Duty Asphalt Roadway	1450		37,800				
	Light Duty Asphalt Roadway	1450		22,800				
	Asphalt Driveway	1450		37,400				
	Concrete Curb	1450		24,000				
	4' Wide Concrete Walk	1450		25,200				

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

Part II: Supporting Pages

PHA Name: SC003 Spartanburg Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: Capital Fund Borrowing			
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	
	Earthwork		1450		75,000				
	New Site Utilities		1450		70,000				
	Landscaping		1450		55,000				
	Contingency (5%)		1450		17,360				
	Subtotal				364,560				
WOODWORTH HOMES	<u>Nondwelling Structures</u>								
SC003-003	Modernize Community Building		1470		342,948				
PHA Wide	<u>Collateralization or Debt Service</u>								
	Debt Service Reserve		1501		440,937				
	Capitalized Interest		1501		64,834				
	Subtotal				505,771				
	GRAND TOTAL				5,763,009				

ATTACHMENT SC003a08

DECONCENTRATION OF POVERTY AND INCOME-MIXING

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

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

De-concentration and Income-Mixing Goals

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

Deconcentration applies to transfer families as well as applicant families.

De-concentration Applicability

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

Project Designation Methodology

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

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

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

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

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

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

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

De-concentration Policy

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

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

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

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

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

De-concentration Compliance

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

Attachment SC003a09

COMMUNITY SERVICE

[24 CFR Part 960 Subpart F and 24 CFR 903.7(1)]

INTRODUCTION

A. REQUIREMENT

Each adult resident of SHA shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

B. EXEMPTIONS

The SHA shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act,

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

The SHA will re-verify permanently disabled exemption status annually except in the case of an individual who is 62 years of age or older.

The SHA will permit residents to change exemption status during the year if status changes.

C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In addition to the HUD definition above, the SHA definition includes any of the following:

Participating in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan.

Other activities as approved by the SHA on a case-by-case basis.

The SHA will give residents the greatest choice possible in identifying community service opportunities.

The SHA will consider a broad range of self-sufficiency opportunities.

D. ANNUAL DETERMINATIONS

For each public housing resident subject to the requirement of community service, the SHA shall, at least 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

Family members subject to the requirements of community service will report verified hours to the designated SHA staff on a monthly basis, in order to alert families in advance of potential non-compliance.

Family members are required to report to the Property Manger, any change in their status that would cause their requirement or exemption status to change within 5 working days of the change.

The SHA will verify compliance annually. If qualifying activities are administered by an organization other than the SHA, the SHA will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If the SHA determines that a resident subject to the community service requirement has not complied with the requirement, the SHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the SHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The SHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the SHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

The head of household and the noncompliant adult must sign the agreement to cure.

Ineligibility for Occupancy for Noncompliance

The SHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. SHA RESPONSIBILITY

The SHA will ensure that all community service programs are accessible for persons with disabilities.

The SHA will ensure that:

The conditions under which the work is to be performed are not hazardous,

The work is not labor that would be performed by the SHA's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

G. SHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

The SHA may administer its own community service program, with cooperative relationships with other entities.

OR

The SHA may administer the community service program through contracts and collaborative agreements with volunteer and community agencies.

Attachment SC003a10

PET POLICY – GENERAL OCCUPANCY (FAMILY) PROJECTS

[24 CFR Part 960, Subpart G]

INTRODUCTION

This Chapter explains the SHA's policies on the keeping of pets in general occupancy projects and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this SHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the SHA.

The purpose of this policy is to establish the SHA's policy and procedures for ownership of pets in general occupancy (family) projects and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities, or to service animals that visit public housing developments.

A. ANIMALS THAT ASSIST, SUPPORT OR PROVIDE SERVICE TO PERSONS WITH DISABILITIES

The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) that assist, support or provide service to persons with disabilities.

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to both service animals and companion animals as reasonable accommodation for persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments.

B. STANDARDS FOR PETS

Types of Pets Allowed

A resident may keep no types of pets other than the following. The following types and qualifications are consistent with applicable State and local law.

1. Birds **Maximum number 1.**
Must be enclosed in a cage at all times.
2. Fish **Maximum aquarium size 20 gallons.**
Must be maintained on an approved stand
3. Rodents (Rabbit, guinea pig, hamster, or gerbil ONLY) **Maximum number 1**
Must be enclosed in an acceptable cage at all times
Must have any or all inoculations as specified now or in the future
by State law or local ordinance

The following are NOT allowable:

Wild, feral, or any other animals that are not amenable to routine human handling.

Any poisonous animals of any kind.

Fish in aquariums exceeding 20 gallons in capacity.

Pigeons, doves, mynahs, psittacines, and birds of other species that are hosts to the organisms that cause psittacosis in humans.

C. REGISTRATION OF PETS

Pets must be registered with the SHA before they are brought onto the premises.

Registration must be renewed and will be coordinated with the annual reexamination date.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

Refusal to Register Pets

If the SHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial. The notification will be served in accordance with HUD notice requirements.

The SHA will refuse to register a pet if:

The pet is not a “common household pet” as listed as allowable pet in this policy,

Keeping the pet would violate any House Rules,

The pet owner fails to provide complete pet registration information,

The pet owner fails to update the registration annually,

The SHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with the provisions of the lease.

The notice of refusal may be combined with a notice of pet violation.

D. PET AGREEMENT

Residents who have been approved to have a pet must enter into a Pet Agreement with the SHA.

The Resident will certify, by signing the Pet Agreement, which the Resident will adhere to the following rules:

Agree that the resident is responsible and liable for all damages caused by their pet(s).

The Resident shall be responsible for the removal of waste from any animal or pet exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin/ other container provided by the SHA immediately.

The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Mandatory implementation of effective flea control by measures that produce no toxic hazard to children who may come into contact with treated animals.

The right of management to enter dwelling unit when there is evidence that an animal left alone is in danger or distress, or is creating a nuisance.

The right of management to seek impoundment and sheltering of any animal found to be maintained in violation of housing rules, pending resolution of any dispute regarding such violation, at owner's expense. The resident shall be responsible for any impoundment fees, and the SHA accepts no responsibility for pets so removed.

That failure to abide by any animal-related requirement or restriction constitutes a violation of the “Resident Obligations” in the resident’s Lease Agreement.

Residents will prevent disturbances by their pets that interfere with the quiet enjoyment of the premises of other residents in their units or in common areas. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

E. PETS TEMPORARILY ON THE PREMISES

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

Residents are prohibited from feeding or harboring stray animals.

State or local laws governing pets temporarily in dwelling accommodations shall prevail.

F. DEPOSITS FOR PETS

The SHA does not require a pet deposit for pets listed as acceptable pets for family projects in this policy.

G. PET CARE

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 12 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

H. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

I. INSPECTIONS

The SHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

J. PET RULE VIOLATION NOTICE

The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.

Lease termination proceedings.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has 5 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

K. NOTICE FOR PET REMOVAL

If the resident/pet owner and the SHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the SHA, the SHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the SHA's determination of the Pet Rule that has been violated;

The requirement that the resident/ pet owner must remove the pet within 12 days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

L. TERMINATION OF TENANCY

The SHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

M. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets that are poorly cared for or have been left unattended for over **24 hours**.

If the responsible party is unwilling or unable to care for the pet, or if the SHA after reasonable efforts cannot contact the responsible party, the SHA may contact the appropriate State or local agency and request the removal of the pet, or the SHA may place the pet in a proper facility for up to 30 days. If there is no other solution at the end of 30 days, the SHA may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

N. EMERGENCIES

The SHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the SHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

Attachment SC003a11

PET POLICY – ELDERLY/DISABLED PROJECTS

[24 CFR Part 5, Subpart C]

INTRODUCTION

PHA's have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the SHA's policies on the keeping of pets and any criteria or standards pertaining to the policy for elderly/disabled projects. The rules adopted are reasonably related to the legitimate interest of this SHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the SHA.

The purpose of this policy is to establish the SHA's policy and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

Pet rules will not be applied to animals that assist persons with disabilities. To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability.

A. MANAGEMENT APPROVAL OF PETS

The SHA management must approve all pets in advance.

The pet owner must submit and enter into a Pet Agreement with the SHA.

Registration of Pets

Pets must be registered with the SHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

Dogs and cats must be spayed or neutered.

Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

Refusal to Register Pets

The SHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The SHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy,

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The SHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations.

The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the SHA and agree to abide by all of the pet rules in writing.

B. STANDARDS FOR PETS

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

Pet rules will not be applied to animals that assist persons with disabilities.

Persons with Disabilities

To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability; and
- That the animal actually assists the person with the disability.

Types of Pets Allowed

No types of pets other than the following may be kept by a resident.

Tenants are not permitted to have more than one *type* of pet.

1. Dogs: **Maximum number: 1**

Maximum adult weight: 15 pounds and no more than 15 inches in height

Must be house broken

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance

2. Cats **Maximum number: 1**

Must be declawed

Must be spayed or neutered

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle

Must be licensed as specified now or in the future by State law or local ordinance

3. Birds **Maximum number: 1**

Must be enclosed in a cage at all times

4. Fish **Maximum aquarium size: 20 gallons**

Must be maintained on an approved stand

5. Rodents (Rabbit, guinea pig, hamster, or gerbil ONLY)

Maximum number: 1

Must be enclosed in an acceptable cage at all times

Must have any or all inoculations as specified now or in the future by State law or local ordinance

6. Turtles Maximum number: 1

Must be enclosed in an acceptable cage or container at all times

C. PETS TEMPORARILY ON THE PREMISES

Pets that are not owned by a tenant will not be allowed.

Residents are prohibited from feeding or harboring stray animals.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the SHA.

State or local laws governing pets temporarily in dwelling accommodations shall prevail.

D. DESIGNATION OF PET/NO-PET AREAS

Pets are to be kept within the owner's apartment and cannot be tied outside. Pet housing and fencing on the exterior of the apartment are prohibited.

Pets shall not be permitted in the management office areas, hallways, lounges, laundry areas, lobbies, common community buildings or grounds, or other areas restricted by the Authority and listed on the bulletin boards in management offices. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas with the exception of common areas that are entrances to and exits from the building.

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

The resident shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

An initial payment of \$150 (for dog or cat) on or prior to the date the pet is properly registered and brought into the apartment, and;

The SHA reserves the right to change or increase the required deposit by amendment to these rules.

The SHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.

The SHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

The SHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the SHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by the SHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit;
- Fumigation of the dwelling unit;
- Common areas of the project.

Pet Deposits are not a part of rent payable by the resident.

F. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

A separate pet waste removal charge of \$25.00 (in addition to repair/disposal costs) per occurrence will be assessed against the resident for violations of the pet policy.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

All reasonable expenses incurred by the SHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

- The cost of repairs and replacements to the dwelling unit;
- Fumigation of the dwelling unit.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount that exceeds the pet deposit.

The pet deposit will be refunded when the resident moves out or no longer have a pet on the premises, whichever occurs first.

The expense of flea disinfestations shall be the responsibility of the resident.

H. NOISE

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

I. CLEANLINESS REQUIREMENTS

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

Removal of Waste from Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin/ other container provided by the SHA.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated and costs will be deducted from pet deposit.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

J. PET CARE

No dog shall be left unattended in any apartment for a period in excess of 12 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

K. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

L. INSPECTIONS

The SHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

M. PET RULE VIOLATION NOTICE

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has **2 days** from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

N. NOTICE FOR PET REMOVAL

If the resident/pet owner and the SHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the SHA, the SHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the SHA's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within **10 days** of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

O. TERMINATION OF TENANCY

The SHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

P. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets that are poorly cared for or have been left unattended for over **12 hours**.

If the responsible party is unwilling or unable to care for the pet, or if the SHA after reasonable efforts cannot contact the responsible party, the SHA may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

Q. EMERGENCIES

The SHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the SHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.