OMB Approval No: 2577-0226
(exp. 02/28/2006)

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

PHA Plans

5 Year Plan for Fiscal Years 2006 – 2010
Annual Plan for Fiscal Year 2006

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

PHA Plan
Agency Identification

PHA Name: Princeville Housing Authority

PHA Number: NC169

PHA Fiscal Year Beginning: (mm/yyyy) January 2006

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 2006 - 2010
[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 mission of Princeville Housing Authority is to give the residents an environment which is peaceful, safe and free of racism or discrimination. We strive to educate the residents in hope that they will gain knowledge and understanding to become self-sufficient. We can achieve this mission by providing educational programs as well as economic programs. We will partner with other agencies or community organizations so that the residents social issues may also be addressed.**

B. Goals

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

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

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)

- ☒ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☐ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

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

☒ PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

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

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

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

Other PHA Goals and Objectives: (list below)

Princeville Housing Authority is striving to maintain above average performance standards with U.S. Department of HUD. Future goals are to:

1. **Establish a partnership with the town of Princeville to create both single and multi-family housing.**
2. **Establish a partnership with United States Department of Agriculture USDA) to create more affordable housing.**
3. **Establish a partnership with Community Development Corporation (CDC) to create more affordable housing.**

Princeville Housing Authority will work with organizations, corporations and other agencies to create jobs and other income producing ventures for residents and citizens of Princeville.

Attachments for 5 year Annual Plans – FY 2006 -2010

1. **Capital Fund Program FY 2006 – nc169b01**
2. **Operating Budget for FY 2006 – nc169c01**

Annual PHA Plan
PHA Fiscal Year 2006
[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 FY 2006 Annual Plan was prepared with the vision of maintaining the highest level of service possible with limited resources. Princeville Housing Authority (PVHA) is striving to maintain above average performance standards with HUD. We have plans to install gutters and storm doors to the newly built units. We would like to implement programs to help our tenants who have disadvantages when using a computer. We hope to incorporate an onsite computer training class and possibly an after school program for all school age tenants. In addition, we plan to utilize Capital Funds to address current maintenance deficiencies so the property will remain in good condition. Some of the deficiencies are: securing or replacing sinks in bathrooms, improve lighting, address carpet problems, etc. Furthermore, the PVHA hopes to partnership with the town of Princeville to create both single and multi-family housing in addition to establishing partnerships with USDA and CDC to create more affordable housing. PVHA will work with organizations, corporations and other agencies to create jobs and other income producing ventures for residents and citizens of Princeville.

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.

Table of Contents

	Page #
Annual Plan	
i. Executive Summary	5
ii. Table of Contents	6
1. Housing Needs	9
2. Financial Resources	14
3. Policies on Eligibility, Selection and Admissions	15
4. Rent Determination Policies	24
5. Operations and Management Policies	29
6. Grievance Procedures	30
7. Capital Improvement Needs	31
8. Demolition and Disposition	33
9. Designation of Housing	34
10. Conversions of Public Housing	35
11. Homeownership	36
12. Community Service Programs	38
13. Crime and Safety	40
14. Pets (Inactive for January 1 PHAs)	42
15. Civil Rights Certifications (included with PHA Plan Certifications)	42
16. Audit	43
17. Asset Management	43
18. Other Information	44

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 **(nc169a01)**

☒ FY 2006 Capital Fund Program Annual Statement **(nc169b01)**

☒ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) **(nc169c01)**

Resident Member of the PHA Governing Board - (nc169d01)

Optional Attachments:

☒ PHA Management Organizational Chart **(nc169e01)**

☒ FY 2006 Capital Fund Program 5 Year Action Plan **(nc169b01)**

☐ Public Housing Drug Elimination Program (PHDEP) Plan

☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **(in 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**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ 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	
X	Schedule of flat rents offered at each public housing development ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable 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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	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**
N/A	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
N/A	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	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 -bility	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	332	5	5	5	5	5	5
Income >30% but <=50% of AMI	60	5	5	5	5	5	5
Income >50% but <80% of AMI	23	5	5	5	5	5	5
Elderly	130	5	5	5	5	5	5
Families with Disabilities	N/A	1	1	1	1	1	1
Race/Ethnicity blk	18.1%	5	5	5	5	5	5
Race/Ethnicity wht	6.9%	5	5	5	5	5	5
Race/Ethnicity hisp	12.0%	5	5	5	5	5	5
Race/Ethnicityother	18.0%	5	5	5	5	5	5

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

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2002-2007

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset **Available for public review**

☐ 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) ☐ Section 8 tenant-based assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	52		
Extremely low income <=30% AMI	52	96%	
Very low income (>30% but <=50% AMI)	2	4%	
Low income (>50% but <80% AMI)	0	0	
Families with children	46	85%	
Elderly families	2	45%	
Families with Disabilities	3	6%	

Housing Needs of Families on the Waiting List			
Race/ethnicity blk	44	81%	
Race/ethnicity wht	10	19%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	8		
2 BR	35		
3 BR	12		
4 BR			
5 BR			
5+ BR			

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☒ Reduce turnover time for vacated public housing units

☒ Reduce time to renovate public housing units

☐ Seek replacement of public housing units lost to the inventory through mixed finance development

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

Strategy 2: Increase the number of affordable housing units by:
Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

☒ Employ admissions preferences aimed at families who are working
☒ Adopt rent policies to support and encourage work

☒ Other: (list below) **Encourage/Income Exclusion**

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations

☐ Other: (list below)

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants**		
a) Public Housing Operating Fund	128,641	PVHA- PH operations
b) Public Housing Capital Fund	75,988	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	0	0
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	204,629	0

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) **20**

☐ When families are within a certain time of being offered a unit: (state time)

☐ Other: (describe)

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

☒ Criminal or Drug-related activity

☒ Rental history

☒ Housekeeping

☒ Other (describe) **Credit Report**

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

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

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

(2)Waiting List Organization

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

☒ Community-wide list

☐ Sub-jurisdictional lists

☐ Site-based waiting lists

☐ Other (describe)

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

☒ PHA main administrative office

☐ PHA development site management office

☐ Other (list below)

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

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

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

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

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

(4) Admissions Preferences

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

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
☒ Emergencies
☐ Overhoused
☐ Underhoused

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

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

4. Relationship of preferences to income targeting requirements:
☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)
☒ At an annual reexamination and lease renewal
☒ Any time family composition changes
☐ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

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

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

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:

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:

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)

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

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

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

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

☐ Criminal or drug-related activity

☐ Other (describe below)

(2) Waiting List Organization

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

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

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

☐ PHA main administrative office
☐ Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

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

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

Date and Time

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

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

☐ Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

☐ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☒ $1-$25
☐ $26-$50

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

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

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)

- [x] 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
- [x] No

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

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

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

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

☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

☐ Never
☐ At family option
☒ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

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

(2) Flat Rents

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 below100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

☐ Annually
☐ Other (list below)

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

☐ Success rates of assisted families
☐ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

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

☐ $0
☐ $1-$25
☐ $26-$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached. **(nc169e01)**

☐ 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	50	3
Section 8 Vouchers	n/a	
Section 8 Certificates	n/a	
Section 8 Mod Rehab	n/a	
Special Purpose Section 8 Certificates/Vouchers (list individually)	n/a	
Public Housing Drug Elimination Program (PHDEP)	n/a	
Other Federal Programs(list individually)	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: (list below)

a. Admissions and Occupancy Policy (ACOP)
b. Pet Policy
c. Procurement Policy
d. Maintenance Plan
e. Grievance Policy

(2) Section 8 Management: (list below)

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) (**nc169b01)**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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.

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

form **HUD 50075** (03/2003)

☐ Part of the development ☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ 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)]

Princeville Housing Authority will consult with a CDC and Town to explore the joint development of single family homes and other affordable housing units.

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: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

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? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

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

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

b. Economic and Social self-sufficiency programs

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

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)
GED Program on site	Unlimited	Open	PHA Main Office	PHA
After School Program	Unlimited	Open	PHA Main Office	PHA

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	n/a	
Section 8	n/a	

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) **Police Officer on site living in apartment – rent free. PVHA continues to gain the cooperation of residents in the reporting of crimes and the cooperation needed to eliminate it**.

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

☐ Safety and security survey of residents
☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
☒ Resident reports
☐ PHA employee reports
☒ Police reports
☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☒ Other (describe below) **Note: Police provide reports on the type and times of crimes committed on housing authority property with a follow up report.**

3. Which developments are most affected? (list below) **Main Site -All 50 Units**

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) **Main Site - All 50 Units**

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) **Involvement in youth activities**

2. Which developments are most affected? (list below) **Main Site – All 50 Units**

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)]

Pet Policy – nc169f01

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?____
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)

☒ Provided below:

The comments were general and involved items such as a need for gutters and handrails in bathrooms for the elderly. They were informed the items would be addressed.

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) **The Resident on the Princeville Housing Authority Board is appointed by the Mayor of the Town Princeville.**

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) **State of North Carolina**

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

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

☐ Other: (list below)

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

D. Other Information Required by HUD

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

City of Princeville Housing Authority Admissions And Continued Occupancy Policy

1. GENERAL STATEMENT OF MISSION, NONDISCRIMINATION AND PRIVACY

It is the intent of the City of Princeville Housing Authority (hereinafter referred to as the Authority or the PHA) to provide safe, decent housing for eligible lower income residents and families and to promote self-sufficiency and economic independence. The Princeville Housing Authority will not discriminate because of race, color, gender, sexual preference, religion, age, disability, ancestry, national origin, marital, familial status or lawful source of income in the leasing, rental, or other disposition of housing or related facilities (including property) included in any housing development(s) under its jurisdiction covered by a contract for annual contribution under the United States Housing Act of 1937, as amended or with the State of North Carolina or in the use or occupancy thereof.

It is the policy of the City of Princeville Housing Authority (PHA) to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968, amended by the Community Development Act of 1974, Executive Order 11063, Section 504 or the Rehabilitation Act of 1973, the Age Discrimination Act of 1915, the Americans with Disability Act, any any other legislation protecting the individual rights of residents, applicants, or staff, which may subsequently be enacted.

The Authority shall not automatically deny admission to any particular group or category of otherwise eligible families nor will any criterial be applied, or information be considered, pertaining to attributes or behavior that may be imputed by some to a particular group or category. All criteria applied and information considered in administering this policy shall elate solely to the attributers and behavior of the individual members of the household.

It is also the policy of the City of Princeville Housing Authority to guard the privacy of individuals in accordance with the Privacy Act of 1914, and to ensure the protection of individuals' records maintained by City of Princeville Housing Authority. Therefore, the Authority shall not disclose any personal information (including, but not limited to information on any disability) contained in its records to any person or agency unless the individual about whom the information is requested gives written consent to such disclosure, or as required by law. This privacy policy in no way limits PHA's ability to collect such information as it may need to determine eligibility, compute rent, or determine the applicant's suitability for tenancy.

The PHA is committed to identifying and eliminating situations, which create barriers to equal housing for all. In accordance with the Americans with Disability Act and Section 504 of the Rehabilitation Act of 1973. as amended, the PHA will make such procedural, administrative, location, or physical changes as will reasonably accommodate persons with disabilities and which do not impose an unreasonable burden either administratively or financially on the Authority.

Attachments

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

1. Admissions and Occupancy Policy (ACOP) - nc169a01
2. Pet Policy – nc169f01
3. Grievance Procedure – nc169g01
4. Maintenance Plan – nc169h01
5. PVHA Site Lighting Plan – nc169i01
6. Building Type and Description – nc169j01
7. Significant Amendment/Substantial Deviation – nc169k01

PHA Plan
Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	**Amount of Annual Grant (Sum of lines 2-19)**	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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

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

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

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

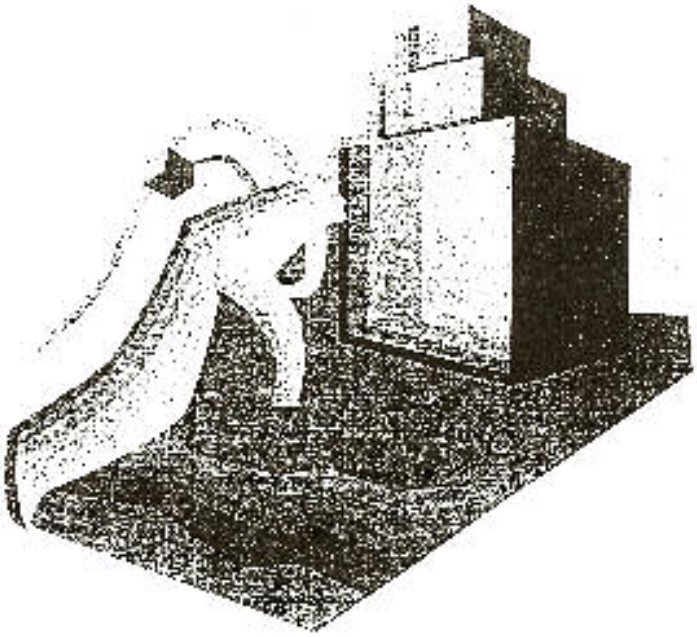
Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
Total estimated cost over next 5 years		

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		**Activity Description**						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	Other (describe) *Component 17*



CITY OF PRINCEVILLE HOUSING AUTHORITY

THE

ADMISSION AND CONTINUED OCCUPANCY POLICY

ADOPTED _____ _____

TABLE OF CONTENTS

Page

I. GENERAL STATEMENT OF MISSION, NONDISCRIMINATION AND PRIVACY 1

II. ELIGIBILITY FOR ADMISSION 2

A. Eligibility Criteria 2
B. Ineligibility Because of Prior Drug-Related Activity 3
C. Screening Out Illegal Drug Users and Alcohol Abusers 3
D. Eligibility Restrictions Regarding Noncitizens 3
E. Verification and Documentation of Eligibility 5
F. Special Eligibility Provisions Relating to Applicants Requiring a Live-In Aide 8
G. Resident Selection Criteria 8

III. APPLICATION FOR ADMISSION 13

A. Application Intake 13
B. Criteria for Placement on Waiting List 13
C. Maintaining an Active Waiting List 13
D. Responsibility to Report Changes 13
E. Removal from the Waiting List 14
F. Record Keeping 14
G. Eligibility Determinations 14

IV. SELECTION FROM THE WAITING LIST 17

A. Overview 17
B. Income Targeting 17
C. Local Preferences 17
D. Unit Offers 17

V. UNIT SIZE AND OCCUPANCY STANDARDS 19

A. Appropriate Unit Size 19
B. Factors in Dwelling Size Determination 19
C. Bedroom Size Determination for Single Pregnant Individuals 19
D. Reasonable Exceptions in Emergency Situations 19
E. Requirements for Live-In Aide 19
F. Handicap Accessible Units 20

TABLE OF CONTENTS (Cont'd)

Page

XI. REVISIONS OF OCCUPANCY POLICY RESULTING FROM CHANGES IN LOCAL, STATE, OR FEDERAL LAW OR REGULATION 33

XII. MISREPRESENTATION 33

XIII. GRIEVANCE PROCEDURE 34

XIV. PET POLICY 34

XV. RELOCATION 34

XVI. APPENDICES

APPENDIX A: ONE STRIKE POLICY 36

APPENDIX B: UTILITY ALLOWANCES 37

APPENDIX C: INFORMAL REVIEW PROCEDURES 38

APPENDIX D: GLOSSARY OF TERMS 43

APPENDIX E: FLAT RENT SCHEDULE 50

TABLE OF CONTENTS (Cont'd)

Page

VI. LEASE 20

A. Lease Execution 21
B. Security Deposits 21
C. Resident Orientation 21
D. Dwelling Unit Inspection Policy 22
E. Rent, Other Charges, and Rent Adjustments 23

VII. REEXAMINATION OF INCOME AND FAMILY COMPOSITION, ADJUSTMENTS AND OTHER ANNUAL REQUIREMENTS 27

Reexamination Procedures 27
A. Eligibility for Continuing Occupancy 27
B. Interim Reexaminations 28
C. Changes in Household Composition 29
D. Visitors 29

VIII. UNIT TRANSFERS 30

A. Introduction 30
B. Type of Transfers 30
C. Extended Family 30
D. Transfer Policy 30

IX. TERMINATIONS 30

A. Termination Notices 30
B. Reasons for Termination 31
C. Written Records 32
D. Abandonment of the Unit 32

X. POSTING REQUIREMENTS/REVISIONS 33

Posting Requirements 33
A. Revisions 33

CITY OF PRINCEVILLE HOUSING AUTHORITY
ADMISSIONS AND CONTINUED OCCUPANCY POLICY

I. GENERAL STATEMENT OF MISSION, NONDISCRIMINATION AND PRIVACY

It is the intent of the City of Princeville Housing Authority (hereinafter referred to as the Authority or the PHA) to provide safe, decent housing for eligible lower income residents and families and to promote self-sufficiency and economic independence. The Princeville Housing Authority will not discriminate because of race, color, gender, sexual preference, religion, age, disability, ancestry, national origin, marital, familial status or lawful source of income in the leasing, rental, or other disposition of housing or related facilities (including property) included in any housing development under its jurisdiction covered by a contract for annual contribution under the United States Housing Act of 1937, as amended or with the State of North Carolina or in the use or occupancy thereof.

It is the policy of the City of Princeville Housing Authority (PHA) to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968, amended by the Community Development Act of 1974, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act, and any other legislation protecting the individual rights of residents, applicants, or staff, which may subsequently be enacted.

The Authority shall not automatically deny admission to any particular group or category of otherwise eligible families nor will any criteria be applied, or information be considered, pertaining to attributes or behavior that may be imputed by some to a particular group or category. All criteria applied and information considered in administering this policy shall stem solely to the attributes and behavior of the individual members of the household.

It is also the policy of the City of Princeville Housing Authority to guard the privacy of individuals in accordance with the Privacy Act of 1974, and to ensure the protection of individuals' records maintained by City of Princeville Housing Authority. Therefore, the Authority shall not disclose any personal information (including, but not limited to information on any disability) contained in its records to any person or agency unless the individual about whom the information is requested gives written consent to such disclosure, or as required by law. This privacy policy in no way limits PHA's ability to collect such information as it may need to determine eligibility, compute rent, or determine the applicant's suitability for tenancy.

The PHA is committed to identifying and eliminating situations, which create barriers to equal housing for all. In accordance with the Americans with Disability Act and Section 504 of the Rehabilitation Act of 1973, as amended, the PHA will make such procedural, administrative, locational or physical changes as will reasonably accommodate persons with disabilities and which do not impose an unreasonable burden either administratively or financially on the Authority.

ApPENDIX E SCHEDULE OF FLAT RENTS CITY OF PRINCEVILLE HOUSING AUTHORITY

Title 24CFR 960.253 requires PHAs to establish flat rents, in order to provide residents a choice between paying a flat rent, and an income-based rent. The flat rent is to be based on the market rent that is defined as the rent charged for a comparable unit in the private, unassisted market at which the City of Princeville Housing Authority (PHA) could lease the public housing unit after preparation for occupancy. In determining the flat rent schedule, the PHA considered:

.Location,
.Quality , age and type of housing, .Amenities, and
.Housing services, maintenance and utilities provided by the City of Princeville Housing Authority .

The City of Princeville Housing Authority is located in rural North Carolina and has a population of about 1200 persons. The PHA is approximately 65 miles from Raleigh, North Carolina. The PHA manages 50 public housing units contained within 1 development. The development is located within one-mile radius of the Authority's central office. The PHA 's housing stock is comprised generally of single story, duplex structures. There are very few rental propertie within the Princeville Housing Authority area, and most of the housing stock is homeownership units. Therefore, the housing provided by the PHA is a very important resource to very low- income families living in the County, since there is a lack of both rental properties and affordable housing.

The PHA's housing stock is considered to be newly constructed housing and is in great condition. The PHA will effectively providing housing services and maintain the units replaced due to the Hurricane Floyd disaster. The intent of this Authority is to provide on site management at a central office location.

Princeville Housing Authority shall offer a choice of flat rent meth~.ds to its residents, which includes a flat or an income based rent.

Flat Rents: -

The Flat Rent used by the PHA is based on the Fair Market Rents as published in the Federal Register for each Bedroom type.

1BR	2BR	3BR
$200.00	$275.00	$350.00

Income Based Rents:

The income-based rent is determined at the highest of30% of the adjusted monthly income, or 10% of the family's unadjusted (gross) monthly income (less HUD's mandatory deduction and exclusions). The monthly rent cannot be le than the minimum rest established by the Princeville Housing Authority.

!Minimum Rents:

In accordance with the Quality Housing Work Responsibility Act (QHWRA) all families assisted under the low rent public housing program must pay a minimum rent of not less than $50.00. The Princeville Housing Authority shall charge the minimum rent for all applicants.

A minimum rent amount of $25.00 shall be charged for all residents whose rent is determined to be less than $25.00 after calculating 30% of the resident's monthly-adjusted income minus utility allowance.

nc169b01

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Princeville Housing Authority (NC169)	Capital Fund Program Grant No: NC19P169501-06 Replacement Housing Factor Grant No:	2006

[X] Original Annual Statement
[ ] Reserve for Disasters/Emergencies
[ ] Revised Annual Statement (revision no:)
[ ] Performance and Evaluation Report for Period Ending:
[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost	
			Original	Revised	Obligated	Expended
1	Total Non-CFP Funds					
2	1406	Operations	$0.00	$0.00	$0.00	$0.00
3	1408	Management improvements	$14,000.00	$0.00	$0.00	$0.00
4	1410	Administration	$7,000.00	$0.00	$0.00	$0.00
5	1411	Audit	$5,000.00	$0.00	$0.00	$0.00
6	1415	Liquidated Damages	$0.00	$0.00	$0.00	$0.00
7	1430	Fees and Costs	$6,000.00	$0.00	$0.00	$0.00
8	1440	Site Acquisition	$0.00	$0.00	$0.00	$0.00
9	1450	Site improvement	$15,742.00	$0.00	$0.00	$0.00
10	1460	Dwelling Structures	$23,248.00	$0.00	$0.00	$0.00
11	1465.1	Dwelling Equipment-Nonexpendable	$1,500.00	$0.00	$0.00	$0.00
12	1470	Nondwelling Structures	$1,500.00	$0.00	$0.00	$0.00
13	1475	Nondwelling Equipment	$2,000.00	$0.00	$0.00	$0.00
14	1485	Demolition	$0.00	$0.00	$0.00	$0.00
15	1490	Replacement Reserve	$0.00	$0.00	$0.00	$0.00
16	1492	Moving to Work Demonstration	$0.00	$0.00	$0.00	$0.00
17	1495.1	Relocation Cost	$0.00	$0.00	$0.00	$0.00
18	1500	Debt Service Repayment	$0.00	$0.00	$0.00	$0.00
19	1501	Collateralization or Debt Service	$0.00	$0.00	$0.00	$0.00
20	1502	Contingency	$0.00	$0.00	$0.00	$0.00
21	Amount of Annual Grant: (sum of lines 2-20)		$75,990.00	$0.00	$0.00	$0.00
22	Amount of line 21 Related to LBP Activities		$0.00	$0.00	$0.00	$0.00
23	Amount of line 21 Related to Section 504 Compliance		$0.00	$0.00	$0.00	$0.00
24	Amount of line 21 Related to Security – Soft Costs		$0.00	$0.00	$0.00	$0.00
25	Amount of line 21 Related to Security – Hard Costs		$0.00	$0.00	$0.00	$0.00
26	Amount of line 21 Related to Energy Conservation Measures		$0.00	$0.00	$0.00	$0.00

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Jonesville Housing Authority	Capital Fund Program Grant No: NC15P189501-05 Replacement Housing Factor Grant No:	2005

Development Number (HA-Wide, Mod, Name)	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost: Original	Revised	Total Actual Cost: Funds Obligated	Funds Expended	Status of Work
	Operations	1406		$0.00				
HA-Wide Mod. Improvements	Management Improvement	1408		$14,000.00				
			Total 1408	$14,000.00				
HA-Wide Admin	Administration	1410	Total 1410	$7,000.00				
	Audit Cost	1411	Total 1411	$5,000.00				
HA-Wide Fees and Costs	Fees & Costs	1430	Total 1430	$8,000.00				
	Maps & Surveys	1440	Total 1440	$0.00				
	Remove Dead Trees	1450		$3,742.00				
	Exterior Lighting			$12,000.00				
			Total 1450	$15,742.00				
HA-Wide	Non-routine vacancy prep.	1460		$7,500.00				
	Vanities & Sinks	*	12 units	$4,200.00				
	Security Screen Doors	*	80 units	$16,000.00				
	Unexpected physical needs	*		$9,548.00				
			Total 1460	$37,248.00				
	Appliances Dwelling Equipment	1465		$1,500.00				
			Total 1465	$1,500.00				
	Non-Dwelling Structures	1470	Total 1470	$1,500.00				
*	Non-Dwelling Equipment	1475		$1,000.00				
	Office Supplies	*		$1,000.00				
			Total 1475	$2,000.00				

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

[illegible]							
Housing Authority							
Development Number / Name / Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Management Improvement	09/14/00			09/13/10			
All Dwelling Interior Lighting	09/14/05			09/13/10			
Renovation vacancy prop.	09/14/05			09/13/10			
Venders & Stores	09/14/05			09/13/10			
Appliances Dwelling Equipment	09/14/06			09/13/10			

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

PHA Name
Princeville Housing Authority

[X] Original 5 Year Plan
Revision No

Development Number/Name/HA-Wide	Year 1 2006	Work Statement for Year 2 FFY Grant: 2007 PHA FY:	Work Statement for Year 3 FFY Grant: 2008 PHA FY:	Work Statement for Year 4 FFY Grant: 2009 PHA FY:	Work Statement for Year 5 FFY Grant: 2010 PHA FY:
Princeville 50 Units		$2,242	$2,242	$2,242	$2,242
Management Improvement	Statement	$33,500	$33,500	$33,500	$35,000
		$0	$0	$0	$0
HA-Wide Physical Activities		$40,246	$40,246	$40,246	$40,246
HA-Wide Non-Physical Activities		$0	$0	$0	$0
HA-Wide Contingency @ X%		$0	$0	$0	$0
CFP Funds Listed for Debt Services 5 year planning		$75,988	$75,988	$75,988	$75,988
Replacement Housing Factor Funds		$0	$0	$0	$0

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

Activities for Year 1 2006	Activities for Year 2 FFY Grant: 2007 PHA FY:			Activities for Year 3 FFY Grant: 2008 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	HA-Wide Physical Improvements	HA-WIDE Site: Fence Costs	$10,000	HA-Wide Physical Improvements	HA-WIDE Site: Main Sewage & Clean Outs	$22,245
		Total Site	$10,000		Total Site	$22,245
		ON-DEMAND Mech. and Electrical: None	$0		ON-DEMAND Mech. and Electrical: Electrical Fuse Boxes	$0
		Total M&E	$0		Total M&E	$0
		ON-DEMAND Building Exterior: Lighting	$12,246		ON-DEMAND Building Exterior: None	$0
		Total B.E.	$12,246		Total B.E.	$0
		ON-DEMAND Dwelling Units: Unexpected physical Needs	$10,000		ON-DEMAND Dwelling Units: Unexpected physical Needs	$10,000
		Total D.U.	$10,000		Total D.U.	$10,000
		HA-WIDE Dwelling Equipment: None	$2,000		HA-WIDE Dwelling Equipment None	$2,000
		Total D.E.	$2,000		Total D.E.	$2,000
		HA-WIDE Interior Common Areas: None	$0		HA-WIDE Interior Common Areas: None	$0
		Total C.A's	$0		Total C.A's	$0
		HA-WIDE Site-Wide Facilities: None	$2,000		HA-WIDE Site-Wide Facilities: None	$2,000
		Total SWF's	$2,000		Total SWF's	$2,000
		HA-WIDE Nondwelling Equipment: None	$3,000		HA-WIDE Nondwelling Equipment: None	$3,000
		Total N.D.E.	$3,000		Total N.D.E.	$3,000
	Subtotal of Estimated Cost		$39,245	Subtotal of Estimated Cost		$39,245

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

Activities for Year 1 2003	Activities for Year 4 FFY Grant: 2006 PHA FY: Development Name/Number	Major Work Categories	Estimated Cost	Activities for Year 5 FFY Grant: 2007 PHA FY: Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	HA-Wide Physical Improvements	HA-WIDE Site: Dwelling Structures	$22,240	HA-Wide Physical Improvements	HA-WIDE Site: Misc. Garage & Clean Outs	$22,240
		Total Site	$22,240		Total Site	$22,240
		ON-DEMAND Mech. and Electrical: None	$0		ON DEMAND Mech. and Electrical: Electrical Panel Doors	$0
		Total M&E:	$0		Total M&E:	$0
		ON-DEMAND Building Exterior: None	$0		ON-DEMAND Building Exterior: None	$0
		Total B.E.	$0		Total B.E.	$0
		ON-DEMAND Dwelling Units: Unexpected physical Needs	$10,000		ON-DEMAND Dwelling Units: Unexpected physical Needs	$10,000
		Total DUs:	$10,000		Total DUs:	$10,000
		HA-WIDE Dwelling Equipment: None	$2,500		HA-WIDE Dwelling Equipment: None	$2,500
		Total D.E.:	$2,500		Total D.E.:	$2,500
		HA-WIDE Interior Common Areas: None	$0		HA-WIDE Interior Common Areas: None	$0
		Total ICAs:	$0		Total ICAs:	$0
		HA-WIDE Site-Wide Facilities: None	$2,500		HA-WIDE Site-Wide Facilities: None	$2,500
		Total SWFs:	$2,500		Total SWFs:	$2,500
		HA-WIDE Nondwelling Equipment: None	$3,000		HA-WIDE Nondwelling Equipment: None	$3,000
		Total NDE:	$3,000		Total NDE:	$3,000
	Subtotal of Estimated Cost		$40,240	Subtotal of Estimated Cost		$40,240

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

Activities for Year 1 2006	Activities for Year 2 FFY Grant: 2007 PHA FY: Development Name/Number	Major Work Categories	Estimated Cost	Activities for Year 3 FFY Grant: 2008 PHA FY: Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Princeville 50 Units			Princeville 50 Units		
		Site: Landscaping	$2,242		Site: None	$2,242
		Total Site:	$2,242		Total Site	$2,242
		Mechanical and Electrical:	$0		Mechanical and Electrical: HVAC	$0
		Total M&E:	$0		Total M&E:	$0
		Building Exterior: None	$0		Building Exterior: Windows	$0
		Total B.E.:	$0		Total B.E.:	$0
		Dwelling Units: None	$0		Dwelling Units: None	$0
		Total DUs:	$0		Total DUs:	$0
		Dwelling Equipment: HVAC	$0		Dwelling Equipment:	$0
		Total D.E.:	$0		Total D.E.:	$0
		Interior Common Areas: None	$0		Interior Common Areas: None	$0
		Total ICAs:	$0		Total ICAs:	$0
		Site-Wide Facilities: None	$0		Site-Wide Facilities: None	$0
		Total SWFs:	$0		Total SWFs:	$0
		Nondwelling Equipment: None	$0		Nondwelling Equipment: None	$0
		Total NDE:	$0		Total NDE:	$0
	Subtotal of Estimated Cost		$2,242	Subtotal of Estimated Cost		$2,242

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

Activities for Year	Activities for Year 4 FFY Grant: 2009 PHA FY:			Activities for Year 5 FFY Grant: 2010 PHA FY:		
2006	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Princeville 50 Units			Princeville 50 Units		
		Site:			Site:	
		[illegible]	$2,242		None	$2,242
		Total Site	$2,242		Total Site	$2,242
		Mechanical and Electrical:			Mechanical and Electrical:	
			$0		HVAC	$0
		Total M&E:	$0		Total M&E:	$0
		Building Exterior:			Building Exterior:	
		None	$0		Windows	$0
		Total B.E.:	$0		Total B.E.:	$0
		Dwelling Units:			Dwelling Units:	
		None	$0		None	$0
		Total D.U.:	$0		Total D.U.:	$0
		Dwelling Equipment:			Dwelling Equipment:	
		HVAC	$0			$0
		Total D.E.:	$0		Total D.E.:	$0
		Interior Common Areas:			Interior Common Areas:	
		None	$0		None	$0
		Total ICAs:	$0		Total ICAs:	$0
		Site-Wide Facilities:			Site-Wide Facilities:	
		None	$0		None	$0
		Total SWFs:	$0		Total SWFs:	$0
		Nondwelling Equipment:			Nondwelling Equipment:	
		None	$0		None	$0
		Total NDE:	$0		Total NDE:	$0
	Subtotal of Estimated Cost		$2,242	Subtotal of Estimated Cost		$2,242

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

Activities for Year 1 2006	Activities for Year 2 FFY Grant: 2007 PHA FY			Activities for Year 3 FFY Grant: 2008 PHA FY		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Management Improvement			Management Improvement		
		Site: Management Improvement	$33,500		Site: Management Improvement	$33,500
		Total Site:	$33,500		Total Site:	$33,500
		Mechanical and Electrical: None	$0		Mechanical and Electrical: None	$0
		Total M&E:	$0		Total M&E:	$0
		Building Exterior: None	$0		Building Exterior: None	$0
		Total BLE:	$0		Total BLE:	$0
		Dwelling Units: None	$0		Dwelling Units: None	$0
		Total DUs:	$0		Total DUs:	$0
		Dwelling Equipment: None	$0		Dwelling Equipment: None	$0
		Total DE:	$0		Total DE:	$0
		Interior Common Areas: None	$0		Interior Common Areas: None	$0
		Total ICAs:	$0		Total ICAs:	$0
		Site-Wide Facilities: None	$0		Site-Wide Facilities: None	$0
		Total SWFs:	$0		Total SWFs:	$0
		Nondwelling Equipment: None	$0		Nondwelling Equipment: None	$0
		Total NDE:	$0		Total NDE:	$0
	Subtotal of Estimated Cost		$33,500	Subtotal of Estimated Cost		$33,500

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

Activities for Year 1 2005	Activities for Year 4 FFY Grant: 2009 PHA FY: Development Name/Number	Major Work Categories	Estimated Cost	Activities for Year 5 FFY Grant: 2010 PHA FY: Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Management Improvement	Site: Management Improvement	$33,000	Management Improvement	Site: Management Improvement	$33,000
		Total Site	$33,000		Total Site	$33,000
		Mechanical and Electrical: None	$0		Mechanical and Electrical: None	$0
		Total M&E	$0		Total M&E	$0
		Building Exterior: None	$0		Building Exterior: None	$0
		Total B.E.	$0		Total B.E.	$0
		Dwelling Units: None	$0		Dwelling Units: None	$0
		Total D.U.	$0		Total D.U.	$0
		Dwelling Equipment: None	$0		Dwelling Equipment: None	$0
		Total D.E.	$0		Total D.E.	$0
		Interior Common Areas: None	$0		Interior Common Areas: None	$0
		Total C.A.	$0		Total C.A.	$0
		Site Wide Facilities: None	$0		Site Wide Facilities: None	$0
		Total SWFs	$0		Total SWFs	$0
		Nondwelling Equipment: None	$0		Nondwelling Equipment: None	$0
		Total NDE	$0		Total NDE	$0
	Subtotal of Estimated Cost		$33,000	Subtotal of Estimated Cost		$33,000

nc169c01

Operating Fund
Calculation of Operating Subsidy
PHA-Owned Rental Housing

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

OMB Approval No. 2577-0029 (exp.08/30/2006)

Section 1

a) Name and Address of Public Housing Agency
Princeville Housing Authority
31 Pioneer Court
Princeville, NC 27886

b) Budget Submission to HUD required: [X] Yes [ ] No

c) Type of Submission: [X] Original [ ] Revision No.

d) No. of HA Units	e) Unit Months Available (UMMs)	f) Subject FYE	g) ACC Number	h) Operating Fund Project Number	i) DUNS Number
50	600	12/31/2006	A-4922	N C 1 5 9 0 0 2 0 5 0	001960294

Section 2

Line No.	Description		Requested by PHA (PUM)	HUD Modifications (PUM)
Part A. Allowable Expenses and Additions				
01	Previous allowable expense level (Part A, Line 08 of form HUD-52723 for previous year)		210.20	
02	Part A, Line 01 multiplied by .005			
03	Delta from form HUD-52720-B, if applicable (see instructions)		1.05	
04	"Requested" year units from latest form HUD-52720-A (see instructions)	50		
05	Add-ons to allowable expense level from previous fiscal year (see instructions)			
06	Total of Part A, Lines 01, 02, 03 and 05		211.25	
07	Inflation factor		1.026	
08	Revised allowable expense level (AEL) (Part A, Line 06 times Line 07)		216.74	
09	Transition Funding			
10	Increase to AEL			
11	Allowable utilities expense level from form HUD-52722-A		16.59	
12	Actual PUM cost of Independent Audit (IA) (Through FYE)			
13	Costs attributable to deprogrammed units			
14	**Total Allowable Expenses and Additions** (Sum of Part A, Lines 08 thru 13)		233.33	
Part B. Dwelling Rental Income				
01	Total rent roll (as of / /)	$ 3,71		
02	Number of occupied units as of rent roll date			
03	Average monthly dwelling rental charge per unit for current budget year (Part B, Line 01 ÷ Line 02)	.07		
04	Average monthly dwelling rental charge per unit for prior budget year	(18.11)		
05	Average monthly dwelling rental charge per unit for budget year 2 years ago	0		
06	Three-year average monthly dwelling rental charge per unit ([Part B, Line 03+Line 04+Line 05]÷ 3)	(6.01)		
07	50/50 Income split ([Part B, Line 03 + Line 06] ÷ 2)	(2.97)		
08	Average monthly dwelling rental charge per unit (lesser of Part B, Line 03 or Line 07)		(2.97)	
09	Rental income adjustment factor		1. 1.03	1.
10	Projected average monthly dwelling rental charge per unit (Part B, Line 08 times Line 09)		(3.06)	
11	Projected occupancy percentage from form HUD-52728		97 %	%
12	**Projected average monthly dwelling rental income per unit** (Part B, Line 10 times Line 11)		(2.97)	
Part C. Non-dwelling Income				
01	Other income			
02	**Total operating receipts** (Part B, Line 12 plus Part C, Line 01)		(2.97)	
03	**PUM deficit or (income)** (Part A, Line14 minus Part C, Line 02)		236.30	
			Requested by PHA (Whole dollars)	HUD Modifications (Whole dollars)
04	Deficit or (income) before add-ons (Part C, Line 03 times Section 1, e)		141,780	

Project Number: 3016900205D

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part D. Add-ons for changes in Federal law or regulation and other eligibility			
01	FICA contributions	1,825	
02	Unemployment compensation		
03	Family Self Sufficiency Program		
04	Energy Add-On for loan amortization		
05	Unit reconfiguration		
06	Non-dwelling units approved for subsidy		
07	Long-term vacant units		
08	Phase Down for Demolitions		
09	Units Eligible for Resident Participation: Occupied Units (Part B, Line 02)		
10	Employee Units		
11	Police Units		
12	Total Units Eligible for Resident Participation (Sum of Part D, Lines 09 thru 11)		
13	Funding for Resident Participation (Part D, Line 12 x $25)	1,275	
14	Other approved funding, not listed (Specify in Section 3)	1,086	
15	Total add-ons (sum of Part D, Lines 01, 02, 03, 04, 05, 06, 07, 08, 13 and 14)		
Part E. Calculation of Operating Subsidy Eligibility Before Adjustments			
01	Deficit or (Income) before adjustments (Total of Part C, Line 04 and Part D, Line 15)	144,866	
02	Actual cost of Independent Audit (IA)		
03	Operating subsidy eligibility before adjustments (greater of Part E, Line 01 or Line 02) (If less than zero, enter zero (0))	144,866	
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)			
01	Utility Adjustment for Prior years	0	
02	Additional subject fiscal year operating subsidy eligibility (specify)	0	
03	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year	0	
04	HUD discretionary adjustments	0	
05	Other (specify)	0	
06	Other (specify)	0	
07	Unfunded portion due to proration	(18,225)	
08	Net adjustments to operating subsidy (total of Part F, Lines 01 thru 07)	(18,225)	
09	Operating subsidy approvable for subject fiscal year (total of Part E, Line 03 and Part F, Line 08)	126,641	
HUD Use Only (Note: Do not revise after the end of the subject FY)			
10	Amount of operating subsidy approvable for subject fiscal year not funded		( )
11	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
12	Funds obligated in subject fiscal year (sum of Part F, Lines 09 thru 11) (Must be the same as line 09 of the Operating Budget, form HUD-52564, for the subject fiscal year) Appropriation symbol(s):		
Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules			
01	Total amount due in previous fiscal year (Part C, Line 04 of form HUD-52723 for previous fiscal year)	( )	( )
02	Total amount to be collected in subject fiscal year (identify individual amounts under Section 3)		
03	Total additional amount due HUD (include any amount entered on Part F, Line 11) (identify individual amounts under Section 3)		
04	Total amount due HUD to be collected in future fiscal year(s) (Total of Part G, Lines 01 thru 03) (identify individual amounts under Section 3)		

Form HUD-52723 (1/2001)

Previous edition is obsolete for PHA Fiscal Years beginning 1/1/2004 and thereafter

Project Number: NC169002050

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part H. Calculation of Adjustments for Subject Fiscal Year **This part is to be completed only after the subject fiscal year has ended**			
01	Indicate the types of adjustments that have been reflected on this form: ☐ Utility Adjustment ☐ HUD discretionary adjustment (Specify under Section 3)		
02	Utility adjustment from form HUD-52722-B		
03	Deficit or (Income) after adjustments (total of Part F, Line 01 and Part H, Line 02)		
04	Operating subsidy eligibility after year-end adjustments (greater of Part F, Line 02 or Part H, Line 03)		
05	Part E, Line 03 of latest form HUD-52723 approved during subject FY **(Do not use Part E, Line 03 of this revision)**		
06	Net adjustments for subject fiscal year (Part H, Line 04 minus Part E, Line 05)		
07	Utility adjustment (enter same amount as Part H, Line 02)		
08	Total HUD discretionary adjustments (Part H, Line 06 minus Line 07)		
09	Unfunded portion of utility adjustment due to proration		
10	Unfunded portion of HUD discretionary adjustment due to proration		
11	Prorated utility adjustment (Part H, Line 07 plus Line 09)		
12	Prorated HUD discretionary adjustment (Part H, Line 08 plus Line 10)		
	Section 3		

Remarks (provide part and line numbers)

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

Signature of Authorized HA Representative & Date:	Signature of Authorized Field Office Representative & Date:
X	X

PRINCEVILLE HOUSING AUTHORITY
STATEMENT OF OPERATING RECEIPTS AND EXPENDITURES

April 30, 2006

INCOME	4/30/06	FYE 2006 BUDGET	BALANCE
DWELLING RENTAL	6,478.00	20,000.00	13,522.00
DWELLING RENTAL FOUR UNITS	5,580.00	20,000.00	14,420.00
INTEREST ON INVESTMENTS	10.59	30.00	19.41
OTHER INCOME	35.61	100.00	64.39
OPERATING SUBSIDY	37,285.81	64,466.00	27,180.19
TOTAL INCOME	49,390.01	104,596.00	55,205.99
EXPENSE			
ADMINISTRATIVE SALARIES	10,975.00	24,000.00	13,025.00
LEGAL EXPENSE	134.63	1,000.00	865.37
TRAVEL & TRAINING	450.80	2,500.00	2,049.20
ACCOUNTING & AUDIT FEES	0.00	2,000.00	2,000.00
OTHER ADMIN EXPENSE	5,579.96	13,000.00	7,420.04
TOTAL ADMINISTRATIVE EXPENSE	17,140.39	42,500.00	25,359.61
TENANT SERVICES OTHER	328.75	1,250.00	921.25
TOTAL TENANT SERVICES EXPENSE	328.75	1,250.00	921.25
WATER	284.88	1,200.00	915.12
ELECTRICITY	2,997.98	10,000.00	7,002.02
TOTAL UTILITIES EXPENSE	3,282.86	11,200.00	7,917.14
LABOR	7,941.00	24,000.00	16,059.00
MATERIALS	2,242.56	7,500.00	5,257.44
CONTRACT COST	3,706.99	9,000.00	5,293.01
TOTAL MAINTENANCE EXPENSE	13,890.55	40,500.00	26,609.45
INSURANCE	6,630.70	14,800.00	8,169.30
EMPLOYEE BENEFIT CONTRIBUTIONS	2,813.91	6,000.00	3,186.09
TOTAL OTHER GENERAL EXPENSE	9,444.61	20,800.00	11,355.39
EXTRAORDINARY MAINTENANCE	1,200.00	2,000.00	800.00
BETTERMENTS & ADDITIONS	5,200.00	10,000.00	4,800.00
TOTAL NONROUTINE EXPENSE	6,400.00	12,000.00	5,600.00
TOTAL EXPENSE	50,487.16	116,250.00	72,162.84
NET OPERATING INCOME(LOSS)	(1,097.15)	(11,654.00)	

nc169d01

Required Attachments - Resident Member of the PHA Governing Board

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

   A. Name of resident member(s) on the governing board: Vernice M. Lyons
   B. How was the resident board member selected: (select one)?

      Elected
      Appointed

   C. The term of appointment is (include the date term expires): **March 2006 – March 2008**

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

   A. the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

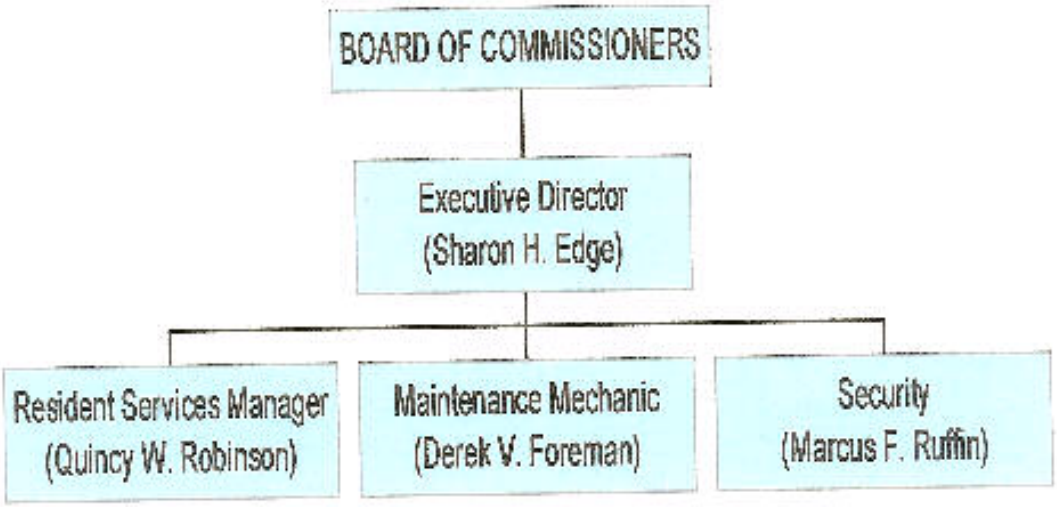
      the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisiory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

      Other

3. Date of next term expiration of a governing board member:
4. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

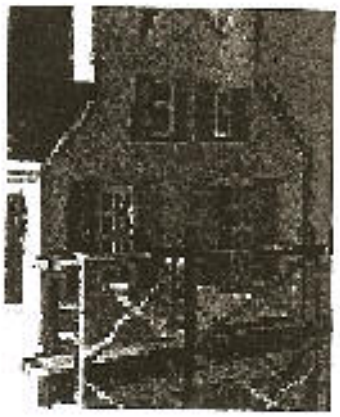
   Mayor Delia Perkins
   City of Princeville
   P.O. Box 1057
   Princeville, NC 27886

Princeville Housing Authority Organizational Chart



CITY OF PRINCEVILLE HOUSING AUTHORITY

PET POLICY



ADOPTED: _____

City of Princeville Housing Authority

Pet Policy

Overview

This policy details the requirements for a tenant to keep a pet in a City of Princeville Housing Authority unit number _____ . A tenant will not keep a pet in their unit without prior written permission from the Princeville Management.

This policy does not apply to animals that are used to assist persons with disabilities provided that the animal has been trained to assist persons with that specific disability and the animal actually assists the person with that specific disability. However, the pet policy does not exempt such a tenant from the requirements of the lease that prohibit any conduct, which disturbs other tenants or threatens the physical or social environment.

Requirements

The Princeville Management will utilize the following procedures in implementing the pet policy.

Obtaining Permission: If an eligible tenant or prospective tenant wishes to obtain permission to keep a pet, the Princeville staff will meet with the prospective pet owner and explain the Authority policy and review the pet rules. If the Princeville Management finds a tenant or prospective tenant eligible to keep a pet, the tenant or prospective tenant must submit to the Authority a completed Pet Permit and Agreement Form, and pay the required security deposit.

The Princeville Management reserves the right to deny permission to house pets that are or may be in the sole judgment of the Authority vicious or dangerous, or that are large in stature exceeding 30 pounds in weight.

Failure to Obtain Written Permission: If a tenant has not obtained written permission to keep a pet but does so anyway, the Princeville Housing Authority will seek to evict the tenant. If Princeville Management finds any unauthorized pet outside a tenant's apartment, as in their backyard or area in their exclusive control or a common area, the Princeville Housing Authority will have the pet removed.

Complaints Against Pet Owners: In the event of complaints against approved pet owners, the Princeville Housing Authority shall work with the pet owner to resolve the complaints informally. If the complaints are not resolved and/or there has been a violation of the pet rules, the Princeville Management shall impose actions in accordance with the Lease Agreement.

If there are three violations, the Princeville Housing Authority may, at its sole discretion, notify the tenant to remove the pet within ten (10) days (immediately if the animal is deemed "vicious"), terminate the pet owner's tenancy or both.

Any unresolved complaints may be the subject of a grievance by the tenant under established grievance procedures. Except, animals deemed "vicious" by Princeville Management that must be removed from City of Princeville Housing Authority's property pending any grievance.

1) The tenant shall sign the Pet Permit and Agreement, as an amendment to the Dwelling Lease. The original Pet Permit and Agreement shall be kept in the tenant file and a copy of each kept in the general pet policy file. This Dwelling Lease Amendment contains the rights and responsibilities of the tenant and management with respect to pet ownership.

2) **Only common household pets are permitted.** Common "household" pets shall be limited to domesticated dogs, cats, fish, birds and turtles that are traditionally kept in the home rather that for commercial or other purposes.

3) The tenant is required to provide a picture of the pet(s).

4) The number and size of the pet(s) is limited to one type of pet as follows:

   a) Dogs and cats – limit of one dog or cat per household – Dogs cannot exceed 30 pounds; or

   b) Birds – limit of two per household, no larger than a parakeet – Birds must be kept in a cage at all times; or

   c) Fish – limit of one tank per household with a maximum capacity of 20 gallons, and no more than 20 small non-poisonous fish; or

   d) Turtles – no more than two per household, small in size. Turtles must be kept in a cage or other container at all times.

5) All dog and cat owners must present proof that their pet is registered with the Princeville Housing Authority and identification tags must be worn at all times.

6) The tenant must be able to maintain control over their pets. Dogs and cats must remain within the unit and not be allowed outside, unattended, at any time.

7) If the tenant's pet deposit does not cover the damages, management and the tenant will agree on a payment plan to pay for the damage as well as replacement of the pet deposit. The pet deposit is separate from, and in addition to, any security deposit held on behalf of the tenant by the Princeville Housing Authority. The pet deposit will be returned to the pet owner within 30 days of the day the pet is removed or within 30 days of the day the tenant vacates the unit.

8) The Princeville Management, at its sole discretion, may randomly and periodically inspect the units of pet owners with appropriate notice to ensure compliance.

In instances where the Princeville Management approves a pet not listed above, the deposit required will generally be $100/pet.

9) Pets must be restrained and prevented from digging, gnawing, chewing, scratching or otherwise defacing property including doors, walls, windows, screens, floors and window coverings, other units, common areas, buildings, landscaping or shrubs.

10) No pet is allowed at any time in community/recreation rooms, laundry rooms or other interior or exterior sitting areas.

11) Pet owners shall be liable for damage caused by their pets. The Princeville Housing Authority shall require of the tenant payment of a pet deposit as follows:

- A payment of $100 for each dog or cat
- $100/fish tank or other tank with turtles
- $25 for small birds such as parakeets, finches, etc.

12) The tenants must board their pets (except for fish) away from the development or make other arrangements for the care of their pets when they intend to leave their unit for 24 hours or more. The Pet Permit and Agreement requires tenants to provide the Princeville Management with the name and phone number of a relative or friend who has agreed to assume

responsibility for the pet in the event of sudden illness or death of the tenant. The Princeville Housing Authority reserves the right to consider the presence of an unattended pet an emergency, and will enter the unit to remove the pet.

13) The Princeville Housing Authority staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where there is an unattached animal. If the Princeville Management is unable to perform necessary work in the unit due to an unattached animal, the tenant may be terminated and evicted for failure to allow Princeville staff access to the unit.

14) Pet owners are expected to exercise responsible and courteous behavior so that the presence of their pet on the property in no way violates the rights of others to peaceful enjoyment of the premises. A tenant will be fully responsible for any disturbance or injury to other tenants or the Princeville Housing Authority staff caused by its pet. Any disturbance or injury will be a violation of the pet policy and rules and the tenant's lease, and the Princeville Housing Authority may at its sole discretion require the tenant to remove the pet immediately or within ten (10) days, terminate the pet owner's tenancy or both.

15) The Princeville Housing Authority may impose fines upon tenants for the violation of any pet rule contained herein. At the time a pet owner first violates any rule, the Princeville Management will send the owner a written warning and a $50.00 fine will be assessed. This fine is in addition to any necessary costs of repair. The Princeville Housing Authority may assess additional $50.00 fines for subsequent violations, and may request the tenant to remove the pet or be subject to eviction after three violations.

16) Tenants or prospective tenants who claim that a particular animal is used to assist persons with disabilities and who want to be exempt from the provisions of these Pet Rules must provide the Princeville Housing Authority with:

a) A certification that the tenant or prospective tenant or a member of his or her family is a person with a disability; and

b) Documentation that the animal has been trained to assist persons with that specific disability and actually assists the person with that disability.

CITY OF PRINCEVILLE HOUSING AUTHORITY

PET PERMIT AND AGREEMENT

I acknowledge that I have read, understand and agree to comply with all aspects of Princeville Housing Authority's Pet Policy.

I also understand that I must give to the Princeville Housing Authority the name of an individual or Authority who will be contacted should I become incapable of caring for my pet(s) because of illness, incapacitation or death. That person or Authority is:

NAME

ADDRESS PHONE NO.

The pet(s) I wish to keep in my dwelling unit is:

(1)

DESCRIPTION

NAME

DATE

(2)

DESCRIPTION

NAME

DATE

REPRESENTATIVE

RESIDENT

RESIDENT

RESIDENT

PRINCEVILLE HOUSING AUTHORITY

GRIEVANCE PROCEDURE

1. **APPLICABILITY**

A. The Princeville Housing Authority (PHA) procedure shall be applicable to all individual grievances between the Resident or Resident Organization and the PHA. provide that the PHA excludes from its procedure: (1) any grievance concerning an eviction or termination of residency based upon a Resident's or Resident Organization creation or maintenance of a threat to the health or safety of other residents or PHA employees, or rights to peaceful enjoyment of the premises; (2) any drug related drug-related criminal activity on or near PHA premises.

B. The PHA grievance procedure shall not be applicable to disputes between Residents or Resident Organizations not involving the PHA to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the PHA's Board of Commissioners.

2. **REQUIREMENTS**

These regulations shall be made part of all resident dwelling leases.

3. **DEFINITIONS**

For the purpose of this grievance procedure, the following definitions are applicable:

A. "Grievance" shall mean any dispute which a resident may have with respect to PHA action or failure to act in accordance with the individual resident's lease or PHA regulations which adversely effect the individual resident's rights, duties, welfare, or status.

B. "Complainant" shall mean any resident whose grievance is presented at the community management office.

C. "Elements of due Process" shall mean an eviction action or termination of tenancy in a state or local court in which the following procedural safeguards are required:

(1) Adequate notice to the resident of the grounds) for eviction;

(2) Opportunity for the resident to examine all relevant documents, records, and regulations of the PHA prior to the trail for the purpose of preparing a defense;

(3) Right of the resident to be represented by counsel;

(4) Opportunity for the resident refute the evidence presented by the PHA including the right to confront the cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have.

D. "Hearing Officer" shall mean a person selected to hear grievances and render a decision with respect thereto.

E. "Resident" shall mean any lessee (the adult person or person other than a live-in aide) or the remaining head of the household of any resident family residing in the dwelling unit.

F. "Resident Organization" shall include a resident management corporation.

4. INFORHAL SETTLEMENT OF GRIEVANCE

Any grievance shall be personally presented in writing to the office of the community in *which the* complaint resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within a reasonable time, and one copy shall be given to the resident and one retained in the PHA's resident file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and specific reasons therefore, and shall specify the procedures by which a hearing may be obtained if the complaint is no satisfied.

5. PROCEDURE TO OBTAIN A HEARING

A. Request for Hearing. The Complainant shall submit a written request for a hearing to the community office within five days after receipt of the summary of discussion. The written request shall specify:

(1) The reasons for the grievance, and

(2) The action or relief sought.

B. Selection of Hearing Officer. Grievances shall be presented before a Hearing Officer.

A Hearing Officer shall be selected as follows:

a) The Hearing Officer shall be an impartial, disinterested person selected jointly by the PHA and the complainant.

b) The PHA shall consult the Resident Organizations) before PHA appointment of each Hearing Officer. The PHA before the appointment shall consider any comments or recommendations submitted by the Resident Organizations).

C. Failure to Request a Hearing. If a complainant does not request a hearing in accordance with this paragraph, then the PHA's disposition of the grievance shall become final, provided that failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the PHA's action in disposing of the complaint in an appropriate judicial proceeding.

D. Escrow Deposit. Before a hearing is schedule in any grievance involving the amount of rent PHA claims is due, the complainant shall pay to the PHA an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by the decision of the Hearing Officer. The PHA in extenuating circumstances may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure, provide that failure to make payment shall not constitute a waiver of any right the complainant may have to contest the PHA's disposition of his grievance in any appropriate judicial proceeding.

E. Scheduling of Hearings. Upon complainant's compliance with paragraphs A and D of this section, the Hearing Officer shall schedule a hearing promptly for a time and place reasonably convenient to both the complainant and the PHA. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and appropriate PHA official.

PROCEDURES GOVERNING THE HEARING.

A. The hearing shall be held before a Hearing Officer appropriate.

B. The complainant shall be afforded a fair hearing providing the basic safeguards of due process, which shall include:

(1) The opportunity to examine before the hearing and, at the expense of the complainant, to copy all documents, records, and regulations of the PHA that is relevant to the hearing. Any document not so made available after request thereof by the complainant may not be relied on by the PHA at the hearing;

(2) The right to be represented by counsel or other person chosen as his or her representative and to such person makes statements on the resident's behalf;

(3) The right to a private hearing unless the complainant request a public hearing;

(4) The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by the PHA or project management, and to confront and cross-examine all witnesses upon whose testimony or information the PHA or Community Management relies; and

(5) A decision based solely and exclusively upon the facts presented at the hearing.

(6) The PHA must provide reasonable accommodation for person with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants. If the Resident is visually impaired, any notice to the tenant, which is required, must be in an accessible format.

C. The Hearing Officer may render a decision without proceeding with the hearing, if the Hearing Officer determines that the issue has been previously decided in another proceeding. Prior notice of 5 days shall be given to the resident of intent to rule without a hearing and the basis for said decision. The resident shall be given the opportunity, upon request, to present oral or written argument in opposition to the PHA decision.

D. If the complainant of the PHA fails to appear at a scheduled hearing, the Hearing Officer may make a determination to postpone the hearing for not to exceed five business days or may make a determination that the **party has waived his right** to a hearing.

Both the complainant and the PHA shall be notified of the determination by the Hearing Officer, provided that a determination that the complainant has waived his right to a hearing shall not constitute a waive of any right the complainant may have to contest the PHA's disposition of the grievance in an appropriate judicial proceeding.

At the hearing, the complainant must first make a showing of an entitlement to the relief sought; and thereafter, the PHA must sustain the burden of justifying the action or failure to act against which the complaint is directed.

The Hearing Officer and oral or documentary evidence pertinent to the facts shall conduct the hearing informally and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Officer shall require the PHA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the Hearing Officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interest of the disorderly party and granting or denial of the relief sought as appropriate.

The complainant or the PHA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

DECISION OF THE HEARING OFFICER

The Hearing Officer shall prepare a written decision, together with the reasons thereof, within a reasonable time after the hearing. A copy of the decision shall be sent to the complainant and the PHA. The PHA shall retain a copy of the decision in the resident's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the PHA and made available for inspection by a prospective complainant, his representatives, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the PHA which shall take all actions or refrain from any actions necessary to carry out the decision, unless the PHA Board of Commissioners determines within a reasonable time and promptly notifies the complainant of its determination that:

1. The grievance does not concern PHA action or failure to act in accordance with or involving the complainant's lease or PHA regulations which adversely affect the complainant's rights, duties, welfare, or status; or

2. The decision of the Hearing Officer is contrary to applicable Federal, State of Local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and PHA.

3. A decision by the Hearing Officers or Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

8. **PHA ACTIONS**

   A. The PHA shall provide at least 30 days notice to residents and resident organizations setting forth proposed changes in the PHA grievance procedure, and providing an opportunity to present written comments. Subject to requirements of this Subpart, the PHA before adoption of any grievance procedure changes by the PHA shall consider comments submitted.

nc169h01

2005 - 2010 ANNUAL MAINTENANCE PLAN

PRINCEVILLE HOUSING AUTHORITY

PRINCEVILLE NORTH CAROLINA

FEBRUARY 15, 2006

ROCKY MOUNT HOUSING AUTHORITY'S 2005 -2010 ANNUAL MAINTENANCE PLAN

The Princeville Housing Authority (herein referred to as "PVHA") currently consist of 50 conventional Public Housing Units. This Maintenance Plan is intended only for those units, administrative buildings, structures, and grounds. This document represents an effort to define maintenance service and the establishment of a time-related plan for the implementation of those services.

This plan will contain the fiscal year's proposed work activities, supported by a staffing plan, schedules, training, and approved budget.

The purposes of the PVHA's Maintenance Plan are:

1. **To determine short-term maintenance needs**
2. **To determine long-term modernization needs**
3. **To maintain and improve upon the integrity of the Preventive Maintenance Program**
4. **To issue and execute work-orders; emergency and non-emergency**
5. **To inspect all work-orders to assure proper action, charges, and prompt completion**
6. **To identify system requirements**
7. **To establish data sources**
8. **To organize work activities and maintain all properties**
9. **To allocate manpower and provide maintenance services to residents calling-in**
10. **To provide professional training to Maintenance Person**

Specific tasks are not inflexible. Realizing factors such as a major increase in vacancies, severe weather, and absenteeism can significantly alter the work load causing temporary delays in the performance of maintenance services.

The target dates for the implementation of maintenance activities may also be affected by those items being identified in the Capital Funds Programs, as well as, implemented by same.

The Annual Maintenance Plan will provide an annual plan of performance. The overall plan will, no doubt, require advance planning, scheduling, and re-scheduling on the part of the Maintenance Staff. Planned activities will be converted to specific work orders for execution.

S E R V I C E G O A L:

To provide routine maintenance, preventive maintenance, emergency response, and extra-ordinary maintenance related to the interior and exterior of each unit; and preparation of vacant units for rental, non-dwelling structures, and ground-keeping to assure a decent, safe, sanitary, and attractive setting.

ANNUAL MAINTENANCE PLAN

OBJECTIVE 1.0: SHORT-TERM/LONG-TERM MAINTENANCE NEEDS

Performance Targets:

1. Conduct maintenance management meetings on a quarterly basis to discuss and plan work activities that will require immediate action.

2. Similarly to “Item 1", discuss and plan work activities that may be implemented over a longer period of time.

OBJECTIVE 2.0: PREVENTIVE MAINTENANCE

1. At the end of the fiscal year, conduct a planning session to review the past year’s performance and needs for improvement.

2. Establish check-list of items to be inspected.

3. Define work tasks that will determine the need for immediate repair on the part of the PM Inspector.

4. Define work tasks that will be deferred to the Cyclical Work-Order System.

5. Assure that all PM is conducted in accordance with manufacturers’ specifications and establish local/Housing Authority Standards.

OBJECTIVE 3.0: WORK-ORDERS

Narrative:

Work-orders may be generated in a number of ways as follows:

A. Work-orders are generated in response to resident or Housing Authority Staff requests.

B. Work-orders resulting from annual unit inspections by Maintenance Person and/or Executive Director.

C. Preventive Maintenance Work-Orders are those issued for scheduled maintenance procedures that are systematically performed at regular intervals to prevent pre-mature deterioration of buildings and systems. Preventive Maintenance Work-Orders are distinct from Cyclical Work-Orders.

D. Cyclical Work-Orders are issued for normal day-to-day activities generally in common areas, i.e., janitorial, grounds care, cleaning gutters, etc.

E. Work-orders are inspected on a daily basis by the Maintenance Supervisor to assure timely response, accuracy of materials used, and applicable charges.

F. Work-Order Status Reports are printed-out on a daily, weekly, and quarterly basis.

Performance Targets:

1. Maintain no less than a 97 percentile in response time to emergency work-orders.
2. Average days to complete all work-orders not to exceed one day.
3. Average days to complete all Priority 5 (PM) Work-Orders not to exceed two days.
4. Average days to turn vacated units not to exceed 12 days.
5. Complete PM/Uniform Inspections (herein referred to as UI) Inspections of all Housing

   Authority units within the current fiscal year.

OBJECTIVE 4.0: SYSTEMS (Structural, Mechanical, Electrical, Other)

1. Devise program with target dates to inspect all of the following systems:

A. *Structural* - shall consist of roofing, walls, siding, windows, doors, foundations, hardware, etc.

B. *Mechanical* - shall consist of heating, air conditioning, plumbing, storm drainage, water lines, sewer lines, water meter vaults, etc.

C. *Electrical* - fire and smoke alarms, outdoor lighting, indoor lighting, (halls, stairways, community buildings, offices, etc.) exit signs, service panels, and electronic security systems.

D. *Other* - streets, sidewalks, playgrounds, parking areas, warehouse storage facility, common grounds, fencing, etc.

OBJECTIVE 5.0: DATA SOURCES

Data sources are valuable tools when used effectively. They provide beneficial information which permits the measurements of ones' accomplishments, success, or failures. Data sources being utilized by the Maintenance Department at this time are as follows:

- ✳ Weekly PM/UI Inspection Reports
- ✳ Emergency Work-Order Reports
- ✳ Vacancy Inspection Reports
- ✳ Material Utilization Reports

✳ Cyclical Work-Order Reports
✳ Daily Work-Order Reports
✳ Average Days From Move-Out to “RFO”
✳ Average Days To Turn Vacant Units
✳ Outstanding Work-Orders

✳ Move-Outs Completed Weekly
✳ Completed Work-Orders
✳ Bid Specification Packages
✳ Vehicle Maintenance Logs

✳ Key Release Forms

✳ Inventory Parts Manual
✳ Maintenance Budget Reports
✳ Capital Funds Grant Budget Reports
✳ Bid Tabulation Reports
✳ Contract Award Reports

✳ Maintenance Contractual Agreements
✳ Section 3 Resident Surveys
✳ Maps, Surveys, and Drawings
✳ Resident Claim Request Forms

✳ Storage Warehouse Confirmation Forms

OBJECTIVE 6.0: ANNUAL MAINTENANCE PLAN WORK ACTIVITIES

OBJECTIVE A: WORK-ORDERS

1. Maintain a 95-100 percentile on Emergency Work-Orders completed in less than 24 hours.

2. Maintain no more than a 2-day period for the average days to complete all work-orders.

3. Maintain no more than a 12-day period for the average days from move-out to “RFO”.

4. Perform all REAC Inspections and make corrections within the fiscal year.

5. Inspect daily all work-orders for corrections and completion.

6. Review, monitor, and maintain the outstanding work-order reports; and assure that work-orders do not exceed 1 ½ pages in length.

OBJECTIVE B: PROVIDE EMERGENCY/URGENT SERVICES

1. Provide daily (24-hours) emergency/urgent services as required.

2. Emergency services are defined on Page 16

3. Lighting of pilots and testing of heating systems will begin during the first week of October. Problems caused by improper use, neglect, or abuse will be charged to the resident.

OBJECTIVE C: PROVIDE MAINTENANCE SERVICES TO RESIDENT CALL-INS

1. Provide maintenance services to an average of 637 work-orders per month. This a 30% decrease from an average of 900 work-orders per month in 1991.

2. Work-orders are received by the radio dispatcher located in the parts room. Resident information is entered into the computer, printed-out, and placed into respective trays for the mechanics to pick-up. Mechanics are assigned to particular communities and will respond to emergency/urgent work-orders prior to routine maintenance services.

OBJECTIVE D: PROVIDE A PREVENTIVE MAINTENANCE (PM) PROGRAM

1. Inspect every unit's interior and exterior each year for compliance to REAC.

2. Correct deficiencies to assure a passing grade as required by REAC.

3. Conduct all inspections and correct all deficiencies in a timely manner according to REAC and PHMAP Requirements.

OBJECTIVE E: CONDUCT A FIVE-YEAR CYCLE PAINTING PROGRAM

1. Averaging 15.5 vacancies per month, we anticipate painting 186 units each year during the preparation of these units for leasing.

2. With funds provided by the Capital Funds Grant Program, we will paint an additional 90 units this year.

3. We will also conduct four Resident Paint Classes during the year for those residents willing to paint their own unit with paint provided by the Housing Authority.

MAINTENANCE EMERGENCIES

BUSINESS HOURS: 823-3889 **AFTER HOURS:** 885-6493

DEFINITION:

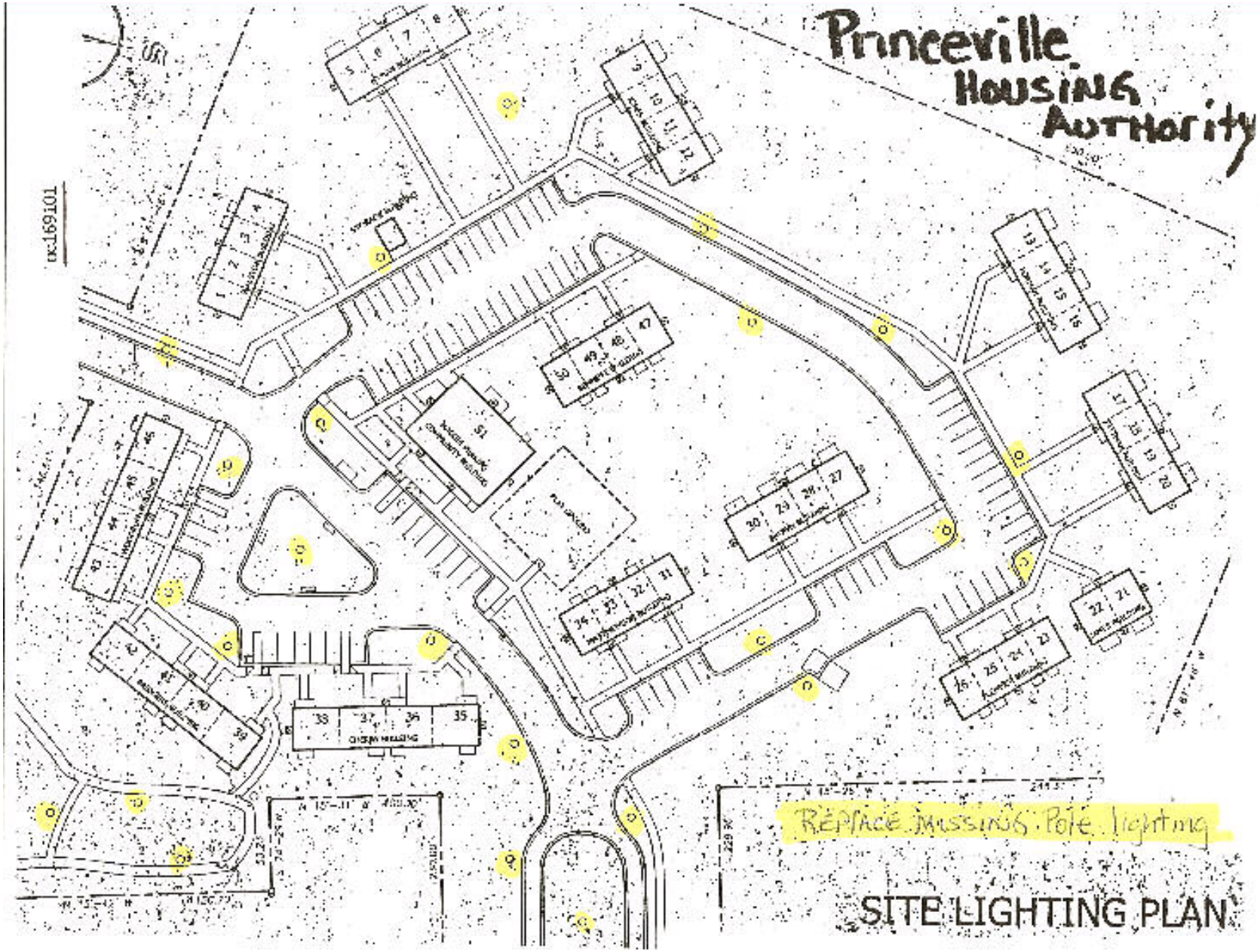
Emergencies: Respond immediately; take immediate action.

1. All gas leaks
2. Heating failures (October 15th through May 31st Only)
3. Burst water lines
4. Refrigerator failures

5. In-operative door locks (lock-outs are not an emergency)
6. Broken glass in doors and windows
7. Electrical shortages
8. Elevator not working or people stuck in elevator
9. Clogged sewer mains
10. Clogged commodes
11. Clogged sinks (if it is the beginning of a long holiday)
12. Severe storm damage
13. Fire damage (must be reported immediately)

*** All other work-order requests should be called-in during normal working business hours.

- **Urgent:** respond within a 8-hour period and complete tasks as soon as possible
- **Routine:** respond within three days and complete in three days
- **Vacancy:** respond in one day and complete in 2 days


Princeville
Housing
Authority
Replace missing Pole lighting
SITE LIGHTING PLAN

rx169101

Courts A

BUILDING TYPE AND DESCRIPTION

A. 1 BEDROOM UNIT–4 PLEX
B. 2 BEDROOM TOWNHOUSE–4 PLEX
C. 3 BEDROOM TOWNHOUSE–4 PLEX
D. 3 BEDROOM TOWNHOUSE–DUPLEX
E. COMMUNITY BUILDING

UNIT SQUARE FOOTAGE

UNIT DESCRIPTION	UNITS	NET	GROSS
1 BEDROOM UNIT	12	588 S.F	621 S.F
2 BEDROOM TOWNHOUSE	16	913 S.F	973 S.F
3 BEDROOM TOWNHOUSE	22	1,048 S.F.	1,112 S.F
COMMUNITY BUILDING	1	2,674 S.F	2,745 S.F

d Contractor Princeville Hou

nc169k01

Princeville Housing Authority

Significant Amendment/Substantial Deviation

The Princeville Housing Authority defines significant amendments and substantial deviations from our 5-year plan as any changes to admission policies, flat or minimum rents, waiting list or work items not currently listed in 5-year plan.

There are no significant attachments and substantial deviation from the 5-year plan using our agencies definition of significant amendments and substantial deviations.