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

Annual Plan for Fiscal Year 2007

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

PHA Plan
Agency Identification

PHA Name: Housing Authority of the City of New Bern

PHA Number: NC005

PHA Fiscal Year Beginning: (mm/yyyy) 01/2007

Public Access to Information

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

X Main administrative office of the PHA
X 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)

x Main administrative office of the PHA
X 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)

x Main business office of the PHA
X PHA development management offices
☐ Other (list below)

Annual PHA Plan
PHA Fiscal Year 2007
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

X **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 Housing Authority of the City of New Bern has prepared this plan in compliance with the Quality Housing and Work Responsibility Act of 1998 and subsequent HUD requirements. In conjunction with HUD's mission statement, the Housing Authority also strives to provide and maintain safe, affordable and quality housing in a cost-effective manner, and to be the affordable housing of choice. In partnership with other agencies and organizations, we offer programs and services to our community in a non-discriminatory manner.

The Housing Authority has three primary goals. They are: 1) to manage the Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a Standard Performer under HUD's Public Housing Assessment System scoring, but with an ultimate goal of achieving High Performer status; 2) to provide a safe and secure environment in the public housing developments operated and maintained by the Housing Authority through continued enforcement of the One-Strike Policy and

continuing the close working relationship with the local police department; and 3) by expanding the range and quality of housing choices available to current and future residents by continuing to investigate methods to employ a home ownership program.

Our Annual Plan is based on the premise that if we accomplish our goals we will be accomplishing our mission. The plans, statements, budget summary and policies set forth in the plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the North Carolina Consolidated Plan.

In summary, we will continue to aggressively screen applicants to public housing to ensure, to the best of our ability, that new admissions will be good neighbors and law-abiding citizens. Our screening practices will meet all fair housing requirements. No public housing buildings or developments are designed specifically for any class of population. We will continue to practice de-concentration when assigning new admissions within our developments. Finally, we will continue to actively interact with the city police department and other law enforcement agencies to eliminate crime and illegal drug activities in our developments.

We are on course to maintain the high standards we have established and achieved in providing quality affordable housing in the City of New Bern.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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8. Demolition and Disposition
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10. Conversions of Public Housing
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13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

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

X FY 2007 Capital Fund Program Annual Statement (Attachment A)
X RASS Follow-up/Implementation Plan (Attachment B)
X Admissions Policy for Deconcentration (Attachment C)
X Annual Statement/Performance & Evaluation; final report CFP Grant NC1900550105 (Attachment D)
X Pet Policy (Attachment E)
X Resident Board Member Policy (Attachment F)
X RAB (Attachment G)
X Community Service Policy (Attachment H)

X Resident Member of the Board of Commissioners of the Housing Authority of the City of New Bern (Attachment I)
X Membership of the Resident Advisor Board (Attachment J)
X Statement of Progress in meeting 5-year Plan Missions and Goals (Attachment K)
X Significant Amendment/Substantial Deviation (Attachment L)
Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:
☐ PHA Management Organizational Chart
X FY 2007 Capital Fund Program Annual Plan (Attachment A)
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☐ Other (List below, providing each attachment name)
X RASS Follow-up/Implementation Plan (Attachment B)

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
	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	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	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.	
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
	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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	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
	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
	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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.)

X Consolidated Plan of the Jurisdiction/s
Indicate year: North Carolina Consolidated Plan 2006-2010

☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance X 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	165		17%
Extremely low income <=30% AMI	139	84	
Very low income (>30% but <=50% AMI)	21	12	
Low income (>50% but <80% AMI)	5	3	
Families with children	35	21	
Elderly families	19	11	
Families with Disabilities	28	16	
Race/ethnicity	165 Black	100	
Race/ethnicity	0 White	0	
Race/ethnicity	0 Hispanic	0	
Race/ethnicity	0 Asian	0	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	100	60	
2 BR	37	22	
3 BR	24	14	
4 BR	4	2	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? X 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

X Employ effective maintenance and management policies to minimize the number of public housing units off-line
X Reduce turnover time for vacated public housing units
X 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
X 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
X 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
X 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
X Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: The Elderly

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

☐ Seek designation of public housing for the elderly
☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
X Other: (list below)
There are NO PUBLIC HOUSING units/buildings/areas designated specifically for the elderly. If an acceptable unit is not available in Public Housing, suggest to the elderly (who qualify) to accept units (when available) in Section 8 New Construction high rise.

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
X 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

X 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:

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2007 grants)**		
a) Public Housing Operating Fund	2,317,426	
b) Public Housing Capital Fund	832,771	

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP NC19P005501-06	682,771	MOD-HVAC Repl.,etc
3. Public Housing Dwelling Rental Income		
DWELLING RENTS	1,072,991	PH Operations
4. Other income (list below)		
CHILD CARE FACILITY RENTAL	9,600	PH Operations

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
4. Non-federal sources (list below)		
TAU RITES OF PASSAGE	22,000	Resident Services
Total resources	4,937,559	

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)

X When families are within a certain number of being offered a unit: (state number)

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

☐ Other: (describe)

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

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

Pattern of Violent Behavior; Pattern of Alcohol Abuse; Initiating Threats; Abandonment of a Public Housing Unit; Non-payment of rightful obligations; Intentionally falsifying an application for leasing; Record of serious disturbances of neighbors, destruction of property from pervious rentals; capability of fulfilling the responsibilities of a resident per the lease.

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

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

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

X PHA main administrative office
X 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
X Two
☐ Three or More

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

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Victims of domestic violence

Substandard housing
Homelessness
High rent burden

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

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
X The PHA-resident lease
X The PHA's Admissions and (Continued) Occupancy policy
X 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)

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

(6) Deconcentration and Income Mixing

a. ☐ Yes X 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 X 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 X 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)
X 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)
X 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)

X 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
X $26-$50

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

3. If yes to question 2, list these policies below**:**
"Zero Income Policy"

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

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

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

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
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
X 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)_____
X Other (list below)
All occurances of any change to family composition

g. ☐ Yes X 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
X Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
X Other (list/describe below)
Comparable rent assessment performed by a licensed Real Estate Appraisal Company.

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.

X A brief description of the management structure and organization of the PHA follows: The Executive Director reports to the Board of Commissioners. The Assistant Executive Director/Director of Maintenance, the Finance Officer and the Director of Social Services/Community Development all report to the Executive Director. The Administrative Assistant, the Assistant Director of Maintenance, the Housing Manager and the Modernization Coordinator report to the Assistant Executive Director.

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	556	96
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)

ACOP
Maintenance Plan
Dwelling Lease
Procurement Plan
Modernization Plan
Flat Rent Policy
Community Service and Self-Sufficiency Policy
Grievance Procedures
Zero Income Policy

(2) Section 8 Management: (list below)
N/A

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 X 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)

X PHA main administrative office
X 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:

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

-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 X 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 X 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 X 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 X 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 X 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 X 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 X 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) ☐ 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 X 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)]

A. Public Housing

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

1. ☐ Yes X 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 X 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 X 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)

X Client referrals
X Information sharing regarding mutual clients (for rent determinations and otherwise)
X 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)

X 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

X 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	Estimated	Allocation	Access	Eligibility

(including location, if appropriate)	Size	Method (waiting list/random selection/specific criteria/other)	(development office / PHA main office / other provider name)	(public housing or section 8 participants or both)
Family Self Sufficiency	*5*	*Specific Criteria*	*PHA Main office – in conjunction with Coastal Community Action, Inc.*	*Public Housing*

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	5	5 as of 10/15/01
Section 8		

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)

X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
X Informing residents of new policy on admission and reexamination
X 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
X High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

X Residents fearful for their safety and/or the safety of their children
X Observed lower-level crime, vandalism and/or graffiti
X People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☐ Other (describe below)

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

X Safety and security survey of residents
X 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
X Resident reports
X PHA employee reports
X Police reports
X Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☐ Other (describe below)

3. Which developments are most affected? (list below)
NC005-002 Craven Terrace
NC005-004 Craven Terrace Extension

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
X Crime Prevention Through Environmental Design
X 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)
NC005-002 Craven Terrace
NC005-004 Craven Terrace Extension

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
X 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)
X Police regularly testify in and otherwise support eviction cases
X Police regularly meet with the PHA management and residents
☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
☐ Other activities (list below)
2. Which developments are most affected? (list below)
NC005-001 Trent Court
NC005-002 Craven Terrace
NC005-003 Trent Court Extension
NC005-004 Craven Terrace Extension

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 X No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes X No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
☐ Yes X No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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. X 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. X Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. Yes X 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 X 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)

X Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes X 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 X 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:

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 X 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 X 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)

X 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)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

X 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)

X Representatives of all PHA resident and assisted family organizations

☐ Other (list)

REQUIREMENTS AND PROCEDURES FOR RESIDENT APPOINTMENT TO THE HOUSING AUTHORITY BOARD OF COMMISSIONERS

Term of Appointment: The Resident appointed to the Board of Commissioners will serve a term of five years (consistent with the length of office of the other Commissioners), provided all of the requirements set forth in this policy continue to be met.

Selection of Resident Commissioner: Trent Court, Craven Terrace and New Bern Towers all have Resident Councils. The appointment will be given to each development on a rotation basis. Trent Court, being the oldest development will provide the first member, followed by Craven Terrace and New Bern Towers respectively. The member to be appointed will be elected from those Resident Council Officers in office at the time the Resident Commissioner seat is open.

An individual appointed to the office of Resident Commissioner may request to resign their office by submitting a letter to the Chairman of the Board of Commissioners of the Housing Authority of the City of New Bern. The Board shall determine acceptance or rejection of the request.

Requirements: The individual must be a resident of the Housing Authority of the City of New Bern, residing in Trent Court, Craven Terrace or New Bern Towers, who is eighteen years of age or older, and whose name appears on the lease; any individual who agrees to be nominated for the office of Resident Commissioner must agree to serve in that capacity if appointed; will serve one five-year term; an individual elected to the office of Resident Commissioner will vacate their seat upon vacating their apartment, whether voluntarily or involuntarily, or at the expiration of their term, whichever occurs earlier; and the Resident Commissioner seat, vacated under any circumstance, shall be filled by the procedures outlined above.

The current Resident Commissioner serving on the Board of Commissioners of the Housing Authority of the City of New Bern is Ms. Tammy Mewborn, Apartment A-6, Trent Court. Ms. Mewborn has been serving as the Resident Commissioner since November 2001.

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: (North Carolina Consolidated Plan)

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)

X 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.

X 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.

Attachments

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

ATTACHMENT A

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

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of New Bern	Grant Type and Number Capital Fund Program Grant No: NC19P00550107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)

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

Lie No.	Summary by Development Account	Total Estimated Cost	Total Actual Cost

		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-0-			
2	1406 Operations	-0-			
3	1408 Management Improvements Soft Costs	20,000.00			
	Management Improvements Hard Costs	20,000.00			
4	1410 Administration	55,000.00			
5	1411 Audit	-0-			
6	1415 Liquidated Damages	-0-			
7	1430 Fees and Costs	40,000.00			
8	1440 Site Acquisition	-0-			
9	1450 Site Improvement	10,000.00			
10	1460 Dwelling Structures	657,771.00			

11	1465.1 Dwelling Nonexpendable	30,000.00			
12	1470 Nondwelling Structures	-0-			
13	1475 Nondwelling Equipment	-0-			
14	1485 Demolition	-0-			
15	1490 Replacement Reserve	-0-			
16	1492 Moving to Work Demonstration	-0-			
17	1495.1 Relocation Costs	-0-			
18	1499 Development Activities	-0-			
19	1502 Contingency	-0-			
	Amount of Annual Grant: (sum of lines .)	832,771.00			
	Amount of line XX Related to LBP Activities	-0-			

	Amount of line XX Related to Section 504 compliance	-0-			
	Amount of line XX Related to Security Soft Costs	-0-			
	Amount of Line XX related to Security-- Hard Costs	-0-			
	Amount of line XX Related to Energy Conservation Measures	433,543.00			
	Collateralization Expenses or Debt Service	-0-			

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: **Housing Authority of the City of New Bern**	**Grant Type and Number** Capital Fund Program Grant No: **NC19P00550107** Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2007**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA WIDE Admin	Clerk of the Works – Salary & Benefits		1410	1		55,000.00			
PHA WIDE Fees and Costs	A & E Services		1430	1		40,000.00			
PHA WIDE Site Improvement	Sidewalk & Road Repair/Replacement		1450			10,000.00			
PHA WIDE Dwelling Equip	Electric Range Replacement		1460	30		10,000.00			

Non-expendable	Refrigerator Replacement			50		20,000			
PHA WIDE Dwelling Structures	Vacant Apartment Prep and painting; interior wiring		1460			200,000			
NC005-003 Trent Court	Replace Individual Apartment Heating Systems; install individual apartment gas meters; upgrade electrical service to accommodate HVAC.		1460			457,771			
PHA WIDE Management Improvements Soft Costs	Computer Upgrade - Software (labor)		1408			20,000			
PHA WIDE Management Improvements Hard Costs	Computer Upgrade – Hard Costs (material)		1408			20,000			

Annual Statement/Performance and Evaluation Report

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

Part III: Implementation Schedule

PHA Name: **Housing Authority of the City of New Bern**	**Grant Type and Number** Capital Fund Program No: **NC19P00550107** Replacement Housing Factor No:	**Federal FY of Grant:** **2007**

Development Number Name/HA-Wide	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates

Activities							
	Original	Revised	Actual	Original	Revised	Actual	
PHA WIDE Management Improvements	9/01/08			9/01/11			
PHA WIDE Fees and Costs	9/01/08			9/01/11			
PHA WIDE Operations	9/01/08			9/01/11			
PHA WIDE Site Improvement	9/01/08			9/01/11			
PHA WIDE Dwelling Equipment Non-Expendable	9/01/08			9/01/11			
PHA WIDE Dwelling Structures	9/01/08			9/01/11			
NC005-002 Dwelling Structures	9/01/08			9/01/11			

ATTACHMENT B

2006 RASS Follow-up Plan

In response to the 2006esident Survey, one area of concern is included in this Follow-up Plan.

Neighborhood Appearance:

The Housing Authority strives to be a good landlord and a good neighbor by promoting a peaceful, safe, clean and sanitary environment for all residents. In an effort to achieve these goals, the Housing Authority will:

- Continue to provide Ground Maintenance personnel to collect litter, broken glass and trash throughout all projects on a daily basis;
- Continue to keep graffiti removed from all buildings and grounds;
- Continue to provide residents with guidance to reduce noise in and around their units and take appropriate action when alternative methods become ineffective;
- Continue to provide professional extermination services for all apartments and buildings;
- Continue the program of removing abandoned vehicles when the owner doesn't respond to warnings;
- Continue to keep lawns mowed weekly and shrubs trimmed as required;
- Continue to remove discarded furniture and appliances on a daily basis;
- Continue to have Housing Authority personnel assess all areas on a daily basis;
- Continue to maintain safe and clean playgrounds;
- Continue to reduce the number of vacant units throughout all projects
- Continue to maintain and clean all parking areas;
- Continue the Resident Beautification Award Program and announce recipients in the monthly Housing Authority newsletter; and
- Continue to respond to any problem reported by residents.

ATTACHMENT C

Policy For De-concentration

Analysis of our four projects indicates that there is no concentration of any income level in any project. Approved applicants are offered and assigned to an apartment based on the availability of the required unit size and the need of the applicant. Income of the applicant has no bearing on assignment.

ATTACHMENT D

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: **Housing Authority of the City of New Bern**	**Grant Type and Number** Capital Fund Program Grant No: NC19P00550105 Replacement Housing Factor Grant No: N/A	**Federal FY of Grant:** **2005**

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement

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	0. 00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	10,000.00	0.00	0.00	0.00

	Management Improvements Hard Costs	10,000.00	11,735.71	11,735.71	11,735.71
4	1410 Administration	50,000	53,896.51	53,896.51	53,896.51
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	40,000	14,936.38	14,936.38	14,936.38
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	10,000	0.00	0.00	0.00
10	1460 Dwelling Structures	722,573.00	763,535.43	763,535.43	763,535.43
11	1465.1 Dwelling Nonexpendable	30,000	28,468.97	28,468.97	28,468.97
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	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 Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1502 Contingency	0.00	0.00	0.00	0.00
	Amount of Annual Grant: (sum of lines .)	872,573.00	872.573.00	872,573.00	872,573.00
	Amount of line XX Related to LBP Activities	0.00	0.00	0.00	0.00
	Amount of line XX Related to Section 504 compliance	0.00	0.00	0.00	0.00
	Amount of line XX Related to Security Soft Costs	0.00	0.00	0.00	0.00
	Amount of Line XX related to Security-- Hard Costs	0.00	0.00	0.00	0.00
	Amount of line XX Related to Energy Conservation Measures	451,200.00	603,020.18		
	Collateralization Expenses or Debt Service	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:**
Housing Authority of the City of New Bern	Capital Fund Program Grant No**:** **NC19P00550105** Replacement Housing Factor Grant No:	**2005**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA Wide	Clerk of the Works		1410	1		50,000		53,896.51	Completed
	A&E Services		1430	1		40,000		14,936.38	Completed
	Sidewalk Repair; Roadway Repair;Landscaping		1450			10,000		0.00	Deferred
	Vacant Apartment Prep; interior wiring rework		1460			200,000		374,445.82	Completed
	Replace Refrigerators;		1465.1			30,000		17,869.60	Completed

	Replace Electric Ranges							10,039.00	
NC005-002 Craven Terrace	Replace individual apartment heating systems with central HVAC; HVAC & ducting encasement; paint & plaster repair, electrical and gas service to systems		1460			522,573.00		603,020.18	Completed
PHA Wide Management Improvements- Soft Costs	Computer Upgrade – software (labor)		1408			10,000.00		0.00	Deferred
PHA Wide Management Improvements–Hard Costs	Computer Upgrade – Hard Costs (Materials)		1408			10,000.00		11,735.71	Completed

Annual Statement/Performance and Evaluation Report

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

Part III: Implementation Schedule

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
Housing Authority of the City of New Bern	Capital Fund Program No: **NC19P00550105** Replacement Housing Factor No:	**2005**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide-1410	8/18/07		6/30/06	9/17/07		9/30/06	
PHA Wide							

– 1430	9/17/05		6/30/06	9/17/07		9/30/06	
PHA Wide – 1450	9/17/05		6/30/06	9/17/07		9/30/06	
PHA Wide – 1460	9/17/05		6/30/06	9/17/07		9/30/06	
PHA Wide – 1465.1	9/17/05		6/30/06	9/17/07		9/30/06	
NC005-002 Craven Terrace-1460	9/17/05		6/30/06	9/17/07		9/30/06	

ATTACHMENT E

HOUSING AUTHORITY OF THE CITY OF NEW BERN

POLICY AND PROCEDURES FOR ESTABLISHING A

PET POLICY

Pursuant to Section 526 of the Quality Housing and Work Responsibility Act of 1998 which added a new section 31 to the United States Housing Act of 1937, the Housing Authority of the City of New Bern hereby establishes the following policy and rules for the keeping of common household pets.

1. Definition of "Common Household Pet": A domesticated animal, such as a dog, cat, bird, gerbil, hamster, rabbit, fish or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. "Common household pet" does not include reptiles (except turtles). Animals that are used solely to assist, support or provide service to those residents with disabilities, such as Seeing Eye dogs, are not considered common household pets.

2. Animals used to assist persons with disabilities: Any animal that has been trained to assist, support or provide service to persons with that specific disability and the animal actually assists the person with the disability. A person with a disability may keep an animal that is necessary as a reasonable accommodation to assist, support, or provide service to such individual, and such animal is not subject to the Pet Policy, although it is subject to health and safety rules, as well as any authority that Management may have to regulate such animals under federal, state, or local laws. The resident or an applicant must certify (in writing by a medical professional) that the resident/applicant or a member of his or her family is a person with a disability that requires the use of a trained animal to assist with that specific disability.

3. State, County and City Law or Regulations: All applicable state, county and City laws and regulations, pertaining to common household pets or any animal used for assistance of a disabled person, shall apply.

4. Registration: A resident desiring to have a pet(s) reside in their apartment must register the pet(s) **prior** to bringing the pet onto Housing Authority premises. Registration(s) must be updated annually at the time of the annual reexamination. Registration is not required for those pets usually maintained in a cage or tank (such as hamsters, gerbils, rabbits, birds, fish, turtles, etc.). Failure to register a pet(s) shall be considered a Dwelling Lease violation. Requirements for registration include:

a. A certificate signed by a licensed veterinarian or a State or local authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all inoculations required by applicable State and local law; and

b. Information sufficient to identify the pet and to demonstrate that it is a common household pet; and

c. The name, address, and phone number of one or more responsible parties who will care for the pet if the resident is incapacitated or is otherwise unable to care for the pet, or the pet is determined to have been abandoned by the resident; and

d. A license for all pets for whom licensing is required, including but not limited to dogs and cats, applicable under North Carolina and local laws and regulations; and

e. All dogs over the age of five (5) months and cats over the age of five (5) months must be spayed or neutered and a certificate signed by a licensed veterinarian or State or local authority verifying such spaying or neutering must be provided.

f. Any resident requesting to register a pet shall be required to sign a statement that he/she has read and understands the pet policy and agrees to comply with the established policy. Any violation of the pet policy by a resident pet owner shall be grounds for removal of the pet from the premises, may be grounds for future refusal to register another pet, or termination of the resident's tenancy in accordance with the provisions of the Dwelling Lease and applicable federal, State and local law.

g. The Housing Authority may refuse to register a pet if:

i. The pet is not a common household pet; or
ii. The keeping of the pet would violate any applicable house pet rule; or
iii. The resident/applicant fails to provide complete pet registration information or fails annually to update the pet registration; or
iv. A determination is made, based on the resident/applicant's habits and practices, that the resident/applicant will be unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament may be considered as a factor in determining the resident/applicant's ability to comply with the pet rules and other lease obligations.

v. The Housing Authority, upon refusal to register a pet for any of the aforementioned reasons, shall notify the resident/applicant in writing, stating the basis for refusal and the notice shall be delivered or mailed to the resident's apartment or mailed to the applicant's address. The

notice of refusal to register a resident's pet may be combined with a notice of any other pet violation. An appeal of the Housing Authority's refusal to register a pet by a resident shall be in accordance with the Housing Authority Grievance Procedure.

h. Unregistered pets will be considered strays, and the local authority (City or County) for animal control may be contacted to remove the animal. Any fees for such service will be charged to the Resident.

5. Pet Deposit: Each resident registering a pet(s) will be required to pay a refundable pet security deposit of one hundred dollars ($100.00). One half of the deposit ($50.00) must be paid prior to the pet being brought onto the premises. The balance of the deposit may be made in $10.00 increments during the following five months within the first five business days of each month. Failure to pay the entire deposit may result in the requirement for the resident to remove the pet. Only one pet security deposit is required per household. This deposit is in addition to any other financial obligation generally imposed on residents. This deposit does not limit the resident's liability for damages that occur due to pet ownership. This deposit shall be used by the Housing Authority to pay reasonable expenses directly attributable to the presence of the pet in the project, including, but not limited to, the cost of repairs and replacements to, and fumigation of, the resident's dwelling unit and the cost of an animal care facility if the pet is removed to such a place for any reason. Any unused portion of the pet deposit, if any, shall be refunded to the resident within the time limit specified by law for the return of security deposits upon vacating the Housing Authority premises.

6. Sanitary Standards: No specific area is designated for pet exercise or the deposit of waste. However, pets shall not be exercised or deposit their waste on or around other residents' porches, yards or in any clothesline areas of any building. All pet owners are required to remove all pet feces and properly dispose of the waste in the large dumpsters provided in each project. Pet waste should not be put into your garbage can because of the odors and bacteria that can develop. Do not put pet feces in other residents' garbage cans. Litter boxes waste must be disposed of in an appropriate trash receptacle and will not be dumped in any common areas (such as around buildings, yards, playgrounds, etc.). Failure to properly dispose of all removable pet waste is a violation of this policy. Each removal of pet waste by Housing Authority personnel will result in a waste removal charge of five dollars ($5.00) per incident. Continued violation of this policy may be cause for the removal of the pet from the residence and/or other sanctions allowed in the Dwelling Lease.

7. Pet Restraint: All pets must be appropriately and effectively restrained and under the control of the owner or another responsible individual while on Housing Authority premises.

a. All dogs and cats must be restrained (by use of a leash, etc.) whenever they are not inside the dwelling unit.

b. Pets shall not be restrained by chain or rope to any water faucet, gas meter or pipe, wash line or wash line poles, porch brackets, door handles or knobs, ground anchors or any other device either temporarily or permanently outside the apartment.

c. Residents shall not erect fences (including invisible electric fences), walls, kennels, doghouses or any other housing or restraint for their pets on Housing Authority premises.

d. Appropriate pet restraints must also be provided inside the apartment to allow Housing Authority personnel and/or contractors to perform maintenance, painting, pest control, etc.

8. Common Areas: Pets, other than animals used by individuals with disabilities, shall not be allowed in common areas on Housing Authority premises, such as community centers, offices, etc.

9. Density of Pets: Only one (1) dog or no more than two (2) cats may be kept in any apartment. A reasonable number of other common household pets (such as hamsters, gerbils, rabbits, birds, fish, turtles) is allowed provided that the number of pets maintained may not impose a health or sanitation problem for the resident, other members of that household, or other residents.

10. Unattended pets: No pet shall be left unattended in any dwelling unit for more than twelve hours.

11. Noise and Odor: Each resident shall be responsible for controlling the noise and odor caused by his or her pet. Every resident is entitled to the peaceful enjoyment of their apartment, therefore, preventive measures must be taken by the pet owner to ensure that the pet does not become a nuisance or threaten the health and safety of other residents or other persons on Housing Authority Premises.

12. Protection of a Pet: In accordance with state and local laws, all pets must be treated humanely and must not be abused or abandoned.

a. In all cases of pet abuse or neglect, the Housing Authority will notify the proper authorities for remedial action. Furthermore, abuse or neglect of a pet may result in the owner being required to dispose of the pet, refusal by the Housing Authority to register future pets, or the termination of the Lease with the resident owner of the abused or neglected pet.

b. If the health or safety of a pet is threatened by the incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Housing Authority will contact the responsible party listed by the resident owner on the pet registration.

i. If the responsible party is unwilling or unable to care for the pet, or if the Housing Authority, after reasonable efforts, has been unable to contact the responsible party or parties to retrieve and care for the pet, the Housing Authority may contact an appropriate State or local agency and request the removal of the pet.

ii. If the removal of the pet by a State or local agency is unfeasible, the Housing Authority will enter the residence, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet.

iii. If the pet is not retrieved within ten calendar days, the pet will be disposed of by any means available under State and local laws.

iv. All pet facility charges incurred from such confinement or disposal shall be borne by the pet owner or the pet owner's estate. If the pet owner or his or her estate is unable or unwilling to pay the confinement or disposal costs, the cost of such care shall be paid from the pet and/or security deposit.

13. Pet Size Limitations: Pets shall be of a reasonable size suitable for living in an average dwelling unit and shall not be of a type or breed, which will exceed eighteen (18) inches in height or forty (40) pounds in weight at maturity. Furthermore, no type or breed of animal that has been designated by State or local laws and ordinances as being dangerous or vicious may be kept as pets.

14. Lease Provisions: The Dwelling Lease for each resident currently occupying a dwelling unit shall be amended to incorporate this policy. The amendment shall take effect when a resident registers the pet, or upon annual reexamination of resident income and family size in accordance with any applicable regulation, whichever occurs sooner. The Dwelling Lease shall incorporate this pet policy by reference. By executing the Dwelling Lease, the resident agrees to comply with this pet policy and that any violation thereof shall be grounds for removal of the pet(s) or termination of the Dwelling Lease, or both.

15. Designation of Non-Pet areas: The Housing Authority shall have discretionary authority to designate buildings, floors of buildings or sections of buildings as non-pet areas where pets generally may not be permitted. If any areas are designated as such, resident relocation may be necessary. The Housing Authority may not refuse to admit an applicant

for tenancy on the grounds that the applicant's admission would violate a pet or non-pet area. The Housing Authority may adjust such areas or may direct such additional relocations as may be necessary to accommodate applicants for tenancy or to meet the changing needs of existing residents.

16. Nuisance or Threat to Public Health or Safety: Nothing in this pet policy nor in the HUD regulations prohibits the Housing Authority or an appropriate State or local authority from requiring the removal of any pet from Housing Authority premises if the pet's conduct or condition is duly determine to constitute, under the provision of State law or local ordinance, a nuisance or a threat to the health or safety of other Housing Authority residents or of other persons in the surrounding community.

17. Resident's Responsibility for Pets:

a. Residents who own pets shall be responsible for the conduct of their pets at all times and shall be responsible for any damages to other persons or property resulting from the conduct of such pets, subject to the limits of liability imposed by applicable State and local law.

b. The Housing Authority shall be indemnified and held harmless by the resident pet owner from any damage or injury caused by any pet or pet owner residing in Housing Authority premises.

c. Although not mandatory, residents who become pet owners are encouraged to procure liability insurance.

d. Residents who own pets are responsible for ensuring that pets are properly restrained when Housing Authority employees or contractors enter their apartment for repairs, etc. Housing Authority employees or contractors will take reasonable care to ensure pets do not escape from the apartment during ingress/egress, but will not be responsible for any pet, which does get out of the apartment.

18. Implementation of Policy: This policy shall become effective upon acceptance of and resolution approval by the Housing Authority Board of Commissioners. Written notice shall be served on all residents who are in occupancy at the time of approval of this policy which will outline the contents herein:

a. Residents may, at any time, request a copy of this policy and any approved amendments thereto, and any proposed changes to this policy.

b. All violations, notice of violations, appeals and grievances related to this policy shall be subject to the procedures set forth in the Dwelling Lease and other applicable policies.

ATTACHMENT F

HOUSING AUTHORITY OF THE CITY OF NEW BERN

Requirements and Procedures
For

RESIDENT APPOINTMENT
TO

HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Within the Code of Federal Regulations (24 C.F.R. Part 964), the Housing Authority is required to have a resident on the Housing Authority Board of Commissioners. The intent of placing a resident on the Board of Commissioners is for the Resident Board Member to provide input and perspective from the resident's point of view. In this capacity the Resident appointed to the Board of Commissioners represents all the residents of Trent Court, Craven Terrace and New Bern Towers.

Term of Appointment:

The Resident appointed to the Board of Commissioners will serve a term of five years (consistent with the length of office of the other Commissioners), provided all the requirements set forth in this policy continue to be met.

Selection of Resident Commissioner:

Trent Court, Craven Terrace and New Bern Towers all have Resident Councils. The appointment will be given to each development on a rotation basis. Trent Court, being the oldest development will provide the first member, followed by Craven Terrace and New Bern Towers respectively. The member to be appointed will be elected from those Resident Council Officers in office at the time the Resident Commissioner seat is open.

An individual appointed to the office of Resident Commissioner may request to resign their office by submitting a letter to the Chairman of the Board of Commissioners of the Housing Authority of the City of New Bern. The Board shall determine acceptance or rejection of the request.

Requirements:

- The individual must be a resident of the Housing Authority of the City of New Bern, residing in Trent Court, Craven Terrace or New Bern Towers, who is eighteen years of age or older, and whose name appears on the lease.
- Any individual who agrees to be nominated for the office of Resident Commissioner must agree to serve in that capacity if appointed.
- Serve one five-year term.
- An individual elected to the office of Resident Commissioner will vacate their seat upon vacating their apartment, whether voluntarily or involuntarily, or at the expiration of their term, whichever occurs earlier.
- The Resident Commissioner seat, vacated under any circumstance, shall be filled by the procedures outlined above.

ATTACHMENT G

HOUSING AUTHORITY OF THE CITY OF NEW BERN

POLICY AND PROCEDURES
FOR ESTABLISHING A

RESIDENT ADVISORY BOARD (RAB)

1. **PURPOSE:** The RAB is a board whose membership must adequately reflect and represent the residents assisted by the Housing Authority for the purpose of assisting and making recommendations regarding the development of Housing Authority plans, including but not limited to the Annual Plan, Five Year Plan and Modernization Plan, and any significant amendment or modification to those plans. The RAB is expected to be actively involved in the development of Housing Authority plans. The RAB should reach out to ensure that the views of all residents are well represented as possible.

2. **MEMBERSHIP:** The RAB of the Housing Authority of the City of New Bern shall consist of the elected members of the Trent Court Resident Council and the Craven Terrace Council. Any resident, in addition to those elected to the Resident Councils, can become members of the RAB by requesting appointment by the Housing Authority. Membership of the RAB is limited to Housing Authority residents only. Although the Housing Authority has discretion in determining the term of appointment to the RAB, a resident who is an elected member of the Resident Council will remain on the RAB concurrently with their Resident Council term(s) of office. Any resident who is not an elected member of a Resident Council but who wishes to serve on the RAB may request, and at the discretion of the Housing Authority, be appointed for a one year term; however, successive terms may be served but reappointment must be requested annually. If the Resident Councils become inactive to the point that a Resident Advisory Board could not represent the residents satisfactorily, the Housing Authority may, at its discretion, designate all residents as members of the RAB and call a RAB meeting by notifying all residents of said meeting

3. **RESIDENT INVOLVEMENT:** Residents should make every effort to be informed, should volunteer for membership on the RAB and generally should be involved in the development of plans through the RAB.

4. **HOUSING AUTHORITY RESPONSIBILITIES:** The Housing Authority will ensure that the RAB is actively involved in the development of plans and will establish timelines and procedures for RAB notification and involvement. The Housing Authority has discretion in determining the method of appointment of the RAB and will ensure that the RAB reflects and represents all the residents assisted by the Housing Authority. The Housing Authority may limit membership on the RAB, with a maximum no less than that sufficient to provide adequate representation for all the residents. The RAB will be involved in the planning process as soon as it is feasible and will be given sufficient time to

fully participate in the process so that they can carry out their proper role and provide representation that is meaningful and relevant to the development of the plans. The Housing Authority and the RAB will develop a reasonable timetable to promote participation, including adequate notice of meetings. To facilitate productive meetings, the Housing Authority may do preliminary work prior to involving the RAB, such as gathering and compiling data and materials and/or preparing drafts to help residents participate in the process. The Housing Authority will carefully consider the recommendations of the RAB and make revisions to drafts or to plans that are determined appropriate. The Housing Authority is required to include a copy of RAB recommendations and describe the manner in which the recommendations were addressed in the plans prior to submission to HUD. The Housing Authority will provide adequate notice of meetings specifically called to formulate or discuss any plan (generally at least 48 hours or more depending on the meeting agenda), make available copies of any proposed plan and ensure that all members are provided an opportunity to express their view and discuss the plan. The Housing Authority will comply with the requirements of open meeting laws, where applicable.

ATTACHMENT H

HOUSING AUTHORITY OF THE CITY OF NEW BERN

POLICY AND PROCEDURES FOR IMPLEMENTING

COMMUNITY SERVICE AND SELF-SUFFICIENCY REQUIREMENTS

On October 21, 1998, President Clinton signed into law HUD's fiscal year 1999 Appropriations Act, which included the Quality Housing and Work Responsibility Act of 1998 (QHWRA). The FY 1999 HUD Appropriations Act and the QHWRA together, enact landmark measures that include, among other changes, the transforming of public housing. The QHWRA makes significant and numerous amendments to the United States Housing Act of 1937 (USHA); however, the USHA remains in effect except as amended by the QHWRA.

The purpose of the QHWRA is to promote homes that are affordable to low-income families in safe and healthy environments, and thereby contribute to the supply of affordable housing, by:

- *Deregulating and decontrolling public housing agencies, thereby enabling them to perform as property and asset managers;*
- *Providing for more flexible use of Federal assistance to public housing agencies;*
- *Facilitating mixed income communities and decreasing concentrations of poverty in public housing;*
- *Increasing accountability and rewarding effective management of public housing agencies;*
- *Creating incentives and economic opportunities for residents of dwelling units assisted by public housing agencies to work, become self-sufficient, and transition out of public housing and federally assisted dwelling units;*

NONDISCRIMINATION REQUIREMENTS: HUD and the Housing Authority's responsibilities in implementing this new program and program changes covered by the QHWRA include ensuring compliance with applicable nondiscrimination requirements such as the Fair Housing Act, Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act and other applicable requirements and programs as described in 24 C.F.R. §5.105(a), and affirmatively furthering fair housing.

Definitions

Community Service: *Community Service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.*

Economic Self-Sufficiency: *Economic Self-Sufficiency is defined as any program designed to encourage, assist, train, or facilitate the economic independence of assisted families or to provide work for such families. Economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any other program necessary to ready a participant to work (such as substance abuse or mental health treatment). As defined in this rule, Economic Self-Sufficiency program includes any work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)).*

Household Members: All residents over eighteen (18) years of age listed on the Dwelling Lease are considered Household Members for purposes of this policy.

Treatment of Income Changes Resulting From Welfare Program Requirements

When the income of a family is reduced as a result of a reduction of welfare benefits by the welfare agency because of fraud by a family member in connection with the welfare program, or because of noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program, the household cannot have their rent reduced based on such reduction in welfare benefits.

This prohibition on reduction of rent is not applicable if the welfare benefits reduction is (1) the result of the expiration of a lifetime or other time limit on receiving benefits; (2) due to the inability of a family member to obtain employment, even though the family has complied with welfare self-sufficiency or work activities requirements (for example, the family has complied with all welfare agency requirements, but loses welfare because of a durational time limit such as a cap on welfare benefits for a period of no more than two years in a five year period); or (3) due to the fact that a family member has not complied with other welfare agency requirements.

Upon receiving a request for income reexamination and rent reduction predicated on a reduction in tenant income from welfare benefits, the Housing Authority may deny the request only after obtaining written verification from the welfare agency that the family's welfare benefits have been reduced because of noncompliance with an economic self-sufficiency program or work activity requirements or because of fraud by a family member in connection with the welfare program.

Applicability

The provisions in the Service Requirement section (the "Requirements") of this "Policy and Procedure for Implementing Community Service and Self-Sufficiency Requirements" (hereinafter referred to as "Policy") apply to all Household Members who are NOT EXEMPT from the Requirements.

Household Members are EXEMPT from the Requirements if they meet the definition of an "Exempt Individual" in 24 C.F.R. 960.601(b). Exempt Individuals include an adult who:

- Is 62 years of age and older;

- Is blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(l); 1382c));
  (EXCEPTION: the individual must certify that they are unable to comply with the Community Service and Self-Sufficiency requirements due to the nature of the disability. A disability, in and of itself, does not automatically exempt an individual from participating in the community service and self-sufficiency program. The agency that granted the disability status must certify the individual's limitations of ability/inability to perform any or all community service and self-sufficiency requirements.)

- Is a primary caretaker of a blind or disabled person described above;
  (EXCEPTION: The agency that granted the disability status must certify that the individual's disability is of such a nature that requires the services of the caretaker to an extent that limits/negates the caretaker's ability to perform any or all community service and self-sufficiency requirements.)

- A Household Member participating in a work activity (as defined in section 407(d) of the Social Security Act, 42 U.S.C. 607(d));

- Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or any other welfare program of the State of North Carolina, including a State-administered welfare-to-work program.

- Is a member of a family who receives assistance, benefits or services under a State program funded under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State of North Carolina, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

SERVICE REQUIREMENTS

Each Household Member (other than an Exempt Individual as defined in the "Applicability" Section above) who is required to perform community service or participate in an economic-self sufficiency program under the QHWRA must:

1. Contribute eight (8) hours per month of community service (not including political activities); or
2. Participate in an economic self-sufficiency program for eight (8) hours per month; or
3. Perform eight (8) hours per month of combined activities listed in subparagraph 1 and 2 above.

Family Violation of Service

The Dwelling Lease, which will be or has been changed from a month-to-month lease to an annual lease, shall be renewed automatically for all purposes (assuming no other violations of the lease exists for which separate termination action has been taken), unless the family fails to comply with the service requirement.

Administration of Service Requirements

The Housing Authority will administer the Community Service and Self-Sufficiency Activity requirements for residents.

- The Housing Authority will determine and notify those residents (head of household and any other member of the household) who will be required to perform eight hours of community service or self-sufficiency activity requirements.
- Each member required to fulfill the eight-hour obligation must have the agency/organization validate the number of hours they performed service for that agency/organization.
- Validation of hours performed must be provided on the letterhead of the agency/organization in the format found as an attachment to this document.
- Validation slips must be provided to the Housing Authority monthly. The Housing Authority will retain the original validation slip. A copy of the validation slip will be provided to the participant who is encouraged to keep the copy of the validation slip in a safe location for further reference.
- The Housing Authority will maintain a record of all participants in the program and track the validated hours. The participant is responsible for keeping track of their requirements; however, the Housing Authority may initiate a procedure for advising a participant who is delinquent and may be jeopardizing their lease due to insufficient activity.
- Program participants may perform their eight hours as a volunteer with any of the agencies/non-profit organizations listed on the attachment. If the participant identifies an agency/organization not on the attached list but believes that volunteering with that agency/organization will satisfy their requirement, the participant must receive permission from the Housing Authority Community Service Program Director prior to performing the service to ensure that volunteering with that agency/organization will be acceptable. Failure to follow this procedure may result in unacceptable volunteer hours.
- Any service for which the participant is paid or receives any form of compensation is not considered volunteer service and will not be counted towards the eight-hour requirement.

- Any participant who is notified that they are delinquent must agree to a remedial make-up period. Failure to comply with the make-up agreement will result in a termination of the lease at the end of the current twelve-month term or non-renewal of the lease.

ACCEPTABLE

AGENCIES/ORGANIZATIONS

FOR

COMMUNITY SERVICE PROGRAM VOLUNTEERS

City of New Bern Offices & Departments
Craven County Board Of Education
Craven Regional Medical Center
Big Brothers/Big Sisters of Eastern North Carolina
CETC Employment Opportunities
Coastal Carolina Chapter, American Red Cross
Craven Home Health Hospice Foundation
East Carolina Council, Boy Scouts of America
Catholic Social Ministries
Carteret County Domestic Violence Program
Coastal Carolina Consumer Credit Counseling
Craven Literacy Council
Habitat for Humanity of Greater New Bern
Pamlico County 4-H
Twin Rivers YMCA
Sheltered Tree Workshop
New Bern Historical Society
Community of Excellence
Lower Neuse Initiative
Youth Vision/SOS
Merci Clinic
American Cancer Society
Partners in Education
Havelock Chamber of Commerce
United Senior Services, Inc.
Craven Cares, Inc.
New Bern Housing Authority

Craven County Offices & Departments
All Craven County Schools
Established Churches
Senior Pharmacy Program
Craven County Council on Women
Coastal Pregnancy Care Center
Girl Scouts Council of Coastal Carolina
Hope Clinic, Inc.
Craven County Partnership for Children
Chrysalis Counseling Center
Coastal Women's Shelter
Eastern Pregnancy Care Center
Hospice of Pamlico County
Religious Community Services
The Phoenix House
New Bern Civic Theater
Twin Rivers Opportunities
Columbus Club
Craven County Volunteer Center
Sudan Shriners
For Children Ministries
Cooperative Extension Service
Craven Arts Council
New Bern Chamber of Commerce
The Salvation Army
Colonial Capital Humane Society
Other (must be approved)

The following information is to be provided on agency letterhead:
Please Type or Complete in Ink.

_____

COMMUNITY SERVICE OBLIGATION

This is to certify that _____,
(Printed Name)

who resides at _____,
(Home Address)

has provided _____ hours volunteer service with our agency on _____.
(# Of Hours) (Date)

_____
(Signature)

_____
(Printed Name)

_____
(Title)

_____
(Date)

ATTACHMENT I

Attachment F of this document describes the procedure for one resident of the Housing Authority to become a member of the Board of Commissioners of the Housing Authority of the City of New Bern.

The resident now filling the position of Commissioner is:

Ms. Tammy Mewborn
Apartment A-6
Trent Court

Ms. Mewborn has been on the Board of Commissioners since November 2001. Her term will expire on November 2006.

ATTACHMENT J

Paragraph 2 of Attachment G of this document specified the policy and procedures for establishing a Resident Advisor Board (RAB). The last sentence of paragraph 2 states "If the Resident Councils become inactive to the point that a Resident Advisory Board could not represent the residents satisfactorily, the Housing Authority may, at its discretion, designate all residents as members of the RAB and call a RAB meeting by notifying all residents of said meeting."

There is no active Resident Council in Craven Terrace and the Resident Council of Trent Court has declined to the point that it has not met regularly during the past several months, and membership has declined to the point that the Housing Authority has determined that the RAB derived from the Resident Council could not satisfactorily represent the residents; therefore, the Housing Authority has decided to designate ALL residents of Trent Court and Craven Terrace as members of the RAB.

At any given time that the RAB would be called to meet, a notice would be delivered to ALL current residents at that time. The Tenant Directory currently lists approximately 550 residents, the entirety of which constitutes the RAB. The data base of all current residents is available through REAC.

ATTACHMENT K

5-YEAR PLAN MISSION AND GOALS PROGRESS STATEMENT

The Housing Authority of the City of New Bern continues to provide affordable housing in a suitable living environment free from discrimination. Our aim is to maintain our properties and premises in a highly desirable condition which helps promote us as a provider of housing of choice rather than a provider of housing of last choice. We believe we are achieving this aim. Furthermore, the Housing Authority continues to promote economic opportunity for all residents through workshops, advertisements and in-house employment.

We have made great progress towards our goal of reducing the number of vacancies as well as reducing the turn-around days for getting our vacancies re-rented. Our MASS report for the end of FY 2005 showed a baseline of 119 days turnaround. During this year, we have reduced the average number of days per apartment to 30.6 days (as of the end of the 3rd quarter, FY 2006). We continue to strive to reduce the average turn-around days to 20 days or less. The number of vacant units at the end of FY 2005 was 20 units (97% leased). We have continued to maintain approximately the same number of vacancies throughout this year.

Our PHAS score for FY2005 was an 89, and was identical to the FY 2004 score. We continue to make adjustments to our programs in order to increase that score to achieve High Performer status.

We continue to work with the City and County law enforcement agencies to improve security within our developments. Although a police substation is no longer employed within the projects, police presence and support of Housing Authority goals and policies remains high.

The Housing Authority continues to undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status or disability.

In summation, the Housing Authority believes that it is on target in achieving those goals set forth in the five year plan, and will continue to work towards maintaining those achievements.

ATTACHMENT L

SIGNIFICATNT AMENDMENT/SUBSTANTIAL DEVIATION

Any changes to this Plan, whether as an amendment or deviation from this plan, which would have a financial or material impact on any resident will require the 30 day review/comment period requirement to be met prior to becoming effective. The following are examples which are provided to help define Significant Amendment/Substantial Deviation.

Examples: Procedures for calculating rent that would cause an increase in the amount of rent due from any resident;

Adjusting the flat rent upwards;

Change to the Pet Policy where the size, weight or breed is amended which would cause any resident to have to remove their pet in order to comply;

Designation of any area within any project for a specific group of residents, such as the elderly;

Starting a task under the Capital Fund Program, which had never been included as part of the 5-Year Plan, which would significantly redirect the use of capital funds from a program already underway.