

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

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: Wilson Housing Authority

PHA Number: NC020v02

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)

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.5]

A. Mission

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

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

The Housing Authority of the City of Wilson will continue excellent customer service; promote safe, decent, affordable housing and encourage higher quality family life for eligible residents in an economically self-sufficient, drug and crime free environment without discrimination.

B. Goals

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

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

- X PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - X Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- X PHA Goal: Improve the quality of assisted housing
Objectives:
- X Improve public housing management: (PHAS score) 88 (under review)
 - X Improve voucher management: (SEMAP score) 96
 - X Increase customer satisfaction:

- X Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - X Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- X PHA Goal: Increase assisted housing choices
- Objectives:
- X Provide voucher mobility counseling:
 - X Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - X Implement public housing site-based waiting lists: Forrest Road Homes;
Whitfield Homes and E.B. Jordan Homes
 - Convert public housing to vouchers:
 - Other: (list below)

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

- X PHA Goal: Provide an improved living environment
- Objectives:
- X Implement measures to de-concentrate poverty by bringing higher income
public housing households into lower income developments:
 - X Implement measures to promote income mixing in public housing by
assuring access for lower income families into higher income
developments:
 - X Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups
(elderly, persons with disabilities)
 - Other: (list below)

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted
households
- Objectives:
- X Increase the number and percentage of employed persons in assisted
families:
 - X Provide or attract supportive services to improve assistance recipients'
employability:

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

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

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

Other PHA Goals and Objectives: (list below)

Implement and Maintain a Comprehensive Energy Conservation Program

Implement measures to be Violence Against Women Act (VAWA) compliant:

Goal: Wilson Housing Authority will assist and provide support to families that are victims of domestic violence, dating violence and stalking in order to enhance their quality of life, increase staff and family awareness, exercise discretion, sensitivity and excellent customer service when providing agency services and/or referrals.

Objective: Provide decent and affordable housing for victims of domestic violence, dating violence and stalking. Make referrals to agency partners based on client needs; educate Wilson Housing Authority staff and clients on the seriousness of domestic violence in order to enhance quality of life.

Services, Programs and Activities:

Have Agency Partners conduct on site training for staff and clients to increase awareness of domestic violence and child abuse.

Keep a current list of Wilson Housing Authority domestic violence victims. Upon approval by client, Manager and Housing Officer will conduct periodic visits to residents in Conventional Housing for detection of non reported domestic violence.

Ban abuser from Wilson Housing Authority property, add abuser to ban list and ensure ban list is kept in all high visibility areas at each site.

Make agency referrals to agency partners based on client needs.
Strongly encourage victims to participate in counseling programs and report any incidents.

**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.

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 Wilson Housing Authority Annual Plan and 5-Year Plan encompasses all of the required elements under Section 511 of the Quality Housing and Work Responsibility Act of 1998. Component # 1: The Authority used the State Housing Needs section of the Consolidated Plan, the City of Wilson Consolidated Plan as well as the Authority's analysis. Component # 2: The Financial Resources are anticipated Federal Fiscal Year 2007 funding. Component # 3: Policies Governing Eligibility include the ACOP, Section "8" Administrative Policy, Deconcentration and Income Mixing Policy, along with waiting lists. Component # 4: Rent Determination Policies include the Minimum Rent Policy, Flat Rent Policy, Section "8" minimum Rent Policy and Section "8" Payment Standards Policy. Component #5: Operations and Management: All policies relating to this component are included. Component # 6: Grievance Procedure is included. Component # 7: Capital Improvement Needs: Capital Fund Program Annual Statement is provided as attachment E. The 5-Year Action Plan is provided as Attachment F. Component # 8: Demolition and Disposition is addressed. Component # 9 Designation of housing is included. Component #10: Conversion of Public Housing is included. Component #11, 12, and 13 are included. Component # 14 Pet Policy is included. Component # 15: Civil Rights Certification is included. Component # 16: Fiscal Audit is included. Component # 17: PHA Asset Management is included. Component # 18: Other information contains required policies found in Section 511 of the Act are included.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration – Attachment G
- FY 2007 Capital Fund Program Annual Statement - Attachment E
- 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 – Attachment H
- FY 2007 Capital Fund Program 5 Year Action Plan – Attachment F
- 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)
 - Income Targeting & Tenant Selection (Section 513) – In Plan, page 40
 - Resident Membership on Board – In Plan, page 40
 - Progress Report Narrative – In Plan, page 41
 - Resident Advisory Board Membership – In Plan, page 41
 - Resident Advisory Board Minutes – In Plan, page 41

Police Officers Residing in Public Housing Policy – In Plan, page 44
 Substantial Deviation – In Plan, page 45
 Resolution Pledging Section 8 Reserves – In Plan, page 46
 PHAS Financial Indicator Corrective Action Plan – In Plan, page 48
 Community Service Plan – In Plan, page 49
 Site-Based Wait List Table – In Plan, page 51

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents 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
X	Section 8 rent determination (payment standard) policies X 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 X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X 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
	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 <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Substantial Modification or Deviation Policy	Annual Plan: Other information
X	Pet Policy	Annual Plan: Pet Policy
X	Police Officers Residing in Public Housing Policy	Annual Plan: Safety & Crime Prevention
X	Conversion of Public Housing	Annual Plan: Conversions of Public Housing
X	Pledging Section 8 Administrative Reserves	Annual Plan: Other information
X	Maintenance Plan	Annual Plan: Operations & Management
X	Financial Corrective Action Plan	Annual Plan: Other information
X	Community Service Plan	Annual Plan: Other Information
X	Site-Based Wait Lists	Annual Plan: Other information

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	289	3	4	3	3	3	3
Income >30% but <=50% of AMI	73	3	4	3	3	3	3
Income >50% but <80% of AMI	10	3	4	3	3	3	3
Elderly	35	3	4	3	3	3	3
Families with Disabilities	62	3	4	3	3	3	3
Race/Ethnicity B	298	3	4	3	3	3	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity W	43	3	4	3	3	3	3
Race/Ethnicity O	2	3	4	3	3	3	3
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2006-2010 State of North Carolina
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	386		125
Extremely low income <=30% AMI	301	78%	
Very low income (>30% but <=50% AMI)	84	22%	
Low income (>50% but <80% AMI)	1	0.01%	
Families with	215	56%	

Housing Needs of Families on the Waiting List			
children			
Elderly families	35	9%	
Families with Disabilities	136	35%	
Race/ethnicity W	42	0.11%	
Race/ethnicity B	344	89%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	188	49%	
2 BR	120	31%	
3 BR	60	16%	
4 BR	15	0.04%	
5 BR	3	0.01%	
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	66		95
Extremely low income <=30% AMI	28	42%	
Very low income (>30% but <=50% AMI)	38	58%	
Low income (>50% but <80%	0	0%	

Housing Needs of Families on the Waiting List			
AMI)			
Families with children	58	88%	
Elderly families	0	0%	
Families with Disabilities	3	5%	
Race/ethnicity W	2	3%	
Race/ethnicity B	64	97%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 37			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X 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
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X 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

- X 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)
Affirmatively market to local non-profit agencies that assist elderly families.

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
- X 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

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X 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
- X Staffing constraints
- 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
- X Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2006 grants)		
a) Public Housing Operating Fund	2,131,959	
b) Public Housing Capital Fund	1,162,174	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,199,555	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	1,648,548	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	7,142,236	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- X Other: When application is accepted.

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
- Other (describe)

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)

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 3

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? 3

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

Elderly - 62 Years of Age or Older

Near Elderly - At least 50 Years of Age, but under 62

Disabled: Persons disabled as determined by the Social Security Administration.

Involuntarily Displaced: Applicants displaced by natural disaster declared by the President of the United States, or displaced through no fault of their own by a government action or permanently displaced by fire.

Working Family- Head or spouse is employed and has been for 12 consecutive months.

Seasonal workers must have been employed with their current employer for the last 2 years. WHA allows up to a seven day grace period for change of employment for eligibility of the working preference. This preference is automatically extended to families whose head is determined disabled by the Social Security Administration.

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.

2. 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)

1. Elderly - 62 Years of Age or Older

1. Near Elderly - At least 50 Years of Age, but under 62

1. Disabled: Persons disabled as determined by the Social Security Administration.

1. Involuntarily Displaced: Applicants displaced by natural disaster declared by the President of the United States, or displaced through no fault of their own by a government action or permanently displaced by fire.

1. Working Family- Head or spouse is employed and has been for 12 consecutive months.

Seasonal workers must have been employed with their current employer for the last 2 years. WHA allows up to a seven day grace period for change of employment for eligibility of the working preference. This preference is automatically extended to families whose head is determined disabled by the Social Security Administration.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
X 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
X Other source (list)
Housing Authority Website – www.wilsonha.org

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
 At family request for revision
 Other (list)

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below: Housing Authority Wide – See remarks following "g" on page 18.
- 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:

There is not a need for income mixing at this time. We continually monitor our income composition and incorporated “skipping” into the ACOP to utilize when an area becomes concentrated as either high or low income.

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)

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

c. X 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)
Known rental history with previous landlords.

(2) Waiting List Organization

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

Extensions are permissible at the discretion of the Housing Authority up to a maximum of sixty (60) days, primarily for these reasons:

- 1. Extenuating circumstances such as hospitalization or a family emergency for an extended period of time, which has affected the family’s ability to find a unit within the initial 60 day period. Verification is required.**
- 2. The Housing Authority is satisfied that the family had made a reasonable effort to locate a unit, including seeking the assistance of the HA, throughout the initial 60 day period. Proof of family’s efforts is required.**
- 3. Families, including a person with a disability, may request up to 120 days to find a unit after issuance of a Voucher and may request a list, if available, or accessible units.**

(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)
Elderly - 62 Years of Age or Older
Near Elderly - At least 50 Years of Age, but under 62
Disabled: Persons disabled as determined by the Social Security Administration.
Involuntarily Displaced: Applicants displaced by natural disaster declared by the President of the United States, or displaced through no fault of their own by a government action or permanently displaced by fire.

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.

2 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
- X Other preference(s) (list below)
 - 1. **Elderly** - 62 Years of Age or Older
 - 1. **Near Elderly** - At least 50 Years of Age, but under 62
 - 1. **Disabled:** Persons disabled as determined by the Social Security Administration.
 - 1. **Involuntarily Displaced:** Applicants displaced by natural disaster declared by the President of the United States, or displaced through no fault of their own by a government action or permanently displaced by fire.

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

- X 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
- X 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)

- X The Section 8 Administrative Plan

- X Briefing sessions and written materials
- X Other (list below)
Housing Authority website – www.wilsonha.org

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

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

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

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

1. Yes 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

At family option

X 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)

Change in 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.)

X The section 8 rent reasonableness study of comparable housing

X Survey of rents listed in local newspaper

X Survey of similar unassisted units in the neighborhood

Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

At or above 90% but below 100% of FMR

X 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 – Attachment H.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	781	125
Section 8 Vouchers	550	95
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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)
Maintenance Plan – Attachment I
- (2) Section 8 Management: (list below)
Section 8 Administrative Plan

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
- PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes X 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)

- X 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 E

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

b. If yes to question a, select one:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment F

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description
 Yes X 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:	Housing Authority Wide
1b. Development (project) number:	NC 020 1/10
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway

<input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes X No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) X Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 08/21/06

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)

- 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 (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
GED	15	Resident	Development	PH
Money Smart	3	Resident	Development	PH
Job Readiness	64	Resident	Development	PH

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	20	19 07/05/2006
Section 8	N/A	N/A

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports

- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)
- Whitfield Homes 20-2, 20-4 & 20-5
 - E. B. Jordan Homes 20-7

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

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

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

2. Which developments are most affected? (list below)
- Housing Authority Wide**

C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below)
- Housing Authority Wide**

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan? PHDEP is no longer a program.

- Yes X No: Has the PHA included the PHDEP Plan for FY 2007 in this PHA Plan?
PHDEP is no longer a program.
- Yes X No: This PHDEP Plan is an Attachment. (Attachment Filename: N/A)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

WILSON HOUSING AUTHORITY **PET POLICY**

1. A non-refundable pet fee of \$100.00 and a \$50.00 pet deposit will be required of any resident wishing to have a pet unless, it is a service or companion animal for persons with disabilities. The fee and deposit may be paid in two increments of \$75.00 each. One increment payable at the time of the pet move in and the second being payable the first month after the pet move in.
2. Only one (1) pet whose weight may not exceed 25 pounds, may be kept in any one conventional housing unit. The head of household shall be responsible for their pet. Guest may not bring pets onto the premises. Reptiles or any other animal that may endanger the health, safety, or welfare of any WHA employee or any other resident will be not permitted. Dogs will not be allowed in high-rise buildings, and outside chained animals will not be allowed.
3. Signed statement assigning responsibility to no less than two persons to care for the pet in the event the pet owner dies, is incapacitated or is otherwise unable to care for the pet.
4. Owner of the pet will be responsible for all cleanup anywhere on the grounds or in the building. If pet owner is unable, or contact with the resident cannot be made, a \$25.00 fee for each cleanup performed by WHA will be assessed.
5. All pet owners must submit an up-to-date immunization record from a qualified Veterinarian and must display a current license tag for said pet. Immunization records and pet license tags are to be updated at the time of the pet owner's annual re-certification of tenant eligibility or if the family is a new admission, at lease up.
6. Pets must be have no communicable disease(s) and be pest free.
7. Pet must be neutered or spayed and will be restricted to designated pet areas only. Pets will not be allowed in any designated area unless accompanied by a responsible person and is restrained on a leash or similar device.
8. A pet owner is in violation of the city ordinance on animal control when his or her animal causes objectionable noises, destroys or damages the property of others.
9. Pet owners must comply with all WHA, County, State, and Federal regulations on animal regulatory laws.
10. Litter boxes must be changed no less that weekly.
11. Inspections other than permitted under the lease may be made after proper notification and during reasonable hours if a complaint is received in writing and WHA has reasonable grounds to believe that a nuisance or threat to health and safety of the occupants of the dwelling or surrounding area exist.
12. In the event of a pet violation, the pet owner will be given up to ten (10) days from date of service of the notice to remedy the violation, to remove the pet or to make a written request for a meeting to discuss said violation(s). Failure to remedy the violation, to request a meeting, or to appear at a requested meeting may result in

termination of tenancy. A resident who receives two written complaints, will be asked to remove their pet from WHA property. Repeat violations of this policy may be grounds for lease termination.

13. If a pet is removed due to death or incapacity of the pet owner and the two responsible parties are contacted and are unwilling or unable to remove the pet; or cannot be contacted, the pet will be removed and placed in a pet facility for a period not to exceed thirty (30) days. The cost of the animal care shall be borne by the pet owner and his/her estate. If unable or unwilling to pay, the cost will be paid from the pet deposit.
15. UPCS code must be met and maintained in order to have a pet.
16. The eradication cost of flea infestation during residency will be the responsibility of the resident.
17. If the pet is a bird, it shall be housed in a birdcage at all times.
18. Pets may not be bred or used for commercial purposes.
19. All conditions must be met and the lease signed before admitting said pet to the dwelling unit.
20. All pets must be approved in advance by WHA before being brought onto the premises.
21. Pet owners must enter into a pet agreement with WHA.

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)

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

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment – see Resident Advisory Board minutes - page 45-48.
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: North Carolina Consolidated Plan 2006-2010
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.
- 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)

The Consolidated Plan of the State of North Carolina request s that PHA’s provide housing to eligible prospective residents, that is safe, sanitary and decent. To provide economic opportunities for residents and work with other housing agencies within the jurisdiction.

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.

Wilson Housing Authority Income Targeting and Tenant Selection and Assignment (Section – 513)

The primary goals of this policy are to:

- 1- Prohibition of concentration of low-income families in public housing and
- 2- Income targeting.

The Wilson Housing Authority may not concentrate very low-income families in public housing units in certain public housing projects or certain buildings within projects. The Wilson Housing Authority will submit with its annual PHA plan an admission policy designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenant into lower income projects and lower income tenants into higher income projects. The Wilson Housing Authority may offer incentives for eligible families having higher incomes to occupy dwelling units in projects predominantly occupied by eligible families having lower incomes and provide for occupancy of eligible families having lower incomes in projects predominantly occupied by eligible families having higher incomes. The skipping of a family on the waiting list to reach another family to implement de-concentration will be utilized as permitted by HUD.

Not less than 40% of new families will have incomes at or below 30% of the area median income.

Other admissions will be at or below 80% of the area median income.

Fundability will be allowed only to the extent that relatively higher income families move into public housing units in census tracts having a poverty rate of at least 30%.

This Income Targeting and Tenant Selection and Assignment Policy is in accordance with the Summary of the Q.H.W.R.A. of 1998 as prepared by the Office of Policy, Program and Legislation Initiatives and is established for the Wilson Housing Authority, by action of the Board of Commissioners.

Wilson Housing Authority Resident Membership of the PHA Governing Board

The Wilson Housing Authority Board of Commissioners resident appointment is Mr. Larry Thigpen. The Mayor of the City of Wilson appointed Mr. Thigpen on October 8, 2003 to fulfill the remainder of Commissioner Ms. Mary Belle Langston's term. His appointment term expires December 9, 2010.

Wilson Housing Authority Progress Report Narrative on 5-Year Plan Mission and Goals

The Management of the Wilson Housing Authority is proud to report that the progress toward our 5-Year Mission and Goals is excellent. The Wilson Housing Authority should fulfill its Mission and Goals as planned within the time remaining. We incorporated a comprehensive Energy Program that began in 2002/2003 and remain on-going until completion (approximately ten to twelve years). Some units will be taken off-line to accommodate emergency asbestos abatement in conjunction with the installation of individual water meters.

Wilson Housing Authority Membership of the Resident Advisory Board

Rufus Edmondson	Annie Hicks	Valarie Harper
Alma Ruffin	Mary Anderson	Iris Smith
Sondra Murray	Alice Smith	Bessie Barnes
Beatrice Gay		

Wilson Housing Authority Resident Advisory Board Minutes Whitfield Homes March 15, 2006

Present: Alma Ruffin, Dorothy Edwards, Bea Gay, Dianne Dew, Rufus Edmondson

Absent: Annie Hicks, Sandra Murray, Mary Anderson

Staff Present: Ethel Pettiford, Sarah Larson, Crystal Meador, Rossalyn Farmer

Ms. Farmer opened the meeting by welcoming the residents and thanking them for coming out. Prayer was given by Ms. Dorothy Edwards.

Ms. Larson asked for approval of the December 2, 2005 minutes as presented.. Ms. Edwards motioned to approve the minutes as presented, Ms. Gay seconded the motion the minutes were unanimously approved.

Ms. Larson informed the Board parking lot at Hines Street was finished. Ms. Larson asked if the Board members if they were in the area to please stop by and look at he work that had been done to increase the parking for the residents on Hines Street. Ms. Edwards was most appreciative and thanked the staff for their diligence in getting the project completed.

Ms. Meador gave the Board an update of the CFFP project. All work is going well and all the roofs are almost complete in 20-4 & 5. Work is beginning on the tile floors, walls, bathrooms.

Ms. Meador informed the Board that WHA had received a clean audit with comments. However, the auditors determined that WHA should not be furnishing food for meetings or other activities.

Ms. Larson opened the floor for questions, concerns or comments from the Board.

Mr. Edmonson complained of termites and other residents complained of the fire ants in the communities.

With no other business to come before the board, Mr. Edmondson asked for a motion to adjourn. Ms. Farmer motioned for the meeting to be adjourned, Ms. Gay seconded the motion. The meeting was adjourned.

Wilson Housing Authority Resident Advisory Board May, 17, 2006 Minutes

Present: R. Edmondson, B. Gay, B. Barnes, A. Hicks, M. Anderson, V. Harper,
A. Ruffin

Absent: D. Edwards, S. Murray

Staff Present: C. Meador, R. Farmer, A. Gaskins, S. Larson

Ms. Mary Anderson opened the meeting with prayer.
The mission state was recited by the group.

Mr. Edmondson called the meeting to order.

Ms. Larson asked for approval of the March 15, 2006 minutes. Ms. Alma Ruffin motioned the minutes be accepted as presented and Ms. Annie Hicks seconded the motion. The minutes were approved as presented.

Ms. Meador advised the Board that the REAC inspections in 20-9 and 20-7 went well and that the Tasman inspection were conducted today. There have been two health and safety findings (receptacle cover missing and one blocked window). The Staff did notify all residents of the inspection schedule as required and of the REAC mandates. Overall, the inspections have gone. The staff anticipates the best and will keep the Board informed.

Ms. Meador reminded the Board of the Five Year and Annual Agency Plan that must be submitted to HUD annually. Staff is preparing to update the plans for 2007 which includes the CFFP survey that is mailed to each resident annually. Staff is requesting that all residents return their survey into the Property Manager, their RAB member or bring them to Tasman Towers. The Board was encouraged to please talk to their neighbors about completing the survey in order that staff could have their input on work to be done under the capitol fund project. This survey will be detailing the modernization work to be completed in each housing area. Some of the Board members had some concerns about area lighting for security reason. Ms. Meador advised the Board that staff would look at having a different type light for the areas. Ms. Gay questioned the work to be done in the bathrooms and access to the bathrooms while the work is being done. Ms. Meador advised the Board that the bath room renovations would include commodes, fixtures, new tile and water system for the Forrest Road area also, the bathrooms would be usable at the end of each day whether or not the work was completed. This will be the process until the work is completed. Some Board members from Tasman asked if they could stay on the same side of the building when they were transferred for the Tasman modernization work and if they could

have their refrigerators moved to their new apartments if they were the larger ones. Ms. Meador advised the Board that staff would consider their request but we would have to do what was most feasible for the agency.

Ms. Farmer advised the Board that the ACOP will also be updated for 2007 as required. Ms. Farmer informed the Board that the staff was proposing to set a \$100.00 fee for persons that habitually call after hours to have their doors unlocked and to raise the copy fee from ten cents to twenty cent per copy. The Board was in agreement with the proposals.

Ms. Farmer reminded the Board of the community service requirement and of the fact that HUD had given WHA approval for all families if applicable to be terminated effective December 31, 2006 if they were not compliant. The Board was reminded that families that were non compliant in 2005 should have been terminated in December of 2005, this means they have actually been given an extension.

Ms. Farmer informed the Board that more terminations would be on the horizon because of the EIV program. All residents were notified the EIV implementation in March of 2006. The Board was very receptive and commented that this system should have been implemented earlier.

Ms. Hicks commented on police visibility at the EBJ community. She stated she seldom sees any officers in the area. Ms. Farmer informed Ms. Hicks the police now are required to turn in their schedule indicating the area they are patrolling. Also so that Staff is looking into an alternative situation for community policing.

Ms. Farmer asked for any other comments or concerns from the Board, their being none the meeting was adjourned.

Wilson Housing Authority Resident Advisory Board Minutes July 19, 2006

Present: V. Harper, A. Ruffin, D. Edwards, R. Edmondson, A. Hicks, S. Murray
A. Smith, B. Barnes, B. Gay, E. Williams,

Absent: M. Anderson

Staff: C. Meador, R. Farmer, E. Pettiford

The meeting was opened by prayer and the mission statement.

Ms. Farmer apologized for the minutes not being ready from the May 2006 meeting and asked if the approval could be tabled until the next meeting. The Board gave consent.

Ms. Meador advised the Board of the Public Hearing for the Annual and Five Year Plan to be held on September 14, 2006 at 3:00 at Tasman Towers.

Staff collected the remaining resident surveys from the residents.

Ms. Meador reviewed the surveys and asked for any other comments or suggestions for the CFFP modernization project. Ms. Gay asked about the way the bathrooms were being left after the work was completed also, some Forrest Road residents had concerns about their porch lights not

working properly since they were installed during the modernization work. Ms. Meador stated she and the Architect would address these issues during his next site visit.

Ms. Meador informed the Board of the status of our PHAS score deeming WHA a standard agency. Ms. Meador reminded the Board that we had always been high performers and she was working very hard at getting out points back to remain so.

Ms. Farmer reminded the Board member of the trip to South Carolina in August and advised that the travel and lodging accommodations would be relayed to them before the trip.

Ms. Alice Smith had questions about the Property Manager not being in the office as she used to be. Ms. Farmer explained that the transition to PBM has changed the day to day operations. The Managers are in the field more and have more responsibilities however, all residents should leave messages and phone calls should be returned no later than the next business day.

The staff reminded the Board to encourage the neighbors to join the RAB in order to strengthen the communication between staff and residents.

Ms. Meador asked Ms. Smith if she would consider rejoining the Board. After a brief discussion Ms. Smith agreed to become a RAB member once more.

Wilson Housing Authority Police Officers Residing in Public Housing Policy

If approved to do so, the Wilson Housing Authority will offer and make available units to be occupied by law enforcement officers. In order to substantially reduce drug related crime and other calls for service the Housing Authority has utilized intensive community policing and resident cooperation. Included in the law enforcement phase is the City of Wilson's police bicycle patrol, horse patrol, juvenile officers, and two uniform officers hired by the Housing Authority.

The police department cannot maintain this level of service to the residents of public housing. Our program has reduced the crime rate in public housing by 75%, which is higher than any comparable community in the city. In order to retain this level of security and safety will require other alternatives. The Wilson Housing Authority is proposing to continue using the two police officers hired as Housing Officers. Second, allow police officers to reside in public housing. The officers will provide high visibility and interact with surrounding neighbors while providing neighborhood safety.

No resident families will be transferred to other locations to provide housing for police officers. The officers shall abide by the same lease, rules and regulations as other public housing residents. The officers shall operate marked patrol cars to implicate their presence in the communities and as a deterrent of would be criminal activities. Officers will be allowed to pay flat rent. The rent shall be such that it will provide an incentive for officers, yet it shall be sufficient to provide maintenance and upkeep on the units. Officers occupying public housing units must be sworn certified law enforcement personnel. Only law enforcement officers working in the jurisdiction of the City or County of Wilson, NC will be eligible. Officer(s) may only reside in public housing as

long as they are sworn and certified as law enforcement officers by the State of North Carolina. If employment as a law enforcement officer is terminated or the officer(s), resign his/her position as a sworn officer, the lease will automatically be terminated. Thirty days will be allowed to vacate the unit.

The following Developments have been chosen based on prior crime in surrounding community and demographics:

NC 20-7	E. B. Jordan Homes	(one officer)
NC 20-10	E. M Barnes Manor	(one officer)
NC 20-5	Whitfield Homes	(one officer)
NC 20-9	Forrest Road Homes	(one officer)

Wilson Housing Authority Definition of “Substantial Deviation” and “Significant Amendment or Modification”

The Wilson Housing Authority, to meet the requirement of Final Rule 903.7(r) and PIH 99-51, pertaining to “Substantial Deviation” and “Significant Amendment or Modification,” offers the following:

- A. A substantial deviation from its Five-Year Plan; and a significant amendment or modification to its Five-Year Plan and Annual Plan.
- B. Changes to rent or admissions policies or organization of the waiting list.
- C. Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- D. Additions of new activities not included in the current PHDEP Plan.
- E. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five-Year Plan that cause changes in the services provided to residents or significant changes to the Agency’s financial situation will be documented in subsequent Agency Plans.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements offered by HUD.

Wilson Housing Authority
Resolution Approving Pledging Section 8 Reserves
To Cover Potential Conventional Program Energy
Consumption Savings Liability

WHEREAS, the Housing Authority of the City of Wilson, North Carolina (hereinafter called the “Authority”) is undertaking to make a large number of energy conservation and energy consumption reduction improvements to a number of units owned and operated by it, each of said units being a part of the Authority’s Conventional Housing Program; and

WHEREAS, a substantial portion of the energy conservation and energy consumption reduction improvements involve the installation of energy conserving and energy consumption reduction equipment, apparatus and other personal property; and

WHEREAS, the Authority by appropriate resolutions and actions has entered into an Equipment Lease/Purchase Agreement for the equipment, apparatus and other personal property that constitute the energy conservation and energy consumption reduction equipment, apparatus and items that are being installed in order to bring about such energy savings and energy conservation; and

WHEREAS, said Lease/Purchase Agreement payments are amortized on an annual basis over a twelve (12) year period, with the first such payment being due December 1, 2003 and the final payment being due December 1, 2014; and

WHEREAS, the Authority desires to pledge ninety percent (90%) of AVAILABLE Section 8 Program Reserves to fund the Authority’s potential liability which it may incur under the Conventional Housing Program add on of energy conservation and energy consumption reduction measures, including a pledging of ninety percent (90%) of AVAILABLE Section 8 Program Reserves to meet the annual Lease/Purchase amortization payments throughout the amortization period in the event actual consumption levels do not meet the consumption levels required by the Department of Housing and Urban Development; and

WHEREAS, said pledge of ninety percent (90%) of available Section 8 program reserves may also be necessary to fund and pay any HUD funding shortfall associated with the Conventional Housing Program operating subsidy funding budget cuts which may be associated with the energy add on project; and

WHEREAS, the term of the pledge of ninety percent (90%) of available Section 8 program reserves will expire at the conclusion of the project, the payment of all payments and obligations under the Lease/Purchase Agreement or at the conclusion of Lease Amortization Schedule on December 31, 2014; whichever occurs later; and

WHEREAS, the Board of Commissioners of the Authority must approve any pledging of Section 8 Reserve Funds to be used to pay Conventional Housing Program energy add on liabilities including amortization of lease payments due and making provisions for reductions in operating subsidies;

NOW, THEREFORE, be it RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Wilson on this 9th day of October, 2003, that the Board of Commissioners does hereby authorize, approve and ratify pledging ninety percent (90%) of AVAILABLE Section 8 Program Reserves to fund any potential liability that the Authority may incur under the conventional Housing Program Energy Add-On Project due to reduction in funding resulting from consumption levels required by the Department of Housing and Urban Development or resulting from any Conventional Housing Program operating subsidy cuts associated with the energy conservation and energy consumption reduction project, said pledging to continue through December 31, 2014.

DULY ADOPTED this 9th day of October, 2003.

Bennie J. Woodard, Chairman
Of the Board of Commissioners
Housing Authority of The
City of Wilson, North Carolina

James A. Faison, Secretary to the
Board of Commissioners of the
Housing Authority of the City
Of Wilson, North Carolina and
Executive Director of the Housing
Authority of The City of Wilson,
North Carolina

PHAS FINANCIAL INDICATOR

Corrective Action Plan

2007 Annual Plan Budget PHAS Financial Indicator Corrective Action Plan

Revenue Shortfall

- Subsidy shortfall	300,000
- Community Service (75) units projected	
Turnover 1k/unit	75,000
Projected rent loss 90 days @ \$198	<u>44,550</u>
Anticipated Revenue Shortfall	\$419,500

Corrective Action Plan Measures

Proposed Revenue Increase

- Estimated Sales and Service increase (5%)	8,760
- Estimated Lawn Fee Increase	7,368
- Estimated Flat Rent Increase	<u>3,000</u>
Estimated Revenue Increase	19,128

Proposed Expense Decreases

- Changing Cap on Legacy premium payments	39,000
- Decreased working hours -	<u>20,000*</u>

Total Estimated Corrective Action Plan Benefit Savings **\$78,128**

*Guesstimated due to unknown amount of labor which will be required to recover from community service evictions.

WILSON HOUSING AUTHORITY COMMUNITY SERVICE PLAN

QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998 REQUIREMENTS FOR PUBLIC HOUSING RESIDENTS

The Wilson Housing Authority will require all non-exempted adult conventional housing residents to spend eight (8) hours monthly doing community service or participating in a self-sufficiency program.

The exemptions from these requirements will be an adult who:

- 1) Is 62 years or older;
- 2) (i) is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i);1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or (ii) Is a primary caretaker of such individual;
- 3) Is engaged in work activities of twenty-five (25) hours or more;
- 4) Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of the title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or
- 5) Is a member of a family receiving 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 in which the PHA is located, including a State-administered welfare-to work program, and has not been found by the State or other administering entity to be in non-compliance with such a program; or
- 6) Continuing their education;
- 7) Is enrolled in a self-sufficiency program

Property Manager will make determination of eligibility status.

All residents that are non-compliant will be notified by their Property Manager. Adult conventional housing residents that are not exempted from the community service requirement will be partnered with one of our community service agencies or an agency of their choice to complete their monthly eight (8) hours of community services.

Residents will receive community service hours for participating in Wilson Housing Authority community projects. Wilson Housing Authority community projects include but are not limited to: area beautification, planting projects, resident flyer distribution and volunteering time at Wilson Housing Authority Resource Centers.

After the resident is partnered with the community service agency, Tenant Accounts Receivable will track the hours in the Voyager system. The Property Manager will monitor the hours and compliance of their residents. This will be done by reviewing time

sheets, eligibility criteria and periodic contact with designated agencies. The participating agency will complete time sheets to verify resident hours and return them third party to the WHA on a monthly basis. All residents should promptly notify the Property Manager of any changes that may affect their status for community services.

All compliance reviews with the resident and contact with the agency will be done by the Property Manager and entered into the Community Service Tracking Ledger. All eligibility reviews with the resident will be done by the Property Manager.

The Wilson Housing Authority will refuse to renew a resident's lease for failure to satisfy this requirement unless the resident enters into an agreement with the Housing Authority to make up the missed hours by participating in a self-sufficiency program or contributing to community service.

Non-compliant residents will be given the opportunity to cure the status of non-compliant thirty (30) days before the end of their twelve- (12) month lease. They will sign a written agreement to complete the required number of hours during the second twelve- (12) month term of the lease.

If the non-compliant person is a family member, the head will be given he/she opportunity to remove this family member from the lease if he/she does not enter into a written agreement, the lease will not be renewed.

If the non-compliant person is the head and they refuse to sign the agreement, the lease will not be renewed for a second term.

All residents will be given the opportunity for a Grievance Hearing on the Wilson Housing determination of non-compliance.

The Wilson Housing Authority will retain reasonable documentation's of resident service requirements and of their performance.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)-

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

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

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics
Whitfield Homes 633 Walnut St. S 252-291-2245	01/01/05	98% Black Families 2% White Families 20% Disabled Families	93% Black Families 6% White Families .004% Other 27% Disabled Families	5% 4% 7%
Forrest Road Homes 502 Parkview Street 252-291-2245	01/01/5	91% Black Families 0.08% White Families 0.01% Other 0.29% Disabled Families	92% Black Families 8% White Families 0.01% Other 27% Disabled Families	1% None None 2%
E B Jordan Homes 1800-H Fountain Dr. 252-291-2245	01/01/05	95% Black Families 0.04% White Families 0.01% Other 0.48% Disabled Families	95% Black Families 5% White Families 0.0% Other 26% Disabled Families	None 1% None 22%
-				

2. What is the number of site based waiting list developments to which families may apply at one time? 3
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? 2

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program, Replacement Housing Factor (CFP/CFPRHF) Part I Summary

PHA Name: Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No NC19P020501-03 Replacement Housing Factor No.	FFY of Grant Approval 2003
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- Original Annual Statement
 Revised for Disasters/Emergencies
 Revised Annual Statement/Revision
 Performance and Evaluation Report for Program Year Ending'06/30/06
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations (May not exceed 10% of Line 20)	\$63,596.00	\$63,596.00	\$63,596.00	\$63,596.00
3	1408 Management Improvements Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
	1408 Management Improvements Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$81,060.00	\$81,060.00	\$81,060.00	\$44,113.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$134,350.00	\$54,350.00	\$54,350.00	\$28,320.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvements	\$475,843.00	\$475,843.00	\$475,843.00	\$475,843.00
10	1460 Dwelling Structures	\$188,495.00	\$268,495.00	\$268,495.00	\$225,395.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
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	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Mod Used for Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1501 Collateral Expense/Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)	\$0.00	\$0.00	\$0.00	\$0.00
	1172 Advanced Amortization	\$104,816.00	\$104,816.00	\$104,816.00	\$104,816.00
20	Amount of Annual Grant (sum of lines 2 - 19)	\$1,048,160.00	\$1,048,160.00	\$1,048,160.00	\$942,083.00
	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Security - Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Security - Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Energy Conservation Measures	\$475,843.00	\$475,843.00	\$475,843.00	\$475,843.00

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

PHA Name: Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Grant No: NC19P020501-03 Replacement Housing Factor No.			Federal FY of Grant: 2003			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Obligated	Expended	
	Dwelling Structures							
NC20-1	Asbestos Abatement	1460	50	\$0.00	\$0.00	\$0.00	\$0.00	
	Install Windows	1460	10	\$0.00	\$0.00	\$0.00	\$0.00	
NC20-2	Replace Flooring and Base (CB)	1460		\$38,565.00	\$38,565.00	\$38,565.00	\$38,565.00	
NC20-3	Asbestos Abatement	1460	24	\$0.00	\$0.00	\$0.00	\$0.00	
NC20-4	Replace Flooring and Base (CB)	1460		\$74,448.00	\$74,448.00	\$74,448.00	\$74,448.00	
NC20-5	Replace Flooring and Base (CB)	1460		\$75,482.00	\$75,482.00	\$75,482.00	\$75,482.00	
NC20-3	Bond & General Conditions CFFP	1460		\$0.00	\$24,264.00	\$24,264.00	\$24,264.00	
NC20-4	Bond & General Conditions CFFP	1460		\$0.00	\$36,396.00	\$36,396.00	\$0.00	
NC20-9	Bond & General Conditions CFFP	1460		\$0.00	\$3,164.00	\$3,164.00	\$0.00	
NC20-10	Bond & General Conditions CFFP	1460		\$0.00	\$16,176.00	\$16,176.00	\$12,636.00	
NC20-6	Asbestos Abatement	1460	112	\$0.00	\$0.00	\$0.00	\$0.00	
WHA Wide	Painting	1460	ls	\$0.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1460			\$188,495.00	\$268,495.00	\$268,495.00	\$225,395.00	
	Dwelling Equipment							
WHA Wide	Appliances	1465.1	ls	\$0.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1465.1			\$0.00	\$0.00	\$0.00	\$0.00	
	Collateral Expense/Debt Service							
WHA Wide	CFFP	1501	ls	\$0.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1501			\$0.00	\$0.00	\$0.00	\$0.00	
	Advanced Amortization							
WHA Wide	Prepaid Debt Service CFFP	1172	ls	\$104,816.00	\$104,816.00	\$104,816.00	\$104,816.00	
	Subtotal 1501			\$104,816.00	\$104,816.00	\$104,816.00	\$104,816.00	

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Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
Account Totals	1406	\$63,596.00	\$63,596.00	\$63,596.00	\$63,596.00
	1408	\$0.00	\$0.00	\$0.00	\$0.00
	1408	\$0.00	\$0.00	\$0.00	\$0.00
	1410	\$81,060.00	\$81,060.00	\$81,060.00	\$44,113.00
	1411	\$0.00	\$0.00	\$0.00	\$0.00
	1415	\$0.00	\$0.00	\$0.00	\$0.00
	1430	\$134,350.00	\$54,350.00	\$54,350.00	\$28,320.00
	1440	\$0.00	\$0.00	\$0.00	\$0.00
	1450	\$475,843.00	\$475,843.00	\$475,843.00	\$475,843.00
	1460	\$188,495.00	\$268,495.00	\$268,495.00	\$225,395.00
	1465.1	\$0.00	\$0.00	\$0.00	\$0.00
	1470	\$0.00	\$0.00	\$0.00	\$0.00
	1475	\$0.00	\$0.00	\$0.00	\$0.00
	1485	\$0.00	\$0.00	\$0.00	\$0.00
	1490	\$0.00	\$0.00	\$0.00	\$0.00
	1495.1	\$0.00	\$0.00	\$0.00	\$0.00
	1498	\$0.00	\$0.00	\$0.00	\$0.00
	1501	\$0.00	\$0.00	\$0.00	\$0.00
	1172	\$104,816.00	\$104,816.00	\$104,816.00	\$104,816.00
Amount of Annual Grant		\$1,048,160.00	\$1,048,160.00	\$1,048,160.00	\$942,083.00
LBP		\$0.00	\$0.00	\$0.00	\$0.00
Section 504		\$0.00	\$0.00	\$0.00	\$0.00
Security		\$0.00	\$0.00	\$0.00	\$0.00
Security		\$0.00	\$0.00	\$0.00	\$0.00
Energy		\$475,843.00	\$475,843.00	\$475,843.00	\$475,843.00

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 Wilson	Grant Type and Number Capital Fund Program Grant No. NC19P020501-03 Replacement Housing Factor Grant No.						Federal FY of Grant 2003
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Dates)			All Funds Expended (Quarter Ending Dates)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NC20-1	9/16/2005			9/16/2007			
Forest Road Homes							
NC20-2	9/16/2005			9/16/2007			
Whitfield Homes							
NC20-3	9/16/2005			9/16/2007			
Forest Road Homes Addition							
NC20-4	9/16/2005			9/16/2007			
Whitfield Homes Addition							
NC20-5	9/16/2005			9/16/2007			
Whitfield Homes Addition							
NC20-6	9/16/2005			9/16/2007			
Scattered Sites							
NC20-7	9/16/2005			9/16/2007			
E. B. Jordan Homes							
NC20-8	9/16/2005			9/16/2007			
Tasman Tower							
NC20-9	9/16/2005			9/16/2007			
Scattered Sites							
NC20-10	9/16/2005			9/16/2007			
E. M. Barnes Manor							
WHA Wide	9/16/2005			9/16/2007			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program, Replacement Housing Factor (CFP/CFPRHF) Part I Summary

PHA Name: Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No. NC19P020501-04 Replacement Housing Factor No.	FFY of Grant Approval 2004
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- Original Annual Statement
 Revised for Disasters/Emergencies
 Revised Annual Statement/Revision
 Performance and Evaluation Report for Program Year Ending 06/30/06
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds - CFPP Proceeds	\$3,700,000.00	\$3,700,000.00	\$3,700,000.00	\$1,134,942.00
	Total Non-CFP Funds - Energy - PFS Add-on	\$2,650,000.00	\$2,650,000.00	\$2,650,000.00	\$993,016.00
2	1406 Operations (May not exceed 10% of Line 20)	\$14,333.00	\$14,333.00	\$14,333.00	\$14,333.00
3	1408 Management Improvements Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
	1408 Management Improvements Hard Costs	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00
4	1410 Administration	\$0.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$0.00	\$80,000.00	\$80,000.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvements	\$268,246.00	\$27,000.00	\$27,000.00	\$27,000.00
10	1460 Dwelling Structures	\$258,193.00	\$373,439.00	\$349,565.00	\$88,036.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$30,000.00	\$59,000.00	\$30,000.00	\$30,000.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$35,000.00	\$52,000.00	\$35,000.00	\$35,000.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Mod Used for Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1501 Collateral Expense/Debt Service	\$275,949.00	\$275,949.00	\$275,949.00	\$267,022.00
19	1502 Contingency (may not exceed 8% of line 20)	\$0.00	\$0.00	\$0.00	\$0.00
	1172 Advanced Amortization	\$262,160.00	\$262,160.00	\$262,160.00	\$262,160.00
20	Amount of Annual Grant (sum of lines 2 - 19)	\$1,213,881.00	\$1,213,881.00	\$1,144,007.00	\$793,551.00
	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Section 504 Compliance	\$2,000.00	\$2,000.00	\$2,000.00	\$1,020.00
	Amount of line 20 Related to Security - Soft Costs	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
	Amount of line 20 Related to Security - Hard Costs	\$65,050.00	\$65,050.00	\$65,050.00	\$61,311.00
	Amount of line 20 Related to Energy Conservation Measures	\$244,041.00	\$0.00	\$0.00	\$0.00

Annual Statement / Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Wilson			Grant Type and Number Capital Fund Grant No: NC19P020501-04 Replacement Housing Factor No.			Federal FY of Grant: 2004		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Obligated	Expended	
WHA Wide	Operations Operating Funds	1406		\$14,333.00	\$14,333.00	\$14,333.00	\$14,333.00	
	Subtotal 1406			\$14,333.00	\$14,333.00	\$14,333.00	\$14,333.00	
WHA Wide	Management Improvements Staff - Law Enforcement	1408	Is	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	
	Computer Software	1408	Is	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	
	Subtotal 1408			\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	
WHA Wide	Administration Staff - CFP Coordination	1410	1	\$0.00	\$0.00	\$0.00	\$0.00	
	Staff - Training	1410	Is	\$0.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1410			\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	Fees and Costs Professional Services - A/E	1430	Is	\$0.00	\$80,000.00	\$80,000.00	\$0.00	
	CFP Preparation	1430	Is	\$0.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1430			\$0.00	\$80,000.00	\$80,000.00	\$0.00	
WHA Wide	Site Improvements Security Lighting	1450	Is	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
	Landscaping	1450	Is	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
NC20-1	Replace Water Distribution System	1450	Is	\$227,081.00	\$0.00	\$0.00	\$0.00	
NC20-3	Replace Water Distribution System	1450	Is	\$0.00	\$0.00	\$0.00	\$0.00	
NC20-6	Replace Water Distribution System	1450	Is	\$14,165.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1450			\$268,246.00	\$27,000.00	\$27,000.00	\$27,000.00	
20-10	Dwelling Structures Replace Water Closets	1460	40	\$2,795.00	\$0.00	\$0.00	\$0.00	
NC20-1 & 3	Separate Water Service	1460		\$93,100.00	\$0.00	\$0.00	\$0.00	
NC20-1 & 3	Floor Tile Abatemt.-Clearance Testing	1460		\$33,936.00	\$7,050.00	\$7,050.00	\$3,900.00	
NC20-9 & 10	Replace Bathroom Flooring	1460		\$20,705.00	\$0.00	\$0.00	\$0.00	

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

PHA Name: Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Grant No: NC19P020501-04 Replacement Housing Factor No.			Federal FY of Grant: 2004			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Obligated	Expended	
	Dwelling Structures							
WHA-wide	Install Security Screen Doors (FA)	1460	145	\$65,050.00	\$65,050.00	\$65,050.00	\$61,311.00	
WHA-wide	504 Modifications (FA)	1460	Is	\$2,000.00	\$2,000.00	\$2,000.00	\$1,020.00	
WHA-wide	Asbestos Abatement-Single Family Units	1460	Is	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	
20-1	Install Windows	1460	10	\$20,607.00	\$0.00	\$0.00	\$0.00	
20-1	Bond & General Conditions CFFP	1460		\$0.00	\$40,253.00	\$40,253.00	\$1,805.00	
20-2	Bond & General Conditions CFFP	1460		\$0.00	\$105,144.00	\$105,144.00	\$0.00	
20-5	Bond & General Conditions CFFP	1460		\$0.00	\$32,316.00	\$32,316.00	\$0.00	
20-6	Bond & General Conditions CFFP	1460		\$0.00	\$44,484.00	\$44,484.00	\$0.00	
20-7	Bond & General Conditions CFFP	1460		\$0.00	\$4,080.00	\$4,080.00	\$0.00	
20-8	Bond & General Conditions CFFP	1460		\$0.00	\$4,044.00	\$4,044.00	\$0.00	
20-9	Bond & General Conditions CFFP	1460		\$0.00	\$25,144.00	\$25,144.00	\$0.00	
20-8	Asb.Abatement/Floor tile/Painting	1460		\$0.00	\$23,874.00	\$0.00	\$0.00	
	Subtotal 1460			\$258,193.00	\$373,439.00	\$349,565.00	\$88,036.00	
	Dwelling Equipment							
20-8	Refrigerators	1465.1	58	\$0.00	\$21,000.00	\$0.00	\$0.00	
20-8	PTAC's	1465.1	14	\$0.00	\$8,000.00	\$0.00	\$0.00	
WHA Wide	Appliances	1465.1	Is	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	
	Subtotal 1465.1			\$30,000.00	\$59,000.00	\$30,000.00	\$30,000.00	
	Non-Dwelling Equipment							
	Car - CH - Inspections	1475	1	\$0.00	\$17,000.00	\$0.00	\$0.00	
WHA Wide	Replacement Computer Equipment	1475	25	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	
	Subtotal 1475			\$35,000.00	\$52,000.00	\$35,000.00	\$35,000.00	
	Collateral Expense/Debt Service							
WHA Wide	CFFP	1501	Is	\$275,949.00	\$275,949.00	\$275,949.00	\$267,022.00	
	Subtotal 1501			\$275,949.00	\$275,949.00	\$275,949.00	\$267,022.00	
	Advanced Amortization							
	Prepayment of CFFP	1172	Is	\$262,160.00	\$262,160.00	\$262,160.00	\$262,160.00	
	Subtotal 1172			\$262,160.00	\$262,160.00	\$262,160.00	\$262,160.00	

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

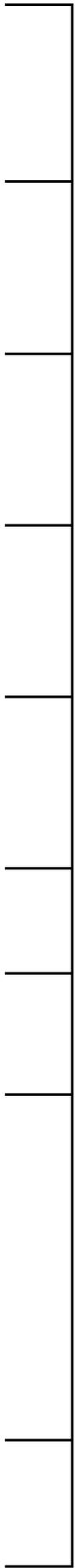
PHA Name: Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Grant No: NC19P020501-04 Replacement Housing Factor No.				Federal FY of Grant: 2004		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Obligated	Expended	
	<u>NON-CFP- CFFP Proceeds</u>							
	Dwelling Structures							
NC20-1	Roofs, attic separation, soffit/fascia	1460	90	\$360,000.00	\$332,730.00	\$332,730.00	\$288,578.00	
	Bathroom Renovations	1460	80	\$176,000.00	\$146,844.00	\$146,844.00	\$139,697.00	
	Security Screens/Blinds	1460	80	\$136,000.00	\$119,100.00	\$119,100.00	\$0.00	
	Replace Waste Arms	1460	74	\$37,000.00	\$28,800.00	\$28,800.00	\$11,520.00	
	Replace Water Distribution System	1460		\$83,798.00	\$200,599.00	\$200,599.00	\$148,419.00	
	Separate Water Service	1460		\$0.00	\$109,200.00	\$109,200.00	\$34,560.00	
	Floor Tile Abatement	1460		\$0.00	\$244,800.00	\$244,800.00	\$122,580.00	
NC20-2	Bathroom Renovations	1460	144	\$316,800.00	\$268,459.00	\$268,459.00	\$0.00	
	Install Closet Doors	1460	144	\$0.00	\$0.00	\$0.00	\$0.00	
	Security Screens/Blinds	1460	144	\$243,100.00	\$214,800.00	\$214,800.00	\$0.00	
	Attic Access Panels	1460	144	\$257,400.00	\$50,050.00	\$50,050.00	\$0.00	
NC20-3	Bathroom Renovations	1460	24	\$52,800.00	\$41,878.00	\$41,878.00	\$29,900.00	
	Install Closet Doors	1460	24	\$0.00	\$0.00	\$0.00	\$0.00	
	Security Screens/Blinds	1460	24	\$40,800.00	\$21,600.00	\$21,600.00	\$0.00	
	Replace Waste Arms	1460	24	\$12,000.00	\$9,600.00	\$9,600.00	\$0.00	
	Replace Water Distribution System	1460		\$30,000.00	\$88,500.00	\$88,500.00	\$0.00	
	Separate Water Service	1460		\$0.00	\$28,800.00	\$28,800.00	\$0.00	
	Floor Tile Abatement	1460		\$0.00	\$81,600.00	\$81,600.00	\$0.00	
NC20-4	Bathroom Renovations	1460	62	\$136,400.00	\$133,504.00	\$133,504.00	\$0.00	
	Roofs, attic separation, soffit/fascia	1460	71	\$284,000.00	\$291,427.00	\$291,427.00	\$164,993.00	
	Install Range Hoods	1460	71	\$31,950.00	\$53,500.00	\$53,500.00	\$8,100.00	

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

PHA Name: Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Grant No: NC19P020501-04 Replacement Housing Factor No.				Federal FY of Grant: 2004		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Obligated	Expended	
	<u>NON-CFP - Energy - PFS Add-On</u>							
	Dwelling Structures							
NC20-1	Window Replacement	1460	80	\$176,000.00	\$198,500.00	\$198,500.00	\$0.00	
	Replacement Water Closets		80	\$28,000.00	\$15,925.00	\$15,925.00	\$12,055.00	
	Replace Water Systems and Meters		90	\$40,500.00	\$37,251.00	\$37,251.00	\$19,961.00	
NC20-2	Window Replacement	1460	143	\$314,600.00	\$358,000.00	\$358,000.00	\$1,440.00	
	Replacement Water Closets		143	\$50,050.00	\$25,025.00	\$25,025.00	\$0.00	
	Replace Water Systems and Meters		143	\$85,201.00	\$85,201.00	\$85,201.00	\$85,201.00	
	Replace Heating Systems		143	\$546,832.00	\$549,510.00	\$549,510.00	\$21,618.00	
NC20-3	Window Replacement	1460	24	\$32,193.00	\$36,000.00	\$36,000.00	\$0.00	
	Replacement Water Closets		24	\$8,400.00	\$4,200.00	\$4,200.00	\$3,063.00	
	Replace Water Systems and Meters		24	\$10,800.00	\$9,824.00	\$9,824.00	\$5,264.00	
NC20-4	Insulate Ceilings	1460	63	\$19,551.00	\$19,551.00	\$19,551.00	\$19,551.00	
	Replace Heating Systems		63	\$195,510.00	\$195,510.00	\$195,510.00	\$195,510.00	
	Replacement Water Closets		63	\$22,050.00	\$12,250.00	\$12,250.00	\$0.00	
	Replace Water Systems and Meters		71	\$54,745.00	\$54,745.00	\$54,745.00	\$54,745.00	
NC20-5	Insulate Ceilings	1460	49	\$20,389.00	\$20,389.00	\$20,389.00	\$20,389.00	
	Replace Heating Systems		49	\$203,889.00	\$203,889.00	\$203,889.00	\$203,889.00	
	Replacement Water Closets		49	\$17,150.00	\$12,775.00	\$12,775.00	\$0.00	
	Replace Water Systems and Meters		72	\$30,164.00	\$30,164.00	\$30,164.00	\$30,164.00	

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

PHA Name: Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Grant No: NC19P020501-04 Replacement Housing Factor No.				Federal FY of Grant: 2004		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Obligated	Expended	
NC20-6	Window Replacement	1460	125	\$119,401.00	\$119,401.00	\$119,401.00	\$119,401.00	
	Replacement Water Closets		110	\$38,500.00	\$21,875.00	\$21,875.00	\$4,327.00	
	Replace Water Systems and Meters		125	\$56,250.00	\$51,170.00	\$51,170.00	\$27,420.00	
NC20-7	Replacement Water Closets		115	\$40,250.00	\$20,125.00	\$20,125.00	\$0.00	
	Install Water Meters		115	\$51,832.00	\$46,856.00	\$46,856.00	\$25,006.00	
NC20-8	Replacement Water Closets	1460	58	\$20,300.00	\$10,150.00	\$10,150.00	\$0.00	
NC20-9	Replacement Water Closets	1460	42	\$14,700.00	\$7,350.00	\$7,350.00	\$5,301.00	
	Install Water Meters		42	\$18,858.00	\$17,193.00	\$17,193.00	\$9,213.00	
	Replace Heating Systems		42	\$239,400.00	\$287,690.00	\$287,690.00	\$0.00	
NC20-10	Install Water Meters		40	\$17,960.00	\$16,374.00	\$16,374.00	\$8,774.00	
	Replace Heating Systems		40	\$147,200.00	\$144,800.00	\$144,800.00	\$115,560.00	
	Replace Water Closets		40	\$0.00	\$7,000.00	\$7,000.00	\$5,164.00	
WHA Wide	Replacement Faucets and Showerheads	1460	781	\$29,325.00	\$31,307.00	\$31,307.00	\$0.00	
Energy Improvements - Total				\$2,650,000.00	\$2,650,000.00	\$2,650,000.00	\$993,016.00	



Non-CFP Funds-CFFP		\$3,700,000.00	\$3,700,000.00	\$3,700,000.00	\$1,134,942.00
Non-CFP Funds-Energy		\$2,650,000.00	\$2,650,000.00	\$2,650,000.00	\$993,016.00
Account Totals	1406	\$14,333.00	\$14,333.00	\$14,333.00	\$14,333.00
	1408	\$0.00	\$0.00	\$0.00	\$0.00
	1408	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00
	1410	\$0.00	\$0.00	\$0.00	\$0.00
	1411	\$0.00	\$0.00	\$0.00	\$0.00
	1415	\$0.00	\$0.00	\$0.00	\$0.00
	1430	\$0.00	\$80,000.00	\$80,000.00	\$0.00
	1440	\$0.00	\$0.00	\$0.00	\$0.00
	1450	\$268,246.00	\$27,000.00	\$27,000.00	\$27,000.00
	1460	\$258,193.00	\$373,439.00	\$349,565.00	\$88,036.00
	1465.1	\$30,000.00	\$59,000.00	\$30,000.00	\$30,000.00
	1470	\$0.00	\$0.00	\$0.00	\$0.00
	1475	\$35,000.00	\$52,000.00	\$35,000.00	\$35,000.00
	1485	\$0.00	\$0.00	\$0.00	\$0.00
	1490	\$0.00	\$0.00	\$0.00	\$0.00
	1495.1	\$0.00	\$0.00	\$0.00	\$0.00
	1498	\$0.00	\$0.00	\$0.00	\$0.00
	1501	\$275,949.00	\$275,949.00	\$275,949.00	\$267,022.00
	9002	\$0.00	\$0.00	\$0.00	\$0.00
	1172	\$262,160.00	\$262,160.00	\$262,160.00	\$262,160.00
Amount of Annual Grant		\$1,213,881.00	\$1,213,881.00	\$1,144,007.00	\$793,551.00
LBP		\$0.00	\$0.00	\$0.00	\$0.00
Section 504		\$2,000.00	\$2,000.00	\$2,000.00	\$1,020.00
Security		\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Security		\$65,050.00	\$65,050.00	\$65,050.00	\$61,311.00
Energy		\$244,041.00	\$0.00	\$0.00	\$0.00

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program, Replacement Housing Factor (CFP/CFPRHF) Part I Summary

PHA Name: Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No NC19P020501-05 Replacement Housing Factor No.	FFY of Grant Approval 2005
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- Original Annual Statement
 Revised for Disasters/Emergencies
 Revised Annual Statement/Revision
 Performance and Evaluation Report for Program Year Ending 06/30/06
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations (May not exceed 10% of Line 20)	\$70,544.00	\$70,544.00	\$33,044.00	\$9,886.00
3	1408 Management Improvements Soft Costs	\$80,000.00	\$70,000.00	\$70,000.00	\$15,794.00
	1408 Management Improvements Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$45,225.00	\$45,225.00	\$45,225.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$53,500.00	\$93,000.00	\$93,000.00	\$2,380.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvements	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$594,797.00	\$536,497.00	\$374,997.00	\$6,820.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$4,500.00	\$16,300.00	\$4,500.00	\$4,258.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$27,500.00	\$44,500.00	\$27,500.00	\$310.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Mod Used for Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1501 Collateral Expense/Debt Service	\$414,828.00	\$414,828.00	\$414,828.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)	\$0.00	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant (sum of lines 2 - 19)	\$1,290,894.00	\$1,290,894.00	\$1,063,094.00	\$39,448.00
	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Section 504 Compliance	\$2,000.00	\$2,000.00	\$0.00	\$0.00
	Amount of line 20 Related to Security - Soft Costs	\$50,000.00	\$50,000.00	\$50,000.00	\$12,500.00
	Amount of line 20 Related to Security - Hard Costs	\$0.00	\$10,000.00	\$0.00	\$0.00
	Amount of line 20 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Grant No: NC19P020501-05 Replacement Housing Factor No.			Federal FY of Grant: 2005			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Obligated	Expended	
	Operations							
WHA Wide	Operating Funds	1406		\$70,544.00	\$70,544.00	\$33,044.00	\$9,886.00	
	Subtotal 1406			\$70,544.00	\$70,544.00	\$33,044.00	\$9,886.00	
	Management Improvements							
WHA Wide	Resident Services-Comm. Ctr. Staff	1408		\$10,000.00	\$0.00	\$0.00	\$0.00	
WHA Wide	Staff - Law Enforcement	1408		\$50,000.00	\$50,000.00	\$50,000.00	\$12,500.00	
WHA Wide	Computer Software	1408		\$20,000.00	\$20,000.00	\$20,000.00	\$3,294.00	
	Subtotal 1408			\$80,000.00	\$70,000.00	\$70,000.00	\$15,794.00	
	Administration							
WHA Wide	Staff - CFP Coordination	1410	1	\$45,225.00	\$45,225.00	\$45,225.00	\$0.00	
	Subtotal 1410			\$45,225.00	\$45,225.00	\$45,225.00	\$0.00	
	Fees and Costs							
WHA Wide	Professional Services - A/E	1430	LS	\$45,000.00	\$80,000.00	\$80,000.00	\$0.00	
WHA Wide	CFP Preparation	1430	LS	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	
WHA Wide	Asbestos Abatement Plan & Monitoring	1430	LS	\$5,000.00	\$9,500.00	\$9,500.00	\$2,380.00	
	Subtotal 1430			\$53,500.00	\$93,000.00	\$93,000.00	\$2,380.00	
	Site Improvements							
	Subtotal 1450			\$0.00	\$0.00	\$0.00	\$0.00	

Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
Account Totals	1406	\$70,544.00	\$70,544.00	\$33,044.00	\$9,886.00
	1408	\$80,000.00	\$70,000.00	\$70,000.00	\$15,794.00
	1408	\$0.00	\$0.00	\$0.00	\$0.00
	1410	\$45,225.00	\$45,225.00	\$45,225.00	\$0.00
	1411	\$0.00	\$0.00	\$0.00	\$0.00
	1415	\$0.00	\$0.00	\$0.00	\$0.00
	1430	\$53,500.00	\$93,000.00	\$93,000.00	\$2,380.00
	1440	\$0.00	\$0.00	\$0.00	\$0.00
	1450	\$0.00	\$0.00	\$0.00	\$0.00
	1460	\$594,797.00	\$536,497.00	\$374,997.00	\$6,820.00
	1465.1	\$4,500.00	\$16,300.00	\$4,500.00	\$4,258.00
	1470	\$0.00	\$0.00	\$0.00	\$0.00
	1475	\$27,500.00	\$44,500.00	\$27,500.00	\$310.00
	1485	\$0.00	\$0.00	\$0.00	\$0.00
	1490	\$0.00	\$0.00	\$0.00	\$0.00
	1495.1	\$0.00	\$0.00	\$0.00	\$0.00
	1498	\$0.00	\$0.00	\$0.00	\$0.00
	1501	\$414,828.00	\$414,828.00	\$414,828.00	\$0.00
	1502	\$0.00	\$0.00	\$0.00	\$0.00
Amount of Annual Grant		\$1,290,894.00	\$1,290,894.00	\$1,063,094.00	\$39,448.00
LBP		\$0.00	\$0.00	\$0.00	\$0.00
Section 504		\$2,000.00	\$2,000.00	\$0.00	\$0.00
Security-Soft		\$50,000.00	\$50,000.00	\$50,000.00	\$12,500.00
Security-Hard		\$0.00	\$0.00	\$0.00	\$0.00
Energy		\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No. NC19P020501-05 Replacement Housing Factor Grant No.						Federal FY of Grant 2005
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Dates)			All Funds Expended (Quarter Ending Dates)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NC20-1	8/18/2007			8/18/2009			
Forest Road Homes							
NC20-2	8/18/2007			8/18/2009			
Whitfield Homes							
NC20-3	8/18/2007			8/18/2009			
Forest Road Homes Addition							
NC20-4	8/18/2007			8/18/2009			
Whitfield Homes Addition							
NC20-5	8/18/2007			8/18/2009			
Whitfield Homes Addition							
NC20-6	8/18/2007			8/18/2009			
Scattered Sites							
NC20-7	8/18/2007			8/18/2009			
E. B. Jordan Homes							
NC20-8	8/18/2007			8/18/2009			
Tasman Tower							
NC20-9	8/18/2007			8/18/2009			
Scattered Sites							
NC20-10	8/18/2007			8/18/2009			
E. M. Barnes Manor							
WHA Wide	8/18/2007			8/18/2009			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program, Replacement Housing Factor (CFP/CFPRHF) Part I Summary

PHA Name: Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No. NC19P020501-06 Replacement Housing Factor No.	FFY of Grant Approval 2006
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- Original Annual Statement
 Revised for Disasters/Emergencies
 Revised Annual Statement/Revision
 Performance and Evaluation Report for Program Year Ending 06/30/06
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations (May not exceed 10% of Line 20)	\$76,674.00	\$76,674.00	\$0.00	\$0.00
3	1408 Management Improvements Soft Costs	\$80,000.00	\$70,000.00	\$0.00	\$0.00
	1408 Management Improvements Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$50,386.00	\$50,386.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$28,421.00	\$28,421.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvements	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$495,006.00	\$505,006.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$3,500.00	\$3,500.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$17,500.00	\$17,500.00	\$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	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Mod Used for Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1501 Collateral Expense/Debt Service	\$410,687.00	\$410,687.00	\$0.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)	\$0.00	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant (sum of lines 2 - 19)	\$1,162,174.00	\$1,162,174.00	\$0.00	\$0.00
	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Section 504 Compliance	\$2,000.00	\$2,000.00	\$0.00	\$0.00
	Amount of line 20 Related to Security - Soft Costs	\$50,000.00	\$50,000.00	\$0.00	\$0.00
	Amount of line 20 Related to Security - Hard Costs	\$45,000.00	\$55,000.00	\$0.00	\$0.00
	Amount of line 20 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Housing Authority of the City of Wilson		Grant Type and Number Capital Fund Grant No: NC19P020501-06 Replacement Housing Factor No.				Federal FY of Grant: 2006		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Obligated	Expended	
	Operations							
WHA Wide	Operating Funds	1406		\$76,674.00	\$76,674.00	\$0.00	\$0.00	
	Subtotal 1406			\$76,674.00	\$76,674.00	\$0.00	\$0.00	
	Management Improvements							
WHA Wide	Resident Services-Comm. Ctr. Staff	1408		\$10,000.00	\$0.00	\$0.00	\$0.00	
WHA Wide	Staff - Law Enforcement	1408		\$50,000.00	\$50,000.00	\$0.00	\$0.00	
WHA Wide	Computer Software	1408		\$20,000.00	\$20,000.00	\$0.00	\$0.00	
	Subtotal 1408			\$80,000.00	\$70,000.00	\$0.00	\$0.00	
	Administration							
WHA Wide	Staff - CFP Coordination	1410	1	\$40,386.00	\$40,386.00	\$0.00	\$0.00	
WHA Wide	Staff - Training	1410	1	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
	Subtotal 1410			\$50,386.00	\$50,386.00	\$0.00	\$0.00	
	Fees and Costs							
WHA Wide	Professional Services - A/E	1430	LS	\$19,921.00	\$19,921.00	\$0.00	\$0.00	
WHA Wide	CFP Preparation	1430	LS	\$3,500.00	\$3,500.00	\$0.00	\$0.00	
WHA Wide	Asbestos Abatement Plan & Monitoring	1430	LS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Subtotal 1430			\$28,421.00	\$28,421.00	\$0.00	\$0.00	
	Site Improvements							
	Subtotal 1450			\$0.00	\$0.00	\$0.00	\$0.00	

Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
Account Totals	1406	\$76,674.00	\$76,674.00	\$0.00	\$0.00
	1408	\$80,000.00	\$70,000.00	\$0.00	\$0.00
	1408	\$0.00	\$0.00	\$0.00	\$0.00
	1410	\$50,386.00	\$50,386.00	\$0.00	\$0.00
	1411	\$0.00	\$0.00	\$0.00	\$0.00
	1415	\$0.00	\$0.00	\$0.00	\$0.00
	1430	\$28,421.00	\$28,421.00	\$0.00	\$0.00
	1440	\$0.00	\$0.00	\$0.00	\$0.00
	1450	\$0.00	\$0.00	\$0.00	\$0.00
	1460	\$495,006.00	\$505,006.00	\$0.00	\$0.00
	1465.1	\$3,500.00	\$3,500.00	\$0.00	\$0.00
	1470	\$0.00	\$0.00	\$0.00	\$0.00
	1475	\$17,500.00	\$17,500.00	\$0.00	\$0.00
	1485	\$0.00	\$0.00	\$0.00	\$0.00
	1490	\$0.00	\$0.00	\$0.00	\$0.00
	1495.1	\$0.00	\$0.00	\$0.00	\$0.00
	1498	\$0.00	\$0.00	\$0.00	\$0.00
	1501	\$410,687.00	\$410,687.00	\$0.00	\$0.00
	1502	\$0.00	\$0.00	\$0.00	\$0.00
Amount of Annual Grant		\$1,162,174.00	\$1,162,174.00	\$0.00	\$0.00
LBP		\$0.00	\$0.00	\$0.00	\$0.00
Section 504		\$2,000.00	\$2,000.00	\$0.00	\$0.00
Security-Soft		\$50,000.00	\$50,000.00	\$0.00	\$0.00
Security-Hard		\$45,000.00	\$55,000.00	\$0.00	\$0.00
Energy		\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No. NC19P020501-06 Replacement Housing Factor Grant No.						Federal FY of Grant 2006
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Dates)			All Funds Expended (Quarter Ending Dates)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NC20-1	7/18/2008			7/172010			
Forest Road Homes							
NC20-2	7/18/2008			7/172010			
Whitfield Homes							
NC20-3	7/18/2008			7/172010			
Forest Road Homes Addition							
NC20-4	7/18/2008			7/172010			
Whitfield Homes Addition							
NC20-5	7/18/2008			7/172010			
Whitfield Homes Addition							
NC20-6	7/18/2008			7/172010			
Scattered Sites							
NC20-7	7/18/2008			7/172010			
E. B. Jordan Homes							
NC20-8	7/18/2008			7/172010			
Tasman Tower							
NC20-9	7/18/2008			7/172010			
Scattered Sites							
NC20-10	7/18/2008			7/172010			
E. M. Barnes Manor							
WHA Wide	7/18/2008			7/172010			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program, Replacement Housing Factor (CFP/CFPRHF) Part I Summary

PHA Name: Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No NC19P020501-07 Replacement Housing Factor No.	FFY of Grant Approval 2007
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- Original Annual Statement
 Revised for Disasters/Emergencies
 Revised Annual Statement/Revision
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations (May not exceed 10% of Line 20)	\$76,674.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements Soft Costs	\$70,000.00	\$0.00	\$0.00	\$0.00
	1408 Management Improvements Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$50,386.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$103,500.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvements	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$436,582.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$7,000.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$17,500.00	\$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	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Mod Used for Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1501 Collateral Expense/Debt Service	\$400,532.00	\$0.00	\$0.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)	\$0.00	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant (sum of lines 2 - 19)	\$1,162,174.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Section 504 Compliance	\$2,000.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Security - Soft Costs	\$50,000.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Security - Hard Costs	\$82,000.00	\$0.00	\$0.00	\$0.00
	Amount of line 20 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	#REF!

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 Wilson		Grant Type and Number Capital Fund Grant No: NC19P020501-07 Replacement Housing Factor No.			Federal FY of Grant: 2007			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Obligated	Expended	
	Operations							
WHA Wide	Operating Funds	1406		\$76,674.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1406			\$76,674.00	\$0.00	\$0.00	\$0.00	
	Management Improvements							
WHA Wide	Staff - Law Enforcement	1408		\$50,000.00	\$0.00	\$0.00	\$0.00	
WHA Wide	Computer Software	1408		\$20,000.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1408			\$70,000.00	\$0.00	\$0.00	\$0.00	
	Administration							
WHA Wide	Staff - CFP Coordination	1410	1	\$40,386.00	\$0.00	\$0.00	\$0.00	
WHA Wide	Staff - Training	1410	1	\$10,000.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1410			\$50,386.00	\$0.00	\$0.00	\$0.00	
	Fees and Costs							
WHA Wide	Professional Services - A/E	1430	LS	\$50,000.00	\$0.00	\$0.00	\$0.00	
WHA Wide	CFP Preparation	1430	LS	\$3,500.00	\$0.00	\$0.00	\$0.00	
WHA Wide	Asbestos Abatement Plan & Monitoring	1430	LS	\$50,000.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1430			\$103,500.00	\$0.00	\$0.00	\$0.00	
	Site Improvements							
	Subtotal 1450			\$0.00	\$0.00	\$0.00	\$0.00	

Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
Account Totals	1406	\$76,674.00	\$0.00	\$0.00	\$0.00
	1408	\$70,000.00	\$0.00	\$0.00	\$0.00
	1408	\$0.00	\$0.00	\$0.00	\$0.00
	1410	\$50,386.00	\$0.00	\$0.00	\$0.00
	1411	\$0.00	\$0.00	\$0.00	\$0.00
	1415	\$0.00	\$0.00	\$0.00	\$0.00
	1430	\$103,500.00	\$0.00	\$0.00	\$0.00
	1440	\$0.00	\$0.00	\$0.00	\$0.00
	1450	\$0.00	\$0.00	\$0.00	\$0.00
	1460	\$436,582.00	\$0.00	\$0.00	\$0.00
	1465.1	\$7,000.00	\$0.00	\$0.00	\$0.00
	1470	\$0.00	\$0.00	\$0.00	\$0.00
	1475	\$17,500.00	\$0.00	\$0.00	\$0.00
	1485	\$0.00	\$0.00	\$0.00	\$0.00
	1490	\$0.00	\$0.00	\$0.00	\$0.00
	1495.1	\$0.00	\$0.00	\$0.00	\$0.00
	1498	\$0.00	\$0.00	\$0.00	\$0.00
	1501	\$400,532.00	\$0.00	\$0.00	\$0.00
	1502	\$0.00	\$0.00	\$0.00	\$0.00
Amount of Annual Grant		\$1,162,174.00	\$0.00	\$0.00	\$0.00
LBP		\$0.00	\$0.00	\$0.00	\$0.00
Section 504		\$2,000.00	\$0.00	\$0.00	\$0.00
Security-Soft		\$50,000.00	\$0.00	\$0.00	\$0.00
Security-Hard		\$82,000.00	\$0.00	\$0.00	\$0.00
Energy		\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Housing Authority of the City of Wilson	Grant Type and Number Capital Fund Program Grant No. NC19P020501-07 Replacement Housing Factor Grant No.						Federal FY of Grant 2007
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Dates)			All Funds Expended (Quarter Ending Dates)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NC20-1	7/18/2009			7/172011			
Forest Road Homes							
NC20-2	7/18/2009			7/172011			
Whitfield Homes							
NC20-3	7/18/2009			7/172011			
Forest Road Homes Addition							
NC20-4	7/18/2009			7/172011			
Whitfield Homes Addition							
NC20-5	7/18/2009			7/172011			
Whitfield Homes Addition							
NC20-6	7/18/2009			7/172011			
Scattered Sites							
NC20-7	7/18/2009			7/172011			
E. B. Jordan Homes							
NC20-8	7/18/2009			7/172011			
Tasman Tower							
NC20-9	7/18/2009			7/172011			
Scattered Sites							
NC20-10	7/18/2009			7/172011			
E. M. Barnes Manor							
WHA Wide	7/18/2009			7/172011			

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

PHA/IHA Name The Housing Authority of the City of Wilson		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No.				
Development Number / Name / HA-Wide	Year 1 2007	Work Statement for Year 2 FFY Grant: 2008 PHA FFY: 2008	Work Statement for Year 3 FFY Grant: 2009 PHA FFY: 2009	Work Statement for Year 4 FFY Grant: 2010 PHA FFY: 2010	Work Statement for Year 5 FFY Grant: 2011 PHA FFY: 2011	
WHA Wide	Annual Statement					
1406		\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	
1408		\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	
1410		\$60,386.00	\$54,386.00	\$60,386.00	\$54,386.00	
1430		\$83,500.00	\$83,500.00	\$83,500.00	\$83,500.00	
1450		\$0.00	\$0.00	\$0.00	\$0.00	
1460		\$448,256.00	\$448,256.00	\$448,256.00	\$448,256.00	
1465.1		\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	
1475		\$17,500.00	\$23,500.00	\$17,500.00	\$23,500.00	
1501		\$400,532.00	\$400,532.00	\$400,532.00	\$400,532.00	
Physical Improvements Subtotal			\$538,756.00	\$538,756.00	\$538,756.00	\$538,756.00
Management Improvements Subtotal			\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00
Nondwelling Structures and Equipment			\$17,500.00	\$23,500.00	\$17,500.00	\$23,500.00
Administration			\$60,386.00	\$54,386.00	\$60,386.00	\$54,386.00
Other			\$400,532.00	\$400,532.00	\$400,532.00	\$400,532.00
Operations			\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
Demolition			\$0.00	\$0.00	\$0.00	\$0.00
Replacement Reserves			\$0.00	\$0.00	\$0.00	\$0.00
Mod used for Development			\$0.00	\$0.00	\$0.00	\$0.00
Total CFP Funds (Est.)			\$1,162,174.00	\$1,162,174.00	\$1,162,174.00	\$1,162,174.00
Total Replacement Housing Factor Funds		\$0.00	\$0.00	\$0.00	\$0.00	
Grand Total		\$1,162,174.00	\$1,162,174.00	\$1,162,174.00	\$1,162,174.00	
Signature of Executive Director		Date				
X						

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages - Work Activities

Activities for Year 1 2007	Activities for Year: Four FFY Grant: 2010 PHA FY: 2010			Activities for Year: Five FFY Grant: 2011 PHA FY: 2011		
	Major Work Category	Quantity	Estimated Cost	Major Work Category	Quantity	Estimated Cost
See Annual Statement	HA Wide Dwelling Structures 1460			HA Wide Dwelling Structures 1460		
	Asbestos Abatement-Single Family Units hvac	LS	\$150,000.00 \$298,256.00	Asbestos Abatement-Single Family Units hvac	LS	\$150,000.00 \$298,256.00
	Subtotal of Estimated Cost 1460		\$448,256.00	Subtotal of Estimated Cost 1460		\$448,256.00
	HA Wide Dwelling Equipment 1465.1			HA Wide Dwelling Equipment 1465.1		
	PTAC (20-8)	14	\$7,000.00	PTAC (20-8)	14	\$7,000.00
	Subtotal of Estimated Cost 1465.1		\$7,000.00	Subtotal of Estimated Cost 1465.1		\$7,000.00
	HA Wide Non-Dwelling Equipment 1475			HA Wide Non-Dwelling Equipment 1475		
	Replacement of Computer Equipment	LS	\$7,500.00	Replacement of Computer Equipment	LS	\$7,500.00
	Landscaping Equipment		\$10,000.00	Maintenance Truck	1	\$16,000.00
	Subtotal of Estimated Cost 1475		\$17,500.00	Subtotal of Estimated Cost 1475		\$23,500.00
HA Wide Debt Service 1501			HA Wide Debt Service 1501			
CFFP		\$400,532.00	CFFP		\$400,532.00	
Subtotal of Estimated Cost 1501		\$400,532.00	Subtotal of Estimated Cost 1501		\$400,532.00	
	Subtotal of Estimated Costs		\$873,288.00	Subtotal of Estimated Costs		\$879,288.00

2. Revised Template Questions. The current PHA Plan template (HUD 50075) questions about deconcentration of poverty and income mixing in public housing, found in section 3(A)(6) (PHA Policies Governing Eligibility, Selection, and Admissions, Public Housing, Deconcentration and Income Mixing) had been disregarded by Notice PIH 99-51. Now that a final rule has been issued, the following questions will replace the former ones in the PHA Plan template about an agency's deconcentration policies and be available on the PHA Plan website to include as a required attachment to the template.

Component 3, (6) Deconcentration and Income Mixing

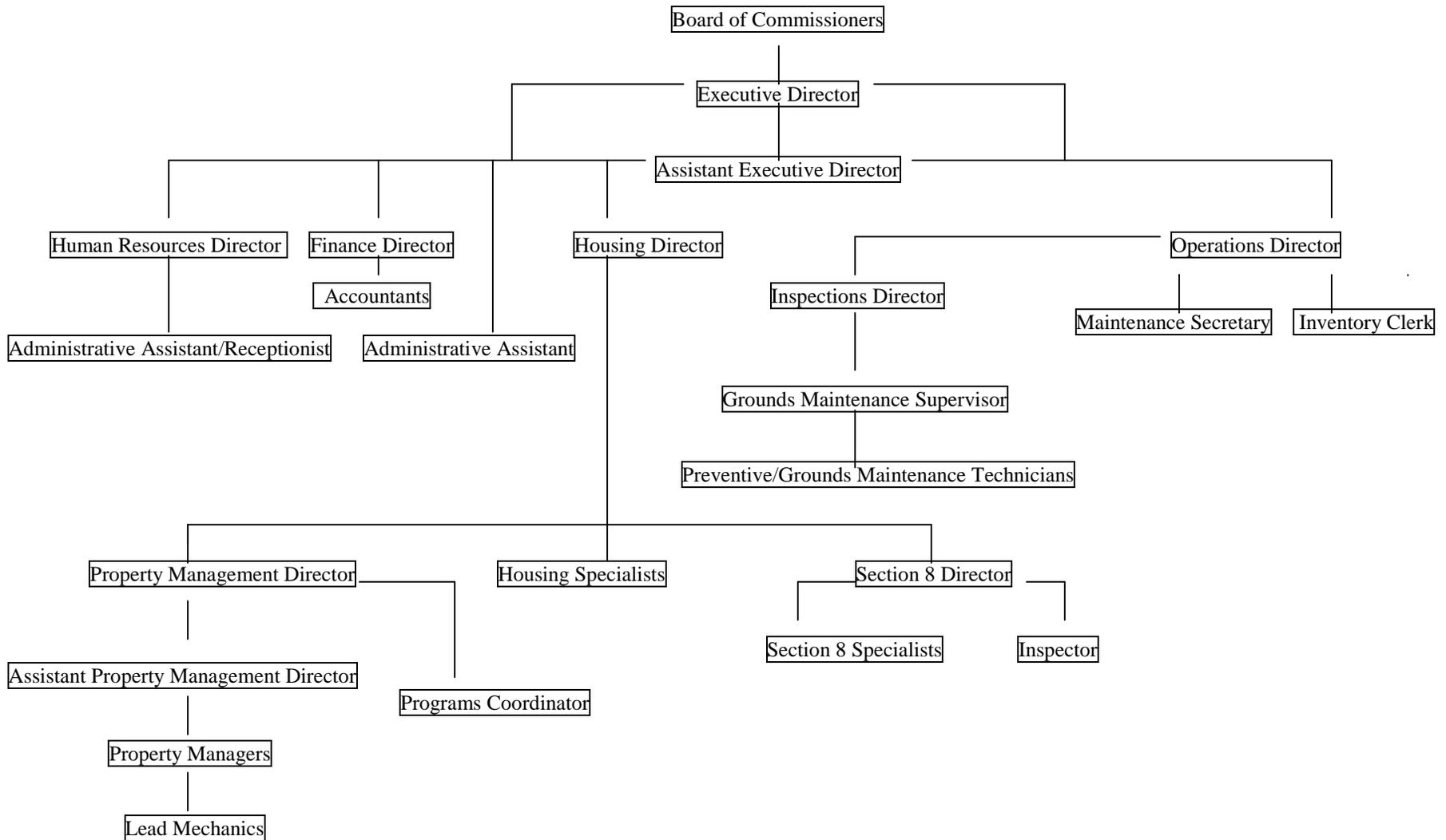
- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

Wilson Housing Authority

Organization Chart



Wilson Housing Authority Maintenance Plan For 200

Mission Statement

The Wilson Housing Authority Maintenance Department shall maintain a high level of quality and efficient work on buildings, equipment and grounds to insure all properties of the agency are always safe, decent and sanitary for all residents and employees by utilizing preventative maintenance and timely response to physical needs.

Wilson Housing Authority

Maintenance Plan

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Maintenance Plan
For
Wilson Housing Authority

I. GENERAL INFORMATION

The Wilson Housing Authority was formed for the purpose of providing affordable housing, and owns and operates ten (10) public housing developments with a total of 781 units.

The mission of the Wilson Housing Authority Board of Commissioners and staff is to provide decent, safe, and sanitary housing to low-income individuals and families.

II. STAFFING PLAN

The Executive Director is responsible for the day-to-day operation of the Housing Authority. The Executive Director implements policies and procedures instituted by the Board of Commissioners. All staff answers to the Executive Director, or their designee, per the established Organizational Chart.

Wilson Housing Authority's strategy for meeting the day-to-day maintenance needs of the properties is assigned to the Operations Director. The maintenance staff consists of Lead Mechanic, Maintenance Mechanics, Preventive Maintenance, Grounds Maintenance Supervisor, Lawn Maintenance, Maintenance Secretary, Maintenance Inventory Clerk, Inspection Director, and Operations Director.

The Wilson Housing Authority is an equal opportunity employer. Vacancies in the maintenance department will be filled in a timely manner after careful searches for the best qualified personnel. To continuously improve overall performance, WHA will provide on-going training opportunities, whenever feasible. Such training may be conducted by, in-house personnel, videos or outside sources. An employee's performance will be evaluated four times a year.

III. GOALS AND OBJECTIVES

The goals and objectives of the Wilson Housing Authority maintenance department are to maintain each and every development in a condition equal to or greater than Uniform Property Condition Standards (UPCS) requirements. To meet and exceed all maintenance related PHAS indicators, and to properly utilize the existing staff, within budget and on schedule.

Maintenance Goals

- Landscaping – One block per year
- Updating Code Requirements – 20% annually
- Modern conveniences “if funding permits” Housing Authority Wide:

1. Improve quality of public housing stock.
 - a. Dryer hookups – 5% annually
 - b. Window and door screens – 5% annually
 - c. Range Hoods – 5% annually
 - d. Interior doors in 20-10 – 5% annually
 - e. Repair cracked walls with drywall as needed
2. Continue to maintain “high performer” status under both PHAS and SEMAP.
3. Strive for an accident and injury free work environment for all maintenance staff.

IV. ROUTINE AND SEASONAL WORK

The maintenance staff are responsible for all routine and seasonal requirements. The Operations Director, Inspection Director, Grounds Maintenance Supervisor, and Lead Mechanic are responsible for assigning maintenance employees to specific jobs, to assist the maintenance operation.

V. ROUTINE PLAN OF OPERATIONS

This plan for routine activities should not be construed as a plan to cover all required duties or responsibilities.

- The Operations Director, Inspection Director, and Grounds Maintenance Supervisor, and Lead Mechanic direct the maintenance operations and personnel. The Lead Mechanic assigns work orders, paperwork processing and performs the work required to close work orders. The Grounds Maintenance Supervisor and Inspection Director direct the grounds maintenance, vacant units, contractors working on vacant units, and preventive maintenance operations. The Ground Maintenance Supervisor is responsible for the appearance of all of the WHA properties. The Operations Director insures that all work is completed in a timely manner with budgetary constraints and within PHAS required standards. The Operations Director is also responsible for maintaining all departmental paperwork.
- The WHA will have an ongoing assessment of properties to insure resident safety and the upkeep of all properties, including but not limited to buildings and grounds.
- Each employee entering a unit or grounds is responsible for reporting damages, needed repairs or any violation observed.
- The Operations Director and Inspection Director will perform routine visual inspections and make notations of items needing to be addressed and ensure they are addressed.
- Each maintenance employee is responsible for reporting needed repairs, trash, roaches, unclean units, etc. Items observed shall be reported to Housing Manager, Lead Mechanic, and

Maintenance Secretary. Housing and Operations shall take the appropriate action to rectify the problem(s).

- Upon responding to a call for service at a unit, the mechanic will do a visual check of such items as the stove, heat unit, smoke detector, and carbon monoxide detector.

If at any time a maintenance mechanic can't finish or needs help with a work order they are to contact the Operations Director, Inspection Director or Lead Mechanic to assure that the work is completed.

VI. WORK ORDERS

1. Origination

The issuance of a regular work order may be based upon information received from residents, staff, commissioners or the general public. When information received indicates a work order needs to be issued, the WHA staff person receiving or becoming aware of the situation will call the Maintenance Secretary so that she may prepare a work order. All work orders will contain the date and time the work order was written, the account number of the resident, the residents name and address, the classification (emergency or non-emergency), who called in the work order and a brief description of the work to requested.

2. Assignment

Work orders will be assigned by a Lead Mechanic to be completed by the first available mechanic or contractor. If the work can not be completed that day, the Lead Mechanic is to be made aware so that it will not be overlooked the following work day. All emergencies will be rectified within 24 hours of notification. If the situation can not be fixed that day, it will be made to be safe for all involved. All after hour calls are given to a contractor.

3. Closing

At completion of all work items on a work order, the maintenance employee or contractor will completely fill out and sign the work order form. Information will include date the work was completed, time in and out. A brief description of the work done, the materials used and tenant charges when applicable. Additionally, each time maintenance enters a unit, a safety check will be done. This check includes the smoke and carbon monoxide detectors, the range, and a check of the air handler unit, if one exists. Maintenance will indicate on the work order (in the designated areas) that this safety check was done. It will be noted on the work order if any housekeeping problems were observed, or if there is a pest control problem. If any problems exist, the Maintenance Secretary will inform the housing manager for that area, as well as reporting the same information in a file on the computer for administration to be able to track the progress and quality of work done. The resident will be sent a notice indicating charges for materials or labor. Any time a unit is entered and no one is home there is a notice left indicating work performed along with the date, time, and mechanics name. All completed work orders are to be returned to the Inventory Clerk the following day to have parts tracked; it is then given to the Maintenance Secretary to be closed out in the system. The updating and closing of work order records should normally be accomplished within 24 hours of receipt of completed work orders.

VII. ANNUAL INSPECTIONS

Dwelling units and major systems inspections are required annually to meet PHAS requirements of dwelling units, common areas, grounds and non-dwelling buildings owned by the WHA. Property Managers perform annual unit inspections. The inspections will be evenly scheduled over the year to allow time for corrective and follow-up work.

1. Frequency

All dwelling units of the WHA will be inspected at least annually. A Property Manager will conduct a move-out inspection after becoming vacated; apartments will be inspected in a timely manner. The Inspection Director will conduct a re-inspection after all work has been completed. A move-in inspection will be conducted with the new resident at the time the apartment is newly leased. Any deficiencies found on the re-inspection or move-in inspection will be repaired within two business days unless the item is a level three which will be completed the same day.

2. Standard

All inspections will meet or surpass the HUD Uniform Property Condition Standards (UPCS). All conditions noted during any inspection that does not meet UPCS will be documented in writing.

3. Correction of Deficiencies

Deficiencies that are UPCS violations will require the issuance of, or inclusion on, a work order specifying the action needed for correction of the UPCS violation.

For all deficiencies identified during an inspection which will require repair work but are NOT UPCS violations, issuance of, or inclusion on, a work order specifying the action needed for correction of the deficiency will be required.

It is the goal of the Board of Commissioners that identified deficiencies are corrected as follows:

- a) UPCS violations that constitute emergency items, as defined by HUD, should be alleviated or corrected within 24 hours.
- b) All identified deficiencies that do not constitute UPCS violations should be corrected within an average of 10 calendar days.

VIII. MAKING VACANT APARTMENTS READY FOR OCUPANCY

The Wilson Housing Authority has assigned the Inspection Director and Grounds Maintenance Supervisor the duty of returning vacant units to occupancy in less than 12 days. The Inspection Director, Grounds Maintenance Supervisor or Lead Mechanic will delegate duties to maintenance personnel to assure the unit is renovated in a timely manner. In addition, outside contractors may be utilized to expedite the return of vacant units for occupancy and to help maintenance with major repairs.

The procedures for preparing apartments for occupancy begin with an inspection by the Property Manager who prepares a punch list of items to be repaired or replaced in the vacant unit. The list will be turned over to the Inspection Director. The Inspection Director, Grounds Maintenance Supervisor or Lead Mechanic shall assign the list to a Mechanic or contractor who will be responsible for work assignments or monitoring repairs and replacements and cleaning. Upon completion of all items to be corrected, the Inspection Director, Grounds Maintenance Supervisor or Lead Mechanic will inspect the unit to ensure all maintenance items have been accomplished.

IX. PREVENTATIVE MAINTENANCE PLAN AND PROCEDURES

Preventative Maintenance (PM) is a planned program to insure proper functioning and extend the lifetime of basic facilities and equipment and to avoid or minimize extensive and costly repairs, as well as provide a safe, decent and sanitary living conditions for residents. The Housing Authority staff will be proactive, rather than reactive to emergencies, general repairs and resident requests. This will reduce the number of work orders as well as cost, while at the same time decrease the workload of maintenance staff and increase resident satisfaction.

The Authority will have an ongoing assessment of properties and equipment to insure resident safety and the upkeep of all properties and equipment.

Each Housing Authority employee is responsible for observing and reporting any damages, abuse, needed repairs, etc. These items will be reported to the Maintenance Department and work orders will be prepared by the Maintenance Secretary. It is the responsibility of the Lead Mechanic or designee to insure appropriate action is taken and repairs made in a timely manner.

Routine quality control inspections shall be made by the Housing staff, the Operations Director or the Inspection Director to assure all properties are being adequately maintained. A log of such inspections shall be maintained by project. Work orders will be randomly selected for follow-up inspections to monitor the quality and completion of repairs.

The annual preventative maintenance schedule shall coincide with annual inspections to insure and record one complete cycle for each unit during the fiscal year. Annuals are to be completed no later than one month preceding the inspections. Such items as smoke detectors, carbon monoxide detectors, heating units and hot water heaters shall be checked and documented with each work order as well as during the annual inspections and repairs.

The PM plan is designed to be completed in a manner that will allow sufficient time for other maintenance duties and responsibilities.

The preventive maintenance protocol shall be as follows:

Upon completion of the annual inspection, the inspectors will turn in the Preventive Maintenance Inspection Checklist (See attachments) along with the annual inspection.

Mechanics, once assigned to an annual inspection, will repair and document all failed items and any additional items in need of repair.

All heater filters will be changed and dust blown off the coils. Work will be performed in the following manner:

All filters will be changed every four months (3 times a year) except for Tasman Towers; the PTAC units will be cleaned five times a year.

X. QUALITY CONTROL OF WORK ORDER REQUIREMENTS

In order to assure the quality control of the Public Housing Work Orders are being completed in accordance to HUD and Management's requirements, public relations/quality control reviews of work orders are to be conducted as follows:

Quality control work orders for Non-emergency and Emergency calls: 6 per month

Property Managers
Conventional Housing Property Management Director
Housing Director
Asst. Property Manager Director

Quality control work order for Annual Inspections: 5 to 10 percent each month

Operations Director

Quality control Work Order for Vacant Units: 100 percent each month

Inspection Director or Grounds Maintenance Supervisor

Requiring a minimum of 30 quality control Non-emergency or Emergency work order reviews done and turned into Ms. Meador monthly.

XI. EMERGENCY SITUATIONS

Emergencies arise when residents and/or WHA staff are faced with a health or life threatening situations or there is a condition which might result in serious structural or system damage if not corrected within a 24-hour period. Some examples would include, but are not exclusive to:

- gas leaks
- exposed electrical wires
- broken water lines
- clogged sewer lines
- major roof leaks
- broken entrance door
- natural disasters

Emergencies will fall into one of two categories:

1. Emergencies during the regular workday - Emergencies occurring during regular business hours will be immediately referred to the Operations Director by radio contact. A work order with an emergency classification will be generated. In the event that maintenance can not abate the emergency, a contractor's service may be solicited. The Operations Director will supply

written documentation to the Executive Director indicating the contractor, the work or materials required, and the address of the emergency. The emergency will be corrected or abated in less than 24 hours.

2. Emergencies after hours - The Contractor on call will correct emergencies that occur after hours. In the event the problem can not be abated, the Operations Director will authorize an additional Contractor to be called to ensure corrective action in less than 24 hours. If the Operations Director is unavailable, the Assistant Property Management Director shall be called. If the Assistant Property Manager Director is unavailable, the Conventional Housing Property Management Director shall be called. If the Conventional Housing Property Management Director is unavailable, the Housing Director shall be called. If none of the above can be contacted, the Executive Director shall be contacted.

A roster of contractors listed by skills will be available in the maintenance department, in the "Emergency Response" File. The Operations Director will complete a work order indicating the contractor, the work or materials required and address of the emergency. This type of situation may be handled on a non-competitive proposal basis.

XII. EXTRAORDINARY REPAIRS

The Wilson Housing Authority will include in each annual budget an amount for extraordinary maintenance.

XIII. SERVICE CONTRACTS

Wilson Housing Authority will contract with outside firms based on need and budget limitations. Any contractual services will be procured in accordance with WHA's procurement policy, based on HUD regulations at 24CFR 85.36. Before soliciting services, the Operations Director will make required independent cost estimates. If the estimate is less than \$3,000, small purchase procedures may be used. If the estimate exceeds \$3,000 but is less than \$25,000, the competitive bid procedure may be used. If the estimate is greater than \$25,000, the Operations Director will publicly solicit sealed bids by formal advertisement in at least one newspaper of general circulation.

Equipment, supplies and installations, which are available through HUD's open-ended CSC, shall be ordered from the CSC contractor who was awarded by HUD the desired item at the lowest price for this region as listed in the catalog, provided that such a price does not exceed the price of similar items available to WHA through other sources.

XIV. PAINTING OCCUPIED UNITS

When residents call requesting their unit be painted, the following procedure is to be used: Upon receiving a request the unit is to be inspected by the Property Manager to verify if painting is warranted. If painting is warranted, the Property Manager will advise the Maintenance Secretary who will maintain a log for occupied units to be painted. Addresses from this log will be given to

the contract painter for painting. Time does not necessarily dictate when the unit should be painted. If the resident has resided in the unit four years or less, there may be a charge to the resident.

XV. MATERIALS, SUPPLIES AND EQUIPMENT

The Inventory Clerk is responsible for analyzing the consumption and use of material and supplies and participating in the drafting of the annual operating budget based on this information. The Inventory Clerk will purchase routine materials and supplies. The Executive Director will approve all purchases made by purchase orders over \$500.00 and indicate approval by signing the purchase order.

XVI. BUDGET

Wilson Housing Authority's annual operating budget has been developed based upon established goals, schedules, and staff requirements and known income sources. The WHA believes it has developed a very fiscally responsible budget.

XVII. MAINTENANCE DEPARTMENT TOOL POLICY

Each Maintenance Mechanic and Preventive Maintenance vehicle shall be equipped with adequate tools. An inventory list will be maintained indicating the type and number of tools assigned to each vehicle or person. The person assigned to each vehicle will be accountable for the tool inventory on that particular vehicle. Each individual assigned to a vehicle is required to sign for the tools he/she receives. The Wilson Housing Authority will supply one complete set of tools. The individual that signs for the tools shall replace any that may be lost or missing.

Loaning tools to a co-worker and not getting them back does not void individual responsibility. Sharing tools is not discouraged but each individual must realize they are responsible and accountable for their own tools. All maintenance vehicles will be inventoried monthly to insure each employee has his or her tools. Employees shall replace any tools that may be missing at their expense. The quality of tool replaced will be the same quality as the tool originally issued.

Failure to adhere to this policy shall be grounds for **disciplinary proceedings up to and including termination.** In the case of termination of employment by either party, an inventory of all equipment will be taken, including uniforms and employee handbooks. All issued items must be accounted for before receiving last paycheck.

Damaged or worn out tools or other equipment will be replaced by the WHA. All Damaged or worn out tools must be returned in order for the WHA to warrant replacement. All tools in shop that are not assigned to trucks must be signed in and out daily.

XVIII. WHA DISASTER EMERGENCY PLAN

It shall be the responsibility of the Authority to react in a safe and prudent manner during and or after any disaster whether by natural causes or any other manner. First and far most, we shall work to provide as much safety and security as possible for residents and employees. Should there be advanced warning of any disaster whether natural or other cause. Every effort will be

made to provide as much information and instructions as possible to residents and employees. Employees will be allowed to leave work or not report to work which ever is appropriate at the time if necessary. No Authority employee shall report to work during the time a disaster is in progress, such as flooding, hurricanes or terrorist attack unless the situation necessitates such action and the employee has authorization. The situation must be thoroughly analyzed and deemed safe before employees are authorized to report for any job related duties during any disaster. Authorization must come from the Executive Director or his designee. No employee is expected to jeopardize his/her health or safety.

During the disaster and immediately afterward all personnel shall consider themselves on standby, especially Department heads and Supervisors. If phones lines are out, communication may be by cell phone. If you have a WHA cell phone you are expected to keep it charged, provided you have power. Due to various localities of residency, ability to mobilize will have to be considered. Personnel with two-way radios shall take them as another means of communication if needed. The cell phones and radios should be kept in the charger, if power is available.

The Executive Director or his designee shall try to maintain communication with Emergency Management or other appropriate agencies to assess the situation and determine what actions may be safely taken. He shall also try to maintain communication with the Assistant Executive Director, Housing Director, Operation Director and Inspections Director to activate a practical plan of action. Any course of action shall be in accordance with recommendations from local authorities, including Emergency Management when possible. If practical, residents shall be advised in advance that Authority employees will NOT be able to respond to assist them during the time the actual disaster is occurring.

Following a disaster, and local authorities grant permission to enter areas, authority staff will immediately respond to assist residents and assess the situation.

If there is time prior to leaving work due a disaster taking place, each individual operating an assigned company vehicle is responsible for making sure his/her vehicle is full of gas. The Operations Director and Inspections Director are responsible for making sure as many maintenance vehicles as possible are full of gas, including those unassigned in case we are unable to get gas for several days. The Operations/Inspections Directors shall insure each maintenance truck is adequately equipped. Included in the inventory should at least be extra batteries, rain gear, gloves, (rubber-plastic-work), rubber boots and nose mask and a complete first aid kit and any other PPE deemed necessary. Some employees may be allowed to take trucks home, depending upon circumstances. Under no circumstances shall trucks be used for personal use due to policy and liability.

Circumstances will dictate the hours of operation and who will work.

If there is a need to contact an emergency agency during working hours in reference to a disaster, the switchboard receptionist will be advised to call 911 and advise them of the situation. In turn 911 will dispatch or contact the appropriate agency, or they will advise us whom to contact in such instances.

Employees shall call into the switchboard's automated system each morning for updated information and work schedule.

In case of disasters, only the Executive Director will make public statements or speak to the press.

XIX. EMERGENCY CODE "3" PROCEDURES

WHA is committed to provide a safe environment in which to work. In today's world, circumstances can arise that may put staff in danger. In order to assist you in the event of an emergency, it is essential for us to know of your whereabouts, at all times.

In the event of an emergency, you are to use the phrase "**CODE 3**" (which means you need immediate help) preceded by or followed by your radio number, to identify yourself and location. This will notify Base that you are in trouble, and Base will notify **911** for assistance. If it is something that does not require 911, please say so when you make your first call to Base. In the event someone does use the "CODE 3" phrase, all other radio traffic will stop until notified by Base. Everyone assigned a radio shall follow this procedure.

The Executive Director, prior to implementation, must approve any changes or deviations from this policy.

In an effort to minimize radio broadcast time, yet assure the safety of all personnel, the following procedures are to be followed by Maintenance personnel:

The Lead Mechanic shall make the Maintenance Secretary aware on a daily basis of all staff assignments and of the area and personnel assigned to move-outs and annual inspections. It is the individual employee's responsibility to advise the Maintenance Secretary if their assignment is changed, who specifically is affected by the change, and the new area of assignment.

The Mechanics assigned to work orders shall advise the Maintenance Secretary as they arrive at or leave an area.

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **Ten.**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **None.**
- c. How many Assessments were conducted for the PHA’s covered developments? **One.**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
N/A	N/A

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **N/A**