

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

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# PHA Plans

5 Year Plan for Fiscal Years 2007-2011  
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:** Charleston County Housing & Redevelopment Authority

**PHA Number:** SC - 056

**PHA Fiscal Year Beginning:** 07/2007

### 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 2007-2011**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The mission of the Charleston County Housing & Redevelopment Authority is to provide quality affordable housing and assist in providing economic opportunities to the low-income citizens of Charleston County.

**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.

- I. Aggressively seek new sources of funding for CCHRA initiatives, thereby reducing dependence on HUD for funding reducing support.
- II. Continue to improve the efficiency and effectiveness of the CCHRA Staff.
- III. Establish and implement broad-based programs leading to family independence.
- IV. Provide opportunities for increased academic achievement for youth and adult literacy through educational programs.
- V. Seek opportunities to provide additional housing for low-income residents, to include developing and implementing a homeownership program.
- VI. Provide an increased range of educational, social, and cultural activities to enhance quality of life for residents.
- VII. Expand and modernize administrative and maintenance facilities to accommodate current and future needs to meet staffing and OSHA requirements.
- VIII. Carefully monitor customer service and continue communicating information about CCHRA in order to optimize the agency's mission.

**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.

**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:

- A. Admissions Policy for Deconcentration (sc056a01)
- B. FY 2005 Capital Fund Program Annual Statement (sc056d01-sc056i01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- C. FY 2005 Capital Fund Program 5 Year Action Plan (sc056j01)
- D. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)—
- Other (List below, providing each attachment name):
  - 1. Resident Membership on CCHRA Governing Board (sc056b01)
  - 2. Membership of the Resident Advisory Boards (sc056c01)
  - 3. CCHRA Pet Ownership Policy—*included in text*
  - 4. Section 8 Homeownership Plan – (sc056k01)

## 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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
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	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	infestation)	
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
N/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/a	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/a	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/a	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/a	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/a	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/a	Policies governing any Section 8 Homeownership program <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
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	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 under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	7,251	5	5	4	4	1	3
Income >30% but <=50% of AMI	4,819	4	4	4	4	2	3
Income >50% but <80% of AMI	4,850	3	3	4	3	2	3
Elderly	2,498	5	4	4	4	1	5
Families with Disabilities	N/A	5	3	3	5	1	5
Race/Ethnicity	N/A	4	4	3	4	2	2
Race/Ethnicity							
Race/Ethnicity							
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: 2002
- 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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<b>Section 8 tenant-based assistance</b>			
<input checked="" type="checkbox"/>	<b>Public Housing</b>		
<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	<b>176</b>		
Extremely low income <=30% AMI	<b>176</b>		
Very low income (>30% but <=50% AMI)	<b>0</b>		
Low income (>50% but <80% AMI)	<b>0</b>		
Families with children	<b>104</b>		
Elderly families	<b>3</b>		
Families with Disabilities	<b>71</b>		
Race/ethnicity (Cau)	<b>10</b>		
Race/ethnicity(A/A)	<b>166</b>		
Race/ethnicity (A/I)			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>72</b>	<b>41%</b>	
2 BR			
3 BR	<b>102</b>	<b>58%</b>	
4 BR	<b>2</b>	<b>1%</b>	
5 BR			

Housing Needs of Families on the Waiting List			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes: <b>3 and 4 bedroom single-family is closed</b>			
How long has it been closed (# of months)? <b>10</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Emergency housing)			

### C. 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 checked="" type="checkbox"/> <b>Section 8 tenant-based assistance</b>			
<b>Public Housing</b>			
<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	<b>1464</b>		
Extremely low income <=30% AMI	<b>1338</b>		
Very low income (>30% but <=50% AMI)	<b>116</b>		
Low income (>50% but <80% AMI)	<b>10</b>		
Families with children	<b>962</b>		
Elderly families	<b>151</b>		
Families with Disabilities	<b>111</b>		
Race/ethnicity (Cau)	<b>45</b>		
Race/ethnicity(A/A)	<b>1398</b>		

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity (A/I)	<b>21</b>		
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)? <b>7</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Emergency housing)			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working

- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>		
a) Public Housing Operating Fund	\$533,042	
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$5,988,217	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	None	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
501-03	\$25,403	
502-03	30,778	
501-04	142,302	
501-05	217,388	
501-06	393,493	
<b>3. Public Housing Dwelling Rental Income</b>		
	820,000	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest	25,000	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		
Commercial space leases	3,000	Public Housing Operations
<b>Total resources</b>	<b>\$8,178,623</b>	

### **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)
- Other: (describe):

*Eligibility for admission is verified at the time a family is offered a unit.*

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

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

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

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

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

## **(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists

- At the development to which they would like to apply  
 Other (list below)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One  
 Two  
 Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

- a. Income targeting:  
 Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies  
 Over housed  
 Under housed  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)  
 Resident choice: (state circumstances below)  
 Other: (list below)
- c. Preferences
1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

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)

- 1  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
  - 1  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)
  - 1  Those previously enrolled in educational, training, or upward mobility programs
  - Victims of reprisals or hate crimes
- Other preference(s) (list below):

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
- The PHA-resident lease
  - The PHA's Admissions and (Continued) Occupancy policy
  - PHA briefing seminars or written materials
  - Other source (list)
- b. How often must residents notify the PHA of changes in family composition? (select all that apply)
- At an annual reexamination and lease renewal
  - Any time family composition changes
  - At family request for revision
  - Other (list)

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b.  Yes  No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists  
If selected, list targeted developments below:
  - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments. If selected, list targeted developments below:
  - Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
  - Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing

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

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

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

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

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

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

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

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

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

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

*Family Hardship*

**(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)

*Emergencies stemming from natural or man-made disasters*

*Working families*

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

1 Date and Time

Former Federal preferences

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)

- 1  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
- 2  Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below):

*Family Unification Program*

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

Through published notices

Other (list below):

*Through a partnership with Department of Social Services (DSS)*

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

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

- For household heads  
 For other family members  
 For transportation expenses  
For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study  
 Fair market rents (FMR)  
 95th percentile rents  
 75 percent of operating costs  
 100 percent of operating costs for general occupancy (family) developments  
 Operating costs plus debt service  
 The "rental value" of the unit  
 Other (list below)

f. Rent re-determinations:

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

- Never  
 At family option  
 Any time the family experiences an income increase  
 Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_  
 Other (list below): Any time a family experiences a change in family composition.

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

## **(2) Flat Rents**

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

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

## **B. Section 8 Tenant-Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	399	
Section 8 Vouchers	1079	
Section 8 Certificates	0	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
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**
- (2) **Section 8 Management: (list below)**  
\* **Administrative Plan**
- (3) **Low Rent Public Housing: (list below)**  
\* **Admissions for Continued Occupancy Plan (ACOP)**

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below):  
*Each site office*

## B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## 7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

### A. Capital Fund Activities

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

#### (1) Capital Fund Program Annual Statement

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

Select one:

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

**(2) Optional 5-Year Action Plan**

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

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



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

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

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
  2. Development (project) number:
  3. Status of grant: (select the statement that best describes the current status)
    - Revitalization Plan under development
    - Revitalization Plan submitted, pending approval
    - Revitalization Plan approved
    - Activities pursuant to an approved Revitalization Plan underway

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
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.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: Joseph Floyd Manor	
1b. Development (project) number: SC-056-01	
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:	
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.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

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

**Conversion of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

3.  Yes  No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

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

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

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

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

## 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

### A. Public Housing

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

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

#### 2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b> (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:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	29	20 as of 08/02/2004

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

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

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



Charleston County Housing and Redevelopment Authority  
P.O. Box 6188, 2106 Mt. Pleasant St., Charleston, SC 29405-6188  
(843) 722-1942 FAX (843) 577-6825

## **COMMUNITY SERVICE & SELF-SUFFICIENCY REQUIREMENT POLICY**

In order to comply with Subpart F of 24 CFR, part 960, the Charleston County Housing & Redevelopment Authority (CCHRA) has adopted and implemented this Community Service and Self-Sufficiency (CS/SS) policy. This policy shall be incorporated into the Authority's Agency Annual Plan and Public Housing ACOP. Regulations require that each non-exempt adult (ages 18 years and older) public housing resident must perform eight (8) hours of community service or participate in a self-sufficiency program per month.

### **I. Community Service and Family Self-Sufficiency Requirement**

As a condition of continued occupancy, excluding residents under paragraph II below, each adult (18 years and older) resident of the Housing Authority shall:

- A. Contribute eight (8) hours per month of community service (not including political activities); or
- B. Participate in an economic self-sufficiency program for eight (8) hours each month.
- C. A combination of both community service and self-sufficiency activities.

### **II. Exemptions**

Exemptions to the above requirement are those:

- A. Persons 62 years of age or older;
- B. Blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42U.S.C. 416(i)(1); 138c) and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such individuals.
- C. Engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d), specified below:
  - 1. Unsubsidized employment;
  - 2. Subsidized private-sector employment;
  - 3. Subsidized public-sector employment;

4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
5. On-the-job training;
6. Job-search and job-readiness assistance;
7. Community service programs;
8. Vocational educational training (not to exceed 12 months with respect to any individual);
9. Job-skills training directly related to employment;
10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
11. Satisfactory attendance in a secondary school or in a course of study leading to a certificate of general equivalence, in the case of the recipient who has not completed secondary school or received such a certificate; and
12. The provision of childcare services to an individual who is participating in a community service program.

Upon determination of initial status, CCHRA will notify all residents of their status and explain that at their next reexamination all adults will be required to sign an agreement certifying that all information is correct and/or provide the housing authority with current verifiable information.

### **III. Annual Determinations**

For each public housing resident, CCHRA shall, thirty (30) days before the expiration of each lease of the resident, review and determine the compliance of the resident with the requirement. Such determinations shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

### **IV. Proof of Compliance**

Each head of household must present to the Charleston County Housing and Redevelopment Authority's Resident Services Department documentation that he/she and all other persons 18 years of age or older living in the household, who are not exempt, have complied with this policy. Documentation shall be in the form prescribed by CCHRA.

### **V. Noncompliance**

If CCHRA determines that a resident subject to the requirement is non-compliant, the housing authority shall notify the resident in writing of such noncompliance. The written notification shall state that the determination of noncompliance is subject to administrative grievance procedure and that failure by the resident to enter into an agreement, before the expiration of the lease term, to cure any noncompliance by participating in an economic self-sufficiency program for, or contributing to community service, as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease, or removing from the household the individual who is non-compliant may be cause for lease termination.

The Charleston County Housing Authority shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member subject to the requirement who has been determined to be not compliant with the requirement and has failed to attempt to cure the noncompliance.

## **VI. Implementation**

This policy shall go into effect on July 1, 2003. All residents will be notified in writing by July 31, 2003 of the requirement and their current exempt/non-exempt status. By October 31, 2003, CCHRA will assure that all affected residents are performing their community service or self-sufficiency requirement. Residents shall be required to sign a new lease or lease addendum at the time of their next re-examination (interim or annual). Residents will be briefed on the CS requirement, exempt/nonexempt status and procedure of complying with the requirement. Residents will be required to sign an agreement that they understand that compliance with this policy is a condition of continued occupancy and that if there is a change in their exempt status they must notify CCHRA immediately.

All new applicants will be informed of the requirement, exempt/nonexempt status and procedure for complying with the requirement. Applicants will be required to sign an agreement as described in the above paragraph.

In order to determine the initial status of individual residents, CCHRA will review the most current documentation in the residents' file concerning age, disability, employment status, and compliance with welfare requirements.

The Authority will provide the welfare department with a list of all welfare recipients and ask that the Agency certify to the fact that all residents on the list are in compliance with welfare requirements.

## **VII. Eligible Activities**

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service does not include political activities. The Charleston County Housing and Redevelopment Authority will provide each household member, 18 years and older, with a copy of the Community Service Policy, A list of Community Service Providers and a Certification Form.

# CCHRA Community Service Plan

## **Background:**

The Department of Housing & Urban Development reinstated the Community Service and Self-Sufficiency requirement for FY 2004. All non-exempt residents (residents ages 18 and older, who are **not** elderly, disabled, employed, participating in a job training program, full-time student, or exempt from work requirements under state welfare programs) are required to complete 8 hours of community services each month. PHAs are required to develop and implement and Community Service Plan, notify residents of the Community Service requirement and monitor compliance.

## **Objective:**

Charleston County Housing & Redevelopment Authority will implement a monitoring plan to assist non-exempt resident with meeting the requirements for Community Service in order to promote self-sufficiency.

## **Action Plan:**

- 1) Public Housing will identify non-exempt residents (ages 18 and older, who are **not** disabled, elderly, disabled, employed, participating in a job training program, full-time student, or exempt from work requirements under state welfare programs).
- 2) Public Housing will provide the Resident Services Department with a list of residents required to perform Community Service (herein referred to as "Mandatory Residents").
- 3) Public Housing will mail notices to mandatory residents informing of the Community Services requirements and contact person (Resident Services Department). PH will also incorporate this information in its resident orientation to elaborate on the Community Service Requirement.
- 4) Resident Services Department will develop an approved list of Community Service Resources for Mandatory Residents.
- 5) Resident Services Department will develop a Community Service tracking system.
- 6) Resident Services will maintain mandatory residents monthly certification form and provide a copy to Public Housing. Public Housing will maintain the mandatory residents' annual certification form, in the resident's file to monitor compliance.
- 7) Public Housing will review Community Service files with Resident Services Department monthly (first week of each month) to determine compliance.
- 8) Public Housing will send notices of non-compliance to residents who have not met the monthly eight (8) hours Community Service requirement and reason for the determination (e.g. insufficient hours, lack of certification, fraud, etc.). Public Housing will explain that the lease may not be renewed at the end of the 12-month term unless compliance is met.

- 9) Cure & Remedy: Public Housing will offer the resident a cure and remedy for non-compliance. Public Housing will enter into a written agreement with the resident stating how compliance will be met. The agreement will include:
  - A. Hours required and time frame for completion
  - B. Statement that all family members must comply or that the non-compliant resident no longer lives in the unit.
  - C. Reference to Public Housing's Grievance Procedure.
- 10) At re-certification, Public Housing will determine continued eligibility to include consideration of completion of total required 96 hours of Community Service.
- 11) Public Housing will notify residents if there is a decision not to renew the lease because of non-compliance.
- 12) Public Housing will notify Resident Services of mandatory residents who become ineligible for continued housing assistance.
- 13) Resident Services will note file and remove resident from mandatory list for Community Service.

### **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)

56-01 Joseph Floyd Manor  
56-07 Brighton Place

**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)

- A. *Continue a "one strike" policy.*
- B. *Continue to enforce strict lease policies and procedures.*
- C. *Conduct criminal history record checks on all applicants and at re-certification of all tenants age 18 and over.*
- D. *Appropriate local Police authorities are aware of CCHRA public housing developments and provide pertinent police reports, criminal intelligence and other crime prevention data to the Deputy Sheriff on staff.*
- E. *In association with a local Community College assists tenant dependants with tuition costs for training.*
- F. *Continue training for all Public Housing tenants which includes crime prevention techniques and drug awareness sessions.*
- G. *Continue "Crime Watch" program at Projects 56-01 and 56-07 and encourage full participation of scatter site tenants in the "Crime Watch" programs in their respective neighborhoods.*

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

56-01 Joseph Floyd Manor; 56-07 Brighton Place

**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)

56-01 Joseph Floyd Manor; 56-07 Brighton Place

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Resolution 99-22, passed by the Charleston County Housing and Redevelopment Authority Board of Commissioners on September 22, 1999, and updated annually, permits the Admission and Continued Occupancy Policy to be amended to allow public housing residents to own pets on CCHRA property.

**CHARLESTON COUNTY HOUSING AND REDEVELOPMENT  
AUTHORITY**

**ADMISSION AND CONTINUED OCCUPANCY POLICY**

**AMENDMENT TO  
PUBLIC HOUSING PET POLICY AMENDMENT**

**• EXCLUSIONS**

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than imposed on all tenants to maintain their units and associated facilities in a decent, safe and sanitary manner and to refrain from disturbing their neighbors.

**• APPROVAL**

Residents must have the prior approval of the Housing Authority before moving a pet into their home. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request. Once approval has been made, the resident / pet owner must complete and sign a Pet Agreement.

- **TYPES OF PETS AND NUMBER OF PETS ALLOWED**

The CCHRA will allow only domesticated dogs, cats, birds, and fish in aquariums in units. All dogs and cats must be spayed and neutered. No farm animals, breeding animals, wild or feral animals or animals' considered exotic by state of South Carolina will not be allowed. Some examples of exotic animals are, but are not limited to, monkeys, certain species of birds such as raptors, tarantulas, scorpions, poisonous snakes, or any animals not normally domesticated.

- **TYPES OF PETS AND NUMBER OF PETS ALLOWED (CONTINUED)**

Maximum of two (2) pets allowed per unit.

Any animals deemed to be potentially harmful or safety of others, including attack or fight trained dogs, will not be allowed.

- **INOCULATIONS**

In order to be registered, pets must be appropriately inoculated against rabies and other conditions prescribed by local ordinances. Resident must be able provide written verification of inoculation by Veterinarian, upon request by Landlord.

- **PET DEPOSIT AND FEE**

A \$125.00 deposit is required at the time of registering a pet and is **refundable**, providing there is not any damage done to the premises by the animal.

A \$ 75.00 is a **non-refundable pet fee is also required at the time of registering the pet.**

This combined pet deposit and fee in the amount of \$ 200.00 is due per pet, per cage or per each fish tank.

- **FINANCIAL OBLIGATION OF RESIDENTS**

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the CCHRA reserves the right to exterminate and charge the resident.

- **NUISANCE OR THREAT TO HEALTH AND SAFETY OF OTHERS**

The pet(s) and it's living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the pet owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or CCHRA personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or vacate the premises entirely.

- **DESIGNATION OF PET AREAS**

Pets must be kept in the owner's apartment or on a leash at all times when outside ( no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the projects. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

- **VISITING PETS**

Pets that meet the criteria outlined above may visit the projects/buildings where pets are allowed for up to two weeks without CCHRA approval. Tenants who have visiting pets must abide by the conditions of this policy regarding health, sanitation, nuisances, and peaceful enjoyment of others. If visiting pets violate this policy or cause the tenant to violate the Lease, the tenant will be required to remove the visiting pet.

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
Attached at Attachment (File name)
  
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 Note: remove check
  - 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):  
***Candidates are those serving as Officers and/or advisory board members of existing resident organizations.***

## 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: Charleston County
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

#### **D. Other Information Required by HUD**

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

## Attachments

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

**PHA Plan  
Table Library**

# **CHARLESTON COUNTY HOUSING & REDEVELOPMENT AUTHORITY**

## **DECONCENTRATION POLICY**

### **SELECTION FROM THE WAITING LIST**

The Charleston County Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met, we shall quarterly monitor the incomes of newly admitted families as well as of families on the waiting list. If it appears that the requirement to house extremely low income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families in order to reach the statutory requirement.

### **DECONCENTRATION POLICY**

It is the Charleston County Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip over families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and nondiscriminating manner.

The Charleston County Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.



Charleston County Housing and Redevelopment Authority  
2106 Mt. Pleasant Street, Charleston, South Carolina 29403  
(843) 722-1942 FAX (843) 577-6825 TDD (800) 735-2905



*Agency Award of  
Excellence*

## **Resident Membership on CCHRA Governing Board**

1. Ms. Ada Kelly, [President](#)  
[Brighton Place Resident Association](#)  
1429 Orleans Road, Apt. B-4  
Charleston, SC 29407  
(843) 573-9325  
**Method of Selection:** Appointment  
**Term of Appointment:** Through July 15, 2010
2. Ms. Althea Richardson  
[Single-Family Resident](#)  
2462 Darter Street  
Charleston, SC 29414  
(843) 225-2463  
**Method of Selection:** Appointment  
**Term of Appointment:** Through July 15, 2010



Charleston County Housing and Redevelopment Authority  
2106 Mt. Pleasant Street, Charleston, South Carolina 29403  
(843) 722-1942 FAX (843) 577-6825 TDD (800) 735-2905



*Agency Award of  
Excellence*

**Low Rent Public Housing  
Resident Advisory Board Members  
2007**

1. Mr. Ralph Richardson, [President](#)  
[JFM Senior Citizens Tenant Association](#)  
2106 Mt. Pleasant Street, Apt. 1101  
Charleston, SC 29403  
(843) 723-6043
  
2. Ms. Ada Kelly, [President](#)  
[Brighton Place Resident Association](#)  
1429 Orleans Road, Apt. B-4  
Charleston, SC 29407  
(843) 573-9325
  
3. Ms. Althea Richardson  
[Single-Family Resident](#)  
2462 Darter Street  
Charleston, SC 29414  
(843) 225-2463
  
4. Ms. LaSonia Gallashaw  
[Single-Family Resident](#)  
4761 Lysa Street  
North Charleston, SC 29405  
(843) 566-1656

Annual Statement/ Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

OMB Approval No 2577-0157  
(exp.11/30/2008)

Comprehensive Grants Program (CGP) Part I: Summary

Office of Public and Indian Housing

HA Name Charleston County Housing and Redevelopment Authority	Comprehensive Grant Number SC16PO56 501-03	FFY of Grant Approval 2003
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Original Annual statement  Reserve for disasters/Emergencies  Revised Annual Statement/Revision Number 7  
 Performance and Evaluation Report Year Ending 12/31/06  Final Performance and Evaluation Report

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost 2	
		Original	Revised 1	Obligated	Expended
1	Total Non CGP Funds				
2	1406 Operations ( may not exceed 10% of line 20)				
3	1408 Management Improvements	\$ 79,200.00		\$ 79,200.00	\$ 79,200.00
4	1410 Administration	\$ 39,600.00		\$ 39,600.00	\$ 39,600.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 11,844.00		\$ 11,844.00	\$ 11,217.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 214,413.00		\$ 214,413.00	\$ 211,461.00
11	1465.1Dwelling Equipment	\$ 50,965.00		\$ 50,965.00	\$ 29,141.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to work Demonstration				
17	1495.1Relocation Reserves				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
19a	9000 Bond debt service***				
20	<b>Amount of Grant ( sum of lines 2-19a)</b>	<b>\$ 396,022.00</b>		<b>\$ 396,022.00</b>	<b>\$ 370,619.00</b>
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance				
23	Amount of line 20 related to security				
24	Amount of line 20 related to Emergency Conservation Measures				
	*** Contingent upon approval of bond financing				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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Annual Statement / Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

Comprehensive Grant Program (CGP) Part II: Supporting Pages

Office of Public and Indian Housing

CFP 501-03

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Numbers	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
SC56-1 Joseph Floyd Manor	Replace Andover Controls at JFM	1460	40	\$ -		\$ -		
	Install Automatic Entrance doors	1460	2	\$ 6,875.00		\$ 6,875.00	\$ 6,875.00	
	Water Cut Off valves at Ea. Floor at JFM	1460	12	\$ -		\$ -		
	PM Mechanical Systems	1460	1	\$ 11,800.00		\$ 11,800.00	\$ 11,800.00	
	PM Fire Alarm System	1460	1	\$ 13,769.00		\$ 13,769.00	\$ 13,769.00	
	PM Elevator	1460	2	\$ 10,800.00		\$ 10,800.00	\$ 10,800.00	
	Replace Condensate Pumps at Chiller	1460	2	\$ 3,998.00		\$ 3,998.00	\$ 3,998.00	
	Replace Appliances	1465	24	\$ 14,880.00		\$ 14,880.00	\$ 10,732.00	
SC56-7 Brighton Place	Replace Appliances	1465	25	\$ 15,625.00		\$ 15,625.00	\$ 5,169.00	
	Roof Shingle and Ridge Vent Replacement	1460	4	\$ 1,388.00		\$ 1,388.00	\$ 1,388.00	
	Automatic Gates and key Cards	1460	2	\$ 3,690.00		\$ 3,690.00	\$ 3,690.00	
SC 56-12 Single Family Dwelling	Test for Lead Paint	1460	44	\$ -		\$ -		
	Structural Rotted Wood Replacement	1460	2	\$ 62,669.00		\$ 62,669.00	\$ 62,669.00	
	Replace Appliances	1465	15	\$ 4,340.00		\$ 4,340.00	\$ 4,214.00	
SC 56-13 Single Family Dwellings	Test for Lead Base Paint	1460	28	\$ -		\$ -		
	Structural Rotted Wood Replacement	1460	5	\$ 72,324.00		\$ 72,324.00	\$ 69,372.00	
	Replace Appliances	1465	10	\$ 6,820.00		\$ 6,820.00	\$ 5,222.00	
SC56-15 Single Family Dwellings	Replace Appliances	1465	12	\$ 9,300.00		\$ 9,300.00	\$ 3,804.00	
	Structural rotted Wood Replacement	1460	5	\$ 7,600.00		\$ 7,600.00	\$ 7,600.00	
	Emergency elevation of Fire damaged Structure to meet zoning requirements	1460		\$ 19,500.00		\$ 19,500.00	\$ 19,500.00	
PHA Wide	Computer Hardware/Software	1408	1	\$ 4,006.00		\$ 4,006.00	\$ 4,006.00	
	PM Inspector	1408	1	\$ 11,587.00		\$ 11,587.00	\$ 11,587.00	
	Modernization Coordinator	1408	1	\$ 12,594.00		\$ 12,594.00	\$ 12,594.00	
	Staff Training	1408	1	\$ 3,335.00		\$ 3,335.00	\$ 3,335.00	
	Vehicle	1408	1	\$ 10,607.00		\$ 10,607.00	\$ 10,607.00	
	Lawn Maintenance Equipment	1408	3	\$ 1,071.00		\$ 1,071.00	\$ 1,071.00	
	Security Guard	1408	2	\$ 36,000.00		\$ 36,000.00	\$ 36,000.00	
	Benefits	1410	1	\$ 39,600.00		\$ 39,600.00	\$ 39,600.00	
	A&E fees	1430.1	1	\$ 9,963.00		\$ 9,963.00	\$ 9,963.00	
	Sundries	1430.19	1	\$ 1,881.00		\$ 1,881.00	\$ 1,254.00	
<b>TOTAL</b>			<b>\$ 396,022.00</b>		<b>\$ 396,022.00</b>	<b>\$ 370,619.00</b>		

Signature of Executive Director

Date

Signature of Public Housing Director

Date

Comprehensive Grant Program (CGP) Part III: Implementation Schedule

Development Number/Name HA - Wide Activities	All funds Obligated (Quarter Ending Date)			All Funds (Expended (Quarter Ending Date)			Reason for Revised Target Dates 2	
	Original	Revised 1	Actual 2	Original	Revised 1	Actual 2		
SC16PO56-1 Joseph Floyd Manor	9/16/2005			9/16/2007				
SC16PO56-7 Brighton Place	9/16/2005			9/16/2007				
SC16PO56-12 Sgl Family Dwellings	9/16/2005			9/16/2007				
SC16PO56-13 Single Family Dwellings	9/16/2005			9/16/2007				
SC16PO56-15 Single Family Dwellings	9/16/2005			9/16/2007				
Signature of Executive Director				Date		Signature of Public Housing Director		Date



Annual Statement/ Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

OMB Approval No 2577-0157  
(exp.11/30/2008)

Comprehensive Grants Program (CGP) Part I: Summary

Office of Public and Indian Housing

HA Name Charleston County Housing and Redevelopment Authority	Comprehensive Grant Number SC16PO56 501-04	FFY of Grant Approval 2004
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Original Annual statement  Reserve for disasters/Emergencies  Revised Annual Statement/Revision Number 6  
 Performance and Evaluation Report Year Ending 12/31/06  Final Performance and Evaluation Report

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost 2	
		Original	Revised 1	Obligated	Expended
1	Total Non CGP Funds				
2	1406 Operations ( may not exceed 10% of line 20)				
3	1408 Management Improvements	\$ 87,856.00		\$ 87,856.00	\$ 86,042.00
4	1410 Administration	\$ 43,938.00		\$ 43,938.00	\$ 43,938.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs			\$ -	
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 260,994.00		\$ 260,994.00	\$ 145,659.00
11	1465.1Dwelling Equipment	\$ 46,600.00		\$ 46,600.00	\$ 17,269.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to work Demonstration				
17	1495.1Relocation Reserves				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
19a	9000 Bond debt service***				
20	<b>Amount of Grant ( sum of lines 2-19a)</b>	<b>\$ 439,388.00</b>		<b>\$ 439,388.00</b>	<b>\$ 292,908.00</b>
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance				
23	Amount of line 20 related to security				
24	Amount of line 20 related to Emergency Conservation Measures				
	*** Contingent upon approval of bond financing				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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form HUD- 52837 (9/98)

Annual Statement / Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

Comprehensive Grant Program (CGP) Part II: Supporting Pages

Office of Public and Indian Housing

CFP 501-05

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Numbers	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
SC56-1 Joseph Floyd Manor	Replace Andover Controls at JFM	1460	53	\$ -				
	Automatic Security Gates and Key Cards	1460	2	\$ -				
	PM Mechanical Systems	1460	1	\$ 11,800.00		\$ 11,800.00	\$ 9,731.00	
	PM Fire Alarm System	1460	1	\$ 14,458.00		\$ 14,458.00	\$ 14,458.00	
	PM Elevator	1460	2	\$ 10,800.00		\$ 10,800.00	\$ 10,800.00	
	Replace Boiler Pumps at JFM	1460	4	-				
	Replace Appliances	1465	24	\$ 14,880.00		\$ 14,880.00	\$ 14,457.00	
	Replace Appliances	1465	13	\$ 7,600.00		\$ 7,600.00	\$ 2,812.00	
	Roof Shingle and Ridge Vent Replacement	1460	5	\$ -				
	Automatic Gates and key Cards	1460	2	\$ 1,060.00		\$ 1,060.00	\$ 1,060.00	
SC56-7 Brighton Place	Replace thru-wall HVAC Systems at Units	1460	20	\$ 16,812.00		\$ 16,812.00	\$ 6,640.00	
	Pressure Wash Building Exteriors	1460	11	\$ -		\$ -		
	Replace HVAC Unit at Community Room	1460	1	\$ -				
SC 56-12 Single Family Dwelling	Roof Shingle Replacements	1460	4	\$ 18,000.00		\$ 18,000.00		
	Structural Rotted Wood Replacement	1460	2	\$ 14,000.00		\$ 14,000.00	\$ 12,700.00	
	Replace Appliances	1465	15	\$ 8,000.00		\$ 8,000.00		
	Exterior Painting and Rotted Wood Replacement	1460	11	\$ 43,630.00		\$ 43,630.00	\$ 21,835.00	
SC 56-13 Single Family Dwellings	Roof Shingle Roof Replacement	1460	4	\$ 11,878.00		\$ 11,878.00	\$ 2,625.00	
	Structural Rotted Wood Replacement	1460	2	\$ 5,500.00		\$ 5,500.00		
	Replace Appliances	1465	10	\$ 6,820.00		\$ 6,820.00		
	Exterior Painting and Rotted Wood Replacement	1460	11	\$ 47,445.00		\$ 47,445.00	\$ 23,016.00	
SC56-15 Single Family Dwellings	Exterior Painting and Rotted Wood Replacement	1460	12	\$ 46,110.00		\$ 46,110.00	\$ 23,492.00	
	Replace Appliances	1466	12	\$ 9,300.00		\$ 9,300.00	\$ 9,300.00	
	Structural rotted Wood Replacement	1460	5	\$ 8,000.00		\$ 8,000.00	\$ 8,000.00	
	Roof Shingle Replacement	1460	5	\$ 11,500.00		\$ 11,500.00	\$ 2,000.00	
PHA Wide	Computer Hardware/ Software	1408	1	\$ 12,012.00		\$ 12,012.00	\$ 12,012.00	
	PM Inspector	1408	1	\$ 21,046.00		\$ 21,046.00	\$ 21,046.00	
	Modernization Coordinator	1408	1	\$ 25,187.00		\$ 25,187.00	\$ 23,374.00	
	Staff Training	1408	1	\$ 7,669.00		\$ 7,669.00	\$ 7,669.00	
	Vehicle	1408	1	\$ 19,800.00		\$ 19,800.00	\$ 19,800.00	
	Lawn Maintenance Equipment	1408	3	\$ 2,142.00		\$ 2,142.00	\$ 2,142.00	
	Benefits	1410	1	\$ 43,939.00		\$ 43,939.00	\$ 43,939.00	
	A&E fees	1430.1	1	\$ -				
	Sundries	1430.19	1	\$ -				
	Bond Debt Service	9000		\$ -				
<b>TOTAL</b>				<b>\$ 439,388.00</b>		<b>\$ 439,388.00</b>	<b>\$ 292,908.00</b>	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

**Comprehensive Grant Program (CGP) Part III: Implementation Schedule**

Development Number/Name HA - Wide Activities	All funds Obligated (Quarter Ending Date)			All Funds (Expended (Quarter Ending Date)			Reason for Revised Target Dates 2	
	Original	Revised 1	Actual 2	Original	Revised 1	Actual 2		
SC16PO56-1 Joseph Floyd Manor	9/14/2006			9/14/2008				
SC16PO56-7 Brighton Place	9/14/2006			9/14/2008				
SC16PO56-12 Sgl Family Dwellings	9/14/2006			9/14/2008				
SC16PO56-13 Single Family Dwellings	9/14/2006			9/14/2008				
SC16PO56-15 Single Family Dwellings	9/14/2006			9/14/2008				
Signature of Executive Director				Date		Signature of Public Housing Director		Date



Comprehensive Grants Program (CGP) Part I: Summary

Office of Public and Indian Housing

HA Name Charleston County Housing and Redevelopment Authority	Comprehensive Grant Number SC16PO56 501-05	FFY of Grant Approval 2005
<input checked="" type="checkbox"/> Original Annual statement <input type="checkbox"/> Reserve for disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement/Revision Number <u>  2  </u> <input checked="" type="checkbox"/> Performance and Evaluation Report Year Ending <u>  12/31/06  </u> <input type="checkbox"/> Final Performance and Evaluation Report		

Line No	Summary by Development Account	Original	Total Estimated Cost Revised 1	Total Actual Cost 2 Obligated	Total Actual Cost 2 Expended
1	Total Non CGP Funds				
2	1406 Operations ( may not exceed 10% of line 20)				
3	1408 Management Improvements	\$ 90,932.00	\$ 90,932.00	\$ 68,782.00	\$ 68,782.00
4	1410 Administration	\$ 45,466.00	\$ 45,466.00	\$ 45,373.00	\$ 45,373.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 12,844.00	\$ 12,844.00		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 156,872.00	\$ 156,872.00	\$ 96,510.00	\$ 96,510.00
11	1465.1Dwelling Equipment	\$ 38,320.00	\$ 38,320.00	\$ 171.00	\$ 171.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to work Demonstration				
17	1495.1Relocation Reserves				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
19a	9000 Bond debt service***	\$ 110,227.00	\$ 110,227.00		
20	<b>Amount of Grant ( sum of lines 2-19a)</b>	<b>\$ 454,661.00</b>	<b>\$ 454,661.00</b>	<b>\$ 210,836.00</b>	<b>\$ 210,836.00</b>
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance				
23	Amount of line 20 related to security				
24	Amount of line 20 related to Emergency Conservation Measures				
	*** Contingent upon approval of bond financing				

Signature of Executive Director _____	Date _____	Signature of Public Housing Director _____	Date _____
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Annual Statement / Performance and Evaluation Report

U.S. Department of Housing and Urban Development

Comprehensive Grant Program (CGP) Part II: Supporting Pages

Office of Public and Indian Housing

CFP 501-05

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Numbers	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
SC56-1 Joseph Floyd Manor	PM Mechanical Systems	1460	1	\$ 9,034.00	\$ 9,034.00	\$ 6,350.00	\$ 6,350.00	
	PM Fire Alarm System	1460	1	\$ 13,769.00	\$ 13,769.00	\$ 13,769.00	\$ 13,769.00	
	PM Elevator	1460	2	\$ 16,470.00	\$ 16,470.00	\$ 16,470.00	\$ 16,470.00	
	Replace Appliances	1465	12	\$ 6,600.00	\$ 6,600.00	\$ 171.00	\$ 171.00	
	Replace obsolete HVAC equipment at JFM	1460	1	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	
SC56-7 Brighton Place	Replace Appliances	1465	13	\$ 7,600.00	\$ 7,600.00			
	Replace thru-wall HVAC Systems at Units	1460	10	\$ 8,700.00	\$ 8,700.00			
	Water Heaters Replacement	1460	15	\$ 4,500.00	\$ 4,500.00	\$ 2,425.00	\$ 2,425.00	
	Replace HVAC Unit at Community Room	1460	1	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	
SC 56-12	Install Metal Porch Rails and Step Rails	1460	8	\$ 18,000.00	\$ 2,258.00			
	Sewer Line Replacements	1460	3	\$ 3,800.00	\$ 3,800.00			
	Hvac Replacements	1460	5	\$ 12,500.00	\$ 12,500.00	\$ 2,630.00	\$ 2,630.00	
Single Family Dwelling	Replace Appliances	1465	15	\$ 8,000.00	\$ 8,000.00			
	Hot Water Replacements	1460	12	\$ 3,600.00	\$ 3,600.00	\$ 518.00	\$ 518.00	
	Exterior Painting, Roof and Rotted Wood Replacement	1460		\$ 10,830.00	\$ 10,830.00	\$ 10,830.00	\$ 10,830.00	
SC 56-13 Single Family Dwellings	Install Metal Porch Rails and Step Rails	1460	5	\$ 11,651.00	\$ 1,048.00			
	Hot Water Heaters Replacement	1460	8	\$ 2,400.00	\$ 2,400.00			
	Replace Appliances	1465	10	\$ 6,820.00	\$ 6,820.00			
	Hvac Replacement	1460	4	\$ 9,000.00	\$ 9,000.00	\$ 3,998.00	\$ 3,998.00	
SC56-15 Single Family Dwellings	Sewer Line Replacement	1460	3	\$ 3,800.00	\$ 3,800.00			
	Replace Appliances	1465	12	\$ 9,300.00	\$ 9,300.00			
	Sewer Line Replacement	1460	4	\$ 4,250.00	\$ 4,250.00	\$ 2,700.00	\$ 2,700.00	
	Install Metal Porch Rails and Step Rails	1460	4	\$ 14,159.00	\$ 1,187.00			
	Hvac Replacement	1460	6	\$ 12,639.00	\$ 12,639.00	\$ 2,389.00	\$ 2,389.00	
	Hot Water Heater Replacement	1460		\$ 3,600.00	\$ 3,600.00	\$ 944.00	\$ 944.00	
	Ext. Painting, Rotter Wood and Roof Replacement	1460	2	\$ 20,487.00	\$ 20,487.00	\$ 20,487.00	\$ 20,487.00	
PHA Wide	Computer Hardware/ Software	1408	1	\$ 11,075.00	\$ 11,075.00	\$ 10,019.00	\$ 10,019.00	
	PM Inspector	1408	1	\$ 26,342.00	\$ 26,342.00	\$ 25,842.00	\$ 25,842.00	
	Modernization Coordinator	1408	1	\$ 25,687.00	\$ 25,687.00	\$ 25,187.00	\$ 25,187.00	
	Staff Training	1408	1	\$ 6,669.00	\$ 6,669.00	\$ 2,238.00	\$ 2,238.00	
	Vehicle	1408	1	\$ 19,017.00	\$ 19,017.00	\$ 4,971.00	\$ 4,971.00	
	Lawn Maintenance Equipment	1408	3	\$ 2,142.00	\$ 2,142.00	\$ 525.00	\$ 525.00	
	Benefits	1410	1	\$ 45,466.00	\$ 45,466.00	\$ 45,373.00	\$ 45,373.00	
	A&E fees	1430.1	1	\$ 10,963.00	\$ 10,963.00			
	Sundries	1430.19	1	\$ 1,881.00	\$ 1,881.00			
	Bond Debt Service	9000		\$ 110,227.00	\$ 110,227.00			
<b>TOTAL</b>				<b>\$ 454,661.00</b>	<b>\$ 454,661.00</b>	<b>\$ 210,836.00</b>	<b>\$ 210,836.00</b>	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

**Comprehensive Grant Program (CGP) Part III: Implementation Schedule**

Development Number/Name HA - Wide Activities	All funds Obligated (Quarter Ending Date)			All Funds (Expended (Quarter Ending Date)			Reason for Revised Target Dates 2	
	Original	Revised 1	Actual 2	Original	Revised 1	Actual 2		
SC16PO56-1 Joseph Floyd Manor	6/30/2007			6/30/2009				
SC16PO56-7 Brighton Place	6/30/2007			6/30/2009				
SC16PO56-12 Sgl Family Dwellings	6/30/2007			6/30/2009				
SC16PO56-13 Single Family Dwellings	6/30/2007			6/30/2009				
SC16PO56-15 Single Family Dwellings	6/30/2007			6/30/2009				
Signature of Executive Director				Date		Signature of Public Housing Director		Date



Annual Statement/ Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

OMB Approval No 2577-0157  
(exp.11/30/2008)

Comprehensive Grants Program (CGP) Part I: Summary

Office of Public and Indian Housing

HA Name Charleston County Housing and Redevelopment Authority	Comprehensive Grant Number SC16PO56 501-06	FFY of Grant Approval 2006
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Original Annual statement  Reserve for disasters/Emergencies  Revised Annual Statement/Revision Number 2  
 Performance and Evaluation Report Year Ending 12/31/06  Final Performance and Evaluation Report

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost 2	
		Original	Revised 1	Obligated	Expended
1	Total Non CGP Funds				
2	1406 Operations ( may not exceed 10% of line 20)	\$ 43,357.00		\$ 11,185.71	\$ 11,185.71
3	1408 Management Improvements	\$ 86,714.00		\$ 15,660.00	\$ 15,660.00
4	1410 Administration	\$ 43,357.00		\$ 13,236.59	\$ 13,236.59
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 11,844.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 123,456.00			
11	1465.1Dwelling Equipment	\$ 15,000.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to work Demonstration				
17	1495.1Relocation Reserves				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
19a	9000 Bond debt service***	\$ 109,847.00			
20	<b>Amount of Grant ( sum of lines 2-19a)</b>	<b>\$ 433,575.00</b>		<b>\$ 40,082.30</b>	<b>\$ 40,082.30</b>
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance				
23	Amount of line 20 related to security				
24	Amount of line 20 related to Emergency Conservation Measures				
	*** Contingent upon approval of bond financing				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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Annual Statement / Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

Comprehensive Grant Program (CGP) Part II: Supporting Pages

Office of Public and Indian Housing

CFP 501-06

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Numbers	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
SC56-1	PM Mechanical Systems	1460	1	\$ 9,034.00				
Joseph Floyd Manor	PM Fire Alarm System	1460	1	\$ 13,769.00				
	PM Elevator	1460	2	\$ 16,470.00				
	Replace Appliances	1465	6	\$ 3,800.00				
	Automatic flush valve/faucets at public restroo	1460	4	\$ 11,000.00				
	Air hand dryers at public restrooms	1460	4	\$ 1,200.00				
	Replace insulated windows at JFM			\$ 9,500.00				
	Replace Appliances	1465	4	\$ 2,800.00				
SC56-7	Replace thru-wall HVAC Systems at Units	1460	10	\$ 5,675.00				
Brighton Place	Water Heaters Replacement	1460	10	\$ 2,400.00				
	Install solid core storm doors at entry	1460	100	\$ 20,000.00				
	Automatic flush valves/faucets at public restro	1460	3	\$ 6,000.00				
	Air hand dryers at public restrooms	1460	2	\$ 1,200.00				
SC 56-12	Sewer Line Replacements	1460	3	\$ 3,800.00				
	Hvac Replacements	1460	2	\$ 4,500.00				
Single Family Dwelling	Replace Appliances	1465	4	\$ 2,800.00				
	Hot Water Replacements	1460	6	\$ 1,500.00				
SC 56-13	Hot Water Heaters Replacement	1460	7	\$ 2,100.00				
Single Family Dwellings	Replace Appliances	1465	4	\$ 2,800.00				
	Hvac Replacement	1460	2	\$ 4,500.00				
	Replace Appliances	1465	4	\$ 2,800.00				
SC56-15	Sewer Line Replacement	1460	4	\$ 4,208.00				
Single Family Dwellings	Hvac Replacement	1460	2	\$ 4,500.00				
	Hot Water Heater Replacement	1460	7	\$ 2,100.00				
	Operations	1406	1	\$ 43,357.00	\$ 11,185.71			
	Computer Hardware/ Software	1408	1	\$ 10,019.00				
PHA Wide	PM Inspector	1408	1	\$ 25,842.00	\$ 8,060.00			
	Modernization Coordinator	1408	1	\$ 25,187.00	\$ 7,900.00			
	Staff Training	1408	1	\$ 5,507.00				
	Vehicle	1408	1	\$ 18,017.00				
	Lawn Maintenance Equipment	1408	3	\$ 2,142.00				
	Benefits	1410	1	\$ 43,357.00	\$ 13,236.59			
	A&E fees	1430.1	1	\$ 9,963.00				
	Sundries	1430.19	1	\$ 1,881.00				
	Bond Debt Service	9000		\$ 109,847.00				
	<b>TOTAL</b>			<b>\$ 433,575.00</b>	<b>\$ 40,382.30</b>		<b>\$ -</b>	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

**Comprehensive Grant Program (CGP) Part III: Implementation Schedule**

Development Number/Name HA - Wide Activities	All funds Obligated (Quarter Ending Date)			All Funds (Expended (Quarter Ending Date)			Reason for Revised Target Dates 2	
	Original	Revised 1	Actual 2	Original	Revised 1	Actual 2		
SC16PO56-1 Joseph Floyd Manor	6/30/2008			6/30/2010				
SC16PO56-7 Brighton Place	6/30/2008			6/30/2010				
SC16PO56-12 Sgl Family Dwellings	6/30/2008			6/30/2010				
SC16PO56-13 Single Family Dwellings	6/30/2008			6/30/2010				
SC16PO56-15 Single Family Dwellings	6/30/2008			6/30/2010				
Signature of Executive Director				Date		Signature of Public Housing Director		Date



Annual Statement/ Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

OMB Approval No 2577-0157  
(exp.11/30/2008)

Comprehensive Grants Program (CGP) Part I: Summary

Office of Public and Indian Housing

HA Name Charleston County Housing and Redevelopment Authority	Comprehensive Grant Number SC16PO56 502-03	FFY of Grant Approval 2004
<input checked="" type="checkbox"/> Original Annual statement <input type="checkbox"/> Reserve for disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement/Revision Number <u>3</u> <input checked="" type="checkbox"/> Performance and Evaluation Report Year Ending <u>12/31/06</u> Final Performance and Evaluation Report		

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost 2	
		Original	Revised 1	Obligated	Expended
1	Total Non CGP Funds				
2	1406 Operations ( may not exceed 10% of line 20)				
3	1408 Management Improvements	\$ 15,784.00		\$ 15,784.00	\$ 15,784.00
4	1410 Administration	\$ 7,892.00		\$ 7,892.00	\$ 7,892.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ -			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 42,166.00		\$ 42,166.00	\$ 18,562.00
11	1465.1Dwelling Equipment	\$ 13,084.00		\$ 13,084.00	\$ 5,910.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to work Demonstration				
17	1495.1Relocation Reserves				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
19a	9000 Bond debt service***	\$ -			
20	<b>Amount of Grant ( sum of lines 2-19a)</b>	<b>\$ 78,926.00</b>		<b>\$ 78,926.00</b>	<b>\$ 48,148.00</b>
21	Amount of line 20 related to LBP Activities				
22	Amount of line 20 related to Section 504 Compliance				
23	Amount of line 20 related to security				
24	Amount of line 20 related to Emergency Conservation Measures				
	*** Contingent upon approval of bond financing				

Signature of Executive Director _____ Date _____	Signature of Public Housing Director _____ Date _____
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Annual Statement / Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

Comprehensive Grant Program (CGP) Part II: Supporting Pages

Office of Public and Indian Housing

CFP 502-03

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Numbers	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
SC56-1 Joseph Floyd Manor	Replacment Pump Assembly atchill Water System	1460	1	\$ 2,778.00	\$ 2,122.00	\$ 2,122.00	\$ 2,122.00	
	PM Mechanical System	1460			\$ 1,843.00	\$ 1,843.00	\$ 1,843.00	
	Replace Appliances	1465	5	\$ 2,930.00	\$ 2,930.00	\$ 2,930.00	\$ 2,316.00	
SC56-7 Brighton Place	Replace Appliances	1465	5	\$ 2,930.00	\$ 2,930.00	\$ 2,930.00	\$ 2,316.00	
	Roof Shingle Replacement	1460		\$ 10,388.00	\$ 10,388.00	\$ 10,388.00	\$ 10,388.00	
	Pressure Wash Building Exteriors							
SC 56-12 Single Family Dwelling	Rotted Wood Replacement and Exterior Painting	1460	5	\$ 12,500.00	\$ 11,313.00	\$ 11,313.00		
	Replace Appliances	1465	4	\$ 2,408.00	\$ 2,408.00	\$ 2,408.00		
SC 56-13 Single Family Dwellings	Rotted Wood Replacement and Exterior Painting	1460	5	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 1,209.00	
	Replace Appliances	1465	4	\$ 2,408.00	\$ 2,408.00	\$ 2,408.00	\$ 278.00	
SC56-15 Single Family Dwellings	Replace Appliances	1465	4	\$ 2,408.00	\$ 2,408.00	\$ 2,408.00		
	Rotted Wood Replacement and Exterior Painting	1460	2	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
PHA Wide	Security Guards	1408	2	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	
	PM Inspector	1408	1	\$ 2,284.00	\$ 2,284.00	\$ 2,284.00	\$ 2,284.00	
	Modernization Coordinator	1408	1	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
	Staff Training		1	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
			1					
	Benefits	1410	1	\$ 7,892.00	\$ 7,892.00	\$ 7,892.00	\$ 7,892.00	
	A&E fees	1430.1	0	\$ -				
	Sundries	1430.19	0	\$ -				
	<b>TOTAL</b>			<b>\$ 78,926.00</b>	<b>\$ 78,926.00</b>	<b>\$ 78,926.00</b>	<b>\$ 48,148.00</b>	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

**Comprehensive Grant Program (CGP) Part III: Implementation Schedule**

Development Number/Name HA - Wide Activities	All funds Obligated (Quarter Ending Date)			All Funds (Expended (Quarter Ending Date)			Reason for Revised Target Dates 2	
	Original	Revised 1	Actual 2	Original	Revised 1	Actual 2		
SC16PO56-1 Joseph Floyd Manor	4/27/2006			4/27/2008				
SC16PO56-7 Brighton Place	4/27/2006			4/27/2008				
SC16PO56-12 Sgl Family Dwellings	4/27/2006			4/27/2008				
SC16PO56-13 Single Family Dwellings	4/27/2006			4/27/2008				
SC16PO56-15 Single Family Dwellings	4/27/2006			4/27/2008				
Signature of Executive Director				Date		Signature of Public Housing Director		Date



PHA Plan  
Table Library

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

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number SC 16 P056-501-07 FFY of Grant Approval: (06/2007)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$ 43,938.00
3	1408 Managements Improvements	\$ 87,876.00
4	1410 Administration	\$ 43,938.00
5	1411 Audit	
6	1415 Liquidation Damages	
7	1430 Fees and Cost	\$ 6,844.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	\$ 137,945.00
11	1465.1 Dewlling equipment- Nonexpendable	\$ 9,000.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserves	
16	1492 Moving to Work Demostration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
	9000 Bond Dept Service	\$ 109,847.00
19	1502 Contingency	
20	<b>Amount of Annual grant ( Sum of line 2-19)</b>	<b>\$ 439,388.00</b>
21	Amount of line 20 Related to LBP Activies	
22	Amount fo Line 20 Related to Section 504 Compliance	
23	Amount fo Line 20 Related to Security	
24	Amount fo Line 20 Related to Energy Conservation	
	Measures	

ATTACHMENT A

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

Development number/ Name HA-Wide Activities	General Description of major Work category	Development Account Number	Total Estimated Cost
SC56-1 Joseph Floyd			
Manor	PM Mechanical Systems	1460	\$ 9,034.00
	PM Fire Alarm System	1460	\$ 13,769.00
	PM Elevator	1460	\$ 16,470.00
	Replace Appliances	1465	\$ 3,128.00
	Automatic Stove Top Fire Extinguishers	1460	\$ 7,800.00
	Paint Basement, Stairwells and Public Areas at JFM	1460	\$ 34,000.00
	Replace Fail Insulated Windows at JFM	1460	\$ 8,000.00
SC56-7	Replace Appliances	1465	\$ 3,055.00
Brighton Place	Replace thru-wall HVAC Systems at Units	1460	\$ 4,322.00
	Water Heaters Replacement	1460	\$ 2,700.00
	Automatic stove top fire extinguishers	1460	\$ 4,000.00
	Sewer Line Replacements	1460	\$ 3,800.00
	Hvac Replacements	1460	\$ 9,000.00
SC 56-12	Replace Appliances	1465	\$ 939.00
Single Family	Hot Water Replacements	1460	\$ 1,500.00
Dwelling	Automatic stove top fire extinguishers	1460	\$ 2,200.00
	Hvac Replacement	1460	\$ 4,250.00
	Hot Water Heaters Replacement	1460	\$ 1,500.00
SC 56-13	Replace Appliances	1465	\$ 939.00
Single Family	Automatic stove top fire extinguishers		\$ 1,400.00
Dwellings			
	Replace Appliances	1465	\$ 939.00
	Sewer Line Replacement	1460	\$ 4,250.00
SC56-15	Hvac Replacement	1460	\$ 4,300.00
Single Family	Hot Water Heater Replacement	1460	\$ 2,100.00
Dwellings	Automatic stove top fire extinguishers	1460	\$ 3,550.00
	Computer Hardware/ Software	1408	\$ 10,019.00
	PM Inspector	1408	\$ 25,842.00
	Modernization Coordinator	1408	\$ 25,187.00
PHA Wide	Staff Training	1408	\$ 4,669.00
	Vehicle	1408	\$ 18,017.00
	Lawn Maintenance Equipment	1408	\$ 2,142.00
	New Telephone System for Admin.	1408	\$ 2,000.00
	Benefits	1410	\$ 43,938.00
	A&E fees	1430.1	\$ 5,844.00
	Sundries	1430.19	\$ 1,000.00
	Operations	1406	\$ 43,938.00
	Bond Debt Service	9000	\$ 109,847.00
			<b>\$ 439,388.00</b>

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

Development number/ Name HA-Wide Activities	All funds Obligated (Quarter ending Date)	All Funds Expended ( Quarter Ending date)
SC56-1	6/30/2009	6/30/2011
PM Mechanical Systems	6/30/2009	6/30/2011
PM Fire Alarm System	6/30/2009	6/30/2011
PM Elevator	6/30/2009	6/30/2011
Replace Appliances	6/30/2009	6/30/2011
Automatic Stove Top Fire Extinguishers	6/30/2009	6/30/2011
Paint Basement, Stairwells, and public Areas at JFM	6/30/2009	6/30/2011
Replace insulated windows at JFM	6/30/2009	6/30/2011
SC56-7		
Replace Appliances	6/30/2009	6/30/2011
Replace Throu- wall HVAC Systems at Units	6/30/2009	6/30/2011
Water Heaters Replacement	6/30/2009	6/30/2011
Automatic Stove Top Fire Extinguishers	6/30/2009	6/30/2011
SC56-12		
Automatic Stove Top Fire Extinguishers	6/30/2009	6/30/2011
Replace Appliances	6/30/2009	6/30/2011
Sewer Line Replacement	6/30/2009	6/30/2011
Hot Water Replacement	6/30/2009	6/30/2011
HVAC Replacement	6/30/2009	6/30/2011
SC56-13		
Automatic Stove Top Fire Extinguishers	6/30/2009	6/30/2011
Hot Water Heaters Replacement	6/30/2009	6/30/2011
Replace Appliances	6/30/2009	6/30/2011
HVAC Replacement	6/30/2009	6/30/2011
SC56-15		
Replace Appliances	6/30/2009	6/30/2011
Sewer Line Replacement	6/30/2009	6/30/2011
HVAC Replacement	6/30/2009	6/30/2011
Hot Water Heater Replacement	6/30/2009	6/30/2011
Automatic Stove Top Extinguishers	6/30/2009	6/30/2011
PHA Wide		
Computer Hardware/ Software	6/30/2009	6/30/2011
PM Inspector	6/30/2009	6/30/2011
Modernization Coordinator	6/30/2009	6/30/2011
Staff Training	6/30/2009	6/30/2011
Vehicle	6/30/2009	6/30/2011
Lawn Maintenance Equipment	6/30/2009	6/30/2011
Benefits	6/30/2009	6/30/2011
A&E fees	6/30/2009	6/30/2011
Sundries	6/30/2009	6/30/2011
Operations	6/30/2009	6/30/2011
Bond Debt Service	6/30/2009	6/30/2011

**Capital Fund Program Five -Year Plan**  
**Part: II Supporting Pages -- work Activities**

Activities for year 2				Grant Activities for year 3			
year 1	FFY Grant:				FFY Grant:		
	PHA FY:				PHA FY:		
	1406	Operations	\$ 43,938.00		1406	Operations	\$ 43,938.00
	1408	Compute Hardware/Software	\$ 10,019.00		1408	Compute Hardware/Software	\$ 1,019.00
	1408	PM Inspector	\$ 25,842.00		1408	PM Inspector	\$ 25,842.00
	1408	Modernization Coordinator	\$ 25,187.00		1408	Modernization Coordinator	\$ 25,187.00
	1408	Staff training	\$ 6,669.00		1408	Staff training	\$ 6,669.00
	1408	Vehicle	\$ 18,017.00		1408	Vehicle	\$ 18,017.00
	1408	Lawn Maintenance	\$ 2,142.00		1408	Lawn Maintenance	\$ 2,142.00
	1410	Benefits	\$ 43,938.00		1410	Benefits	\$ 43,938.00
	1430.1	A&E Fees	\$ 9,963.00		1430.1	A&E Fees	\$ 9,960.00
	1430.19	Sundries	\$ 1,881.00		1430.19	Sundries	\$ 1,860.00
	1460/1	Replace Appliances at JFM	\$ 4,771.00		1460/1	Replace Appliances at JFM	\$ 7,300.00
	1460/1	PM fire Alarm System	\$ 13,769.00		1460/1	PM fire Alarm System	\$ 13,769.00
	1460/1	PM Mechanical Systems	\$ 9,034.00		1460/1	PM Mechanical Systems	\$ 9,034.00
	1460/1	PM Elevator	\$ 16,470.00		1460/1	PM Elevator	\$ 16,470.00
	1460/1	Paint Interior Stairwell at JFM	\$ 20,012.00		1460/1	Upgrade elevator #1 at JFM	\$ 95,000.00
	1460/1	Install peep holes at entry door of units at JFM	\$ 4,650.00		1460/1	Boiler Pumps/ motors replacements	\$ 8,200.00
	1460/1	Install LED bulbs at exit lights	\$ 1,600.00		1465/1	Appliances at JFM	\$ 4,050.00
	1460/1	Waterproof basement and color code mech. pipes	\$ 12,500.00		1460/7	Replace Throu- wall Hvac units	\$ 4,050.00
	1460/1	New Sump Pump in Basement at JFM	\$ 4,200.00		1460/7	Hot Water Heaters replacement at BP	\$ 4,500.00
	1465/1	Replace appliances at JFM	\$ 6,600.00		1465/7	Appliance Replacement At BP	\$ 4,824.00
	1465/7	Replace appliances at BP	\$ 4,771.00		1465/15	Appliance Replacement At Proj. # 15	\$ 4,195.00
	1460/7	Replace Hot water Heaters	\$ 2,506.00		1465/13	Appliance Replacement at Proj. # 13	\$ 2,195.00
	1465/8	Replace throu- wall Hvac Units at BP	\$ 4,300.00		1465/12	Appliance Replacement at Proj. # 12	\$ 3,110.00
	1465/15	Replace appliances at Project # 15	\$ 4,200.00		1460/15	Hvac replacement/Project # 15	\$ 4,400.00
	1465/13	Replace appliances at Project # 13	\$ 3,410.00		1460/13	Hvac replacement/Project # 13	\$ 3,200.00
	1465/12	Replace appliances at Project # 12	\$ 2,170.00		1460/12	Hvac replacement/Project # 12	\$ 3,200.00
	1460/15	Replace Hot water Heaters at Project # 15	\$ 2,400.00		1460/15	Replace Hot water Heaters at Project # 15	\$ 2,419.00
	1460/13	Replace Hot water Heaters at Project # 13	\$ 2,300.00		1460/13	Replace Hot water Heaters at Project # 13	\$ 2,419.00
	1460/12	Replace Hot water Heaters at Project # 12	\$ 2,300.00		1460/12	Replace Hot water Heaters at Project # 12	\$ 2,419.00
	1460/15	Replace Hvac units at Proj. # 15	\$ 8,900.00		9000	Bond Debt Service for Physical Improvements	\$ 110,000.00
	1460/13	Replace Hvac units at Proj. # 13	\$ 5,700.00				
	1460/12	Replace Hvac units at Proj. #12	\$ 5,229.00				
	9000	Bond Debt Service for physical improvements	\$ 110,000.00				
		<b>TOTAL</b>	\$ 439,388.00			<b>TOTAL</b>	\$ 439,388.00

**Capital Fund Program Five -Year Plan**  
**Part: II Supporting Pages -- work Activities**

Activities for year 1	Activities for year 4 FFY Grant: PHA FY		Grant Activities for year 5 FFY Grant: PHA FY:	
	1406 Operations	\$ 43,938.00	1406 Operations	\$ 43,938.00
	1408 Compute Hardware/Software	\$ 10,019.00	1408 Compute Hardware/Software	\$ 10,019.00
	1408 PM Inspector	\$ 25,842.00	1408 PM Inspector	\$ 25,842.00
	1408 Modernization Coordinator	\$ 25,187.00	1408 Modernization Coordinator	\$ 25,187.00
	1408 Staff training	\$ 6,669.00	1408 Staff training	\$ 6,669.00
	1408 Vehicle	\$ 18,017.00	1408 Vehicle	\$ 18,017.00
	1408 Lawn Maintenance	\$ 2,142.00	1408 Lawn maintenance	\$ 2,142.00
	1410 Benefits	\$ 43,938.00	1410 Benefits	\$ 43,938.00
	1430.1 A&E Fees	\$ 9,500.00	1430.1 A&E Fees	\$ 9,960.00
	1430.19 Sundries	\$ 1,850.00	1430.19 Sundries	\$ 1,800.00
	1460/1 PM fire Alarm System	\$ 13,769.00	1460/1 PM fire Alarm System	\$ 13,769.00
	1460/1 PM Mechanical Systems	\$ 11,800.00	1460/1 PM Mechanical Systems	\$ 11,800.00
	1460/1 PM Elevator	\$ 16,470.00	1460/1 PM Elevator	\$ 16,470.00
	9000 Bond Debt Service for Physical Improvements	\$ 110,000.00	1460/1 Final phase kitchen/bathroom rehab at JFM	\$ 95,787.00
	1460/1 Up grade public elevator #2 at JFM	\$ 95,000.00	1460/7 Throu-wall Hvac unit at Bright Place	\$ 4,050.00
	1460/7 Throu-wall Hvac Units at Brighton Place	\$ 5,247.00	9000 Bond Debt Service for Capital Improvements	\$ 110,000.00
	<b>TOTAL</b>	<b>\$ 439,388.00</b>	<b>TOTAL</b>	<b>\$ 439,388.00</b>

**Optional 5- Year Action Plan Tables**

Development	Development Name	# Vacant units	% Vacancies
SC 056-01	Joseph Floyd manor		

Description of Needed Physical Improvements or Management Improvements			Estimated cost	Planned Start Date (HA Fiscal Year)
PHA Wide	1408	Computer Hardware	\$ 40,060.00	2007
PHA Wide	1408	PM Inspector	\$ 95,865.00	2007
PHA Wide	1408	Mod Coordinator	\$ 100,748.00	2007
PHA Wide	1408	Staff Training	\$ 33,345.00	2007
PHA Wide	1408	New telephone system up grade at PHA	\$ 10,000.00	2007
PHA Wide	1408	Vehicle and Lawn Equipment	\$ 85,145.00	2007
PHA Wide	1410	Benefits	\$ 190,175.00	2007
SC056-01	1460	Replace Andover Controls at HVAC	\$ 132,865.00	2007
SC056-01	1460	Appliance Replacements	\$ 34,100.00	2007
SC056-01	1460	PM Fire Alarm System	\$ 48,800.00	2007
SC056-01	1460	PM Mechanical System	\$ 59,000.00	2007
SC056-01	1460	PM Elevator	\$ 54,000.00	2007
SC056-01	1460	Replace Condensate pumps/motors at chiller	\$ 9,500.00	2007
SC056-01	1460	Replace Pumps/motors for Boilers at JFM	\$ 12,000.00	2007
SC056-01	1460	Relace HVAC Equipment	\$ 415,982.00	2007
SC056-01	1460	Pressure Assisted Water Closets	\$ 42,900.00	2007
SC056-01	1460	Fabric Canopy from Entrance to Driveway	\$ 4,750.00	2007
SC056-01	1460	Domestic water cut off valve ea. Floor @ JFM	\$ 12,000.00	2007
SC056-01	1460	Automatic Security Gates and Key Cards	\$ 5,000.00	2007
SC056-01	1460	Lever Entry Door latch and deadbolt locks at JFM	\$ 19,500.00	2007
PHA Wide	9000	Bond Debt Service for Capital Improvements	\$ 110,000.00	2007
SC056-01	1460	Replace Fresh Air and Exhaust System at JFM	\$ 36,000.00	2007
SC056-01	1460	Paint Interior Stairwells	\$ 21,600.00	2007
SC056-01	1460	Waterproof Basement and Color Code Mechanical Pipes	\$ 18,500.00	2008
SC056-01	1460	Install New Ground Water Sump Pump in Basement	\$ 4,200.00	2008
SC056-01	1460	Replace Fuse Links Electrical System with Braker System	\$ 48,000.00	2010
SC056-01	1460	Install automatic flush valve at toilets and urinals in common restrooms	\$ 7,000.00	2007
SC056-01	1460	Install automatic sink faucet in common space restrooms	\$ 4,000.00	2007
SC056-01	1460	Install automatic hand dryers in common restrooms.	\$ 1,200.00	2007
SC056-01	1460	Final Phase of kitchen and bathroom rehab at JFM	\$ 180,000.00	2008
SC056-01	1460	Replace insulated glass at windows of JFM	\$ 70,000.00	2007
SC056-01	1460	Install LED light bulbs at exit lights	\$ 1,200.00	2008
SC056-01	1460	Install peep holes at entry doors	\$ 4,680.00	2008
SC056-01	1460	Up Grade Public Elevators at JFM	\$ 195,000.00	2009
SC056-01	1460	New telephone system up grade at PHA	\$ 20,000.00	2007
SC056-01	1460	Automatic Stove Fire Extinguishers	\$ 7,800.00	2007
			<b>\$ 2,134,915.00</b>	

**Optional 5- Year Action Plan Tables**

Development	Development Name	# Vacant units	% Vacancies
SC 056-07	Brighton Place		

Description of Needed Physical Improvements or Management Improvements			Estimated cost	Planned Start Date (HA Fiscal Year)
PHA Wide	1408	Computer Hardware	\$ 40,060.00	2007
PHA Wide	1408	PM Inspector	\$ 95,865.00	2007
PHA Wide	1408	Mod Coordinator	\$ 100,748.00	2007
PHA Wide	1408	Staff Training	\$ 33,345.00	2007
PHA Wide	1408	Vehicle and Lawn Equipment	\$ 85,145.00	2007
PHA Wide	1408	Benefits	\$ 190,175.00	2007
SC056-07	1465	Replace Appliances	\$ 152,625.00	2007
SC056-07	1460	Replace Roof & Ridge Vents	\$ 103,000.00	2007
SC056-07	1460	Resurface Parking Lot	\$ 20,000.00	2007
SC056-07	1460	Automatic security gates with Key Cards	\$ 4,000.00	2007
SC056-07	1460	Lever Action Entry Latches and Dead Bolt Locks	\$ 12,500.00	2007
PHA Wide	9000	Bond Debt Service for Capital Improvements	\$ 110,000.00	2007
SC056-07	1460	504 Handicap Ramps at Units	\$ 4,000.00	2009
SC056-07	1460	Hvac Thru- Wall Units Replacement	\$ 32,500.00	2007
SC056-07	1460	Hot Water Heaters Replacement	\$ 15,000.00	2007
SC056-07	1460	Modify Stucco at Base of Buildings to Arrest Termite Infiltration.	\$ 110,000.00	2007
SC056-07	1460	Pressure wash building exteriors	\$ 3,300.00	2010
SC056-07	1460	Paint exterior doors and door trim	\$ 10,200.00	2010
SC056-07	1460	Install automatic flush at public restrooms	\$ 4,000.00	2007
SC056-07	1460	Install automatic faucets at public restrooms	\$ 2,000.00	2007
SC056-07	1460	Install air hand dryers at restrooms	\$ 400.00	2007
SC056-07	1460	Install solid core storm door/sreen doors at entry doors	\$ 25,000.00	2007
SC056-07	1460	Automatic Stove Top Fire extinguishers	\$ 5,000.00	2007
			<b>\$ 1,158,863.00</b>	

**Optional 5- Year Action Plan Tables**

Development	Development Name	# Vacant units	% Vacancies
SC 056-01	Scattered Sites		

Description of Needed Physical Improvements or Management Improvements			Estimated cost	Planned Start Date (HA Fiscal Year)
PHA Wide	1408	Computer Hardware	\$ 40,060.00	2007
PHA Wide	1408	PM Inspector	\$ 95,865.00	2007
PHA Wide	1408	Mod Coordinator	\$ 100,748.00	2007
PHA Wide	1408	Staff Training	\$ 33,345.00	2007
PHA Wide	1408	Vehicle and Lawn Equipment	\$ 85,145.00	2007
PHA Wide	1408	Benefits	\$ 190,175.00	2007
SC056-12	1460	Replace Roof Shingles	\$ 61,600.00	2007
SC056-12	1460	Commercial Storm Windows and doors	\$ 33,000.00	2007
SC056-12	1460	Structural rotted wood repl./ Ext. Painting	\$ 32,000.00	2007
SC056-12	1465	Replace Appliances	\$ 13,020.00	2007
SC056-12	1460	504 Handicap Requirements	\$ 17,000.00	2007
PHA Wide	9000	Bond Debt Service for Capital Improvements	\$ 110,000.00	2007
SC056-12	1460	Sewer Line Replacements	\$ 9,500.00	2007
SC056-12	1460	Hot Water Heaters Replacement	\$ 9,000.00	2007
SC056-12	1460	Hvac Systems Replacement	\$ 48,400.00	2007
SC056-12	1460	Driveway and Sidewalk Replacement	\$ 32,000.00	2007
SC056-12	1460	Pressure wash bldgs and ext. painting	\$ 49,500.00	2007
SC056-12	1460	Automatic Stove Top fire extinguishers	\$ 2,200.00	2007
SC056-12	1460	Electrical Wiring up Grade	\$ 7,500.00	2008
			<b>\$ 970,058.00</b>	

Development	Development Name	# Vacant units	% Vacancies
SC 056-01	Scattered Sites		

Description of Needed Physical Improvements or Management Improvements			Estimated cost	Planned Start Date (HA Fiscal Year)
PHA Wide	1408	Computer Hardware	\$ 40,060.00	2007
PHA Wide	1408	PM Inspector	\$ 95,865.00	2007
PHA Wide	1408	Mod Coordinator	\$100,748.00	2007
PHA Wide	1408	Staff Training	\$ 33,345.00	2007
PHA Wide	1408	Vehicle and Lawn Equipment	\$ 85,145.00	2007
PHA Wide	1408	Benefits	\$190,175.00	2007
SC056-13	1460	Replace Roof Shingles	\$ 62,000.00	2007
SC056-13	1460	Commercial Storm window and Doors	\$ 65,838.00	2007
SC056-13	1460	Rotted Wood Replacement/ Ext. Painting	\$ 32,000.00	2007
SC056-13	1460	Appliances Replacement	\$ 20,460.00	2007
SC056-13	1460	504 Handicap Requirements	\$ 25,000.00	2007
PHA Wide	9000	Bond Debt Service for Capital Improvements	\$110,000.00	2007
SC056-13	1460	Sewer Lines Replacement	\$ 9,500.00	2007
SC056-13	1460	Hot Water Heaters Replacement	\$ 9,000.00	2007
SC056-13	1460	Hvac Systems Replacements	\$ 28,600.00	2007
SC056-13	1460	Driveway and sidewalk Replacement	\$ 19,800.00	2007
SC056-13	1460	Pressure wash bldgs and exterior paint	\$ 49,500.00	2007
SC056-13	1460	Automatic Stove Top Fire Extinguishers	\$ 1,400.00	2007
SC056-13	1460	Electrical Wiring up Grade	\$ 7,500.00	2008
			<b>\$985,936.00</b>	

**Optional 5- Year Action Plan Tables**

Development #	Development Name	# Vacant units	% Vacancies
SC 056-015	Scattered Sites		

Description of Needed Physical Improvements or Management Improvements			Estimated cost	Planned Start Date (HA Fiscal Year)
PHA Wide	1408	Computer Hardware	\$ 40,060.00	2007
PHA Wide	1408	PM Inspector	\$ 95,865.00	2007
PHA Wide	1408	Mod Coordinator	\$ 100,748.00	2007
PHA Wide	1408	Security Guards	\$ 72,000.00	2007
PHA Wide	1408	Staff Training	\$ 33,345.00	2007
PHA Wide	1408	Vehicle and Lawn Equipment	\$ 85,145.00	2007
PHA Wide	1408	Benefits	\$ 190,175.00	2007
SC056-15	1460	Replace Roof shingles	\$ 61,600.00	2007
SC056-15	1460	Commercial Storm Window and Doors	\$ 107,837.00	2007
SC056-15	1465	Appliances	\$ 26,082.00	2007
SC056-15	1460	Rotted wood Replacement	\$ 28,000.00	2007
PHA Wide	9000	Bond Debt for Capital Improvements	\$ 110,000.00	2008
SC056-15	1460	Driveway/Sidewalk Replacements	\$ 13,600.00	2007
SC056-15	1460	504 Handicap Requirements	\$ 12,000.00	2008
SC056-15	1460	Sewer Line Replacement	\$ 9,500.00	2007
SC056-15	1460	Hot Water Heaters Replacement	\$ 9,000.00	2007
SC056-15	1460	HVAC System Replacement	\$ 77,000.00	2007
SC056-15	1460	Pressure wash bldgs and ext. painting	\$ 79,200.00	2007
SC056-15	1460	Automatic Stove top fire Extinguishers	\$ 3,550.00	2007
SC056-15	1460	Electrical Wiring up Grade	\$ 7,500.00	2008
			<b>\$ 1,162,207.00</b>	

## Detailed Borrowing Analysis

### Capital Fund Grant Leveraging

Completed for	<b>SC056 Charleston County Housing Authority</b>	
Assumed Interest Rate		4.65%
Origination Fee		0.35%
FA and Bond Counsel		1.20%
Mgt. Assessment, Fairness Opinion, Lender Legal & Closing Costs	\$	15,000
DSR Initial Deposit		100%
Term of This Borrowing		20
Months of Cap Interest		3
P&I per Year		12

### Computation of Base Capital Fund for Borrowing

Assumed Base Year Capital Funds Allocation	439,388
Planned Demolition - Confirmed No Demolition	
Housing Brought Back On Line	
Other Adjustments #1	
Other Adjustments #2	0
Net Capital Fund	439,388
Annual Debt Service Pledge	109,847
Annual Debt Service Pledge as % of Base Cap Funds	25.0%

### Proceeds Analysis

Gross Borrowing	1,428,570
Less Fees	(37,143)
Reserve Deposit	109,847
Less Cap Interest	(16,607)
Net Proceeds to PHA Project Fund	1,264,973
PHA Fiscal Year Begins	7/1/2004

*All interest rates and expenses are assumptions and subject to revision. This is to be used for planning purposes only.*

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

<b>PHA Name:</b>  SC056 Charleston County Housing Authority	<b>Grant Type and Number</b>  Capital Fund Program Grant No: Replacement Housing Factor	<b>Federal FY of Grant: Cap Fund Borrowing</b>
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- Original Annual Statement     
  Reserve for Disasters / Emergencies     
  Revised Annual Statement  
 Performance and Evaluation Report for Period Ending     
  Final Performance and Evaluation Report     
 Revision Number

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	163,597		\$ 22,188.04	\$ 22,188.04
8	1440 Site Acquisition				
9	1450 Site Improvement	26,800			
10	1460 Dwelling Structures	1,152,452			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	9000 Collateralization or Debt Service				
20	1502 Contingency	85,721			
21	Amount of Proposed Project: (sum of lines 2 – 20)	1,428,570		\$ 22,188.04	\$ 22,188.04
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

**Part II: Supporting Pages**

PHA Name: SC056 Charleston County Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: Capital Fund Borrowing			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PHA-Wide</b>	Fees and Costs Associated with Borrowing	1430		\$37,143		\$22,188.04	\$ 22,188.04	
	Deposit to Capitalized Interest	1430		\$16,607				
	Deposit to Debt Service Reserve Fund	1430		\$109,847				
	<b>Subtotal to PHA-Wide</b>			<b>\$163,597</b>				
<b>Joseph Floyd Manor SC056-01</b>	Replace Andover Controls at HVAC	1460	156	\$132,865				
	Replace obsolete HVAC equipment at first floor and pipe insulation on all floors	1460	10	\$415,982				
	Install pressure assisted water closet at each unit	1460	156	\$42,900				
	Install domestic water cut off valves at each floor of JFM	1460	12	\$12,000				
	Install new lever action entry door latches and deadbolt locks at each unit	1460	156	\$19,500				
	Replace fresh air and exhaust systems for building	1460		\$36,000				
	<b>Subtotal Joseph Floyd Manor</b>			<b>\$659,247</b>				
<b>Brighton Place SC056-07</b>	Replace roof shingles and ridge vents	1460	7	\$77,000				
	Resurface parking lot	1450	2	\$20,000				
	Install new lever action entry door latches and deadbolt locks at each unit	1460	100	\$12,500				
	<b>Subtotal Brighton Place</b>			<b>\$109,500</b>				
<b>Scattered Sites</b>	Install new commercial storm windows and doors	1460	144	\$206,705				
	Replace roof shingles	1460	30	\$90,000				
	Structural rotted wood replacement	1460	20	\$78,000				

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

**Part II: Supporting Pages**

PHA Name: <b>SC056 Charleston County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: Capital Fund Borrowing				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.		Quantity		Total Estimated Cost		Total Actual Cost		Status of Work
						Original	Revised	Funds Obligated	Funds Expended	
	Porch/step rail installation (section 504 requirement)		1460		33	\$29,000				
	Sidewalk/driveway replacements		1450		3	\$6,800				
	<b>Subtotal Scattered Sites</b>					<b>\$410,505</b>				
	<b>Contingency</b>		1502			<b>\$85,721</b>				
	<b>GRAND TOTAL</b>					<b>\$1,428,570</b>		\$22,188.04	\$ 22,188.04	



Annual Statement/ Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

OMB Approval No 2577-0157  
(exp.11/30/2008)

Comprehensive Grants Program (CGP) Part I: Summary

Office of Public and Indian Housing

HA Name Charleston County Housing and Redevelopment Authority	Comprehensive Grant Number SC16PO56 501-02	FY of Grant Approval 2002
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Original Annual statement  Reserve for disasters/Emergencies  Revised Annual Statement/Revision Number 7  
 Performance and Evaluation Report Year Ending 12/31/06  Final Performance and Evaluation Report

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost 2	
		Original	Revised 1	Obligated	Expended
1	Total Non CGP Funds				
2	1406 Operations ( may not exceed 10% of line 20)				
3	1408 Management Improvements	\$ 76,070.00		\$ 76,070.00	\$ 76,070.00
4	1410 Administration	\$ 38,035.00		\$ 38,035.00	\$ 38,035.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 11,844.00		\$ 11,844.00	\$ 11,844.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 236,101.00		\$ 236,101.00	\$ 236,101.00
11	1465.1Dwelling Equipment	\$ 18,300.00		\$ 18,300.00	\$ 18,300.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to work Demonstration				
17	1495.1Relocation Reserves				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
19a	9000 Bond debt service***	\$ -			
20	<b>Amount of Grant ( sum of lines 2-19a)</b>	<b>\$ 380,350.00</b>		<b>\$ 380,350.00</b>	<b>\$ 380,350.00</b>
21	Amount of line 20 related to LBP Activities	\$ 27,000.00			
22	Amount of line 20 related to Section 504 Compliance				
23	Amount of line 20 related to security				
24	Amount of line 20 related to Emergency Conservation Measures				
	*** Contingent upon approval of bond financing				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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Annual Statement / Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

Comprehensive Grant Program (CGP) Part II: Supporting Pages

Office of Public and Indian Housing

CFP 501-02

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Numbers	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2	
				Original	Revised 1	Funds Obligated 2	Funds Expended 2		
SC56-1 Joseph Floyd Manor	Kitchen and Bathroom Renovations	1460	20	\$ 110,918.00		\$ 110,918.00	\$ 110,918.00		
	Replace Floor Covering in Public Areas	1460	4	\$ -		\$ -	\$ -		
	PM Elevators	1460	2	\$ 14,017.00		\$ 14,017.00	\$ 14,017.00		
	PM Mechanical System	1460	1	\$ 10,056.00		\$ 10,056.00	\$ 10,056.00		
	PM Fire Alarm System	1460	1	\$ 15,029.00		\$ 15,029.00	\$ 15,029.00		
	Automatic Switching System for Boilers	1460	2	\$ -		\$ -	\$ -		
	Emergency Domestic Pump Replacement	1465	1	\$ 4,413.00		\$ 4,413.00	\$ 4,413.00		
	Replace Appliances	1466	24	\$ 9,300.00		\$ 9,300.00	\$ 9,300.00		
SC56-7 Brighton Place	Replace Appliances	1465	25	\$ 9,000.00		\$ 9,000.00	\$ 9,000.00		
	Roof Shingle Replacement	1460	4	\$ 42,965.00		\$ 42,965.00	\$ 42,965.00		
SC 56-12 Single Family Dwelling	Paint Exterior Woodwork and Trim	1460	2	\$ 2,100.00		\$ 2,100.00	\$ 2,100.00		
	Test for Lead base paint	1460	44	\$ -		\$ -	\$ -		
SC 56-13 Single Family Dwellings	Roof Shingle Replacement	1460	4	\$ 3,100.00		\$ 3,100.00	\$ 3,100.00		
	Paint Exterior Woodwork and Trim	1460	5	\$ 2,600.00		\$ 2,600.00	\$ 2,600.00		
	Test for Lead base paint	1460	28	\$ -		\$ -	\$ -		
	Structural Rotted Wood Replacement	1460	1	\$ 20,800.00		\$ 20,800.00	\$ 20,800.00		
SC56-15 Single Family Dwellings	Rotted Wood Replacement and Exterior Painting	1460	5	\$ 10,103.00		\$ 10,103.00	\$ 10,103.00		
	Computer Hardware Software	1408		\$ 4,006.00		\$ 4,006.00	\$ 4,006.00		
PHA Wide	Security Guards	1408	2	\$ 36,000.00		\$ 36,000.00	\$ 36,000.00		
	PM Inspector	1408	1	\$ 11,622.00		\$ 11,622.00	\$ 11,622.00		
	Modernization Coordinator	1408	1	\$ 12,593.00		\$ 12,593.00	\$ 12,593.00		
	Staff Training	1408	1	\$ 3,335.00		\$ 3,335.00	\$ 3,335.00		
	Lawn Maintenance Equipment	1408	3	\$ 1,071.00		\$ 1,071.00	\$ 1,071.00		
	Vehicle	1408	1	\$ 7,443.00		\$ 7,443.00	\$ 7,443.00		
	Benefits	1410	1	\$ 38,035.00		\$ 38,035.00	\$ 38,035.00		
	A&E fees	1430.1	0	\$ 9,963.00		\$ 9,963.00	\$ 9,963.00		
	Sundries	1430.19	0	\$ 1,881.00		\$ 1,881.00	\$ 1,881.00		
	<b>TOTAL</b>				<b>\$ 380,350.00</b>		<b>\$ 380,350.00</b>	<b>\$ 380,350.00</b>	
Signature of Executive Director				Date	Signature of Public Housing Director				Date

**Comprehensive Grant Program (CGP) Part III: Implementation Schedule**

Development Number/Name HA - Wide Activities	All funds Obligated (Quarter Ending Date)			All Funds (Expended (Quarter Ending Date)			Reason for Revised Target Dates 2	
	Original	Revised 1	Actual 2	Original	Revised 1	Actual 2		
SC16PO56-1 Joseph Floyd Manor	6/30/2004			6/30/2006				
SC16PO56-7 Brighton Place	6/30/2004			6/30/2006				
SC16PO56-12 Sgl Family Dwellings	6/30/2004			6/30/2006				
SC16PO56-13 Single Family Dwellings	6/30/2004			6/30/2006				
SC16PO56-15 Single Family Dwellings	6/30/2004			6/30/2006				
Signature of Executive Director				Date		Signature of Public Housing Director		Date



# CHARLESTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY SECTION 8 HOMEOWNERSHIP PROGRAM

## A. GENERAL PROVISIONS

1. The Section 8 Homeownership Program of the Charleston County Housing & Redevelopment Authority (“CCHRA”) permits eligible participants in the Section 8 housing choice voucher program, including participants with portable vouchers, the option of purchasing a home with their Section 8 assistance rather than renting. Participants may have their choice of (1) receiving monthly homeownership assistance for the term permitted by HUD regulations; or (2) receiving a single grant to be used toward the down payment and/or reasonable and customary closing costs required in connection with the purchase of a home after this option is authorized by HUD (pending HUD’s Final Rule governing down payment option).

2. The homeownership option is limited to five percent (5%) of the total Section 8 voucher program administered by CCHRA in any fiscal year, provided that disabled families shall not be subject to the 5% limit. If applications exceed such 5% limit, participants in a CCHRA Family Self Sufficiency program shall receive a priority for participation in the homeownership program.

3. Eligible applicants for the Section 8 homeownership program must have successfully completed one year as a resident of CCHRA’s Public Housing or Section 8 program, may not owe CCHRA or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein.

4. Section 8 homeownership assistance may be used to purchase the following type of homes within the jurisdiction of the Housing Authority of the City of Greenville, South Carolina: new or existing single-family, condominium, planned use developments, cooperatives, lofts, live/work units, or manufactured homes. CCHRA also will permit portability of Section 8 homeownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 homeownership program for which the Section 8 homeownership applicant qualifies.

## B. FAMILY ELIGIBILITY REQUIREMENTS

Participation in the Section 8 homeownership program is voluntary. Each Section 8 homeownership participant must meet the general requirements and be eligible for admission to and/or participation in the Section 8 housing choice voucher program as set forth in CCHRA’s Section 8 Administrative Plan. Such Section 8 family also must be “eligible” to participate in the homeownership program. The additional eligibility [Charleston County Housing and Redevelopment Homeownership Plan – Page 3](#) requirements for participation in CCHRA’s Section 8 homeownership program include that the family must:

1. Be a first-time homeowner or have a member who is a person with disabilities;
2. With the exception of elderly and disabled households, demonstrate that they meet a minimum income requirement without counting income from “welfare assistance” sources;
3. With the exception of elderly and disabled households, demonstrate that they meet the requisite employment criteria;
4. Have successfully completed one-year’s participation in CCHRA’s Section 8 housing choice voucher program or CCHRA’s Public Housing program;
5. Be in good standing and have fully repaid any outstanding debt

- owed to CCHRA or any other Housing Authority;
6. Not defaulted on a mortgage securing debt to purchase a home under the homeownership option; and
  7. Not have any member who has a present ownership interest in a residence at the commencement of homeownership assistance.
  8. Limited priority for Family Self-Sufficiency participants.
  9. Demonstrate successful completion of a homeownership counseling program approved by CCHRA.

1. First-Time Homeowner.

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A "first-time homeowner" means that no member of the household has had an ownership interest in a principal residence during the three years preceding commencement of homeownership assistance or be a family that owns shares in a cooperative. However, a person who has been divorced and owned a home while married but does not presently own a home is considered a "first-time homeowner" for purposes of the Section 8 Homeownership option. The right to purchase title to a residence under a leasepurchase agreement is not considered an "ownership interest."

2. Minimum Income Requirement.

a. Amount of Income.

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a gross annual income at least equal to the Federal minimum hourly wage multiplied by 2000 hours.

b. Exclusion of Welfare Assistance Income.

With the exception of elderly and disabled families, CCHRA will disregard any "welfare assistance" income in determining whether the family meets the minimum income requirement. Welfare assistance includes assistance from Temporary Assistance for Needy Families ("TANF"); Supplemental Security Income ("SSI") that is subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. The disregard of welfare assistance income under this section affects the determination of minimum monthly income in determining initial qualification for the homeownership

[Charleston County Housing and Redevelopment Homeownership Plan – Page 4](#) program. It does not affect the determination of income-eligibility for admission to the Section 8 housing choice voucher program, calculation of the family's total tenant payment, or calculation of the amount of homeownership assistance payments.

c. The minimum income standard for disabled families in will be equal to the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his or her share of food and housing costs) multiplied by twelve.

d. Elderly and disabled families are exempt from the employment requirements set forth in a. In the case of an elderly or disabled family, CCHRA will consider income from all sources, including welfare assistance received by adult elderly or disabled family members who will own the home, in evaluating whether the household meets the minimum income required to purchase a home through the Section 8 homeownership program.

3. Employment History.

a. With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to participation in the Section 8

Housing Choice Voucher homeownership option.

b. In order to reasonably accommodate a family's participation in the program, CCHRA will exempt families that include a head of household who is disabled or a senior from this requirement.

#### 4. Completion of Initial Lease Term.

Applicants for and new participants in the Section 8 housing choice voucher program shall not be eligible for participation in the Section 8 homeownership program until completion of one year's successful participation in CCHRA's Section 8 Housing Choice Voucher program or one year's successful participation in CCHRA's Public Housing program. This provision will preclude Section 8 participants who have completed an initial lease term in another jurisdiction from participating in the Section 8 homeownership program until they have successfully completed one year's participation in CCHRA's Section 8 or Public Housing programs.

#### 5. Repayment of Any Housing Authority Debts.

Participants in the Section 8 housing choice voucher program shall be ineligible for participation in the Section 8 homeownership program in the event any debt or portion of a debt remains owed to CCHRA or any other Housing Authority. Nothing in this provision will preclude Section 8 participants that have fully repaid such debt(s) from participating in the Section 8 homeownership program.

#### 6. Prior Mortgage Defaults.

If a head of household, spouse, or other adult household member who will execute the contract of sale, mortgage and loan documents has previously defaulted on a mortgage obtained through the Section 8 homeownership [Charleston County Housing and Redevelopment Homeownership Plan – Page 5](#) program, the family will be ineligible to participate in the homeownership program.

#### 7. Other Homeownership Interest.

No member of the household may have an ownership interest in a residence at the commencement of homeownership assistance.

#### 8. Participation in Family Self-Sufficiency Program.

Applicants for the homeownership program are not required to participate in a self-sufficiency program. However, if the applications for homeownership assistance exceed five percent (5%) of CCHRA's total voucher program in any fiscal year, a waiting list of Section 8 Homeownership applicants will be maintained and participants in CCHRA's Self-Sufficiency program shall have a priority for participation in the homeownership program. All other applicants will follow these participants on the waiting list in order of date and time of homeownership application.

#### 9. Completion of a homeownership counseling program.

A family's participation in the homeownership program is conditioned on the family attending and successfully completing a homeownership and housing counseling program provided or approved by CCHRA. The homeownership and counseling program will cover home maintenance; budgeting and money management; credit counseling; negotiating purchase price; securing mortgage financing; finding a home; and the advantages of purchasing and locating a home in areas that do not have a high concentration of low-income families. The counseling agency providing the counseling program shall either be approved by HUD or the program shall be consistent with the homeownership counseling provided under HUD's Housing Counseling program. CCHRA may require families to participate in a CCHRA-approved homeownership post-counseling program.

### C. FAMILY PARTICIPATION REQUIREMENTS.

Once a family is determined to be eligible to participate in the program, it must comply with the following requirements, which are further explained in this section:

1. Within a specified time, locate the home it proposes to purchase and submit a sales agreement containing specific components to CCHRA for approval;
2. Type of home purchased must meet program requirements;
3. Time limits are established for purchasing a home;
4. If family fails to complete purchase, it may retain its rental Voucher and there are restrictions on returning to the homeownership program;
5. Lease-purchase is an option;
6. Sales Agreement must be approved by CCHRA;
7. Must allow CCHRA to inspect the proposed homeownership dwelling to assure that the dwelling meets appropriate housing quality standards;
8. An independent inspection is required covering major building systems;

#### Charleston County Housing and Redevelopment Homeownership Plan – Page 6

9. CCHRA approval of the proposed mortgage (which must comply with generally accepted mortgage underwriting requirements) is required;
10. Excepting participants receiving only down payment assistance (pending HUD's Final Rule governing the down payment option), must enter into a written agreement with CCHRA to comply with all of its obligations under the Section 8 program; and
11. Must sign a compliance lien.

#### 1. Locating A Home.

Upon approval for the Section 8 homeownership program, a family shall have sixty (60) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to CCHRA. For good cause, CCHRA may extend a Section 8 family's time to locate the home for two additional thirty (30) day increments. During a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a home within the time approved by CCHRA, their Section 8 rental assistance through the Section 8 housing choice voucher program shall continue.

#### 2. Type of Home.

A family approved for Section 8 homeownership assistance may purchase the following type of homes within CCHRA's jurisdiction: a new or existing home, a single-family home, a condominium, a home in a planned use development, a cooperative, a loft or live/work unit, or a manufactured home to be situated on a privately owned lot or on a leased pad in a mobile home park. However, in any situation where the family does not also own fee title to the real property on which the home is located the family must have the right to occupy the site for a period of at least forty years and the home must have a permanent foundation. The home must already exist or be under construction at the time, the family enters the contract of sale.

The family also may purchase a home in a jurisdiction other than the Housing Authority of the City of Greenville, provided the Housing Authority in the receiving jurisdiction operates a Section 8 homeownership program for which the Section 8 homeownership applicant qualifies. When the family purchases a home outside of CCHRA's jurisdiction, its participation in the Section 8 homeownership program will be subject to the Section 8 homeownership program and policies of the receiving jurisdiction.

#### 3. Purchasing a Home.

Once a home is located and a sales agreement approved by CCHRA and is signed by the family, the family shall have up to three (3) months to purchase the

home.

#### 4. Failure to Complete Purchase.

If a Section 8 participant is unable to purchase the home within the maximum time permitted by CCHRA, CCHRA shall continue the family's participation in the Section 8 housing choice voucher program. The family may not re-apply for the Section 8 homeownership program until they have completed an additional year of participation in the Section 8 housing choice voucher (or public housing) [Charleston County Housing and Redevelopment Homeownership Plan – Page 7](#) program following the initial determination of their eligibility for the homeownership option.

#### 5. Lease-Purchase

Families may enter into lease-purchase agreements while receiving Section 8 rental assistance. All requirements of the housing choice voucher program apply to lease-purchase agreements, except that families are permitted to pay an extra amount out-of-pocket to the owner for purchase related expenses-- a "homeownership premium." Any "homeownership premium," defined as an increment of value attributable to the value of the lease-purchase right or agreement, is excluded from CCHRA's rent reasonableness determination and subsidy calculation, and must be absorbed by the family. When a leasepurchase participant family is ready to exercise their option, they must notify the Homeownership Counselor at CCHRA and apply for the homeownership option. If determined eligible for homeownership assistance, the family may be admitted to the homeownership program and must meet all the requirements of these policies.

#### 6. Sales Agreement.

Prior to execution of the offer to purchase or sales agreement, the financing terms must be provided by the family to CCHRA for approval. The sales agreement must provide for inspection by CCHRA and the independent inspection referred to below and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to CCHRA. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by CCHRA. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by CCHRA pursuant to Section 3(F). The sales agreement must also contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.

#### 7. CCHRA Initial Inspection.

To assure the home complies with the housing quality standards of the Section 8 program, homeownership assistance payments may not commence until CCHRA first inspects and approves the home in accordance with HQS requirements.

#### 8. Independent Inspection.

An independent inspection of existing homes covering major building systems also must be completed by a professional selected by the family and approved by CCHRA. CCHRA will not pay for the independent inspection. The independent inspection report must be provided to CCHRA. CCHRA may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

#### 9. Financing Requirements.

The proposed financing terms must be submitted to and approved by CCHRA prior to close of escrow. CCHRA shall determine the affordability of the family's proposed financing. In making such determination, CCHRA may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses, education and training expenses and the like.

Certain types of financing, including but not limited to seller financing mortgages [Charleston County Housing and Redevelopment Homeownership Plan – Page 8](#) and balloon payment mortgages are prohibited and will not be approved by

CCHRA. Seller-financing mortgages shall be considered by CCHRA on a case-by-case basis. If a mortgage is not FHA-insured, CCHRA will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/ FHA, Ginnie Mae, Fannie Mae, Freddie Mac, State Housing Finance Agency, USDA Rural Housing Services, the Federal Home Loan Bank, or other private lending institution.

#### 10. Compliance with Family Obligations.

A family choosing to receive ongoing monthly homeownership assistance must agree, in writing, to comply with all family obligations under the Section 8 program and CCHRA's homeownership policies. These obligations include (1) attending post mortgage homeownership counseling as required by CCHRA; (2) complying with the mortgage terms; (3) not selling or transferring the home to anyone other than a member of the assisted family who resides in the home while receiving homeownership assistance; (4) not refinancing or adding debt secured by the home without prior approval by CCHRA; (5) not obtaining a present ownership interest in another residence while receiving homeownership assistance; and (6) supplying all required information to CCHRA, including but not limited to annual verification of household income, notice of change in homeownership expenses, notice of move-out, and notice of mortgage default. CCHRA's Homeownership Family Obligation policies are set forth in Appendix A hereto.

#### 11. Compliance Lien.

Upon purchase of a home, a family choosing to receive ongoing monthly homeownership assistance must execute documentation as required by HUD and CCHRA, consistent with State and local law.

### D. AMOUNT OF ASSISTANCE.

The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly homeownership expense; and the family's household income. CCHRA will pay the lower of either the payment standard minus the total family contribution ("TFC") or the family's monthly homeownership expenses minus the TFC. The Section 8 family will pay the difference.

#### 1. Determining the Payment Standard.

The voucher payment standard is the fixed amount the CCHRA annually establishes as the "fair market" rent for a unit of a particular size located within the CCHRA jurisdiction. In the homeownership program, the initial payment standard will be the lower of either (1) the payment standard for which the family is eligible based on family size; or (2) the payment standard which is applicable to the size of the home the family decides to purchase. The payment standard for subsequent years will be based on the higher of: (1) the payment standard in effect at commencement of the homeownership assistance; or (2) the payment standard in effect at the most recent regular reexamination of the family's income and size. The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size. CCHRA will request HUD approval of a higher payment standard, up to 120% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family that includes a person with disabilities.

#### **Charleston County Housing and Redevelopment Homeownership Plan – Page 9**

#### 2. Determining the Monthly Homeownership Expense.

Monthly homeownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; maintenance expenses per CCHRA allowance; costs of major repairs and replacements per CCHRA allowance (replacement reserves); utility allowance per CCHRA's schedule of utility allowances; principal and interest on mortgage debt incurred to finance

major repairs, replacements or improvements for the home including changes needed to make the home accessible; and land lease payments and homeowner association dues, fees or regular charges assessed, if any. Homeownership expenses for a cooperative member may only include CCHRA approved amounts for the cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home; principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt; home insurance; the allowances for maintenance expenses, major repairs and replacements and utilities; and principal and interest on debt incurred to finance major repairs, replacements, or improvements, including changes needed to make the home accessible.

3. Determining the Total Family Contribution (TFC).

The TFC is that portion of the homeownership expense that the family must pay. It is generally 30% percent of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance), will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance.

4. Payment to Family or Lender.

CCHRA will provide the lender with notice of the amount of the housing assistance payment prior to close of escrow and will pay CCHRA's contribution towards the family's homeowner expense directly to the family, unless otherwise required by the lender. The family will be responsible to submit the entire mortgage payment to the lender unless the lender requires direct payment of CCHRA's contribution.

5. Down payment and Closing Costs Grant.

Families choosing to receive only a single grant to be used for down payment or closing costs (pending HUD's Final Rule governing the down payment option) may receive an amount equal to twelve times the difference between the applicable payment standard and the total tenant payment.

E. TERMINATION OF SECTION 8 HOMEOWNERSHIP ASSISTANCE.

1. Grounds for Termination of Ongoing Monthly Homeownership Assistance

a. Failure to Comply with Family Obligations Under Section 8 Program or CCHRA's Homeownership Policies.

A family's homeownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, CCHRA [Charleston County Housing and Redevelopment Homeownership Plan – Page 10](#) homeownership policies, or if the family defaults on the mortgage. If required, the family must attend and complete ongoing homeownership and housing counseling classes. The family must comply with the terms of any mortgage incurred to purchase and/or refinance the home. The family must provide CCHRA with written notice of any sale or transfer of any interest in the home; any plan to move out of the home prior to the move; the family's household income and homeownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be required pursuant to CCHRA homeownership policies. Except as otherwise provided in this Section, the family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving homeownership assistance.

b. Occupancy of Home.

Ownership assistance will only be provided while the family resides in the home. If the family moves out of the home, CCHRA will not continue homeownership assistance commencing with the month after the family moves out. Neither the family nor the lender is obligated to reimburse

the CCHRA for homeownership assistance paid for the month the family moves out.

c. Changes in Income Eligibility.

A family's homeownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Homeownership program shall continue until such time as the assistance payment amounts to \$0 for a period of six (6) consecutive months.

d. Maximum Term of Homeownership Assistance.

Notwithstanding the provisions of Section 5(A), subparagraphs 1 through 3, except for disabled and elderly families, a family may receive Section 8 homeownership assistance for not longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years. Families that qualify as elderly at the commencement of homeownership assistance are not subject to a maximum term limitation. Families that qualify as disabled families at the commencement of homeownership assistance or at any time during the provision of homeownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date homeownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of homeownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time that homeownership payments are made, or is a spouse of any member of the household who has an ownership interest.

e. Procedure for Termination of Homeownership Assistance.

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A participant in the Section 8 Homeownership program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the CCHRA for the Section 8 housing choice voucher program.

**F. CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.**

1. Default on the Mortgage.

If the family defaults on its mortgage, CCHRA will not permit the family to move with continued Section 8 housing choice rental assistance. This default will be considered a violation of the family obligations and subject to the same consequences as established for the Section 8 Housing Choice Voucher rental participant in the Section 8 Administrative Plan.

2. Return to Tenant-Based Assistance

A family who receives a down payment grant (pending HUD's Final Rule governing the down payment option), may not return to tenant-based rental assistance until 24 months have passed since the receipt of down payment assistance and so long as any family member owns any title or other interest in the home purchased with homeownership assistance.

**G. CCHRA ADMINISTRATIVE FEE.**

For each month that homeownership assistance is paid by CCHRA on behalf of the family, CCHRA shall be paid the ongoing administrative fee described in 24 CFR §982.152(b). For each family that receives a down payment grant (pending HUD's Final Rule governing the down payment option), CCHRA shall be paid an amount equal to six months of its ongoing regular administrative fee under the voucher program.

**H. WAIVER OR MODIFICATION OF HOMEOWNERSHIP POLICIES.**

The Executive Director of CCHRA shall have the discretion to waive or modify any provision of the Section 8 homeownership program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

[Charleston County Housing and Redevelopment Homeownership Plan – Page 12](#)

## APPENDIX A

### SECTION 8 HOMEOWNERSHIP OBLIGATIONS

This form is to be signed by the home buyer(s) in the presence of the Charleston County Housing & Redevelopment Authority's (CCHRA) Section 8 Homeownership Program Coordinator. The Coordinator will explain all clauses which you, the home buyer(s), may not understand.

The following paragraphs describe your responsibilities under the Section 8 Homeownership Program. If you or members of your household do not meet these responsibilities, through your actions or your failure to act, you may be terminated from the Section 8 Homeownership program.

1. Family Obligations: You must comply with all Family Obligations of the Section 8 Housing Choice Voucher Program, excepting only the prohibition against owning or having an interest in the unit.
2. Housing Counseling: All participating family members (i.e. those signing the purchase offer and loan documents) must satisfactorily complete a CCHRA provided or approved counseling program prior to commencement of homeownership assistance. CCHRA may require any or all participating family members to attend additional housing counseling classes as a condition of continued assistance.
3. Purchase Contract: You must include contract conditions in any Offer to Purchase that give CCHRA a reasonable time (a) to inspect the home for compliance with HUD's Housing Quality Standards; (b) to review and approve a professional home inspection report obtained by you from a CCHRA approved inspector; and (c) approve the terms of your proposed financing. Advise your Realtor of these requirements.
4. Mortgage Obligations: You must comply with the terms of any mortgage incurred in the purchase of the property and must notify CCHRA's Homeownership Program Counselor within five (5) days of receipt of any late payment or default notice.
5. Occupancy: You must occupy the unit as your principal residence. You may not transfer, sell, or assign any interest in the property without CCHRA's prior written consent. You may not rent or lease any part of the premises without CCHRA's prior written consent. You must notify CCHRA in writing at least 30 days prior to moving out of the house for a period of 30 days or longer or prior to any sale, transfer, assignment, lease or other form of alienation of the assisted property.
6. Annual Re-examination: You must annually provide CCHRA with current information regarding family income and composition in a format required by CCHRA. Annual reexaminations for homeownership participants will be conducted in accordance with the Housing Choice Voucher rental assistance program procedures as outlined in the Section 8 Administrative Plan.
7. Refinancing: You must notify CCHRA in writing of any proposal to refinance the original purchase mortgage or of any proposal to encumber the property with secondary financing and obtain CCHRA's written approval of such financing prior to executing any loan documents.
8. Default: In the event of a default on your mortgage obligation, you must cooperate with CCHRA and the lender to minimize any loss to the lender in order to maintain your eligibility to continue as a participant in the Section 8 Housing Choice Voucher Program.
9. Deed Restriction: You must execute a deed restriction that provides for the partial recapture of profit gained by the sale of the property during the first five years. It also [Charleston County Housing and Redevelopment Homeownership Plan – Page 13](#) ensures that the property must remain owner-occupied. In addition, it grants the Authority the right of first refusal if the property is offered for sale.

By signing below, I attest that I have read and understood my obligations as a participant in the Section 8 Homeownership Program and I agree to abide by these responsibilities. I understand that CCHRA may terminate my homeownership assistance if I violate any of these obligations, but that I may request an informal review of any proposed notice of

termination prior to it becoming effective.

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Participant's Name (Print) Participant's Signature Date

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Participant's Name (Print) Participant's Signature Date

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Participant's Name (Print) Participant's Signature Date

Witnessed by:

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Housing Authority Representative Date

Original: File copy: Participant

**A. FAMILIES MUST MEET THE FOLLOWING STANDARDS.**

1. The dwelling unit must be used as the principal residence of the family.
2. The applicant must be capable of assuming the financial obligations of homeownership after taking into account available assistance as defined below:
  - a. On an average monthly estimate, the amount of the applicant's payments for mortgage principal and interest, plus insurance, real estate taxes, utilities, maintenance, and other regularly recurring homeownership costs will not exceed the sum of:
    - (1) 35 percent of the applicant's adjusted income as defined by The Charleston County Housing & Redevelopment Authority for its public housing program; AND
    - (2) Any subsidy that will be available for such payments.
  - b. The family must provide a down payment equal to three percent of the purchase price. Except as noted below, the family may use grant amounts, gifts from relatives, contributions from private sources, and other similar amounts to make the required down payment.
  - c. The family must use its own resources other than grants, gifts, contributions, or similar amounts, to contribute an amount of the down payment that is not less than one percent of the purchase price of the house. This is included as part of the three- percent requirement cited above.