

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 08/31/2009)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined Annual PHA Plan for Fiscal Year: 2008

## PHA Name: Housing Authority of the City of Hickory

# Version 2

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

### Streamlined Annual PHA Plan Agency Identification

**PHA Name: Housing Authority of the City of Hickory**

**PHA Number: NC056**

**PHA Fiscal Year Beginning: (mm/yyyy) 10/2008**

**PHA Programs Administered:**

**Public Housing and Section 8**     **Section 8 Only**     **Public Housing Only**  
Number of public housing units: **311**    Number of S8 units:    Number of public housing units:  
Number of S8 units: **449**

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

| Participating PHAs   | PHA Code | Program(s) Included in the Consortium | Programs Not in the Consortium | # of Units Each Program |
|----------------------|----------|---------------------------------------|--------------------------------|-------------------------|
| Participating PHA 1: |          |                                       |                                |                         |
| Participating PHA 2: |          |                                       |                                |                         |
| Participating PHA 3: |          |                                       |                                |                         |

**PHA Plan Contact Information:**

Name: **Alanda Jackson, Executive Director**    Phone: **(828) 328-5373**  
TDD:    Email (if available): **alandak@charter.net**

**Public Access to Information**

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

PHA's main administrative office     PHA's development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.     Yes     No.

If yes, select all that apply:

Main administrative office of the PHA  
 PHA development management offices  
 Main administrative office of the local, county or 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)

**Streamlined Annual PHA Plan**  
**Fiscal Year 2008**  
[24 CFR Part 903.12(c)]

**Table of Contents**  
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

| <b>A. PHA PLAN COMPONENTS</b>   | <b>Page#</b> |
|---|--------------|
| <input type="checkbox"/> 1. Site-Based Waiting List Policies  | 4            |
| <b>903.7(b)(2) Policies on Eligibility, Selection, and Admissions</b>   |              |
| <input checked="" type="checkbox"/> 2. Capital Improvement Needs  | 5            |
| <b>903.7(g) Statement of Capital Improvements Needed</b>  |              |
| <input checked="" type="checkbox"/> 3. Section 8(y) Homeownership   | 6            |
| <b>903.7(k)(1)(i) Statement of Homeownership Programs</b>   |              |
| <input checked="" type="checkbox"/> 4. Project-Based Voucher Programs   | 7            |
| <input checked="" type="checkbox"/> 5. PHA Statement of Consistency with Consolidated Plan.<br>Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan. | 8            |
| <input checked="" type="checkbox"/> 6. Supporting Documents Available for Review  | 9            |
| <input checked="" type="checkbox"/> 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report ( <i>nc056a02</i> )               |              |
| <input checked="" type="checkbox"/> 8. Capital Fund Program 5-Year Action Plan ( <i>nc056b02</i> )  |              |
| <b>Attachments:</b>   |              |
| ▪ 2007 Performance and Evaluation Report ( <i>nc056c02</i> )  |              |
| ▪ 2006 Performance and Evaluation Report ( <i>nc056d02</i> )  |              |
| ▪ VAWA Support and Assistance Statement ( <i>nc056e02</i> )   |              |
| ▪ Section 8 Project-based Voucher Program Policy ( <i>nc056f02</i> )  |              |

**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace:**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;** and

**Form SF-LLL &SF-LLLa, Disclosure of Lobbying Activities.**

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

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

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

**A. Site-Based Waiting Lists-Previous Year**

*The PHA does not operate site-based waiting lists.*

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

| Site-Based Waiting Lists                             |                |  |   |  |
|--|----------------|--|---|--|
| Development Information:<br>(Name, number, location) | Date Initiated | Initial mix of Racial, Ethnic or Disability Demographics | Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL | Percent change between initial and current mix of Racial, Ethnic, or Disability demographics |
|  |                |  |   |  |
|  |                |  |   |  |
|  |                |  |   |  |
|  |                |  |   |  |

2. What is the number of site based waiting list developments to which families may apply at one time? \_\_\_ *N/A*
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? \_\_\_ *N/A*
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**B. Site-Based Waiting Lists – Coming Year**

*The PHA does not plan to operate site-based waiting lists.*

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 next component.

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

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)? *N/A*  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously *N/A*  
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)? *N/A*
- 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)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

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

### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s): *N/A*

| HOPE VI Revitalization Grant Status |   |
|-------------------------------------|---|
| a. Development Name:                |   |
| b. Development Number:              |   |
| c. Status of Grant:                 |   |
| <input type="checkbox"/>            | Revitalization Plan under development                           |
| <input type="checkbox"/>            | Revitalization Plan submitted, pending approval                 |
| <input type="checkbox"/>            | Revitalization Plan approved                                    |
| <input type="checkbox"/>            | Activities pursuant to an approved Revitalization Plan underway |

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:
4.  Yes  No: 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:
5.  Yes  No: 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:

**3. Section 8 Tenant Based Assistance --Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

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, what is the maximum number of participants this fiscal year? 25

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:

c. What actions will the PHA undertake to implement the program this year (list)?

- *The PHA will work toward the development of 46 elderly Project-based units.*

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

**4. Use of the Project-Based Voucher Program**

**Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below:)

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

The Hickory Housing Authority plans on project basing up to 75 units in the following census tracts:

- *Census Tract 103.1*
- *Census Tract 103.2*
- *Census Tract 103.4*
- *Census Tract 104.01*
- *Census Tract 104.02*
- *Census Tract 106*

## **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here) *City of Hickory*
  
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 on its waiting lists on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
  - Other: (list below)
  
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
  - *Certified compliance with the City of Hickory consolidated plan. The City of Hickory, North Carolina has committed to the enhancement of the quality of life in our area by implementing programs to diversify economic development, improve community streets and public transportation, development of supportive housing, increase comprehensive planning, improve safety in neighborhoods, and construct more recreational facilities for youth and elderly as well as the preservation of affordable housing.*

## 6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to 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>Related Plan Component</b>   |
| N/A  | <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>   | 5 Year and Annual Plans   |
| X  | <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>  | Streamlined Annual Plans  |
| X  | <i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>   | 5 Year and standard Annual Plans                                      |
| X  | Fair Housing Documentation Supporting Fair Housing Certifications: 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  | Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.  | 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.  | Annual Plan: Eligibility, Selection, and Admissions Policies          |
| X  | Deconcentration Income Analysis   | Annual Plan: Eligibility, Selection, and Admissions Policies          |
| X  | Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.  | Annual Plan: Eligibility, Selection, and Admissions Policies          |
| X  | Section 8 Administrative Plan   | Annual Plan: Eligibility, Selection, and Admissions Policies          |
| X  | Public housing rent determination policies, including the method for setting public housing flat rents.<br><input checked="" type="checkbox"/> 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.<br><input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.  | Annual Plan: Rent Determination                                       |
| X  | Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.  | Annual Plan: Rent Determination                                       |
| X  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).   | Annual Plan: Operations and Maintenance                               |
| X  | Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).  | Annual Plan: Management and Operations                                |
| X  | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)   | Annual Plan: Operations and Maintenance and Community Service & Self- |

| List of Supporting Documents Available for Review |   |   |
|---|---|---|
| Applicable & On Display                           | Supporting Document   | Related Plan Component  |
|   |   | Sufficiency   |
| X   | Results of latest Section 8 Management Assessment System (SEMAP)  | Annual Plan: Management and Operations  |
| X   | Any policies governing any Section 8 special housing types<br><input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan   | Annual Plan: Operations and Maintenance   |
| X   | Public housing grievance procedures<br><input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy  | Annual Plan: Grievance Procedures   |
| X   | Section 8 informal review and hearing procedures.<br><input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.   | Annual Plan: Grievance Procedures   |
| X   | The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.   | Annual Plan: Capital Needs  |
| N/A   | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.   | 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   | Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).  | 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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937. | Annual Plan: Conversion of Public Housing   |
| N/A   | Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.  | Annual Plan: Voluntary Conversion of Public Housing   |
| N/A   | Approved or submitted public housing homeownership programs/plans.  | Annual Plan: Homeownership  |
| X   | Policies governing any Section 8 Homeownership program (Section <u>15</u> of the Section 8 Administrative Plan)   | Annual Plan: Homeownership  |
| X   | Public Housing Community Service Policy/Programs<br><input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy   | Annual Plan: Community Service & Self-Sufficiency   |
| N/A   | Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.   | Annual Plan: Community Service & Self-Sufficiency   |
| X   | FSS Action Plan(s) for public housing and/or Section 8.   | Annual Plan: Community Service & Self-Sufficiency   |
| N/A   | Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.  | Annual Plan: Community Service & Self-Sufficiency   |
| X   | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.  | Annual Plan: Community Service & Self-Sufficiency   |
| X   | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G).<br><input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.  | Annual Plan: Pet Policy   |
| X   | The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.  | Annual Plan: Annual Audit   |
| N/A   | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)  | (specify as needed)   |
| N/A   | Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.  | Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations |

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

| Annual Statement/Performance and Evaluation Report <i>(See attachment nc056a02)</i><br>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary |   |   |         |                   |                      |
|--|---|---|---------|-------------------|----------------------|
| PHA Name:  |   | Grant Type and Number<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: |         |                   | Federal FY of Grant: |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )          |   |   |         |                   |                      |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report   |   |   |         |                   |                      |
| Line No.   | Summary by Development Account                            | Total Estimated Cost  |         | Total Actual Cost |                      |
|  |   | Original  | Revised | Obligated         | Expended             |
| 1  | Total non-CFP Funds                                       |   |         |                   |                      |
| 2  | 1406 Operations   |   |         |                   |                      |
| 3  | 1408 Management Improvements                              |   |         |                   |                      |
| 4  | 1410 Administration                                       |   |         |                   |                      |
| 5  | 1411 Audit  |   |         |                   |                      |
| 6  | 1415 Liquidated Damages                                   |   |         |                   |                      |
| 7  | 1430 Fees and Costs                                       |   |         |                   |                      |
| 8  | 1440 Site Acquisition                                     |   |         |                   |                      |
| 9  | 1450 Site Improvement                                     |   |         |                   |                      |
| 10   | 1460 Dwelling Structures                                  |   |         |                   |                      |
| 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   | 1501 Collateralization or Debt Service                    |   |         |                   |                      |
| 20   | 1502 Contingency  |   |         |                   |                      |
| 21   | Amount of Annual Grant: (sum of lines 2 – 20)             |   |         |                   |                      |
| 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 |   |         |                   |                      |





**8. Capital Fund Program Five-Year Action Plan**

**Capital Fund Program Five-Year Action Plan** *(See attachment nc056b02)*

**Part I: Summary**

| PHA Name                             |                  |  |  |  |  | <input type="checkbox"/> <b>Original 5-Year Plan</b><br><input type="checkbox"/> <b>Revision No:</b> |
|--------------------------------------|------------------|--|--|--|--|--|
| Development Number/Name/HA-Wide      | Year 1           | Work Statement for Year 2<br><br>FFY Grant:<br>PHA FY: | Work Statement for Year 3<br><br>FFY Grant:<br>PHA FY: | Work Statement for Year 4<br><br>FFY Grant:<br>PHA FY: | Work Statement for Year 5<br><br>FFY Grant:<br>PHA FY: |  |
|                                      | Annual Statement |  |  |  |  |  |
|                                      |                  |  |  |  |  |  |
|                                      |                  |  |  |  |  |  |
|                                      |                  |  |  |  |  |  |
|                                      |                  |  |  |  |  |  |
|                                      |                  |  |  |  |  |  |
|                                      |                  |  |  |  |  |  |
|                                      |                  |  |  |  |  |  |
| CFP Funds Listed for 5-year planning |                  |  |  |  |  |  |
|                                      |                  |  |  |  |  |  |
| Replacement Housing Factor Funds     |                  |  |  |  |  |  |





## CAPITAL FUND PROGRAM TABLES START HERE

Attachment: nc056a02

5/8/2008

### Annual Statement /Performance and Evaluation Report

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

|   |  |  |
|---|--|--|
| PHA Name:<br><p style="text-align: center;"><b>Hickory Public Housing Authority</b></p> | Grant Type and Number:<br>Capital Fund Program No: <span style="float: right;"><b>NC19P05650108</b></span><br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br><p style="text-align: center;"><b>2008</b></p> |
|---|--|--|

Original Annual Statement    
  Reserved for Disasters/Emergencies    
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending \_\_\_\_\_    
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

| Line No. | Summary by Development Account                            | Total Estimated Cost |         | Total Actual Cost |          |
|----------|---|----------------------|---------|-------------------|----------|
|          |   | Original             | Revised | Obligated         | Expended |
| 1        | Total Non-Capital Funds                                   |                      |         |                   |          |
| 2        | 1406 Operating Expenses                                   | 106,338.00           |         |                   |          |
| 3        | 1408 Management Improvements                              | 23,000.00            |         |                   |          |
| 4        | 1410 Administration                                       | 53,169.00            |         |                   |          |
| 5        | 1411 Audit  | 0.00                 |         |                   |          |
| 6        | 1415 Liquidated Damages                                   | 0.00                 |         |                   |          |
| 7        | 1430 Fees and Costs                                       | 20,000.00            |         |                   |          |
| 8        | 1440 Site Acquisition                                     | 0.00                 |         |                   |          |
| 9        | 1450 Site Improvement                                     | 30,674.32            |         |                   |          |
| 10       | 1460 Dwelling Structures                                  | 220,215.00           |         |                   |          |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 1,500.00             |         |                   |          |
| 12       | 1470 Nondwelling Structures                               | 0.00                 |         |                   |          |
|          | 1475 Nondwelling Equipment                                | 5,305.00             |         |                   |          |
| 14       | 1485 Demolition   | 0.00                 |         |                   |          |
| 15       | 1490 Replacement Reserve                                  | 0.00                 |         |                   |          |
| 16       | 1492 Moving to Work Demonstration                         | 0.00                 |         |                   |          |
| 17       | 1495.1 Relocation Costs                                   | 0.00                 |         |                   |          |
| 18       | 1499 Development Activities                               | 0.00                 |         |                   |          |
| 19       | BLI 9000  | 116,143.68           |         |                   |          |
| 20       | 1502 Contingency  | 0.00                 |         |                   |          |
| 21       | Amount of Annual Grant (sums of lines 2-20)               | <b>\$576,345.00</b>  |         |                   |          |
| 22       | Amount of line 21 Related to LBP Activities               | 0.00                 |         |                   |          |
| 23       | Amount of Line 21 Related to Section 504 Compliance       | 0.00                 |         |                   |          |
| 24       | Amount of Line 21 Related to Security - Soft Costs        | 12,000.00            |         |                   |          |
| 25       | Amount of Line 21 Related to Security - Hard Costs        | 0.00                 |         |                   |          |
| 26       | Amount of Line 21 Related to Energy Conservation Measures | 0.00                 |         |                   |          |

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

| PHA Name:<br><b>Hickory Public Housing Authority</b> |   | Grant Type and Number:<br>Capital Fund Program No: <b>NC19PO5650108</b><br>Replacement Housing Factor Grant No: |          |                      |         | Federal FY of Grant:<br><b>2008</b> |                |                |
|--|---|---|----------|----------------------|---------|-------------------------------------|----------------|----------------|
| Development Number<br>Name/HA-Wide<br>Activities     | General Description of Major Work<br>Categories | Dev. Acct No.   | Quantity | Total Estimated Cost |         | Total Actual Cost                   |                | Status of Work |
|  |   |   |          | Original             | Revised | Funds Obligated                     | Funds Expended |                |
|  | <b>Operations:</b>                              | 1406  |          |                      |         |                                     |                |                |
| <b>NC 56-1</b>                                       |   |   |          | 74,338.00            |         |                                     |                |                |
| <b>NC 56-2</b>                                       |   |   |          | 32,000.00            |         |                                     |                |                |
|  | <b>Total 1406</b>                               |   |          | <b>106,338.00</b>    |         |                                     |                |                |
|  | <b>Management Improvements:</b>                 | 1408  |          |                      |         |                                     |                |                |
| <b>NC 56-1</b>                                       | Resident Services                               |   |          | 7,700.00             |         |                                     |                |                |
| <b>NC 56-2</b>                                       | Resident Services                               |   |          | 3,300.00             |         |                                     |                |                |
| <b>NC 56-1</b>                                       | Police patrol (1) x \$22.50hr. April - Nov      |   |          | 8,400.00             |         |                                     |                |                |
| <b>NC 56-2</b>                                       | Police patrol (1) x \$22.50hr. April - Nov      |   |          | 3,600.00             |         |                                     |                |                |
|  | <b>Total 1408</b>                               |   |          | <b>23,000.00</b>     |         |                                     |                |                |
|  | <b>Management Fees:</b>                         | 1410  |          |                      |         |                                     |                |                |
| <b>NC 56-1</b>                                       | Management Fees                                 |   |          | 37,219.00            |         |                                     |                |                |
| <b>NC 56-2</b>                                       | Management Fees                                 |   |          | 15,950.00            |         |                                     |                |                |
|  | <b>Total 1410</b>                               |   |          | <b>53,169.00</b>     |         |                                     |                |                |
|  | <b>Fees &amp; Costs:</b>                        | 1430  |          |                      |         |                                     |                |                |
| <b>NC 56-1</b>                                       | A/E   |   |          | 14,000.00            |         |                                     |                |                |
| <b>NC 56-2</b>                                       | A/E   |   |          | 6,000.00             |         |                                     |                |                |
|  | <b>Total 1430</b>                               |   |          | <b>20,000.00</b>     |         |                                     |                |                |
|  | <b>Site Improvements:</b>                       | 1450  |          |                      |         |                                     |                |                |
| <b>NC 56-1</b>                                       | Parking Lot Paving                              |   |          | 14,674.32            |         |                                     |                |                |
| <b>NC 56-2</b>                                       | Parking Lot Paving                              |   |          | 6,000.00             |         |                                     |                |                |
| <b>NC 56-2</b>                                       | Fencing   |   |          | 10,000.00            |         |                                     |                |                |
|  | <b>Total 1450</b>                               |   |          | <b>30,674.32</b>     |         |                                     |                |                |

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

| PHA Name:<br><b>Hickory Public Housing Authority</b> |  | Grant Type and Number:<br>Capital Fund Program No: <b>NC19P05650108</b><br>Replacement Housing Factor Grant No: |          |                      |         | Federal FY of Grant:<br><b>2008</b> |                |                |
|--|--|---|----------|----------------------|---------|-------------------------------------|----------------|----------------|
| Development Number<br>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>Dwelling Structures:</b>                  |   |          |                      |         |                                     |                |                |
| <b>NC 56-1</b>                                       | Replace screen doors as needed               | 1460  | 15       | 3,750.00             |         |                                     |                |                |
| <b>NC 56-2</b>                                       | Replace screen doors as needed               | 1460  | 5        | 1,250.00             |         |                                     |                |                |
| <b>NC 56-1</b>                                       | Roof replacement                             | 1460  | 39 units | 140,405.00           |         |                                     |                |                |
| <b>Sunny Valley</b>                                  | Gutters as needed                            | 1460  | LS       | 3,500.00             |         |                                     |                |                |
| <b>NC 56-1</b>                                       | Kitchen Cabinet Replacements                 | 1460  | 7        | 20,655.00            |         |                                     |                |                |
| <b>NC 56-1</b>                                       | Kitchen Cabinet Replacements                 | 1460  | 7        | 20,655.00            |         |                                     |                |                |
| <b>NC 56-2</b>                                       | Replace wood columns as needed               | 1460  | 3        | 10,000.00            |         |                                     |                |                |
| <b>NC 56-2</b>                                       | Correct building settlement                  | 1460  | LS       | 20,000.00            |         |                                     |                |                |
|  | <b>Total 1460</b>                            |   |          | <b>220,215.00</b>    |         |                                     |                |                |
|  |  |   |          |                      |         |                                     |                |                |
|  |  |   |          |                      |         |                                     |                |                |
|  | <b>Dwelling Equipment:</b>                   |   |          |                      |         |                                     |                |                |
| <b>NC 56-1</b>                                       |  | 1465  |          | 0.00                 |         |                                     |                |                |
| <b>NC 56-2</b>                                       | Replace Refrigerators                        | 1465  | LS       | 1,500.00             |         |                                     |                |                |
|  | <b>Total 1465</b>                            |   |          | <b>1,500.00</b>      |         |                                     |                |                |
|  |  |   |          |                      |         |                                     |                |                |
|  | <b>Non-Dwelling Equipment:</b>               | 1475  |          |                      |         |                                     |                |                |
| <b>NC 56-1</b>                                       | Upgrade Computer Hardware                    |   |          | 5,305.00             |         |                                     |                |                |
|  | <b>Total 1475</b>                            |   |          | <b>5,305.00</b>      |         |                                     |                |                |
|  |  |   |          |                      |         |                                     |                |                |
|  |  |   |          |                      |         |                                     |                |                |
|  | <b>BLI 9000</b>                              |   |          | <b>116,143.68</b>    |         |                                     |                |                |
|  |  |   |          |                      |         |                                     |                |                |
|  | <b>TOTAL CAPITAL FUNDS - 2008</b>            |   |          | <b>\$576,345.00</b>  |         |                                     |                |                |
|  |  |   |          |                      |         |                                     |                |                |







# Capital Funds Program Five Year Action Plan

## Part II: Supporting Pages--Work Activities

| Activities for Year 1 | Activities for Year: 3<br>FFY Grant: 2010<br>PHA FY: 2010 |  |                   | Activities for Year: 3<br>FFY Grant: 2010<br>PHA FY: 2010 |  |                     |
|-----------------------|---|--|-------------------|---|--|---------------------|
| 2008                  | Development Name/Number                                   | Major Work Categories                      | Estimated Cost    | Development Name/Number                                   | Major Work Categories                      | Estimated Cost      |
| See                   |   | <b>Operations:</b>                         |                   |   | <b>Dwelling Structures:</b>                |                     |
|                       | NC 56-1   |  | 74,338.00         | NC 56-1   | Replace screen doors a needed              | 3,000.00            |
|                       | NC 56-2   |  | 32,000.00         | NC 56-2   | Replace screen doors a needed              | 1,000.00            |
|                       |   | <b>Total 1406</b>                          | <b>106,338.00</b> | NC 56-1   | Gutters as needed                          | 5,000.00            |
|                       |   | <b>Management Improvements:</b>            |                   | Hillside  | Replace Roofing - 51 units (Complete 2011) | 202,194.32          |
| Annual                | NC 56-1   | Resident Services                          | 7,700.00          | NC 56-1   | Replace Kitchen Cabinets                   | 20,000.00           |
|                       | NC 56-2   | Resident Services                          | 3,300.00          | NC 56-2   | Replace Kitchen Cabinets                   | 10,000.00           |
|                       | NC 56-1   | Police Patrols (1) x \$22.50hr April - Nov | 8,400.00          |   |  |                     |
|                       | NC 56-2   | Police Patrols (1) x \$22.50hr April - Nov | 3,600.00          |   |  |                     |
| Statement             |   | <b>Total 1408</b>                          | <b>23,000.00</b>  |   | <b>Total 1460</b>                          | <b>241,194.32</b>   |
|                       |   | <b>Management Fees:</b>                    |                   |   |  |                     |
|                       | NC 56-1   | Management Fees                            | 37,219.00         |   |  |                     |
|                       | NC 56-2   | Management Fees                            | 15,950.00         |   |  |                     |
|                       |   | <b>Total 1410</b>                          | <b>53,169.00</b>  |   | <b>Dwelling Equipment:</b>                 |                     |
|                       |   |  |                   | NC 56-1   |  |                     |
|                       |   | <b>Fees &amp; Costs:</b>                   |                   | NC 56-2   | Replace Refrigerators                      | 1,500.00            |
|                       |   |  |                   |   | <b>Total 1465</b>                          | <b>1,500.00</b>     |
|                       | NC 56-1   | A/E  | 14,000.00         |   |  |                     |
|                       | NC 56-2   | A/E  | 6,000.00          |   |  |                     |
|                       |   | <b>Total 1430</b>                          | <b>20,000.00</b>  |   | <b>BLI 9000</b>                            | <b>116,143.68</b>   |
|                       |   | <b>Site Improvements:</b>                  |                   |   |  |                     |
|                       | NC 56-1   | Sidewalk repair and erosion control        | 7,500.00          |   |  |                     |
|                       | NC 56-2   | Sidewalk repair and erosion control        | 7,500.00          |   |  |                     |
|                       |   | <b>Total 1450</b>                          | <b>15,000.00</b>  |   |  |                     |
|                       |   |  |                   |   |  |                     |
|                       |   |  |                   |   | <b>TOTAL ESTIMATED CFP COST - 2010</b>     | <b>\$576,345.00</b> |



# Capital Funds Program Five Year Action Plan

## Part II: Supporting Pages--Work Activities

| Activities for Year 1 | Activities for Year: 5<br>FFY Grant: 2012<br>PHA FY: 2012 |  |                   | Activities for Year: 5<br>FFY Grant: 2012<br>PHA FY: 2012 |  |                     |
|-----------------------|---|--|-------------------|---|--|---------------------|
| 2008                  | Development Name/Number                                   | Major Work Categories                      | Estimated Cost    | Development Name/Number                                   | Major Work Categories                  | Estimated Cost      |
| See                   |   | <b>Operations:</b>                         |                   |   | <b>Dwelling Structures:</b>            |                     |
|                       | NC 56-1   |  | 74,338.00         | NC 56-1   | Replace screen doors a needed          | 3,724.00            |
|                       | NC 56-2   |  | 32,000.00         | NC 56-2   | Replace screen doors a needed          | 1,194.00            |
|                       |   | <b>Total 1406</b>                          | <b>106,338.00</b> |   |  |                     |
|                       |   | <b>Management Improvements:</b>            |                   | NC 56-2   | Replace Windows                        | 238,326.32          |
| Annual                | NC 56-1   | Resident Services                          | 7,700.00          |   |  |                     |
|                       | NC 56-2   | Resident Services                          | 3,300.00          |   |  |                     |
|                       | NC 56-1   | Police Patrols (1) x \$22.50hr April - Nov | 8,400.00          | NC 56-1   | Replace Kitchen Cabinets               | 9,000.00            |
|                       | NC 56-2   | Police Patrols (1) x \$22.50hr April - Nov | 3,600.00          | NC 56-2   | Replace Kitchen Cabinets               | 3,950.00            |
|                       |   | <b>Total 1408</b>                          | <b>23,000.00</b>  |   | <b>Total 1460</b>                      | <b>256,194.32</b>   |
|                       |   | <b>Management Fees:</b>                    |                   |   |  |                     |
| Statement             | NC 56-1   | Management Fees:                           | 37,219.00         |   |  |                     |
|                       | NC 56-2   | Management Fees:                           | 15,950.00         |   |  |                     |
|                       |   | <b>Total 1410</b>                          | <b>53,169.00</b>  |   | <b>Dwelling Equipment:</b>             |                     |
|                       |   |  |                   | NC 56-1   |  | 0.00                |
|                       |   | <b>Fees &amp; Costs:</b>                   |                   | NC 56-2   | Replace Refrigerators                  | 1,500.00            |
|                       |   |  |                   |   | <b>Total 1465</b>                      | <b>1,500.00</b>     |
|                       | NC 56-1   | A/E  | 14,000.00         |   |  |                     |
|                       | NC 56-2   | A/E  | 6,000.00          |   |  |                     |
|                       |   | <b>Total 1430</b>                          | <b>20,000.00</b>  |   |  |                     |
|                       |   |  |                   |   |  |                     |
|                       |   |  |                   |   |  |                     |
|                       |   |  |                   |   | <b>BLI 9000</b>                        | <b>116,143.68</b>   |
|                       |   |  |                   |   |  |                     |
|                       |   |  |                   |   | <b>TOTAL ESTIMATED CFP COST - 2012</b> | <b>\$576,345.00</b> |

**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment: nc056c02

4/28/2008

**Annual Statement /Performance and Evaluation Report**

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

|  |   |   |
|--|---|---|
| PHA Name:<br><p align="center"><b>Housing Authority of the City of Hickory</b></p> | Grant Type and Number:<br>Capital Fund Program No: <b>NC19P05650107</b><br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br><p align="center"><b>2007</b></p> |
|--|---|---|

Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number   1     
  Performance and Evaluation Report for Program Year Ending **3/31/08**   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

| Line No. | Summary by Development Account                            | Total Estimated Cost |                     | Total Actual Cost   |                     |
|----------|---|----------------------|---------------------|---------------------|---------------------|
|          |   | Original             | Revised             | Obligated           | Expended            |
| 1        | Total Non-Capital Funds                                   |                      |                     |                     |                     |
| 2        | 1406 Operating Expenses                                   | 106,338.00           | 106,338.00          | 106,338.00          | 106,338.00          |
| 3        | 1408 Management Improvements                              | 23,000.00            | 23,000.00           | 23,000.00           | 3,067.91            |
| 4        | 1410 Administration                                       | 53,169.00            | 53,169.00           | 53,169.00           | 53,169.00           |
| 5        | 1411 Audit  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 6        | 1415 Liquidated Damages                                   | 0.00                 | 0.00                | 0.00                | 0.00                |
| 7        | 1430 Fees and Costs                                       | 20,000.00            | 20,000.00           | 0.00                | 0.00                |
| 8        | 1440 Site Acquisition                                     | 0.00                 | 0.00                | 0.00                | 0.00                |
| 9        | 1450 Site Improvement                                     | 0.00                 | 0.00                | 0.00                | 0.00                |
| 10       | 1460 Dwelling Structures                                  | 207,368.00           | 211,542.32          | 211,542.32          | 5,808.31            |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 5,000.00             | 1,500.00            | 1,500.00            | 0.00                |
| 12       | 1470 Nondwelling Structures                               | 0.00                 | 0.00                | 0.00                | 0.00                |
|          | 1475 Nondwelling Equipment                                | 0.00                 | 0.00                | 0.00                | 0.00                |
| 14       | 1485 Demolition   | 0.00                 | 0.00                | 0.00                | 0.00                |
| 15       | 1490 Replacement Reserve                                  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 16       | 1492 Moving to Work Demonstration                         | 0.00                 | 0.00                | 0.00                | 0.00                |
| 17       | 1495.1 Relocation Costs                                   | 0.00                 | 0.00                | 0.00                | 0.00                |
| 18       | 1499 Development Activities                               | 0.00                 | 0.00                | 0.00                | 0.00                |
| 19       | BLI 9000  | 116,818.00           | 116,143.68          | 116,143.68          | 0.00                |
| 20       | 1502 Contingency  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 21       | Amount of Annual Grant (sums of lines 2-20)               | <b>\$531,693.00</b>  | <b>\$531,693.00</b> | <b>\$511,693.00</b> | <b>\$168,383.22</b> |
| 22       | Amount of line 21 Related to LBP Activities               | 0.00                 | 0.00                | 0.00                | 0.00                |
| 23       | Amount of Line 21 Related to Section 504 Compliance       | 0.00                 | 0.00                | 0.00                | 0.00                |
| 24       | Amount of Line 21 Related to Security - Soft Costs        | 12,000.00            | 12,000.00           | 12,000.00           | 1,137.00            |
| 25       | Amount of Line 21 Related to Security - Hard Costs        | 0.00                 | 0.00                | 0.00                | 0.00                |
| 26       | Amount of Line 21 Related to Energy Conservation Measures | 0.00                 | 0.00                | 0.00                | 0.00                |

**Annual Statement/Performance and Evaluation Report**

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

**Part II: Supporting Pages**

| PHA Name:<br><b>Housing Authority of the City of Hickory</b> |  | Grant Type and Number:<br>Capital Fund Program No: <b>NC19PO5650107</b><br>Replacement Housing Factor Grant No: |          |                      |                   |                   |                   | Federal FY of Grant:<br><b>2007</b> |
|--|--|---|----------|----------------------|-------------------|-------------------|-------------------|-------------------------------------|
| Development Number<br>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>Operations:</b>                           | 1406  |          |                      |                   |                   |                   |                                     |
| <b>NC 56-1</b>   |  |   |          | 74,338.00            | 74,338.00         | 74,338.00         | 74,338.00         | Complete                            |
| <b>NC 56-2</b>   |  |   |          | 32,000.00            | 32,000.00         | 32,000.00         | 32,000.00         | Complete                            |
|  | <b>Total 1406</b>                            |   |          | <b>106,338.00</b>    | <b>106,338.00</b> | <b>106,338.00</b> | <b>106,338.00</b> |                                     |
|  | <b>Management Improvements:</b>              | 1408  |          |                      |                   |                   |                   |                                     |
| <b>NC 56-1</b>   | Resident Services                            |   |          | 7,700.00             | 7,700.00          | 7,700.00          | 1,538.00          | Obligated                           |
| <b>NC 56-2</b>   | Resident Services                            |   |          | 3,300.00             | 3,300.00          | 3,300.00          | 392.91            | Obligated                           |
| <b>NC 56-1</b>   | Police patrol (1) x \$22.50hr. April - Nov   |   |          | 8,400.00             | 8,400.00          | 8,400.00          | 907.18            | Obligated                           |
| <b>NC 56-2</b>   | Police patrol (1) x \$22.50hr. April - Nov   |   |          | 3,600.00             | 3,600.00          | 3,600.00          | 229.82            | Obligated                           |
|  | <b>Total 1408</b>                            |   |          | <b>23,000.00</b>     | <b>23,000.00</b>  | <b>23,000.00</b>  | <b>3,067.91</b>   |                                     |
|  | <b>Management Fees:</b>                      | 1410  |          |                      |                   |                   |                   |                                     |
| <b>NC 56-1</b>   | Management Fees                              |   |          | 37,219.00            | 37,219.00         | 37,219.00         | 37,219.00         | Complete                            |
| <b>NC 56-2</b>   | Management Fees                              |   |          | 15,950.00            | 15,950.00         | 15,950.00         | 15,950.00         | Complete                            |
|  | <b>Total 1410</b>                            |   |          | <b>53,169.00</b>     | <b>53,169.00</b>  | <b>53,169.00</b>  | <b>53,169.00</b>  |                                     |
|  | <b>Fees &amp; Costs:</b>                     | 1430  |          |                      |                   |                   |                   |                                     |
| <b>NC 56-1</b>   | A/E  |   |          | 14,000.00            | 14,000.00         | 0.00              | 0.00              |                                     |
| <b>NC 56-2</b>   | A/E  |   |          | 6,000.00             | 6,000.00          | 0.00              | 0.00              |                                     |
|  | <b>Total 1430</b>                            |   |          | <b>20,000.00</b>     | <b>20,000.00</b>  | <b>0.00</b>       | <b>0.00</b>       |                                     |

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

| PHA Name:<br><b>Housing Authority of the City of Hickory</b> |  | Grant Type and Number:<br>Capital Fund Program No: <b>NC19P05650107</b><br>Replacement Housing Factor Grant No: |          |                      |                     |                     | Federal FY of Grant:<br><b>2007</b> |                |
|--|--|---|----------|----------------------|---------------------|---------------------|-------------------------------------|----------------|
| Development Number<br>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>Dwelling Structures:</b>                  |   |          |                      |                     |                     |                                     |                |
| <b>NC 56-1</b>   | Replace screen doors as needed               | 1460  | 15       | 3,750.00             | 3,750.00            | 3,750.00            | 0.00                                | Obligated      |
| <b>NC 56-2</b>   | Replace screen doors as needed               | 1460  | 5        | 1,250.00             | 1,250.00            | 1,250.00            | 0.00                                | Obligated      |
| <b>NC 56-1</b>   | Roof replacement                             | 1460  | 44 units | 161,852.00           | 166,026.32          | 166,026.32          | 0.00                                | Obligated      |
| <b>Terrace Hills</b>   | Gutters as needed                            | 1460  | LS       | 10,000.00            | 10,000.00           | 10,000.00           | 0.00                                | Obligated      |
| <b>NC 56-1</b>   | Kitchen cabinet replacement                  | 1460  | 7        | 21,112.00            | 21,112.00           | 21,112.00           | 2,572.02                            | Obligated      |
| <b>NC 56-2</b>   | Kitchen cabinet replacement                  | 1460  | 3        | 9,404.00             | 9,404.00            | 9,404.00            | 3,236.29                            | Obligated      |
|  | <b>Total 1460</b>                            |   |          | <b>207,368.00</b>    | <b>211,542.32</b>   | <b>211,542.32</b>   | <b>5,808.31</b>                     |                |
|  |  |   |          |                      |                     |                     |                                     |                |
|  |  |   |          |                      |                     |                     |                                     |                |
|  | <b>Dwelling Equipment:</b>                   |   |          |                      |                     |                     |                                     |                |
| <b>NC 56-1</b>   |  | 1465  |          | 3,500.00             | 0.00                | 0.00                | 0.00                                |                |
| <b>NC 56-2</b>   | Replace Refrigerators                        | 1465  | LS       | 1,500.00             | 1,500.00            | 1,500.00            | 0.00                                | Obligated      |
|  | <b>Total 1465</b>                            |   |          | <b>5,000.00</b>      | <b>1,500.00</b>     | <b>1,500.00</b>     | <b>0.00</b>                         |                |
|  |  |   |          |                      |                     |                     |                                     |                |
|  |  |   |          |                      |                     |                     |                                     |                |
|  |  |   |          |                      |                     |                     |                                     |                |
|  |  |   |          |                      |                     |                     |                                     |                |
|  | <b>BLI 9000</b>                              |   |          | <b>116,818.00</b>    | 116,143.68          | 116,143.68          | 0.00                                | Obligated      |
|  |  |   |          |                      |                     |                     |                                     |                |
|  | <b>TOTAL CAPITAL FUNDS - 2007</b>            |   |          | <b>\$531,693.00</b>  | <b>\$531,693.00</b> | <b>\$511,693.00</b> | <b>\$168,383.22</b>                 |                |
|  |  |   |          |                      |                     |                     |                                     |                |



## CAPITAL FUND PROGRAM TABLES START HERE

Attachment: nc056d02

4/28/2008

### Annual Statement /Performance and Evaluation Report

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

|   |  |  |
|---|--|--|
| PHA Name:<br><p style="text-align: center;"><b>Housing Authority of the City of Hickory</b></p> | Grant Type and Number:<br>Capital Fund Program No: <span style="float: right;"><b>NC19P05650106</b></span><br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br><p style="text-align: center;"><b>2006</b></p> |
|---|--|--|

Original Annual Statement    
  Reserved for Disasters/Emergencies    
  Revised Annual Statement/Revision Number   1       Amended 9/1/07  
 Performance and Evaluation Report for Program Year Ending **3/31/08**    
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

| Line No. | Summary by Development Account                            | Total Estimated Cost |                     | Total Actual Cost   |                     |
|----------|---|----------------------|---------------------|---------------------|---------------------|
|          |   | Original             | Revised             | Obligated           | Expended            |
| 1        | Total Non-Capital Funds                                   |                      |                     |                     |                     |
| 2        | 1406 Operating Expenses                                   | 30,000.00            | 30,674.32           | 30,674.32           | 30,000.00           |
| 3        | 1408 Management Improvements                              | 37,000.00            | 37,000.00           | 37,000.00           | 37,000.00           |
| 4        | 1410 Administration                                       | 44,930.00            | 44,930.00           | 44,930.00           | 44,930.00           |
| 5        | 1411 Audit  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 6        | 1415 Liquidated Damages                                   | 0.00                 | 0.00                | 0.00                | 0.00                |
| 7        | 1430 Fees and Costs                                       | 16,500.00            | 16,500.00           | 16,500.00           | 13,400.00           |
| 8        | 1440 Site Acquisition                                     | 0.00                 | 0.00                | 0.00                | 0.00                |
| 9        | 1450 Site Improvement                                     | 60,975.00            | 68,148.28           | 68,148.28           | 63,367.78           |
| 10       | 1460 Dwelling Structures                                  | 150,920.00           | 148,527.22          | 148,527.22          | 148,527.22          |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 10,300.00            | 5,519.50            | 5,519.50            | 3,766.25            |
| 12       | 1470 Nondwelling Structures                               | 0.00                 | 0.00                | 0.00                | 0.00                |
|          | 1475 Nondwelling Equipment                                | 5,150.00             | 5,150.00            | 5,150.00            | 5,150.00            |
| 14       | 1485 Demolition   | 0.00                 | 0.00                | 0.00                | 0.00                |
| 15       | 1490 Replacement Reserve                                  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 16       | 1492 Moving to Work Demonstration                         | 0.00                 | 0.00                | 0.00                | 0.00                |
| 17       | 1495.1 Relocation Costs                                   | 0.00                 | 0.00                | 0.00                | 0.00                |
| 18       | 1499 Development Activities                               | 0.00                 | 0.00                | 0.00                | 0.00                |
| 19       | BLI 9000  | 116,818.00           | 116,143.68          | 116,143.68          | 58,071.84           |
| 20       | 1502 Contingency  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 21       | Amount of Annual Grant (sums of lines 2-20)               | <b>\$472,593.00</b>  | <b>\$472,593.00</b> | <b>\$472,593.00</b> | <b>\$404,213.09</b> |
| 22       | Amount of line 21 Related to LBP Activities               | 0.00                 | 0.00                | 0.00                | 0.00                |
| 23       | Amount of Line 21 Related to Section 504 Compliance       | 0.00                 | 0.00                | 0.00                | 0.00                |
| 24       | Amount of Line 21 Related to Security - Soft Costs        | 9,000.00             | 9,940.00            | 9,940.00            | 9,940.00            |
| 25       | Amount of Line 21 Related to Security - Hard Costs        | 0.00                 | 0.00                | 0.00                | 0.00                |
| 26       | Amount of Line 21 Related to Energy Conservation Measures | 0.00                 | 0.00                | 0.00                | 0.00                |



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

| PHA Name:<br><b>Housing Authority of the City of Hickory</b> |  | Grant Type and Number:<br>Capital Fund Program No: <b>NC19P05650106</b><br>Replacement Housing Factor Grant No: |          |                      |                     |                     |                     | Federal FY of Grant:<br><b>2006</b>  |
|--|--|---|----------|----------------------|---------------------|---------------------|---------------------|--------------------------------------|
| Development Number<br>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>Dwelling Structures:</b>                  |   |          |                      |                     |                     |                     |                                      |
| <b>PHA Wide</b>  | Replace Waters Heaters                       | 1460  | 20       | 9,270.00             | 9,118.57            | 9,118.57            | 9,118.57            | Complete                             |
| <b>NC 56-1</b>   | Replace screen doors as needed               | 1460  | 15       | 3,615.00             | 0.00                | 0.00                | 0.00                |                                      |
| <b>NC 56-2</b>   | Replace screen doors as needed               | 1460  | 5        | 1,159.00             | 0.00                | 0.00                | 0.00                |                                      |
| <b>PHA Wide</b>  | Units Improvements                           | 1460  | LS       | 41,200.00            | 65,013.65           | 65,013.65           | 65,013.65           | Complete                             |
| <b>NC 56-1</b>   | Replace Roofing, Loan 54                     | 1460  |          | 95,676.00            | 26,687.25           | 26,687.25           | 26,687.25           | Complete                             |
| <b>NC 56-1</b>   |  |   |          |                      |                     |                     |                     |                                      |
| <b>Terrace Hills</b>   | Complete A/C - (16 - 2005) 28 units 2006     | 1460  | 28 units | 0.00                 | 47,707.75           | 47,707.75           | 47,707.75           | Complete Gibraltar                   |
|  | <b>Total 1460</b>                            |   |          | <b>150,920.00</b>    | <b>148,527.22</b>   | <b>148,527.22</b>   | <b>148,527.22</b>   | finish CFFP Loan<br>& Utility Add-On |
| <b>HA Wide</b>   | <b>Dwelling Equipment:</b>                   |   |          |                      |                     |                     |                     |                                      |
|  | Replace Stoves                               | 1465  | LS       | 4,532.00             | 1,506.50            | 1,506.50            | 1,506.50            | Complete                             |
|  | Replace Refrigerators                        | 1465  | LS       | 5,768.00             | 4,013.00            | 4,013.00            | 2,259.75            | Obligated                            |
|  | <b>Total 1465</b>                            |   |          | <b>10,300.00</b>     | <b>5,519.50</b>     | <b>5,519.50</b>     | <b>3,766.25</b>     |                                      |
| <b>HA Wide</b>   | <b>Non-Dwelling Equipment:</b>               |   |          |                      |                     |                     |                     |                                      |
|  | Upgrade Computer Equipment                   | 1475  |          | 5,150.00             | 5,150.00            | 5,150.00            | 5,150.00            | Complete                             |
|  | <b>Total 1475</b>                            |   |          | <b>5,150.00</b>      | <b>5,150.00</b>     | <b>5,150.00</b>     | <b>5,150.00</b>     |                                      |
|  | <b>BLI 9000</b>                              |   |          | <b>116,818.00</b>    | <b>116,143.68</b>   | <b>116,143.68</b>   | <b>58,071.84</b>    | Obligated                            |
|  | 1501 Debt Service                            |   |          |                      |                     |                     |                     |                                      |
|  | <b>TOTAL CAPITAL FUNDS - 2006</b>            |   |          | <b>\$472,593.00</b>  | <b>\$472,593.00</b> | <b>\$472,593.00</b> | <b>\$404,213.09</b> |                                      |



Attachment: nc056e02  
Housing Authority of the City of Hickory  
VAWA Support and Assistance Statement

The Housing Authority of the City of Hickory has incorporated in its PHA Plan goals and objectives, and policies and procedures the applicable provisions of the Violence Against Women and Reauthorization Act of 2005 (VAWA) to support or assist victims of domestic violence, dating violence, or stalking.

The PHA goal to provide an improved living environment is being met by the PHA by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.

Towards its effort to meet the PHA goal to promote self-sufficiency and asset development of assisted households the PHA is partnering with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again. We are partnering with the Family Guidance Center and the Women's Resource Center.

In addition, the PHA has amended its policies and procedures to include language and applicable provisions of the VAWA. It is the PHA's intent to maintain compliance with all applicable requirements imposed by VAWA.

The PHA efforts may include to:

- Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking;
- Provide a preference for victims of domestic violence;
- Create and maintain collaborative partnerships between PHA, victim service providers, law enforcement authorities, and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence, or staking (whether actual or imminent threat) who are assisted by PHA;
- Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by PHA and maintain compliance with all applicable requirements imposed by VAWA;
- Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by PHA;
- Refer victims of domestic violence to the Family Guidance Center and the Women's Resource Center; and
- Allow the transfer of a family who is a victim of domestic violence to a different development.

The Housing Authority of the City of Hickory has established procedures for the staff to follow on the required confidentiality issues imposed by VAWA and as with other eligibility requirements, we seek documentation if possible.

Attachment: nc056f02  
Housing Authority of the City of Hickory  
Project-based Voucher Program Policy

Section 8 Project-based Voucher Program Policy and made part of the  
Housing Authority of the City of Hickory Section 8 Administrative Plan  
Pursuant to 24 CFR, Part 983 published October 13, 2005

I. Statement of Section 8 Project-based Voucher Program Goal and Approach

A. The Section 8 Project-Based Voucher Program (PBV) Goal is designed to accomplish two major objectives for the Housing Authority of the City of Hickory (HACH):

1. To increase the supply of assisted rental housing for eligible individuals families; and
2. To improve the efficiency and utilization of the Section 8 Housing Choice Voucher Program.

B. In order to facilitate the administration of the PBV Program and to develop a system of checks and balances, the following will occur:

1. The HACH will administer the PBV process and assure the maximum percentage limit of budget authority is twenty percent (20%) per year.
2. The Waiting List Team will be responsible for processing applicants as well as administering the waiting list; and
3. The Section 8 Division will be responsible for housing the eligible qualified tenant applicants and will continue to administer the PBV Program for the duration of the Housing Assistance payment contract with the Owner.

II. Public Notice, Owner Proposal Submission Requirements, and Site Selection Policy (983.51)

A. General

Both selection methods described in 24 CFR 983.51(b) will be considered to determine which method best meets the needs of the HACH.

## B. Public Notice Requirements

1. If HACH selects the proposal method of proposals that have not been through a competition pursuant to 983.51(b), it will publish a Public Notice of Agency Request for PBV Proposals.
2. This notice will be published in the newspaper with the widest general circulation in the HACH jurisdiction.
3. This notice may include but not necessarily be limited to the following:
  - a. A request for PBV proposal
  - b. Contact information to request a proposal submission package
  - c. The addresses to send the proposal
  - d. A statement that the submission package contains all required details and only proposals submitted using the submission package will be considered, and
  - e. The time and date proposals are to be received.
4. The Public Notice will be published once each week for three consecutive weeks.
5. The deadlines for receipt of proposals will be at least thirty calendar days from the publication date of the last public notice.
6. The public notice may specify the estimated amount of housing assistance payment/budget authority that may be available.
7. The HACH will maintain a log of the name and address of interested parties to whom submission packages are sent or by whom submission packages are picked up at the main office, the date of the request and the date the packages are mailed or picked up.
8. Submission packages that are not picked up shall be sent by first class mail no later than two business days after receiving the request
9. HACH will maintain a list of proposals received and the date they are received.
10. The outside of the envelope or package will be dated and time stamped.
11. HACH may hold a briefing for potential applicants. The date, time and

location of the briefing is to be provided in the Public Notice.

### C. Owner Proposal Submission Requirements

1. A proposal package will be prepared and provided to interested parties upon request.
2. This package may include at least:
  - a. Detailed information required to be included in the proposal
  - b. Selection evaluation factors
  - c. Instructions to mark the outside of the proposal with the words "PBV Proposal" in the lower left hand corner of the envelope or package.
3. As appropriate HACH may select what items are to be included in a PBV proposal and list these items in the PBV Proposal Submission Package from the following items:
  - a. A description of the housing to be constructed or rehabilitated, including:
    - ◆ The number of units by size (square footage)
    - ◆ Bedroom count
    - ◆ Bathroom count
    - ◆ Sketches of the proposed new construction or rehabilitation
    - ◆ Unit plans
    - ◆ Listing of amenities and services and
    - ◆ Estimated date of completion
  - b. For rehabilitation, the description must describe the property as is and must also describe the proposed rehabilitation.
  - c. Evidence of site control.
  - d. For new construction, identification and description of the proposed site, site plan, and neighborhood.
  - e. Evidence the proposed new construction or rehabilitation is permitted by current zoning or regulations, or evidence to indicate the needed re-zoning is likely and will not delay the project.

- f. Proposed contract rent per unit, including:
- ◆ Indication of utilities, services and equipment included in rent.
  - ◆ Indication of utilities, services and equipment not included; and
  - ◆ For utilities not included, estimated monthly average cost for each unit type for the first year of occupancy.
- g. A statement identifying:
- ◆ The number of persons (families, individuals, businesses and non-profit organizations) occupying the property on application submission date
  - ◆ Number of persons to be displaced, temporarily relocated or moved permanently with in the building or complex
  - ◆ Estimated cost of relocation payments and services, and the sources of funding
  - ◆ The organization(s) that will carry out the relocation activities
  - ◆ Identify of the owner and other project principals and the names of officers and principal members, shareholders, investors and other parties having a substantial interest
  - ◆ Certification showing the above mentioned parties are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
  - ◆ Disclosure of any possible conflict of interest by any of the parties that would be in violation of the Agreement to Enter into a HAP Contract or the HAP, Contract itself.
  - ◆ Any information on the qualifications and experience of the principal participants.
  - ◆ The owners plan for managing and maintaining the units.
  - ◆ Evidence of financing or lender interest and the proposed terms of financing
  - ◆ Documentation that site is free from environmental or safety hazards
  - ◆ Documentation that site is not on a 100 year Flood Plan or does not involve a historic property, and
  - ◆ Statement the rehabilitation is or is not being undertaken in areas targeted for revitalization.

#### D. Site Selection Policy

The site selection policy and procedures herein promote the PBV goals by ensuring the supply of assisted rental housing is expanded while being in compliance with the Section 8 Project-based Voucher Program Final Rule.

1. A three member team of HACH staff will review, evaluate and recommend a proposal. Proposals will not be opened until after the submission deadline.
2. HACH is under no obligation to award a PBV to any proposal received.
3. As appropriate the Executive Director shall recommend a proposal to the Board of Commissioners, subject to the proposed site passing environmental. Review requirements at 24CFR 983.58.
4. The agency will establish written evaluation criteria. The evaluation will be in two steps:
  - a. Proposals must first meet written qualifying factors required in a HUD regulation or a HUD notice. Proposals not meeting the qualifying factors will not be evaluated/rated in the second tier. A qualifying factor form will be prepared listing each factor and the results of the qualifying factor review for each item and the signature of the person performing the review. The October 15, 2005, Project based Voucher Program lists the following factors:
    - ◆ The proposal was received by the deadline.
    - ◆ The property is eligible housing (24CFR sections 983.53 and 983.54). HACH will confirm the proposed units are not part of the list of prohibited units.
    - ◆ The proposal complies with the cap on the number of PBV units per building (24CFR section 983.56)
    - ◆ The proposal meets the Site Selection standards (24CFR 983.57)
    - ◆ The proposal meets zoning requirements
    - ◆ The site is consistent with the goal of deconcentrating poverty and expanding housing opportunity pursuant to elements listed at 24CFR section 983.57(b)(1). HACH will use a form to document that each of the seven items listed were considered.
    - ◆ The site facilitates compliance with Civil Rights Requirements listed at 24CFR section 983.57(b)(2)
    - ◆ The site meets HQS site standards at 24CFR 982.401

- (l)
  - ◆ If needed, the proposal passes the HUD subsidy layering review pursuant to 24CFR 983.55
- b. Proposals meeting all Qualifying Factors are then evaluated based upon HACH's Evaluation Selection Criteria:
  - ◆ The Evaluation Selection Criteria will be consistent with HUD regulations and guidelines, including 24CFR 983.57 (d) and (e).
  - ◆ The criteria will be written and adopted by the Board of Commissioners prior to the first Public Notice.
  - ◆ Each criteria will be assigned a maximum point value indicative of its relative importance.
  - ◆ An evaluation Selection Criteria rating sheet will be prepared, listing each criteria, the maximum points, the points awarded for each criteria, the total point awarded, voluntary comments, the name of the reviewer and the date of the review.
  - ◆ Each proposal will be independently rated by each evaluator over the same period of time.
  - ◆ The evaluation team may meet to determine a recommendation.
  - ◆ The agency is not obligated to select the highest rated proposal if a reasonable explanation can be provided to the BOC.
  - ◆ If appropriate, HACH quality and design requirements in addition to Housing Quality Standards pursuant to 24CFR 983.101(e) may be included as a rating factor.
  - ◆ The results of pre-selection inspection of existing units pursuant to 24CFR 983.103(a) will be an evaluation/rating factor if existing units are being considered.
  - ◆ Evidence of financial commitment as compared to construction/rehabilitation cost and debt service may be a rating factor.
  - ◆ An operation cash flow projection may be a rating factor.
  - ◆ A written Management Plan describing how the owner will fulfill the occupancy and maintenance requirements may be a rating factor.
- 5. For proposals with omissions or discrepancies, applicants will be notified by letter and will be allowed ten(10) business days to correct or complete the proposal. If the corrections or additional requested information is not

received by the deadline, the proposal will be considered incomplete and rejected.

6. Within seven calendar days of BOC approval, HACH will provide written notification of the selected proposal(s) to all parties submitting a proposal.
7. Within fourteen calendar days of BOC approval, HACH will publish a public notice announcing the parties selected to receive PBV in the same newspaper in which the Public Notice of Agency Request for PBV Proposals was published.
8. If HACH has any direct or indirect interest in selected proposals, HACH will request the selection process be reviewed by the local HUD Field Office or HUD approved independent entity, to determine the proposal was appropriately selected based on the selection procedures specified in the HACH Section 8 Administrative Plan. The requirements at 24CFR 983.59 for independent entity to perform the inspection, reasonable rent determination and determination of initial occupant rent shall be followed.
9. Documentation regarding the basis for the proposal selection will be made available at the Executive Director's office under the control of an assistant to the Executive Director for at least three years from the date the BOC approved the proposal.

### III. Housing Type

- A. HACH retains discretion to determine which housing type to select among the eligible housing types. However, HACH reserves the right not to provide PBV assistance to Excepted units pursuant to 24CFR 983.56(c)(2).
- B. Depending on HACH's needs particular housing types may receive points in the proposal evaluation/rating process.

### IV. Excepted Units

- A. Excepted units may be part of the PBV contract and are not to be counted toward the cap on the number of PBV units in a building. However, HACH reserves the right to not provide PBV assistance to Excepted units, pursuant to 24CFR 983.56(c)(2).
- B. Excepted units must be used for a "Qualifying" family.
- C. HACH may consider the following families as "Qualifying" families:
  1. Elderly or disabled families.

2. Families receiving any type of supportive services from an accredited source and receiving any level of supportive services.
3. The services do not need to be provided at the project.
4. If supportive services are discontinued the family shall continue to be a "Qualified" family as long as the family resides in the unit.
5. If the family vacates the unit, the unit shall remain as "Excepted" if it is re-rented to another "Qualifying" family.
6. HACH shall monitor the family's participation in supportive services once each year as part of the annual recertification of the family. The family shall provide a third party verification to document participation in supportive services.
7. If the family does not fulfill its obligations under a family self-sufficiency or similar program, the HACH reserves the right to take or not to take any action, pursuant to 24CFR 983.201 and other parts of this Administrative Plan.
8. HACH reserves the right to place a cap less than 25 percent on the number of units receiving PBV or other project based assistance in a building with "Excepted" units.

D. New construction or Rehabilitation

If an owner is proposing to pledge the HAP Contract as security for financing, the owner must submit the financing document to the PHA for review. In determining approvability of the pledge arrangement, the PHA must ensure that the financing documents do not modify the contract and do not contain any requirements inconsistent with the contract. Any contract must be limited to amount payable under the contract in accordance with the terms of the contract.

V. Project-based Housing Assistance Payments Contract(HAP) Process For Rehabilitated or Newly Constructed Units

- A. The HACH and the owner will enter into an Agreement to Enter into a HAP Contract for Project Based Voucher provided by HUD (AHAP).

- B. "Timely Completion" of the development shall be defined in the AHAP.
- C. If the development work is not completed(i.e. occupying permit being issued) within the timely completion period, HACH reserves the right to either terminate the AHAP or provide an extension to the timely completion period.
- D. HACH may, as needed determine the acceptability of work drawings and specifications and require additional drawings and specifications in the work description section of the AHAP.
- E. The AHAP cannot be executed until after the HACH receives approval of the subsidy layering review(if needed) and approval of the environmental review.
- F. After receiving the approval in item E (above) the AHAP shall be executed within 30 calendar days.
- G. The AHAP will clearly describe the required evidence of completion that will be provided by the owner.
- H. HACH will review all evidence of completion and either approve or require additional evidence.
- I. HACH will use the HUD issued Project Based Voucher Housing Assistance payments(HAP) contract.
- J. For existing housing, the HAP contract shall be executed within fourteen(14) calendar days after the units and buildings pass HQS inspection.
- K. For newly constructed or rehabilitated housing, the HAP contract will be executed fourteen calendar days after:
  - 1. HACH has inspected the completed units and buildings and determined the development work was completed pursuant to the AHAP.
  - 2. The owner has submitted all required evidence of completion; and
  - 3. HACH has accepted the evidence of completion.
- L. The term of the HAP Contract will be for ten years unless there is a documented and compelling reason for a lesser term of not less than one year.

VI. Conduct of Development Work

- A. If needed, HACH shall monitor Davis-Bacon wage requirements bi-weekly.
- B. HACH will maintain adequate documentation in an easily audited format for all items required to be monitored per the AHAP.
- C. HACH will provide a Documentation of Completion Certification to the owner pursuant with 24CFR 983.155.

VII. Extension of HAP Contract

- A. The HAPC ontract may be extended for terms of up to five years if deemed appropriate by HACH.
- B. When determining appropriateness for a HAP Contract extension, HACH may consider:
  - 1. The owners history of compliance with the HAP contract;
  - 2. The owners history of properly screening clients and enforcing the lease;
  - 3. The PBV units can still be properly supported by the PHA Five Year and Annual Plan or other documented community needs; and
  - 4. HACH determines that PBV is still the best use of the Housing Choice Voucher Program Budget Authority.

VIII. Substitution and Addition of Contract Units

- A. When considering the substitution of a contract unit, in addition to the substitute unit meeting HQS, HACH may take into consideration:
  - 1. A request for reasonable accommodation;
  - 2. Changes in the condition or use of units in the building;
  - 3. A resulting improvement in program or building management; and
  - 4. Other reasonable justifications.
- B. Wbn adding units to the PBV HAP Cntract during the first three years of the contract, HACH may take into consideration:

1. The regulatory limits per building and budget authority ;
2. A request for reasonable accommodation;
3. Changes in the condition or use of units in the building;
4. A resulting improvement in program or building management; and
5. Other reasonable justifications.

IX. Condition of Contract Unit

- A. When determining the need for additional HQS requirements, the following items may be considered:
1. Assurance of continued compliance with any design, architecture or or quality requirements listed in the AHAP or HAP Contract; and
  2. Request for reasonable accommodation.
- B. Additional HQS requirements are located in the HQS section of the Section 8 Administrative Plan.

X. Management

A. Owner Responsibilities

1. The owner shall develop a written management plan that will be reviewed by HACH during the proposal evaluation/rating process.
2. HACH will review the owner's compliance performance with the HAP Contract on or about the anniversary date of the contract.
3. The owner shall appropriately screen applicants referred by HACH.
4. Provide the PHA with a copy of any termination of tenancy notifications on the following business day.
5. Offer vacant, accessible units to a family with one or more members with a disability requiring accessibility features of the vacant unit.

B. Waiting List and Selection for Participation

1. HACH will establish a separate waiting list for each PBV project unless increased efficiency can be achieved by having the same waiting list for two or more PBV developments.

2. All applicants of the appropriate bedroom size(s) on the Section 8 HCV Program will have the opportunity to be placed on the PBV waiting list when it is first established.
3. Applicants who pass the HUD required Section 8 Program screening will be referred to the Owner.
4. HACH may place families referred by the owner of project-based voucher units on its PBV waiting list. Families will be referred to housing units from the waiting list.
5. Concerning Income Targeting, in any fiscal year, not less than 75% of families admitted to the combined tenant-based and project-based voucher program should be extremely low-income families.
6. PBV units will not remain vacant for an excessive period of time to meet the Income targeting percentage.

#### C. Filing Vacant Units

1. When the Owner notifies HACH of vacancies in the PBV units, HACH will refer to the owner one or more families of the appropriate size on the waiting list. A family that refuses the offer of a unit with Project-Based assistance will maintain its place on the waiting list.
2. The owner must notify HACH within two(2) business days of learning of a vacancy.
3. The owner will confirm occupancy, usually through rent payment, once each month.
4. HACH will refer applicants to the Owner within two(2) business days after receiving notice of vacancies. Such referral shall be in the form of providing the Owner with a copy of the Section 8 pre-application or application.
5. The Owner must rent all vacant units to eligible families referred by HACH from its waiting list. The HACH will determine eligibility for participation in accordance with HUD requirements.
6. If the HACH does not refer a sufficient number of interested applicants on the HACH Waiting List to the Owner within thirty(30) calendar days of the Owner's notification to HACH of a vacancy, the Owner may advertise for

or solicit applications from eligible very low-income families. The Owner must refer these applicants to HACH to determine final eligibility.

7. The Owner shall notify rejected applicants within three(3) business days of the decision in writing with a copy to HACH.

#### D. Briefing the Family

1. Within five(5) business days after accepting PBV, HACH will provide an oral briefing and a written briefing packet pursuant to 24CFR 983.252.

#### E. Overcrowded and Under Occupied Units

1. If HACH determines that a contract unit is not decent, safe and sanitary due to an increase in family size that causes the unit to be overcrowded or that a contract unit is larger than appropriate for the size of the family in occupancy under HACH's occupancy standards, HACH will offer the family an appropriate size unit through the following resources as applicable and in the order:
  - a. A PBV unit in the same building;
  - b. A PBV unit in another building;
  - c. A Section 8 Housing Choice Voucher;
  - d. A Public Housing unit; or
  - e. A unit in another project-based program

### XI. Reduction of Number of Units Covered by HAP Contract

- A. Owners must lease all assisted units under HAP Contract to eligible families. Leasing of vacant units to ineligible tenants is a violation of the HAP Contract and grounds for all available legal remedies including suspension or debarment from HUD contracts and reducing the number of contract units.
- B. HACH may reduce the number of units if a unit is vacant for 120 days since Notice of Vacancy from the Owner to HACH and HACH has made good faith efforts to refer applicant to Owner.
- C. Restoration
  1. The PHA will agree to an amendment of the HAP contract to provide Subsequent restoration of any reduction made, if:
    - a. The PHA determines that the reduction is justified by demand
    - b. The Owner otherwise has a record of compliance with obligations under the HAP contract and

- c. Contract authority is available.

XII. Maintenance and Inspections

- A. The owner must provide all services, maintenance and utilities as agreed under the HAP Contract, subject to abatement of housing assistance payments or other applicable remedies if the owner fails to meet these obligations.
- B. HACH will inspect 100% of the PBV units under contract at least annually and at other times as may be necessary to assure the owner is meeting the obligations to maintain the units in decent, safe and sanitary condition and to provide the agreed upon utilities and services.
- C. If HACH notifies the owner the unit(s) under contract are not in decent, safe and safe sanitary condition and the owner fails to take corrective action within the time prescribed in the notice, HACH may exercise any or all of its rights or remedies under the HAP Contract, including abatement of the housing assistance payment or termination of the HAP Contract.

XIII. Rent and Housing Assistance Payments

- A. The Owner will not charge more than one month's rent as a security deposit and will not charge a security deposit that is higher than non-subsidized units.
- B. HACH will maintain documents to clearly justify the determination of rent to owner pursuant to 24CFR 983.301.
- C. Rent Adjustments
  - 1. If the Owner wishes a rent increase, the Owner must request a rent increase by written notice to HACH at least 90 days before the HAP Contract anniversary date.
  - 2. To be eligible for an increase, the Owner must comply with all requirements of the HAP Contract, including HQS for all contract units.
  - 3. The adjusted rent will be reasonable in comparison with rents charged for comparable dwelling units in the private, unassisted local market.
- D. Special rent adjustments

1. A special rent adjustment may be approved only to reflect increases in the actual and necessary cost of owning and maintaining the contract units due to substantial and general increases in:
  - a. Real Property taxes;
  - b. Special governmental assessments;
  - c. Cost of utilities not covered by regulated rates.
2. The owner must submit financial information, as requested by HACH, that supports the request for a special adjustment.

#### E. Owner Certification of Rent

1. By accepting each monthly housing assistance payment from the PHA, the owner certifies that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises.

#### F. Reasonable Rent

1. The HACH will not enter into an agreement or HAP Contract until it is determined the initial rent to the owner is a reasonable rent in comparison to rent for other comparable unassisted units. To make this determination the HACH will consider:
  - a. the location, quality, size, unit type, and age of the contract unit; and
  - b. any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with the lease.
2. The initial rent to the owner for a unit may not exceed the reasonable rent as determined by the PHA in accordance with 24 CFR 983.

#### G. FMR/Exception Rent Limit

The initial gross rent for the unit shall not exceed 110% of the established Fair Market Rent on the date the Agreement to enter into a HAP Contract is executed. The FMR/exception rent is determined by HACH in accordance with 24 CFR 982.504.

## **NOTICE**

**The Nelrod Company has made its best efforts to comply with regulations, laws and Federal/local policies. The Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that the Housing Authority's general counsel and/or attorney review this policy prior to approval by the Board of Commissioners.**

**The Nelrod Company is not responsible for any changes made to these policies by any party other than The Nelrod Company.**

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