

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)

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.

Streamlined Annual PHA Plan for Fiscal Year: 2008

PHA Name: Princeville Housing Authority

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: Princeville Housing Authority **PHA Number:** NC169

PHA Fiscal Year Beginning: (mm/yyyy) January 2008

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units:
 Number of S8 units:
 Number of public housing units: 50
 Number of S8 units:

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: Sandra Perry Phone: (252) 823-3889
 TDD: N/A Email (if available): sperry-pvha@earthlink.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)]

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[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.

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	1. Capital PE Reports: (nc169b01, nc169b02)	
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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; (NC169

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

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

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

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

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? **None**

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

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):

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?

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)?

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):

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 Princeville**

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

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):

**City of Princeville Housing Authority Admissions
And Continued Occupancy Policy**

1. GENERAL STATEMENT OF MISSION, NONDISCRIMINATION AND PRIVACY

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

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

The Authority shall not automatically deny admission to any particular group or category of otherwise eligible families nor will any criteria be applied, or information be considered, pertaining

to attributes or behavior that may be imputed by some to a particular group or category. All criteria applied and information considered in administering this policy shall elate soley to the attributers and behavior of the individual members of the household.

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

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

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)

Continue to communicate with the City of Princeville and the Housing Authority to determine ways to meet the housing needs of the community.

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<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
	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
N/A	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. <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. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	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 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
Unavailable (TBD)	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
Unavailable (TBD)	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Section 8 informal review and hearing procedures. <input 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
X	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
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <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
N/A	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
N/A	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). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
N/A	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) (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 SEE ATTACHMENT nc169a01 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: 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 Part I: Summary						SEE ATTACHMENT nc169a01	
PHA Name						<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:		
	Annual Statement						
CFP Funds Listed for 5-year planning							
Replacement Housing Factor Funds							

Annual Statement /Performance and Evaluation Report

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

PHA Name: <div style="text-align: center; color: blue; font-weight: bold;"> Princeville Housing Authority (NC169) </div>	Grant Type and Number Capital Fund Program Grant No. NC19P169501-08 Replacement Housing Factor Grant No:	Federal FY of Grant: <div style="text-align: center; color: blue; font-weight: bold;">2008</div>
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- | | | |
|---|--|---|
| <input checked="" 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	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$15,017.20	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$7,508.60	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$3,500.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$6,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$3,500.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$27,546.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$3,700.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$1,500.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$6,814.20	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	9000 Debt Services Repayment	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$75,086.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Princetonville Housing Authority		Grant Type and Number Capital Fund Program Grant NC19P169501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Operations	1406		\$0.00				
HA-Wide Mgmt. Improvmts	Management Improvement	1408		\$15,017.20				
			Total 1408	\$15,017.20				
HA-Wide Admin	Administration	1410		\$7,508.60				
	Audit Cost	1411		\$3,500.00				
			Total 1411	\$3,500.00				
HA-Wide Fees and Costs	Fees & Costs	1430		\$6,000.00				
	Maps & Surveys	1440		\$0.00				
	Speed Bumps	1450		\$3,500.00				
			Total 1450	\$3,500.00				
HA-Wide	Nonroutine vacancy prep.	1460		\$5,000.00				
	Occupied Painting	"		\$5,000.00				
	Unexpected physical needs	"		\$17,546.00				
"		"						
			Total 1460	\$27,546.00				
"	Appliances Dwelling Equipment	1465		\$3,700.00				
			Total 1465	\$3,700.00				
	Non-Dwelling Structures	1470		\$1,500.00				
"	Non-Dwelling Equipment	1475		\$5,000.00				
	Office Supplies	"		\$1,814.20				
			Total 1475	\$6,814.20				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Princetonville Housing Authority					<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: ___
Development Number/Name/HA-Wide	Year 1 2008	Work Statement for Year 2 FFY Grant: 2009 PHA FY:	Work Statement for Year 3 FFY Grant: 2010 PHA FY:	Work Statement for Year 4 FFY Grant: 2011 PHA FY:	Work Statement for Year 5 FFY Grant: 2012 PHA FY:
Princetonville 50 Units	Statement	\$2,242	\$2,242	\$2,242	\$2,242
Management Improvement		\$33,500	\$33,500	\$33,500	\$33,500
0		\$0	\$0	\$0	\$0
HA-Wide Physical Activities		\$40,246	\$40,246	\$40,246	\$40,246
HA-Wide Non-Physical Activities		\$0	\$0	\$0	\$0
HA-Wide Contingency @ X%		\$0	\$0	\$0	\$0
CFP Funds Listed for Debt Services					
5-year planning		\$75,988	\$75,988	\$75,988	\$75,988
Replacement Housing					
Factor Funds		\$0	\$0	\$0	\$0

**Capital Fund Program Five-Year Action Plan
Part I: Summary (Continuation)**

HA Name:						<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: ___
Princeville Housing Authority						
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5	
	2008	FFY Grant: 2009 PHA FY:	FFY Grant: 2010 PHA FY:	FFY Grant: 2011 PHA FY:	FFY Grant: 2012 PHA FY:	
XX Y-09, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-10, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-11, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-12, Anywhere Homes	See	\$0	\$0	\$0	\$0	
XX Y-13, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-14, Anywhere Homes	Annual	\$0	\$0	\$0	\$0	
XX Y-15, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-16, Anywhere Homes	Statement	\$0	\$0	\$0	\$0	
XX Y-17, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-18, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-19, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-20, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-21, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-22, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-23, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-24, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-25, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-26, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-27, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-28, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-29, Anywhere Homes		\$0	\$0	\$0	\$0	
XX Y-30, Anywhere Homes		\$0	\$0	\$0	\$0	

\$0

\$0

\$0

\$0

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

Activities for Year 1 2008	Activities for Year 2 FFY Grant: 2009 PHA FY:			Activities for Year 3 FFY Grant: 2010 PHA FY:								
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost						
	HA-Wide Physical Improvements	HA-WIDE Site: Misc. Sewage & Clean Outs	\$22,246	HA-Wide Physical Improvements	HA-WIDE Site: Misc. Sewage & Clean Outs	\$22,246						
		Total Site:	\$22,246		Total Site:	\$22,246						
		ON-DEMAND Mech. and Electrical: None	\$0		ON-DEMAND Mech. and Electrical: None	ON-DEMAND Mech. and Electrical: None	\$0					
		Total M&E:	\$0			Total M&E:	\$0					
		ON-DEMAND Building Exterior: None	\$0			ON-DEMAND Building Exterior: None	ON-DEMAND Building Exterior: None	\$0				
		Total B.E.:	\$0				Total B.E.:	\$0				
		ON-DEMAND Dwelling Units: Unexpected physical Needs	\$10,000				ON-DEMAND Dwelling Units: Unexpected physical Needs	ON-DEMAND Dwelling Units: Unexpected physical Needs	\$10,000			
		Total DUs:	\$10,000					Total DUs:	\$10,000			
		HA-WIDE Dwelling Equipment: None	\$2,500					HA-WIDE Dwelling Equipment: None	HA-WIDE Dwelling Equipment: None	\$2,500		
		Total D.E.:	\$2,500						Total D.E.:	\$2,500		
		HA-WIDE Interior Common Areas: None	\$0						HA-WIDE Interior Common Areas: None	HA-WIDE Interior Common Areas: None	\$0	
		Total ICAs:	\$0							Total ICAs:	\$0	
		HA-WIDE Site-Wide Facilities: None	\$2,500							HA-WIDE Site-Wide Facilities: None	HA-WIDE Site-Wide Facilities: None	\$2,500
		Total SWFs:	\$2,500								Total SWFs:	\$2,500
		HA-WIDE Nondwelling Equipment: None	\$3,000								HA-WIDE Nondwelling Equipment: None	HA-WIDE Nondwelling Equipment: None
Total NDE:	\$3,000	Total NDE:	\$3,000									
Subtotal of Estimated Cost		\$40,246	Subtotal of Estimated Cost									\$40,246

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

Activities for Year 1 2008	Activities for Year 4 FFY Grant: 2011 PHA FY:			Activities for Year 5 FFY Grant: 2012 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	HA-Wide Physical Improvements	HA-WIDE Site: Misc. Sewage & Clean Outs	\$22,246	HA-Wide Physical Improvements	HA-WIDE Site: Misc. Sewage & Clean Outs	\$22,246
		Total Site:	\$22,246		Total Site:	\$22,246
		ON-DEMAND Mech. and Electrical: None	\$0		ON-DEMAND Mech. and Electrical: Electrical Panel Boxes	\$0
		Total M&E:	\$0			Total M&E:
		ON-DEMAND Building Exterior: None	\$0		ON-DEMAND Building Exterior: None	\$0
		Total B.E.:	\$0			Total B.E.:
		ON-DEMAND Dwelling Units: Unexpected physical Needs	\$10,000		ON-DEMAND Dwelling Units: Unexpected physical Needs	\$10,000
		Total DUs:	\$10,000			Total DUs:
		HA-WIDE Dwelling Equipment: None	\$2,500		HA-WIDE Dwelling Equipment: None	\$2,500
		Total D.E.:	\$2,500			Total D.E.:
		HA-WIDE Interior Common Areas: None	\$0		HA-WIDE Interior Common Areas: None	\$0
		Total ICAs:	\$0			Total ICAs:
		HA-WIDE Site-Wide Facilities: None	\$2,500		HA-WIDE Site-Wide Facilities: None	\$2,500
		Total SWFs:	\$2,500			Total SWFs:
HA-WIDE Nondwelling Equipment: None	\$3,000	HA-WIDE Nondwelling Equipment: None	\$3,000			
Total NDE:	\$3,000		Total NDE:	\$3,000		
	Subtotal of Estimated Cost		\$40,246	Subtotal of Estimated Cost		\$40,246

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

Activities for Year 1 2008	Activities for Year 2 FFY Grant: 2009 PHA FY:			Activities for Year 3 FFY Grant: 2010 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Princeville 50 Units	Site: Landscaping	\$2,242	Princeville 50 Units	Site: None	\$2,242
		Total Site:	\$2,242		Total Site:	\$2,242
		Mechanical and Electrical:	\$0		Mechanical and Electrical: HVAC	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: None	\$0		Building Exterior: Windows	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: HVAC	\$0		Dwelling Equipment:	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
	Nondwelling Equipment: None	\$0		Nondwelling Equipment: None	\$0	
	Total NDE:	\$0		Total NDE:	\$0	
	Subtotal of Estimated Cost		\$2,242	Subtotal of Estimated Cost		\$2,242

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

Activities for Year 1 2008	Activities for Year 4 FFY Grant: 2011 PHA FY:			Activities for Year 5 FFY Grant: 2012 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Princeville 50 Units	Site:		Princeville 50 Units	Site:	
		Landscaping	\$2,242		None	\$2,242
		Total Site:	\$2,242		Total Site:	\$2,242
		Mechanical and Electrical:			Mechanical and Electrical:	
			\$0		HVAC	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior:			Building Exterior:	
		None	\$0		Windows	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units:			Dwelling Units:	
		None	\$0		None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment:			Dwelling Equipment:	
		HVAC	\$0			\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas:			Interior Common Areas:	
		None	\$0		None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities:			Site-Wide Facilities:	
		None	\$0		None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		Nondwelling Equipment:			Nondwelling Equipment:	
None	\$0		None	\$0		
Total NDE:	\$0		Total NDE:	\$0		
Subtotal of Estimated Cost		\$2,242	Subtotal of Estimated Cost		\$2,242	

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

Activities for Year 1 2008	Activities for Year 2 FFY Grant: 2009 PHA FY:			Activities for Year 3 FFY Grant: 2010 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Management Improvement	Site: Management Improvement	\$33,500	Management Improvement	Site: Management Improvement	\$33,500
		Total Site:	\$33,500		Total Site:	\$33,500
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: None	\$0		Building Exterior: None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		Nondwelling Equipment: None	\$0		Nondwelling Equipment: None	\$0
		Total NDE:	\$0		Total NDE:	\$0
		Subtotal of Estimated Cost			\$33,500	Subtotal of Estimated Cost

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

Activities for Year 1 2008	Activities for Year 4 FFY Grant: 2011 PHA FY:			Activities for Year 5 FFY Grant: 2012 PHA FY:											
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost									
	Management Improvement	Site: Management Improvement	\$33,500	Management Improvement	Site: Management Improvement	\$33,500									
		Total Site:	\$33,500		Total Site:	\$33,500									
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	Mechanical and Electrical: None	\$0								
		Total M&E:	\$0			Total M&E:	\$0								
		Building Exterior: None	\$0			Building Exterior: None	Building Exterior: None	\$0							
		Total B.E.:	\$0				Total B.E.:	\$0							
		Dwelling Units: None	\$0				Dwelling Units: None	Dwelling Units: None	\$0						
		Total DUs:	\$0					Total DUs:	\$0						
		Dwelling Equipment: None	\$0					Dwelling Equipment: None	Dwelling Equipment: None	\$0					
		Total D.E.:	\$0						Total D.E.:	\$0					
		Interior Common Areas: None	\$0						Interior Common Areas: None	Interior Common Areas: None	\$0				
		Total ICAs:	\$0							Total ICAs:	\$0				
		Site-Wide Facilities: None	\$0							Site-Wide Facilities: None	Site-Wide Facilities: None	\$0			
		Total SWFs:	\$0								Total SWFs:	\$0			
		Nondwelling Equipment: None	\$0								Nondwelling Equipment: None	Nondwelling Equipment: None	\$0		
		Total NDE:	\$0									Total NDE:	\$0		
		Subtotal of Estimated Cost										\$33,500	Subtotal of Estimated Cost		\$33,500

Annual Statement /Performance and Evaluation Report

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

PHA Name: <div style="text-align: center; color: blue; font-weight: bold;"> Princeville Housing Authority (NC169) </div>	Grant Type and Number Capital Fund Program Grant No. NC19P169501-06 Replacement Housing Factor Grant No:	Federal FY of Grant: <div style="text-align: center; color: blue; font-weight: bold;">2006</div>
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|---|--|---|
| <input type="checkbox"/> Original Annual Statement | <input type="checkbox"/> Reserve for Disasters/Emergencies | <input type="checkbox"/> Revised Annual Statement (revision no:) |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/18/2007 | | <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	\$0.00	\$15,000.00	\$0.00	\$0.00
3	1408 Management Improvements	\$14,000.00	\$14,000.00	\$13,100.00	\$13,100.00
4	1410 Administration	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
5	1411 Audit	\$5,000.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$6,000.00	\$3,155.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$15,742.00	\$11,000.00	\$4,000.00	\$4,000.00
10	1460 Dwelling Structures	\$23,246.00	\$11,200.00	\$2,000.00	\$2,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$1,500.00	\$3,500.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$1,500.00	\$1,500.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$2,000.00	\$7,000.00	\$3,730.00	\$3,730.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	9000 Debt Services Repayment	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$75,988.00	\$73,355.00	\$29,830.00	\$29,830.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Princetonville Housing Authority		Capital Fund Program Grant NC19P169501-06 Replacement Housing Factor Grant No:			2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Operations	1406		\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	
HA-Wide Mgmt. Improvmts	Management Improvement	1408		\$14,000.00	\$14,000.00	\$13,100.00	\$13,100.00	
			Total 1408	\$14,000.00	\$14,000.00	\$13,100.00	\$13,100.00	
HA-Wide Admin	Administration	1410	Total 1410	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	
	Audit Cost	1411	Total 1411	\$5,000.00	\$0.00	\$0.00	\$0.00	
HA-Wide Fees and Costs	Fees & Costs	1430	Total 1430	\$6,000.00	\$3,155.00	\$0.00	\$0.00	
	Maps & Surveys	1440	Total 1440	\$0.00	\$0.00	\$0.00	\$0.00	
	Remove Dead Trees	1450		\$3,742.00	\$5,000.00	\$4,000.00	\$4,000.00	
	Exterior Lighting		Total 1450	\$12,000.00	\$6,000.00	\$0.00	\$0.00	
				\$15,742.00	\$11,000.00	\$4,000.00	\$4,000.00	
HA-Wide	Nonroutine vacancy prep.	1460		\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
	Vanities & Sinks	"	12 units	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	
	Security Screen Doors	"	30 units	\$15,000.00	\$3,000.00	\$3,000.00	\$3,000.00	
"	Unexpected physical needs	"		\$2,546.00	\$2,500.00	\$2,500.00	\$2,500.00	
			Total 1460	\$23,246.00	\$11,200.00	\$2,000.00	\$2,000.00	
"	Appliances Dwelling Equipment	1465		\$1,500.00	\$3,500.00	\$3,500.00	\$3,500.00	
			Total 1465	\$1,500.00	\$3,500.00	\$0.00	\$0.00	
	Non-Dwelling Structures	1470	Total 1470	\$1,500.00	\$1,500.00	\$0.00	\$0.00	
"	Non-Dwelling Equipment	1475		\$1,000.00	\$2,000.00	\$0.00	\$0.00	
	Office Supplies	"		\$1,000.00	\$5,000.00	\$3,730.00	\$3,730.00	
			Total 1475	\$2,000.00	\$7,000.00	\$3,730.00	\$3,730.00	

Annual Statement /Performance and Evaluation Report

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

PHA Name: <p style="text-align: center; color: blue;">Princetonville Housing Authority (NC169)</p>	Grant Type and Number Capital Fund Program Grant No. NC19P169501-07 Replacement Housing Factor Grant No:	Federal FY of Grant: <p style="text-align: center; color: blue;">2007</p>
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|---|--|---|
| <input type="checkbox"/> Original Annual Statement | <input type="checkbox"/> Reserve for Disasters/Emergencies | <input type="checkbox"/> Revised Annual Statement (revision no:) |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/18/07 | | <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	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$15,017.20	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$7,508.60	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$3,500.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$6,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$3,500.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$27,546.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$3,700.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$1,500.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$6,814.20	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	9000 Debt Services Repayment	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$75,086.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Princeville Housing Authority		Capital Fund Program Grant NC19P169501-07 Replacement Housing Factor Grant No:			2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Operations	1406		\$0.00				
HA-Wide Mgmt. Improvmts	Management Improvement	1408		\$15,017.20				
			Total 1408	\$15,017.20				
HA-Wide Admin	Administration	1410	Total 1410	\$7,508.60				
	Audit Cost	1411	Total 1411	\$3,500.00				
HA-Wide Fees and Costs	Fees & Costs	1430	Total 1430	\$6,000.00				
	Maps & Surveys	1440	Total 1440	\$0.00				
	Speed Bumps	1450	Total 1450	\$3,500.00				
				\$3,500.00				
HA-Wide	Nonroutine vacancy prep.	1460		\$5,000.00				
	Occupied Painting	"		\$5,000.00				
	Unexpected physical needs	"		\$17,546.00				
"		"	Total 1460	\$27,546.00				
"	Appliances Dwelling Equipment	1465		\$3,700.00				
			Total 1465	\$3,700.00				
	Non-Dwelling Structures	1470	Total 1470	\$1,500.00				
"	Non-Dwelling Equipment	1475		\$5,000.00				
	Office Supplies	"		\$1,814.20				
			Total 1475	\$6,814.20				

**Violence Against Women and Department of Justice
Reauthorization Act of 2005**

Goal: In order to enhance the quality of life for families that are victims of domestic violence, dating assault, sexual assault and stalking, Princeville Housing Authority (PVHA) will assist other agencies and provide support to the abused families and individuals by public housing residents awareness, exercise discretion, sensitivity and provide excellent service and referrals.

Objective: Make referrals to agency partners based on individual needs; provide decent and affordable housing for victims of domestic violence, dating assault, sexual assault, and stalking. PVHA will educate staff and residents on the seriousness of domestic violence.

Services – Programs – Activities:

1. Ban abuser from PVHA property
2. Make agency referrals to agency partners based on the victim(s) needs.
3. Staff and Residents training classes
4. Keep a current list of PVHA domestic violence victims
5. Encourage Residents to report anyone in the public housing community that are victims of abuse.
6. Encourage victims of domestic violence to participate in counseling programs and report any incidents.
7. Have PVHA police to check residences suspected of non reported domestic violence

Required Attachments - Resident Member of the PHA Governing Board

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

A. Name of resident member(s) on the governing board: James McNeil

B. How was the resident board member selected: (select one)?

Elected

Appointed

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

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

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

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

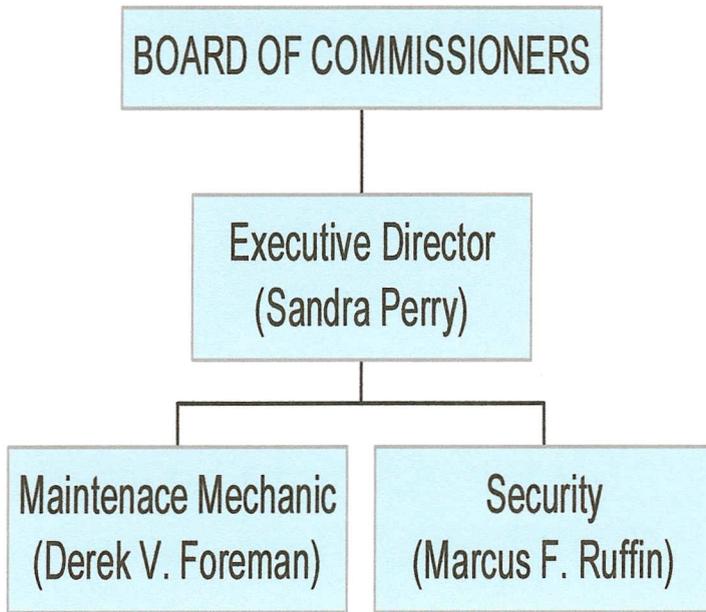
Other

3. Date of next term expiration of a governing board member:

4. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

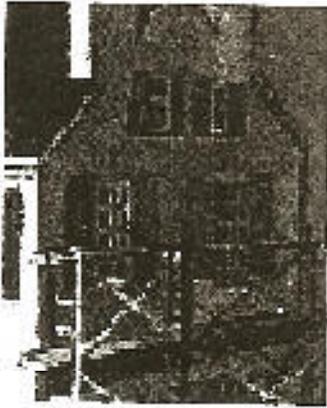
Mayor Delia Perkins
City of Princeville
P.O. Box 1057
Princeville, NC 27886

Princeville Housing Authority Organizational Chart



CITY OF PRINCETVILLE HOUSING AUTHORITY

PET POLICY



ADOPTED: _____

City of Princeville Housing Authority

Pet Policy

OVERVIEW

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

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

REQUIREMENTS

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

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

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

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

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

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

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

- 1) The tenant shall sign the Pet Permit and Agreement, as an amendment to the Dwelling Lease. The original Pet Permit and Agreement shall be kept in the tenant file and a copy of each kept in the general pet policy file. This Dwelling Lease Amendment contains the rights and responsibilities of the tenant and management with respect to pet ownership.
- 2) **Only common household pets are permitted.** Common "household" pets shall be limited to domesticated dogs, cats, fish, birds and turtles that are traditionally kept in the home rather than for commercial or other purposes.
- 3) The tenant is required to provide a picture of the pet(s).
- 4) The number and size of the pet(s) is limited to one type of pet as follows:
 - a) Dogs and cats - limit of one dog or cat per household - Dogs cannot exceed 30 pounds; or
 - b) Birds - limit of two per household, no larger than a parakeet - Birds must be kept in a cage at all times; or
 - c) Fish - limit of one tank per household with a maximum capacity of 20 gallons, and no more than 20 small non-poisonous fish; or
 - d) Turtles - no more than two per household, small in size. Turtles must be kept in a cage or other container at all times.

- 5) All dog and cat owners must present proof that their pet is registered with the Princeville Housing Authority and identification tags must be worn at all times.
- 6) The tenant must be able to maintain control over their pets. Dogs and cats must remain within the unit and not be allowed outside, unattended, at any time.
- 7) If the tenant's pet deposit does not cover the damages, management and the tenant will agree on a payment plan to pay for the damage as well as replacement of the pet deposit. The pet deposit is separate from, and in addition to, any security deposit held on behalf of the tenant by the Princeville Housing Authority. The pet deposit will be returned to the pet owner within 30 days of the day the pet is removed or within 30 days of the day the tenant vacates the unit.
- 8) The Princeville Management, at its sole discretion, may randomly and periodically inspect the units of pet owners with appropriate notice to ensure compliance.

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

- 9) Pets must be restrained and prevented from digging, gnawing, chewing, scratching or otherwise defacing property including doors, walls, windows, screens, floors and window coverings, other units, common areas, buildings, landscaping or shrubs.
- 10) No pet is allowed at any time in community/recreation rooms, laundry rooms or other interior or exterior sitting areas.
- 11) Pet owners shall be liable for damage caused by their pets. The Princeville Housing Authority shall require of the tenant payment of a pet deposit as follows:
 - A payment of \$100 for each dog or cat
 - \$100/fish tank or other tank with turtles
 - \$25 for small birds such as parakeets, finches, etc.
- 12) The tenants must board their pets (except for fish) away from the development or make other arrangements for the care of their pets when they intend to leave their unit for 24 hours or more. The Pet Permit and Agreement requires tenants to provide the Princeville Management with the name and phone number of a relative or friend who has agreed to assume

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

- 13) The Princeville Housing Authority staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where there is an unattached animal. If the Princeville Management is unable to perform necessary work in the unit due to an unattached animal, the tenant may be terminated and evicted for failure to allow Princeville staff access to the unit.
- 14) Pet owners are expected to exercise responsible and courteous behavior so that the presence of their pet on the property in no way violates the rights of others to peaceful enjoyment of the premises. A tenant will be fully responsible for any disturbance or injury to other tenants or the Princeville Housing Authority staff caused by its pet. Any disturbance or injury will be a violation of the pet policy and rules and the tenant's lease, and the Princeville Housing Authority may at its sole discretion require the tenant to remove the pet immediately or within ten (10) days, terminate the pet owner's tenancy or both.
- 15) The Princeville Housing Authority may impose fines upon tenants for the violation of any pet rule contained herein. At the time a pet owner first violates any rule, the Princeville Management will send the owner a written warning and a \$50.00 fine will be assessed. This fine is in addition to any necessary costs of repair. The Princeville Housing Authority may assess additional \$50.00 fines for subsequent violations, and may request the tenant to remove the pet or be subject to eviction after three violations.
- 16) Tenants or prospective tenants who claim that a particular animal is used to assist persons with disabilities and who want to be exempt from the provisions of these Pet Rules must provide the Princeville Housing Authority with:
 - a) A certification that the tenant or prospective tenant or a member of his or her family is a person with a disability; and
 - b) Documentation that the animal has been trained to assist persons with that specific disability and actually assists the person with that disability

CITY OF PRINCEVILLE HOUSING AUTHORITY

PET PERMIT AND AGREEMENT

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

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

NAME _____

ADDRESS _____ PHONE NO. _____

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

(1) _____
DESCRIPTION _____

(2) _____
DESCRIPTION _____

NAME _____

NAME _____

DATE _____

DATE _____

REPRESENTATIVE _____

RESIDENT _____

RESIDENT _____

RESIDENT _____

PRINCEVILLE HOUSING AUTHORITY

GRIEVANCE PROCEDURE

1. APPLICABILITY

- A. The Princeville Housing Authority (PHA) procedure shall be applicable to all individual grievances between the Resident or Resident Organization and the PHA, provide that the PHA excludes from its procedure: (1) any grievance concerning an eviction or termination of residency based upon a Resident's or Resident Organization creation or maintenance of a threat to the health or safety of other residents or PHA employees, or rights to peaceful enjoyment of the premises; (2) any drug related drug-related criminal activity on or near PHA premises.
- B. The PHA grievance procedure shall not be applicable to disputes between Residents or Resident Organizations not involving the PHA to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the PHA's Board of Commissioners.

2. REQUIREMENTS

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

3. DEFINITIONS

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

- A. "Grievance" shall mean any dispute which a resident may have with respect to PHA action or failure to act in accordance with the individual resident's lease or PHA regulations which adversely effect the individual resident's rights, duties, welfare, or status.
- B. "Complainant" shall mean any resident whose grievance is presented at the community management office.
- C. "Elements of due Process" shall mean an eviction action or termination of tenancy in a state or local court in which the following procedural safeguards are required:
- (1) Adequate notice to the resident of the grounds for eviction;
 - (2) Opportunity for the resident to examine all relevant documents, records, and regulations of the PHA prior to the trial for the purpose of preparing a defense;
 - (3) Right of the resident to be represented by counsel;

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

- D. "Hearing Officer" shall mean a person selected to hear grievances and render a decision with respect thereto.
- E. "Resident" shall mean any lessee (the adult person or person other than a live-in aide) or the remaining head of the household of any resident family residing in the dwelling unit.
- F. "Resident Organization" shall include a resident management corporation.

4. **INFORMAL SETTLEMENT OF GRIEVANCE**

Any grievance shall be personally presented in writing to the office of the community in which the complaint resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within a reasonable time, and one copy shall be given to the resident and one retained in the PHA's resident file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and specific reasons therefor, and shall specify the procedures by which a hearing may be obtained if the complaint is not satisfied.

5. **PROCEDURE TO OBTAIN A HEARING**

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

- (1) The reasons for the grievance, and
- (2) The action or relief sought.

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

A Hearing Officer shall be selected as follows:

- a) The Hearing Officer shall be an impartial, disinterested person selected jointly by the PHA and the complainant.
- b) The PHA shall consult the Resident Organizations) before PHA appointment of each Hearing Officer. The PHA before the appointment shall consider any comments or recommendations submitted by the Resident Organizations).

- C. Failure to Request a Hearing. If a complainant does not request a hearing in accordance with this paragraph, then the PHA's disposition of the grievance shall become final, provided that failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the PHA's action in disposing of the complaint in an appropriate judicial proceeding.
- D. Escrow Deposit. Before a hearing is scheduled in any grievance involving the amount of rent PHA claims is due, the complainant shall pay to the PHA an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by the decision of the Hearing Officer. The PHA in extenuating circumstances may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure, provided that failure to make payment shall not constitute a waiver of any right the complainant may have to contest the PHA's disposition of his grievance in any appropriate judicial proceeding.
- E. Scheduling of Hearings. Upon complainant's compliance with paragraphs A and D of this section, the Hearing Officer shall schedule a hearing promptly for a time and place reasonably convenient to both the complainant and the PHA. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and appropriate PHA official.

PROCEDURES GOVERNING THE HEARING.

- A. The hearing shall be held before a Hearing Officer appropriate.
- B. The complainant shall be afforded a fair hearing providing the basic safeguards of due process, which shall include:
 - (1) The opportunity to examine before the hearing and, at the expense of the complainant, to copy all documents, records, and regulations of the PHA that is relevant to the hearing. Any document not so made available after request thereof by the complainant may not be relied on by the PHA at the hearing;
 - (2) The right to be represented by counsel or other person chosen as his or her representative and to such person makes statements on the resident's behalf;
 - (3) The right to a private hearing unless the complainant request a public hearing;
 - (4) The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by the PHA or project management, and to confront and cross-examine all witnesses upon whose testimony or information the PHA or Community Management relies; and
 - (5) A decision based solely and exclusively upon the facts presented at the hearing.

- (6) The PHA must provide reasonable accommodation for person with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants. If the Resident is visually impaired, any notice to the tenant, which is required, must be in an accessible format.
- C. The Hearing Officer may render a decision without proceeding with the hearing, if the Hearing Officer determines that the issue has been previously decided in another proceeding. Prior notice of 5 days shall be given to the resident of intent to rule without a hearing and the basis for said decision. The resident shall be given the opportunity, upon request, to present oral or written argument in opposition to the PHA decision.
- D. If the complainant of the PHA fails to appear at a scheduled hearing, the Hearing Officer may make a determination to postpone the hearing for not to exceed five business days or may make a determination that the party has waived his right to a hearing.

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

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

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

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

DECISION OF THE HEARING OFFICER

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

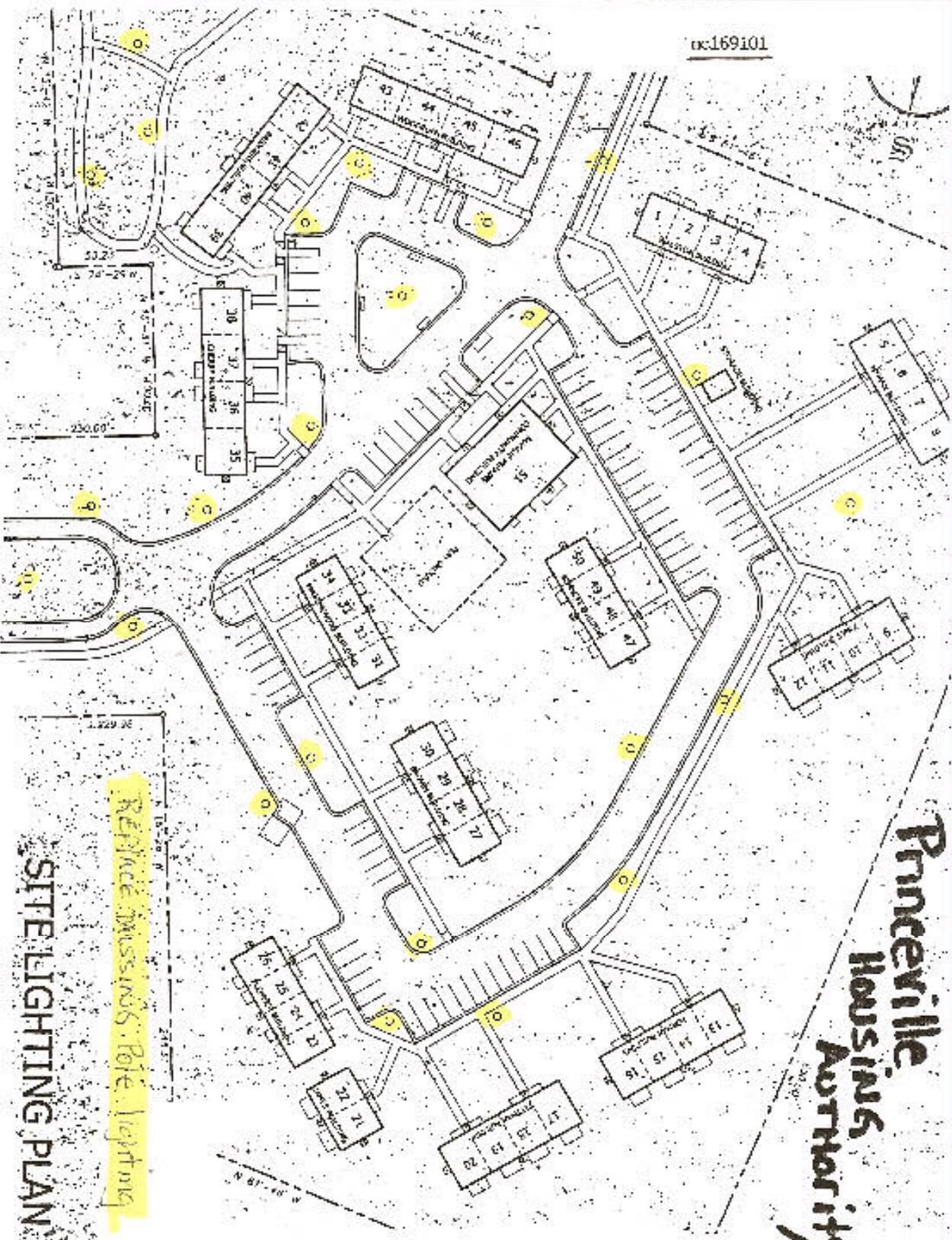
The decision of the Hearing Officer shall be binding on the PHA which shall take all actions or refrain from any actions necessary to carry out the decision, unless the PHA Board of Commissioners determines within a reasonable time and promptly notifies the complainant of its determination that:

1. The grievance does not concern PHA action or failure to act in accordance with or involving the complainant's lease or PHA regulations which adversely affect the complainant's rights, duties, welfare, or status; or
2. The decision of the Hearing Officer is contrary to applicable Federal, State or Local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and PHA.
3. A decision by the Hearing Officers or Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

8. PHA ACTIONS

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

cx:169101



Prnceville
Housing
Authority

Replace Mississis. Pole Lighting

SITE LIGHTING PLAN

Courts A

BUILDING TYPE AND DESCRIPTION

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

UNIT SQUARE FOOTAGE

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

d Contractor Princeville Hou

Resolution No. 10 (2007)

**Approval of Princeville Housing Authority 2008 Annual Plan and 5
Year Plan for Fiscal Years 2008 – 2012; and**

**WHEREAS, the Executive Director has submitted the 2008 Annual
Plan and the 5 Year Plan for Fiscal Years 2008 – 2012; and**

**WHEREAS, the Executive Director recommends approval of said PHA
Plans; and**

**NOW THEREFORE BE IT RESOLVED the Princeville Housing
Authority Board of Commissioners does hereby approve the 2008
Annual Plan and 5 Year Plan for Fiscal Years 2008-2012.**

Date Adopted: October 18, 2007

**Distribution: Ann Alston, HUD
File**

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Princeville Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Subsidies

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Sandra Perry

Title

Executive Director

Signature

x *Sandra Perry*

Date

10/18/07

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Princeville Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Subsidies

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Sandra Perry

Title

PVHA Executive Director

Signature



Date (mm/dd/yyyy)

10/18/07

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): <p style="text-align: center;">N/A</p>	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): <p style="text-align: center;">N/A</p>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Sandra Perry</u> Title: <u>Executive Director</u> Telephone No.: <u>252-823-3889</u> Date: <u>10/18/07</u>	

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Streamlined Annual PHA Plan***

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the streamlined Annual PHA Plan for PHA fiscal year beginning 2008, hereinafter referred to as the Streamlined Annual Plan, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:

1. The streamlined Annual Plan is consistent with the applicable comprehensive housing affordability strategy (or any streamlined Plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, and provided this Board or Boards an opportunity to review and comment on any program and policy changes since submission of the last Annual Plan.
3. The PHA made the proposed streamlined Annual Plan, including policy and program revisions since submission of the last Annual Plan, and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the streamlined Plan and invited public comment.
4. The PHA will carry out the streamlined Annual Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
6. For streamlined Annual Plans that include a policy or change in policy for site-based waiting lists:
The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(b)(2).
7. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
8. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
9. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
10. The PHA has submitted with the streamlined Plan a certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
11. The PHA has submitted with the streamlined Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.
20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):

- 903.7a Housing Needs
- 903.7b Eligibility, Selection, and Admissions Policies
- 903.7c Financial Resources
- 903.7d Rent Determination Policies
- 903.7h Demolition and Disposition
- 903.7k Homeownership Programs
- 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board

22. The PHA provides assurance as part of this certification regarding its streamlined annual PHA Plan that:
- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA board of directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

Princeville Housing Authority NC169
 PHA Name PHA Number

Streamlined Annual PHA Plan for Fiscal Year: 2008

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

Name of Authorized Official Brenda Speaker	Title PVHA Board of Commissioner
Signature <i>X Brenda Speaker</i>	Date 10/18/07

Agency Annual Plan

HOUSING AUTHORITY

Component (o) Civil Rights Certification

January 1, 2008

The Housing Authority of hereby certifies that all programs and activities included in the Authority's Five Year and Annual Plans will be carried out in full compliance with Title VI of the Civil Rights Act of 1964 and Title II of the Americans with Disabilities Act of 1990.

In addition, the Housing Authority confirms that to affirmatively further fair housing, the Housing Authority has reviewed programs and activities to identify any impediments to fair housing choice and finding none, further certifies that it will continue to be cognizant of any impediments and work with the City/Council to implement initiatives to further fair housing in the jurisdiction.

Housing Authority of the City of Princeville

By: *Arenda Speaker*
Chairperson

Date: 10-18-07

Its

Approved as to Form:

General Counsel _____

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, Delia Perkins the Mayor certify
that the Five Year and Annual PHA Plan of the Princeville Housing Authority is
consistent with the Consolidated Plan of Down East HOME Consortium prepared
pursuant to 24 CFR Part 91.

Delia Perkins 10-18-07

Signed / Dated by Appropriate State or Local Official

Community Service Requirement

All tenants who are not working or in school are required to do 8 hour community service per month, 96 hours per year. Community Service may consist of volunteering at a school, church, community center, etc. Elderly, disabled or tenants who are in school for GED are not required to participate in this program.

Tenants who are eligible for this program must pick up a community service form from the Executive Director and have the organization fill out the form, sign it, then return to Executive Director for approval.

PRINCEVILLE HOUSING AUTHORITY

**MAINTENANCE PLAN
AND
PROCEDURES POLICY**

August 2007

nc169h01

The Maintenance Division of the Princeville Housing Authority, hereinafter referred to as the PVHA, is responsible for the effective management of the maintenance function of the Agency. Effective management includes the components of cost efficiency, maximization of resources to include personnel, providing a comprehensive delivery of services to the residents, and maximizing the useful life of PVHA properties. The Maintenance Plan and Procedures Policy is designed to establish the structure of an effective and efficient maintenance system.

PRIMARY COMPONENTS OF THE MAINTENANCE PLAN AND PROCEDURES POLICY

1. Components of a Maintenance System

The PVHA maintenance system shall include certain components:

- (a) A system of priorities for work requests;
- (b) Comprehensive working procedures;
- (c) Performance goals;
- (d) A work order system;
- (e) A skills training program; and
- (f) A long-range planning system.

Though the development of a maintenance system which includes the referenced primary components, the PVHA will have the tools and procedures it needs to control the performance of maintenance work at the Agency.

2. Priority System

The work priorities adopted by the PVHA exemplify the philosophy of delivering maintenance services. The priority system ensures all maintenance work is completed in a cost effective, time-established manner. Minimizing vacancy loss and responding to situations which constitute an emergency, (threat to life and health) are factors included in the prioritized calculation. The maintenance priorities are as follows:

- (1) Emergencies
- (2) Scheduled Operations and Services
- (3) Vacancy Preparation
- (4) Resident on-Demand Requests

The prioritizing of planned maintenance and vacancy preparation work ahead of resident-initiated requests does not indicate that resident requests are unimportant. Preventive maintenance is required by the Department of Housing and Urban Development (HUD).

3. Performance Standards and Goals

It is the responsibility of the Executive Director to assist Maintenance in ensuring that there are clear and precise procedures for the effective implementation of the Maintenance Plan and Procedures Policy. All procedures have been designed to facilitate an operating system that utilizes preventive maintenance operations, is cost-effective to the PVHA, and addresses the needs of the residents. The Maintenance Plan and Procedures Policy were established based on the following factors:

- (a) Local housing codes;
- (b) HUD Uniform Physical Conditions Standards, (UPCS);
- (c) Public Housing Assessment System (PHAS) standards; and
- (d) Princeville Housing Authority job descriptions.

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Princeville Housing Authority

Section 1 Unit Preparation Procedure

August, 2007

UNIT PREPARATION PROCEDURE

Unit preparation at the Princeville Housing Authority (PVHA) is accomplished through the following:

- The maintenance staff has the first responsibility for unit preparation. In the event unit preparation cannot be completed by the maintenance staff a request for a Vacancy Preparation Team and forwarded to the Executive Director of the PVHA.
- A Vacancy Preparation Team may consist of contractual personnel with specializations in areas deemed applicable for completion of unit preparation or volunteers of tenants.

VACANT UNIT PREPARATION CHECKLIST

The Vacant Unit Preparation Checklist was developed in conjunction with the Vacant Unit Preparation Standards. The requirement in the standards is listed as a work item on the checklist. It was developed to make sure that all items in the standards were completed and it provides documentation of completion. The employee performing the work and his/her supervisor acknowledge the following by signature:

“All items listed have been checked, cleaned, repaired or replaced according to the Unit Preparation Standards. A list of items that still require repair or replacement upon completion of unit preparation has been posted in the unit.”

In addition, the checklist provides staff with the following:

1. A complete record of what was completed during unit prep and the length of time for completion of each task.
2. A place for the supervisor to provide special instructions concerning the unit. This is very important for communicating the varying concerns that should arise in units.
3. A detailed record of each employee's time spent in a unit.
4. A place for the supervisor to estimate cleaning time for larger unit prep items, which also provides a supervisor with a record of the employee actual time for cleaning. This will provide a supervisor with information in reference to if the employee is taking too much time to accomplish larger tasks. Employee performance and time consuming problems can be analyzed with this information. The estimates also provide the supervisor with information relative to the amount of time the entire prep process should take for a given unit.
5. Written documentation of materials used during the preparation process.
6. Update information for the appliance record card and resident file.
7. Back-up documentation for move-out charges.

VACANT UNIT PREPARATION STANDARDS

A. Sanitation

Yards shall be clean and sanitary. All rubbish, garbage, trash, litter, debris, and abandoned personal property are to be removed from the grass, walks, steps, parking areas and other grounds, as well as the roofs, gutters and window sills.

B. Lawn Maintenance

Grounds shall be examined for proper drainage and, if necessary, graded to prevent the accumulation of stagnant water and to prevent water from seeping into building structures. All soil areas shall be sodden or seeded, as necessary, to prevent erosion, except garden areas. Weeds, saplings, and uncut grass along the foundations of the units, the fences, the walks, the parking areas and the sidewalk expansion joints are to be removed. Bushes, hedges and trees are to be trimmed, if necessary. Grass shall be cut as often as necessary so that it does not exceed five (5) inches in height during the entire period commencing when the unit is "turned over" to Maintenance as vacant through the date of actual initial occupancy. The yard will be raked, as necessary.

C. Walks and Steps

1. Cracks and breakage - All front walks, sidewalks, rear walks, steps, and parking lots shall be maintained in such a manner that there are no cracks or heaves large enough to create a safety hazard.

EXTERIOR STRUCTURES - DWELLING AND GARAGE

A. Foundation, Walks and Roof

All exterior surfaces shall be maintained in good repair. They shall be free of holes, significant cracks, breaks and loose materials to provide a sufficient covering for the underlying structural surface and prevent any moisture from entering the dwelling. If the protective surface is paint, and if more than 25% of the area is blistered, cracked, flaked, scaled, or chalked away; it shall be repainted, weather and budget permitting. Stains and graffiti are to be removed. Perimeter doors shall open and close smoothly. Each prime door shall have a properly working deadbolt.

B. Windows and Doors

All windows and exterior doors shall be weather tight, watertight and rodent-proof. Wash both sides of all exterior window glass and the outside of all interior window glass, weather permitting.

1. Windows - Every window sash shall be in sound condition and fit tightly within the frame. Every window shall be easily operable and tightly closeable. Each window shall be supplied with windowpanes which are without open cracks, chips, holes or missing glass pieces. A single, solid, short (under 4 inches) corner crack running between adjacent edges is acceptable, provided that the two pieces of glass remain flush and tight. Windows shall be recaulked and reputed, if necessary.

2. Doors - The doors shall have screen and window inserts and attendant hardware, such as hinges, latch and door closer, all in proper working condition. Each storm door shall have a working lock, sweep and weather-stripping. The door shall open easily and close tightly.

C. Screens

Every window and door shall have a screen which fits tightly and securely to the frame. Each screen shall be free of holes large enough for insects to penetrate or tears longer than one inch.

D. Gutters and Down Spouts

If the structure has gutters and down spouts, they are to be secured to the structure and free of leaves and other debris.

E. Faucets

Faucets and handles shall work properly.

F. Miscellaneous

Mailboxes, guardrails, railings, exterior lights, fences and clothes line poles shall be properly anchored. Those deficiencies that are discovered during the "rainy season" that require dry weather to properly correct are to be noted for repair during the appropriate season.

INTERIOR PROPERTY AREAS

A. Walls and Ceilings

The walls and ceilings shall be sound. Wallpaper shall not be used. All walls and ceilings are to be washed.

1. Cleaning - Cobwebs, spider webs and loose dirt shall be swept or vacuumed from all surfaces. Sticky residues, mold, adhesives and same shall be scraped or washed off. Stains and other marks in any room of the unit shall be washed off or primed over.
2. Repairs - All holes are to be filled. All cracks are to be filled or taped and plastered. All holes of one inch in diameter or less are to be taped or filled to give the surface a desirable appearance. All holes over one inch should be plastered or repaired by replacement drywall. All patches are to be sanded smooth.
3. Priming - All wet plaster shall be neatly primed. In cases of extensive repair, the entire walls shall be primed.

B. Doors, hardware, room trim and handrails

All surfaces shall be clean and free of splashed or spilled paint. Doors shall open, close and latch smoothly and properly. Door stops shall be installed for each door where needed and be clean and intact. Handrails shall be secure.

C. Floors, stairs, baseboards and corners

Remove all rubbish, garbage, trash litter, debris and abandoned personal property. All surfaces shall be swept or vacuumed and washed clean. Corners and baseboards are to be scrubbed, if necessary. Carpet or tile, if installed, shall be vacuumed or cleaned, and, if it has an unpleasant odor, has paint spills, is dirty or stained, shall be removed in all cases.

D. Window areas

The inside and outside of all window glass shall be washed. Tracks shall be free from dust, dirt and debris and lubricated so that windows slide smoothly and close tightly. Frames and sills shall be washed free of dust, dirt and mold. Blinds are provided by the PVHA and should be cleaned and in good working condition. Existing blinds in poor condition are to be replaced and reinstalled. Window panes shall be intact, i.e., without holes, chips, missing pieces or cracks, except for short corner cracks. Re-putty the windows, if necessary. Window locks and other hardware shall function properly.

E. Electrical fixtures, outlets, switch plates and outlet plates

Each light fixture socket shall have a working light bulb. Each light fixture shall be washed clean of dirt, grease and paint. Each light fixture in the living area shall have a clean globe, lens or shade. Test each switch, socket, and outlet and repair, if necessary. Light switch cover plates and electrical outlet cover plates shall be clean free of dirt, grease, grime and paint, and shall be in good condition and intact, free of chips or cracks.

F. Plumbing fixtures

Faucets shall have adequate water flow. Handles shall turn "on" and "off" easily and smoothly. Faucets shall not leak when "on" or "off". Each faucet shall have a properly installed and functioning aerator, if so designed.

Plumbing fixtures shall look and smell clean. They shall be as free as possible of dirt, grease, grime, marks or stains. There shall be no odors. Tubs, sinks, and toilet exteriors shall be washed and clean and buffed dry (no streaks). Faucets shall be washed clean and polished dry (no streaks).

1. Drains shall be tested by a 30 second lukewarm water run to assure no leakage. Water shall empty from the sinks and tubs quickly. The drain pipe shall look and feel dry. Each drain shall have a stopper or a basket.
2. Sinks and tubs shall be free of surface cracks or chips over one inch in length.
3. Toilets shall operate properly. Toilet seats and covers shall be in "like new" condition with no surface finish loss.
4. Other plumbing and related fixtures, such as kitchen sprayers, shower doors, and water main shutoffs shall work properly.

G. Cabinets and kitchen countertops

Kitchen, medicine and other storage cabinets are to be washed inside and out. Contact paper, sticky substances, glue, grease, grime and dirt are to be completely removed. Doors and drawers shall open and close freely. The attendant hardware shall be clean secure and operate properly. Mirrors shall be washed clean and polished dry (no streaks). Kitchen countertops are to be washed clean and buffed and polished dry (no streaks).

H. Stoves

All parts shall work properly. The entire exterior and interior of the stove and oven is to be washed clean. The exhaust fan filter shall be changed or washed, if applicable. The bottom and back shall be vacuumed to be free of dust and dirt.

I. Refrigerators

All parts shall work properly. Remove all decals. The entire exterior and interior of the refrigerator is to be washed clean. The refrigerator shall have no odor. Each refrigerator shall have an appliance bulb, racks, egg holder, butter dish and two ice cube trays. Leave refrigerator "on" and thermostat set in the upper low range to prevent mildew. The bottom and coils, if exposed, shall be vacuumed.

J. Heat vents, grilles and cold air return grates

There shall be no broken or bent grille work. Grilles and grates shall be free of dirt, dust, grime, and debris.

K. Thermostat and smoke detector

The thermostat and smoke detector shall be clean, intact, free of paint and tested to operate properly.

L. Miscellaneous Storage Areas

The ceiling, window openings, walls, pipes, duct work, air conditioning units, furnace (if applicable) and water heater are to be free of dirt, grease, spider webs and cobwebs. The floor shall be broom swept clean of loose dirt and litter. Windows and laundry tubs shall be washed only if dirty. Laundry plumbing shall operate properly. Install one furnace filter (if applicable) and leave one spare. The furnace (if applicable), air conditioner unit and water heater shall be tested to work properly. Cap and close valve on unused gas lines (if applicable). Seal dryer vent. Shut off the water heater.

M. Common areas

The common areas and the entrances in multiple dwelling structures shall be inspected and repaired during turnovers. Clean as necessary.

N. Unusual features, attachments and facilities in scattered sites.

Occasionally, non-standard features, attachments and facilities can be found in some of the units. No significant amount of staff time or money shall be spent on these repairs. If the required cleaning and repairs are excessively costly, then the item shall be removed.

O. Pest Control

The PVHA standard is that all units must be exterminated prior to re-occupancy. They shall be free of all live roaches and egg capsules. Do not turn over a unit as "ready" if it does not meet this standard. Remove all dead roaches and roach droppings. Inspect for mice and exterminate, if necessary.

COMPLETING THE VACANCY PREPARATION

Maintenance is responsible for inspecting the newly vacated unit and for determining the approximate scope of work, as well as the time needed to prepare the unit. All units must be turned around and occupied within 20 days of being vacated.

During the move-out inspection, Maintenance assesses the condition of the unit and a determination will be made for the need for extraordinary maintenance work. Maintenance will notify the Executive Director to schedule the unit for completion. The unit preparation is normally completed within ten to fifteen days after work has begun.

In all cases, in reference to unit preparation, it is the responsibility of the Maintenance Staff to clean out the unit, remove all trash and debris, and secure all appliances.

Maintenance is responsible to notify the Manager prior to initiating work in a unit. The completion of the work is the responsibility of the Maintenance Staff. Any work behind the walls or under the floors is considered extraordinary. If such work is required to prepare a unit, it is the responsibility of the Maintenance to inform the Executive Director who will then determine whether that work should be completed by other skilled trade employees. Only the Executive Director has vested power to schedule outside contractual labor.

MATERIALS

Refers to buildings products that are installed in or applied to the surfaces of a dwelling unit and which remain in or become a part of the dwelling unit when the work is completed. These products include, but are not limited to; paint, plywood, drywall, drywall tape and joint compound, sealer, vinyl tile, light fixtures, switches, outlets, toilets, sinks, tubs, cabinets, towel bars, wood trim and molding, doors, windows, counter tops, floor strippers and floor wax.

*****The contractor must provide all tools and supplies necessary to complete the work.*****

TOOLS

Refers to instruments used to perform the work, and are ordinarily reusable on another project after the work is complete. These include instruments such as, but not limited to, hammers,

screwdrivers, scrapers, putty knives, buckets, mops, paint brushes, ladders, scaffolding, drop cloths, rags, rollers, roller covers and handles, sponges and drill bits.

*****The contractor must provide all tools and supplies necessary to complete the work.*****

SUPPLIES

Refers to items generally consumed in performing the work. These include items such as, but are not limited to: masking tape, paint thinner, brush cleaner, razor blades, window cleaner, oven cleaner, sand paper, de-greaser, floor cleaner, paper towels, hand cleaner and janitorial supplies.

*****The contractor must provide all tools and supplies necessary to complete the work.*****

RELEASING THE UNIT FOR OCCUPANCY

Upon completion, Maintenance notifies the Manager that the unit is ready for occupancy. The Manager inspects the unit prior to authorizing occupancy of the unit. The Manager notifies the Occupancy Staff (if applicable) that the unit is ready for leasing.

In the event that the Manager does not concur that the unit is ready for occupancy, or if the unit fails the inspection, the Maintenance Staff will be required to make the necessary adjustments to the unit in order to pass inspection.

ACCOUNTING FOR USE OF PVHA MATERIALS

Materials for unit preparation are to be used in the most effective and efficient manner by the Maintenance Staff to produce quality work. Maintenance is responsible for the accounting of all materials used for unit preparation.

Vacant Unit Preparation Checklist

Unit Address: _____ Apartment: _____

Start Date: ____/____/____ Completion Date: ____/____/____

Work Order Number: _____ Bedrooms: _____ With Paint () Without Paint ()

 Supervisor's Instructions: _____

Unit Preparation Task	Employee Number/Date/Hours/Minutes
<i>Grounds</i>	
Prepare according to Unit Preparation Standards	
General Cleaning	
Removing trash from unit; paint as needed	
Wash kitchen/bathroom walls and ceilings	
Wash mop boards/baseboards/wax floors/	
Remove cobwebs from unit	
Wash doors/cabinets/closet shelves/ woodwork as needed	
Clean fixtures and appliances	
Remove mold/mildew/recaulk tub area	
Clean electrical fixtures as needed	
Clean/lubricate window tracks as needed	
Wash windows as needed	
Remove graffiti as needed	

Princeville Housing Authority

Section 2 **Unit Inspection Procedures**

August, 2007

INSPECTIONS

The inspection procedures at the Princeville Housing Authority (PVHA) can be grouped in three major categories:

a. Developmental-based inspections include:

- Daily inspection of grounds and common hallways
- Move-in inspections
- Move-out inspections
- 90-day after move-in inspections
- Annual housekeeping inspections
- Complaint inspections

b. Annual Uniform Physical Conditions Standards (UPCS) unit inspections consist of the HUD-required annual UPCS-based inspection of every unit in the low rent program (Conventional Housing) and Vacancy Prep inspections.

c. Systems inspections relate directly to the long term preventive maintenance program of the PVHA. Systems inspections include the inspection and maintenance of all buildings, as well as the quarterly inspections of smoke detectors.

DEVELOPMENT-BASED INSPECTIONS

The Management and Maintenance Staff is required to conduct daily inspections of grounds and common hallways using PVHA's site inspection forms in order to document corrective actions to be taken. The task of inspecting the grounds includes checking to see that the maintenance workforce has adequately cleaned the grounds (which are done for the first hour of each work day by all maintenance staff) and ensuring resident compliance with the lease requirements of maintaining clean grounds around each housing unit. The responsibility for inspecting grounds is normally divided among several of the management or maintenance staff members. They are required to leave notes and/or talk directly to the residents who are not in compliance with the lease requirements relative to grounds keeping. Repeat offenders are to be put on notice in writing that failure to conform will lead to the lease being terminated. Hallways are also inspected daily. Common hallways are the responsibility of the maintenance staff to maintain, therefore, any follow up to address dirty hallways is done directly with the maintenance staff.

The PVHA will have a site map indicating areas of responsibility for inspections. All personnel involved with the inspection process of grounds and hallways must complete an inspection report, which is reviewed by the Manager. In turn, the manager is responsible to ensure that appropriate follow-up action is taken as well as appropriate charges for residents who are not in compliance. **FORM TO BE UTILIZED: Property Condition Checklist**

MOVE-IN INSPECTION

The Move-In Inspection is conducted by the Manager or designee, who is accompanied by the new resident moving into the unit. Both the Manager and the resident sign off on the move-in inspection form to verify as to the condition of the unit at the time of move-in. Deficiencies which are noted as a result of the move-in inspection are the responsibility of the maintenance staff, to correct prior to the time that the resident moves in. In this situation, the Manager generates a work order to complete all open items. All items must be completed within a five (5) days.

FORM TO BE UTILIZED: Property Condition Checklist

MOVE-OUT INSPECTION

This inspection is also conducted by the Manager or designee, who should also be accompanied by the resident moving out. However, the vast majority of residents who move-out are not available at the time for the move-out inspection, therefore, the resident seldom accompanies management during this inspection procedure.

The purpose of the move-out inspection is two-fold. One purpose is to inspect for any damages which occurred to the property above the normal expectation of wear and tear (to assess damage charges to be deducted from the security deposit.) The second purpose of this inspection is to evaluate the unit for the scope of vacancy preparation required to ready the unit for another move-in resident. **FORM TO BE UTILIZED : Property Condition Checklist**

MOVE-OUT CLEANING REQUIREMENTS

Residents will receive the attached move-out cleaning requirement form indicating the condition that the apartment must be left in order to receive a complete security refund. These requirements are the guidelines for the move-out inspection. Both the move-in / move-out inspections are recorded on a standard property condition checklist form, which stays with the residents file at the development.

90-DAY AFTER MOVE-IN INSPECTION

A 90-day after move-in inspection must be completed by management staff. This inspection is to assess any housekeeping problems or damage to the apartment. This inspection is a pass/fail inspection using the original move-in/move-out inspection form as the basis.

All failed inspections must have a 10-day follow up inspection. Extreme cases must be referred to a social worker and/or housekeeping courses whichever is applicable. If the resident refuses assistance or attendance to the Housekeeping Course, then Management should pursue lease cancellation after a conference with the resident. **FORM TO BE UTILIZED: Property Condition Checklist**

COMPLAINT INSPECTIONS

As a result of observation, follow-up inspections must be scheduled and/or completed in reference to concerns observed. Work orders will be generated for the inspections and appropriate follow up will be necessary in order to close the work order. These inspections will be tracked by the Management office.

ANNUAL HOUSEKEEPING INSPECTIONS

The Management and Maintenance staff will conduct an inspection of every unit at least once annually. This inspection is required in conjunction with the annual re-certification process to inspect the structural and physical condition of a unit. PVHA also requires the inspection to verify general housekeeping conditions. Residents will be advised of this inspection 90 days prior to their annual re-certification date. This letter will advise the resident of "things for you to do before the inspection". Residents are advised to complete these items prior to the inspection and to call in needed repairs prior to the inspection. A letter of notification with a specific date and approximated time of the inspection is sent to the resident a week in advance of the inspection. Upon completion of the inspection, a notice is left for the resident, stating the date and inspectors name, and making the resident aware of the pass/fail results.

If a resident fails the housekeeping inspection, the residents will be scheduled for a follow-up inspection within 5 days. If the resident fails the second inspection, the Manager must either refer the resident for social service assistance or advise the resident that the lease will not be renewed.

Any work items that are not as a result of normal wear and tear, are charged to the residents account after repairs are completed. **FORM TO BE UTILIZED: Property Condition Checklist**

VACANCY PREPARATION INSPECTION

When a unit becomes vacant, the appropriate move out inspections is completed and the locks are changed. The unit is listed on the control book for vacancy tracking. The Manager either turns the unit over to maintenance or a vacancy preparation contractor for refurbishing. A projected ready date is established by the parties. After the unit is complete, maintenance notifies the Manager for the vacancy preparation inspection. The Manager and Maintenance Staff jointly inspect the unit for completeness using the vacancy turnover inspection form. If acceptable, both the Manager and Maintenance Staff sign the unit inspection form. If it is unacceptable, the Manager gives the Maintenance Staff a list of deficiencies. The Maintenance Staff insures that the deficiencies are completed and requests a re-inspection. The Manager will re-inspect the unit with the Maintenance Staff. Once the unit has cleared inspection an applicant will be scheduled for leasing. Once the unit is available and applicant is scheduled for a leasing. **FORM TO BE UTILIZED : Prep Unit Release Forms**

ANNUAL PREVENTIVE MAINTENANCE AND UPCS INSPECTIONS

Annual Inspections are completed on a yearly basis. These inspections are based on UPCS Standards and the UPCS Inspection forms are completed. In addition, Preventive Maintenance inspections are conducted in conjunction with the UPCS inspections.

A. UPCS Inspections

This program consists of two (2) types of inspections:

- High-rise Developments - this is an abbreviated version of the UPCS Inspection form particularly for hi-rise apartments. **FORM TO BE UTILIZED : UPCS Inspection Form**
- Family Developments - this program uses an inspection checklist and the UPCS inspection form. **FORM TO BE UTILIZED: UPCS Inspection Form**

B. Preventive Maintenance Inspections

A Preventive Maintenance (PM) program is designed to inspect every apartment unit in PVHA, utilizing a PM checklist and is performed by the maintenance department. This program addresses various components in the interior of the apartment, to inspect, service, lubricate, and adjust as needed. Work orders are generated to correct any emergency work and deferred maintenance work observed.

Inspections are scheduled on a daily basis by the inspectors. A letter of notification indicating the specific date and approximate time of inspection is sent to the resident a week in advance of the inspection. Upon completion of inspection, a notice is left for the resident, stating the date, inspector's name, and advising the resident of the pass/fail results.

As a result of the inspection, work orders are generated and scheduled within the next 30 days. A 48-hour notice is sent to the resident that repairs are scheduled to be made in their apartment during a specific week. Also, any resident obligations are noted as far as housekeeping conditions, etc. The Executive Director receives a copy of this notice for follow-up and a copy is kept in the annual inspection file.

SYSTEMS INSPECTIONS

All of the major systems operated by the Princeville Housing Authority are inspected under the preventive maintenance programs.

Major Systems Inspections

Major Systems Maintenance, preventive maintenance program has been developed. All central heating and cooling systems, electrical, plumbing, roofing and building envelopes are inspected and serviced under this program. The program addresses the identification of equipment, schedules of work, frequencies of tasks, performance standards and documentation. This program is a function of Major Systems Maintenance, which uses various craft and trade persons and is supervised by the Maintenance Staff.

Annual Preventive Maintenance (PM) Inspections

Perform the following tasks and note on the PM inspection form whether the job was completed, whether additional work is referred to others and pertinent comments:

1. Lubricate the security screen locks:

Spray each security screen locking mechanism with silicone lubricant and work lock several times to confirm ease of operations.

2. Level refrigerator and vacuum fan/coil:

Use a brush for hard to reach places. Make appropriate repairs if the fresh food or the freezer door gasket deteriorated and if any part of the refrigerator requires further attention. The PM crews should replace appliance items such as; light switches, light bulbs, door bars, door bars ends, vegetable pan covers, supports, rear covers and unplug drains as necessary. Lubricate gasket by bottom image corner of door gasket.

3. Overall visual inspection of the range includes the following:

- a. Check the flex line for leaks.
- b. Inspect pilots and burners.
 1. Check top burners to make sure they are clean. If dirty, remove and clean ports and orifices. Replace dented burner caps.
 2. Ovens with a pilot: File flame should not take more than a minute to ignite. If it takes more than a minute, replace pilot stand.
 3. Ranges with electronic ignitions: Make sure connections are tight and the spark is adjusted correctly. If repairs are necessary, disconnect the stove. After disconnecting the stove, follow the wiring chart (located on the back of the stove) and check for continuity.
 4. Replace worn out or broken parts, (knobs, caps, handles, hinges) as needed.

4. Test smoke detector(s):

Press button or pull test lever on each smoke detector. If the smoke detector fails to sound, replace the unit. If you encounter any problems contact your supervisor immediately because non-functioning smoke detectors are considered an emergency.

5. Check fire extinguisher:

Perform an overall visual inspection of all fire extinguishers. Initial and date the fire extinguisher tag. Replace the missing tags.

- a. Position the fire extinguisher so that the operating instructions on the name plate are legible and facing outward.
- b. Make sure the seals and tamper indications are not broken or missing.
- c. Check for obvious physical damage, corrosion, leakage or a clogged nozzle.
- d. Check the pressure gage reading or indicator to make sure it is in the operable range or position. If an extinguisher reveals any deficiency stated above, correct the deficiency or replace the fire extinguisher.

6. Service furnace or air conditioning unit (clean and check operation) and attach sticker:

A. Overall visual inspection of furnace or air conditioning unit includes the following:

1. Check gas or electrical piping to ensure it meets code regulations.
2. Inspect flue pipes, draft diverted, for obstruction and deterioration.

B. Inspect air system:

1. Inspect blower motor. Clean blower fins if necessary.
2. Lubricate motor and blower.
3. If belt driven, check condition of belt; replace if necessary. Make sure motor pulley is lined up correctly and belt tension is correct.
4. If filter is a permanent type, wash with hot water and laundry soap or vacuum. If filters are throw away type, replace existing and leave two extra replacements.

5. Make appropriate recommendations if any part of the system requires further attention.

C. Inspect pilot and main burner (if applicable):

1. Check main burners to make sure they are clean. If dirty, remove and clean ports, brush ports and orifices.
 2. Clean pilot orifices, if dirty.
 3. Check thermocouple. Also check safety.
 4. If electronic ignition, make sure connections are tight and spark adjusted correctly.

Preventive Maintenance “What to Do and What Not to Do”

1. Leave a “While You Were Out” card when a pass key is used.
2. Inform (either by telling the resident or leaving a “Repairs Notice”) residents if someone will be coming back to perform additional repairs.
3. Clearly announce your entrance. Allow resident plenty of time to answer the door.
4. At all times use the “Work in Progress” (fluorescent orange) door tag.
5. Do not enter a unit if children are the only persons present. Leave a notice to the parents that you will be back.
6. Do not enter a unit if a dog is loose in the house. If the resident is present advise him/her to restrain the dog. (Pets are allowed if approval is received from Management.)
7. If a notice “not to use pass key” is on the door, leave “While You Were Out” card stating that you had been there and inform the resident who to call for an appointment.
8. Turn completed paperwork in every morning.
9. Do not write comments on smoke alarm affidavits, only the date the smoke alarm was inspected and your signature.
10. Do not do any preventive maintenance if the apartment will be vacant soon or if the apartment crew is working in the unit.
11. If you replace any filters, be sure to remove the old filters from the unit when you leave.
12. Keep track of air filters inventory.
13. Perform a vehicle inspection every Thursday.

14. Keep track of your truck inventory--check the inventory either first thing in the morning or last thing at the end of the day.
15. Originate a pre-defined work order when work needs to be completed by other Maintenance staff. State the reason and number of work order on the Preventive Maintenance checklist in the comments section and attach the work order to the PM checklist. Make sure that the work order is filled out completely, including the job code standard, permission to enter, etc.
16. Originate a "Non-Routine Maintenance Recommendation" when work needs to be completed by Technical Services. See your Maintenance Staff for additional details.

Sample Inspection Letters

Dear:

A home visit and inspection of your apartment and yard will be made on the date indicated above. The lease which you signed with the PVHA stresses your responsibility, as a Resident, for the care of the yard and apartment which you have rented from PVHA. We will therefore, appreciate your assistance by your preparing for the inspection accordingly.

Please arrange to have all needed repairs completed BEFORE the inspection. Telephone the Management office and ask to place a work order for the repair of all items such as, broken windows and doors, torn or broken screens, leaking faucets, running toilets, malfunctioning kitchen appliances and faulty light switches or electrical outlets. You should obtain all replacement cover plates for light switches and electrical outlets from the Maintenance Office. You should also request the Management office to place you on the list for any necessary plastering work. If your inspection indicates that you are not providing a proper level of care for the property, it will be necessary for us to schedule another inspection in the future and may result in termination of the lease.

Things For You To Do Before The Inspection:

1. **Lawn, Yard, Window-Well and Sidewalk Care:** Clean up the trash and clean out the window sills.
2. **Windows, Screens, and Shades:** Have all broken windows repaired, torn screens mended and/or replaced and have shades in good condition. Clean the screens, windows and window sills.
3. **Appliances:** Clean the stove, oven and refrigerator and make sure they are in proper working order.
4. **Fixtures:** Clean the cabinets, counter tops, bath and lavatory facilities and make a work order to have any broken shower or floor tiles replaced.
5. **Floor Care:** Wash floors, see that the base boards and corners are clean and free of dirt. This includes the closets and stairways.
6. **Walls and Ceilings:** Wash the kitchen and bathroom walls and ceilings. Remove dust and cobwebs from the walls in the other rooms and wash if soiled or dirty.
7. **Mechanical Systems:** Call in orders on faulty faucets, light switches, leaking toilets, and malfunctioning light switches and electrical outlets.
8. **Overall Conditions:** The apartment, inside and out, should be in a clean, neat, orderly, and safe condition.

Thank you for your cooperation.

Sincerely,
PVHA Management Staff

Sample Inspection Letter

Dear Resident:

The PVHA has scheduled your unit for its yearly Preventive Maintenance check. The purpose of this check is to perform routine maintenance on certain equipment and appliances. We will also be able to gather information about needed repairs and improvements that need to be made. In order to prevent deterioration of PVHA property, routine items that require repairs will be repaired at the time of the check. If items are found that need repair and are regarded as (above normal wear and tear), these items will be repaired accordingly, and you will be assessed the maintenance fee plus the cost of materials and/or supplies. Examples of Preventive Maintenance tasks that will be performed are as follows:

Clean, lubricate and adjust cooling or furnace unit (if applicable); clean and adjust water heater, clean and check smoke detectors for proper operations; lubricate security screens (if any); clean exhaust fans; check stove for minor repairs(s); vacuum refrigerator fan coils.

This procedure is NOT the same as the annual housekeeping inspection required by your lease. You do not need to do anything to prepare for this check. A Preventive Maintenance check has been scheduled for your home between:

_____ and _____. The check will occur sometime during the stated period, on week days only, between the hours of 9:00 AM and 4:30 PM.

If you do not expect to be home at the time of the check or have any questions, please call The Management Office at (252-823-3889) at least two days before the scheduled inspection date(s).

Sincerely,

The PVHA Management Staff

Princeville Housing Authority

Section 3

Work Order Procedures

August, 2007

General Summary

Introduction

Work orders will be received at the PVHA Administrative Office located at 51 Pioneer Court, Princeville, North Carolina. The main telephone number is (252-823-3889).

Process

By 10:00 A.M. every morning the completed work orders from the previous day are hand-delivered to the Executive Director. The Executive Director will sign and note the time the completed work orders were delivered. A copy of the work order log sheet will be signed by the Maintenance Staff and handed back to the Executive Director for his records. Completed work orders are then entered into the computer by Executive Director and a copy of the completed work order will be placed in the resident's file.

Work orders for the present day are given to the Maintenance Staff.

Reports

The following reports are generated every Friday by 4:00 P.M. and forwarded to the Executive Director:

1. Work order tracking for routine and emergency request: This report will indicate how many work orders were entered by these categories on a weekly basis.
2. Total number of work orders completed by Maintenance staff on a weekly basis. This will indicate the number of work orders in the total open backlog.

Intake

Work orders are called into the Administrative Office by Tenants, Management or Maintenance Staff. The staff person who enters the work order will check the work order system to determine if the work has been requested before. If the request has been made before, staff persons are instructed to inform the resident to make contact with the Management Office. If the request is new then the staff person will create a new work order. The Executive Director will assign all work orders to Maintenance staff for completion.

For each call received for a work order, documentation must be recorded on a log sheet. This log sheet will be handed to the Executive Director at the end of the day for statistical purposes. The log sheets will be kept as a permanent record at the Administrative Office.

All work orders must contain the following information:

1. Client number
2. Unit number
3. Tenant's name
4. Work order number
5. Building number
6. Unit address

Before the description is entered into the system, the staff person receiving the call will ask several script questions to determine the actual problem and severity. Also, directed questions will be asked to determine if the Management Office has been contacted. This will minimize duplication of work orders. The description will then be entered into the system.

The staff member will then complete all other necessary sections of the work requested, including service code, priority code, date and time.

Work Order Distribution

After work orders have been entered into the system, it is the responsibility of the Executive Director to assign work orders to the Maintenance Staff. At the end of the day the Maintenance Supervisor will collect completed work orders for processing as per instructions in Process Section. (See page 22)

Emergency Work Orders

When an emergency work order is requested, the staff person receiving the information must immediately document the request and contact the Maintenance Supervisor. If the Maintenance Supervisor is not available then the Executive Director must be informed. After contact has been made, and the work order generated the 24-hour clock for abatement or completion has been started.

WORK ORDER INTAKE

A. POLICY

Work orders are generated to notify the PVHA of a need for repairs. The work orders are necessary to ensure that all required maintenance services are performed in adequate time to accommodate residents and to prevent deterioration of buildings, grounds and equipment.

B. PROCEDURES

Work orders are called into the PVHA Administrative Office. A designated staff person will enter the work request using the client number or account number. Common area work orders are entered into the system utilizing the development number.

Work orders must contain the following information:

1	Resident Name
2	Unit Number
3	Address
4	Building
5	Site
6	Description of work to be performed
7	Classification as to nature of work
8	Date of Request
9	Classification of Caller

The staff person enters an abbreviation (R= Resident; S= Staff; M= Maintenance) indicating who originated the call.

The staff person then enters the request date and gives the work order a priority based on the content of the work requested.

Assigning Work Orders

The Executive Director will issue the work order in a timely manner to the appropriate personnel to abate or correct the deficiency.

Printed Work Order Form

Work orders are printed when requests are made, Monday through Friday.

If a priority work order is taken, it will be distributed to the Maintenance Staff immediately. If the Maintenance Staff does not receive work orders on a daily basis he/she should notify the Executive Director.

MAINTENANCE RESPONSIBILITIES

Upon receiving the work order forms, the Maintenance Staff will determine the priority and type of each work request. Work that cannot be performed by the Maintenance Staff should be referred to the Executive Director.

The Maintenance Staff will take the work order on the job, make the necessary repairs and have the resident sign the work order after the job is satisfactorily completed. For work orders that will result in charges to the resident, the Executive Director will be notified. After completing the work, and before returning the work order to the Executive Director, the Maintenance Staff will complete the required information. (See "Work Order Completion" section)

The resident should be afforded two opportunities to have repairs made. If the repair person cannot gain access to the premises to make repairs after the second attempt, the repair person will leave notices to the tenant as to why the unit was entered with a passkey to complete the work order. After the work is completed, the Maintenance Staff will sign the work order form to show the work was satisfactorily completed as requested.

In Emergency situations, if it is necessary to obtain additional material or equipment to complete a task, PVHA must temporarily abate the problem so that it no longer poses an immediate threat. Once the situation is no longer considered to be an emergency the present work order is closed out and a routine work order is generated by the designated Management Staff or Maintenance Staff. In non-emergency situations, the work order will remain open until materials have been received to correct the situation.

WORK ORDER COMPLETION

After work orders are completed by the maintenance personnel, the forms should be reviewed for completeness. Once they are reviewed, completed work orders should be given to the Manager or Executive Director or designee.

In reviewing work orders, the Executive Director should note:

- Were work orders entered into the automated system the same day they were received?
- Were emergency and code violation emergency work orders transmitted to the maintenance staff within 24 hours?
- Were urgent work orders transmitted within 48 hours?
- Were work orders closed out in the automated system the same day they were completed?

The completed work order form should contain the following information:

- The clock number of the employee(s) completing the work order.
- The action code(s) denoting the action taken.
- The service code(s) that best describes the work completed.
- The date(s) the work was completed.
- The time it took to complete the work (in 15 minute increments), including travel time.
- The status of the job.
- An indication of the materials and the cost of those materials used to complete the job.
- The work order is to bear the signature of the resident (on resident requested work orders). If the resident refuses to sign the work order, the words "resident refuses to sign" is to be written on the resident signature line.
- The work order should bear the signature of the maintenance person(s) who completed the work.
- The work order should indicate the work order "Finish Date" and "Finish Time."
- If the work complete was the result of tenant vandalism and a charge is assessed, the work order is to have the amount of the Charge (labor & materials) and the initials of the Housing Manager.
- For occupied units, the status of the smoke detector should be indicated to determine whether the smoke detector is working.

COMPLETED WORK ORDER DISTRIBUTION

When the residents make the request for repairs, all of the previously mentioned information must be entered in the proper spaces associated with each work order. A copy of the completed unit work order is to be filed in the dwelling unit file. A copy of the completed work order will be filed for written documentation.

DEFINING WORK ORDER PRIORITIES

Every work order generated is given a priority based on the nature of the problem. Emergency work orders (by HUD definition) are those physical work items that pose an immediate threat to life, health and safety of our residents or that are related to fire safety. Emergency work orders must be abated as soon as possible, and no later than 24 hours from the time the work order is generated. Urgent work orders (those that have a propensity to become emergency in nature if not handled) are to be completed as soon as possible and no later than 48 hours from the time the work order is generated. Routine work orders are to be handled as soon as possible and no later than 25 days from the time the work order is generated. Request classified as (work to be completed) will be handled on a more flexible basis. These requests should be completed no later than 60 day from the time the request is generated.

Routine work orders are those work orders to address maintenance issues that do not create a threat to life or property.

As the staff person enters the work order, the request is given a priority based upon the above criteria.

Emergency work orders will be printed immediately upon input during regular business hours. Non-emergency work orders will be printed at the prescribed times.

AFTER HOURS PROCEDURE

If an emergency exists, the caller is asked to contact the emergency telephone number for immediate displacement to the Maintenance Staff.

VOIDED WORK ORDERS

Only authorized personnel will have authorization to void a work order. Work orders can be voided for the following reasons:

- Clerical errors
- Duplicate work orders (same work request, different work order number, and are still outstanding) already in the work order system (upon verification that the work order is duplicate and not a second request)
- Tasks not performed by the PVHA
- Work no longer required as the resident voids the request for work. (An example would be a request to replace lost keys and the resident finds the keys.)

If a work order meets the above criteria, the designated staff should write void at the top of the work order. If the work order is a duplicate, the duplicate work order number should be referenced. If the unit is vacated, please ensure that the work request is not urgent in nature, such as running water and toilet stoppages. Work orders for vacant units that can be voided for example are kitchen cabinet replacement and floor tile.

- Work orders are authorized to be voided by the Executive Director in accordance with this policy.
- Reason for void is documented on the work order.
- Voided work orders are to be filed, by work order number, at the Administrative Office.

OPEN WORK ORDERS IN VACANT UNITS

Work orders should be entered for vacant units throughout the Authority. Vacancies occur for a number of reasons: Residents move or transfer from the unit, or the unit is under approved modernization.

Once a unit is vacant, the unit status is automatically changed to "M" for make-ready and a work order is generated for the unit.

A. POLICY

Open work orders in vacant units will be addressed in the following manner:

- **Units in viable buildings. (Definition: not subject to section 202 viability test).**

Open work orders are closed at the time the unit is vacated. Make-ready work orders are issued in accordance with PVHA policy.

- **Units vacated due to circumstances “beyond PVHA’s control.”**

Open work orders are closed at the time the unit is vacated. Due to extensive damage caused by fire or other catastrophic occurrences, the unit is determined non-repairable (the cost to repair the damage is such that site maintenance or modernization cannot repair the unit). Unit is ordered not to be re-leased and the work order is declared not active.

Exception: work items which impact other units or systems in the buildings or work orders related to structural deficiencies of buildings.

B. PROCEDURES

- Executive Director determines and verifies unit condition and/or status of the building for viability or classification under modernization.
- The Maintenance Staff pulls open work orders and the status is documented on the work order.
- Copies of the work order are forwarded for processing.
- Work order is recorded in accordance with this policy.

REPORTING SMOKE DETECTORS

A. POLICY

Smoke detectors determined to be defective are to be considered an emergency situation and an emergency work order is to be generated. According to the U.S. Department of Housing and Urban Development 24 CFR part 901, an “emergency means physical work items that pose an immediate threat to life, health, safety or property, or that are related to fire safety.”

B. PROCEDURE

1. All requests for service related to inoperable smoke detectors issued by PVHA staff or residents are to be classified as an emergency work order.

2. Maintenance staff shall complete or abate said work order as soon as possible, and no later than 24 hours.
 - a. **Battery Operated:** In order to complete any possible encounters with inoperable smoke detectors during a routine inspection, Uniform Physical Conditions Standards (UPCS) Inspections, Preventive Maintenance Inspections (PMI) and any reason for entering an occupied dwelling unit, a battery must be carried to replace any missing or dead batteries.
 - Make a notation of the unit number and the room where the inoperable smoke detector was found;
 - Create and close a work order for that job; or fill out an acceptable document (blank work order or an acceptable substitute); and place it in the unit file folder in the management office; keep a log of all such request;
 - Carry in a standard kit/utility bag, smoke detector batteries and any other items that are considered to be useful during the inspection and or visit to the dwelling.
 - b. **Hardwired Devises:** In the event a hardwired smoke detector is found inoperable, use the resident's phone or a two way radio to contact a maintenance person to come to the unit and repair the inoperable hardwired smoke detector. This is to be done only if the necessary tools and equipment is not with the maintenance person already in the unit. Work orders should be generated and completed for this type of work when a maintenance worker must be dispatched for this type of emergency repair.
3. Completed work orders are to be closed in the system the same day that the work order is completed. Maintenance persons must be made aware that a job is not completed until the paper work has been properly completed and turned into the office to be coded in the system.

CLOSING INAPPROPRIATE OPEN WORK ORDERS

The purpose of this policy is to standardize the method for closing work orders when no work will be performed or the work order was inappropriately requested. An example would be a work order requesting a new sink. After inspection by the maintenance staff, if it is determined that the resident did not need a new sink, and the work order should be closed. The following establishes procedures for closing the work order:

A. POLICY

Work orders generated by residents that are inappropriate are to be closed on the date that the determination is made that the work order is inappropriate. Maintenance staff is responsible for providing appropriate support documentation.

B. PROCEDURES

- All work orders shall be evaluated by the PVHA Maintenance Staff. The Maintenance Staff shall inspect the residents dwelling unit to determine if the work order was requested.
- If the work order is deemed inappropriate, the Manager shall notify the resident.
- Inappropriate work orders are to be closed out in the system with the date that the determination is made for inappropriateness.
- Designated staff is responsible for closing the work order and providing all necessary support documentation to verify the work order was not valid.

WORK ORDER TYPES THAT ARE NOT CALCULATED IN PHAS

There are three types of non-emergency work orders that are not included in PHAS calculations.

- Make ready - These work orders are issued to make a vacant unit ready for re-occupancy. When a unit becomes vacant a “Make Ready” work order is generated to repair the deficiencies in the unit. Make-Ready work orders are not calculated under indicator number four.
- Cyclical - These work orders are issued for the performance of routine maintenance items that are done in the same way at regular intervals. Work orders issued such as janitorial daily services. Cyclical work orders are not calculated under indicator number four.
- Deferred to Modernization - Maintenance work being completed under a modernization program is not included in the calculation of PHAS. Therefore, the days the work order are open are excluded from the calculation. The work orders will be coded “deferred to modernization” and exempted from the PHAS calculation.
- Work to be done – These work orders are issued to complete requests for work items that do not fall within the other standardized categories. These requests should include hanging pictures, hanging mirrors, etc. and are not calculated into PHAS scores.

WORK ORDERS IN UNITS UNDER MODERNIZATION

Some units at the PVHA will be repaired under the Authority’s modernization programs. These include scheduled Capital Fund activities.

Work orders in units deferred to Modernization are excluded from the PHAS calculation. However, for record keeping purposes, the LHA must verify that the work was completed. (The PVHA is only penalized under this indicator if the work order is not *closed* during the assessed year).

A. POLICY

Maintenance work being completed under a modernization program is not included in the calculation of PHAS. Therefore the days work order was open are excluded from the calculation. The work orders will be coded “deferred to modernization” and exempted from the PHAS calculation. Once the Modernization work is completed, these work orders will be closed.

B. PROCEDURES

1. Unit is identified and scheduled for comprehensive renovation by Modernization.
2. All open work orders existing for the unit are queried by the Manager and coded as “deferred to Modernization”. Documentation and a copy of the work order is coded and filed for documentation.
3. Modernization completes the comprehensive work in the unit.
4. Once the work is completed: the Executive Director will accept the unit back into inventory.

**APPENDIX
TENANT MAINTENANCE CHARGES**

Princeville Housing Authority

Section 4 Preventive Maintenance Program

August 2007

Preventive Maintenance Program

Preventive maintenance is part of the planned or scheduled maintenance program of the Princeville Housing Authority. The purpose of the scheduled maintenance program is to allow the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that maintain the operation of the properties. The systems include heating, air conditioning, electrical, life safety and plumbing.

A) General Operating Systems

The heart of any preventive maintenance program is a schedule that calls for the regular servicing of all systems. The development of this schedule begins with the identification of each system or item that must be checked and serviced, the date it must be serviced, and the individual responsible for the work. The servicing intervals and tasks for each system must be included in the schedule. The completion of all required tasks is considered a high priority for PVHA. The systems covered by the preventive maintenance program include but are not limited to:

- 1) Catch basins
- 2) Compactors
- 3) Condensate pumps
- 4) Electric transformer and emergency generators
- 5) Elevator equipment
- 6) Emergency lighting
- 7) Exhaust fans
- 8) Exterior lights
- 9) Fire Extinguishers
- 10) Heating plants
- 11) Mechanical equipment and vehicles
- 12) Sanitary drains
- 13) Air Conditioning Equipment
- 14) Domestic water

A specific program will be developed for each system. This program shall include a list of the scheduled service maintenance for each system and the frequency and interval at which that service must be performed. The equipment and materials required to perform the service will be listed as well so that they will be on hand when needed. An assessment of the skills or licensing needed to perform the tasks will also be made to determine if an outside contractor must be used to perform the work. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

B. Roof Repairs/ Replacement

Maintenance of roofs requires regular inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces and that there is good drainage, clear gutters and prompt discovery of any deficiencies.

The Executive Director is responsible for the development of a roof maintenance plan that includes these features:

- 1) The type, area, and age of roof
- 2) Warranties and/or guarantees in effect
- 3) Company that installed the roof
- 4) Expected useful life of roof
- 5) History of maintenance and repair
- 6) Inspection schedule

The PVHA maintenance staff will usually undertake only minor roof repairs. Therefore, there should be a list of approved roofing contractors to take on more serious problems for roofs no longer under warranty. The Executive Director is the only authorized staff to contract outside personnel.

C) Vehicle/Equipment Maintenance

The PVHA will protect the investment it has made in vehicles and other motorized equipment by development of a comprehensive fleet maintenance program. The vehicles and equipment to be covered include:

- 1) Cars, trucks and vans
- 2) Tractors
- 3) Bobcats
- 4) Snow blowers
- 5) Leaf blower
- 6) Weed cutters
- 7) Lawn Mowers
- 8) Chain saws

Maintenance is responsible for the development of this plan that shall contain components for minimal routine service as well as servicing for seasonal use. Serviceable components for each vehicle or piece of motorized equipment will be listed in the plan along with the type and frequency of service required.

Maintenance shall also maintain a system to ensure that any employee that operates a vehicle or piece of motorized equipment has the required license or certification.

D) Lead-Based Paint

The PVHA is committed to controlling lead-based paint hazards in all its dwellings, especially family dwellings constructed before 1978. If any hazards are discovered, the Authority will develop a plan to abate the hazard. The Maintenance Mechanic shall have the authority and responsibility to direct all activities associated with lead hazard control. The control plan will include such activities as:

- 1) Detecting the possible presence of lead paint;
- 2) Protection of residents and workers from lead-based paint hazards;
- 3) Surface protection of non-painted surfaces;
- 4) Equipment use and care;
- 5) Paint quality; and
- 6) Method of application.

Other responsibilities include directing training sessions, issuing special work orders, informing residents, levels, responding to cases of children with elevated blood levels, correcting lead-based paint hazards on an emergency repair basis, and any other efforts that may be appropriate. The PVHA's plan to control such hazards is detailed in a risk assessment report and lead hazard control plan.

E) Life Safety Systems

The PVHA shall have a comprehensive program for maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. Maintenance shall be responsible for the development and implementation of a schedule that includes the inspection, servicing and testing of this equipment. The equipment to be included in the plan includes the following:

- 1) Fire alarms and fire alarm systems
- 2) Fire extinguishers
- 3) Fire hoses
- 4) Emergency generators
- 5) Emergency lighting
- 6) Smoke detectors
- 7) Sprinkler systems

The plan will include the required testing and servicing as required by manufacturer's recommendations. It will also include a determination of the most reliable and cost effective method to perform the work including the decision to hire a contractor.